



How to Download Activities (GDPR Requirements)

STEP 1

Log on to <http://www.rcsi.com/surgery/pcs>

STEP 2

Upon login you will be presented with the page below - sample

STEP 3

Click on the 'View Records' button and sort by Year – You can then click on Download as CSV button and an Excel Spreadsheet will open with a summary of your activities uploaded by date

The screenshot shows the RCSI EPortfolio interface. At the top, there is a navigation bar with 'Overview', 'Help', 'Profile []', 'Enrolments', 'CPD Approved Events', and 'Sign Out'. Below this is a summary table with columns: Term, External (20.0 min), Internal (20.0 min), Personal Learning (5.0 min), Research or Training, Total (50 min), Clinical Audit, Credits on Target, Verification Status, and buttons for 'View Activities' and 'View Documents'.

Term	External (20.0 min)	Internal (20.0 min)	Personal Learning (5.0 min)	Research or Training	Total (50 min)	Clinical Audit	Credits on Target	Verification Status	
*2014-2015	0	9.0	0	0	9	No	No	Unverified	View Activities, View Documents
2012-2013	61.5	50.5	5.0	0	117	Yes	Yes	Unverified	View Activities, View Documents
2011-2012	64.5	30.5	4.5	6.0	105.5	Yes	No	Unverified	View Activities, View Documents

Below the summary table, there is a 'View Records' button. A dashed box highlights this button and the 'Add Record' button. A red arrow points to the 'View Records' button with the text 'click on view records'. Below this is a filter section with 'Year' (set to 2011), 'Category' (Any), and 'Status' (Any). A 'Download as CSV' button is highlighted with a red arrow and the text 'click here and an Excel spreadsheet will open with summary of items uploaded'. Below this is a detailed table of activities:

Date	Category	Activity	Description	Location	Reference Number	Credits	Status	
30 April, 2012	Personal Learning	Volunteer / Outreach activities	TEST FILE UPLOAD	TEST		.5	Approved	View Details

Sample excel spreadsheet

Date	Category	Activity	Description	Location	Reference	Credit	Status	No. of Documents attached
30-Apr-12	Personal Learning	Volunteer / Outreach activities	TEST FILE UPLOAD	Dublin		0.5	Uploaded	2
30-Apr-12	Internal	Morbidity and Mortality Meetings	Test	Cork		0.5	Uploaded	0
03-Apr-12	External	International Meetings	Test	Galway		13.5	Uploaded	1
03-Mar-12	External	College / Society Meeting	Test upload on phone	Rcsi		2	Uploaded	1

You can now save this excel spreadsheet to your computer and keep for your records.



How to Download Documents Attached to Activities Uploaded

STEP 1

Once you have logged in to your PCS portfolio – below is sample 'home-screen'

STEP 2

Click on the
'View Documents' button

Term	External (20.0 min)	Internal (20.0 min)	Personal Learning (5.0 min)	Research or Training	Total (50 min)	Clinical Audit	Credits on Target	Verification Status	View Activities	View Documents
2012-2013	61.5	50.5	5.0	0	117	Yes	Yes	Unverified	View Activities	View Documents
2011-2012	64.5	30.5	4.5	6.0	105.5	Yes	No	Unverified	View Activities	View Documents

STEP 3

The below screen will appear. You can now download your certificates / proof of attendance at meetings to keep for your records

View supporting documents

Date	Category	Activity	Description	Location	Reference Number	Credits	Status	Download
01 July, 2011	External	College / Society Meeting	Attended meeting in UK on Clinical Guidelines	London		5.0	Uploaded	
01 July, 2011	External	College / Society Meeting	Short meeting	RCSI		4.0	Uploaded	

click here to download certificates you wish to keep