

ROYAL COLLEGE OF PSYCHIATRISTS

Supervisor Area & Your Dashboard

Finding your way around the ePortfolio as a supervisor

YOUR DASHBOARD & SUPERVISOR AREA

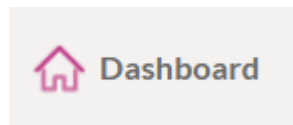
As a supervisor, you do most of your work from your dashboard and the Supervisor Area. This guide shows you what each part does and how to reach your Resident Doctors' records.

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1. Your Dashboard

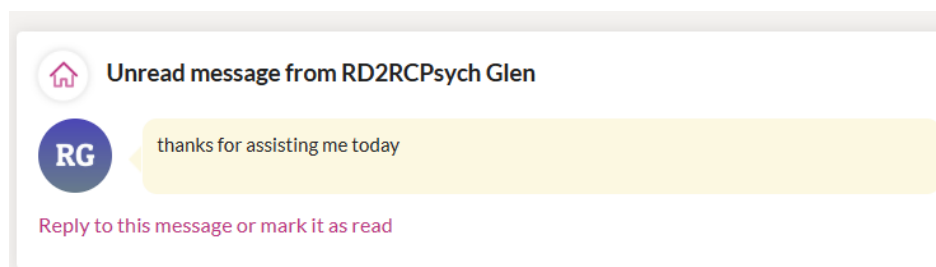
The dashboard is your main working area.



The supervisor dashboard

From here you can:

- **Send and receive messages** with your Resident Doctors — useful for prompts and reminders, and private to you and your RD.



- **Use shortcuts to pending entries** you need to review — click the purple icon to action them. These are listed oldest first.


You have 41 entries to review

Did you know on your [Entries for review](#) page you can review entries in turn or dismiss old requests.


Case Log: [test case log 19/12](#)
 TESTRD4 submitted this Learning Log for review **5 months ago**


CP: [cccc](#)
 RD2RCPsych Glen invited you to complete this assessment **2 weeks ago**


PSR Higher: [PSR Higher](#)
 RD2RCPsych Glen invited you to complete this assessment **2 weeks ago**

Your list of Resident Doctors

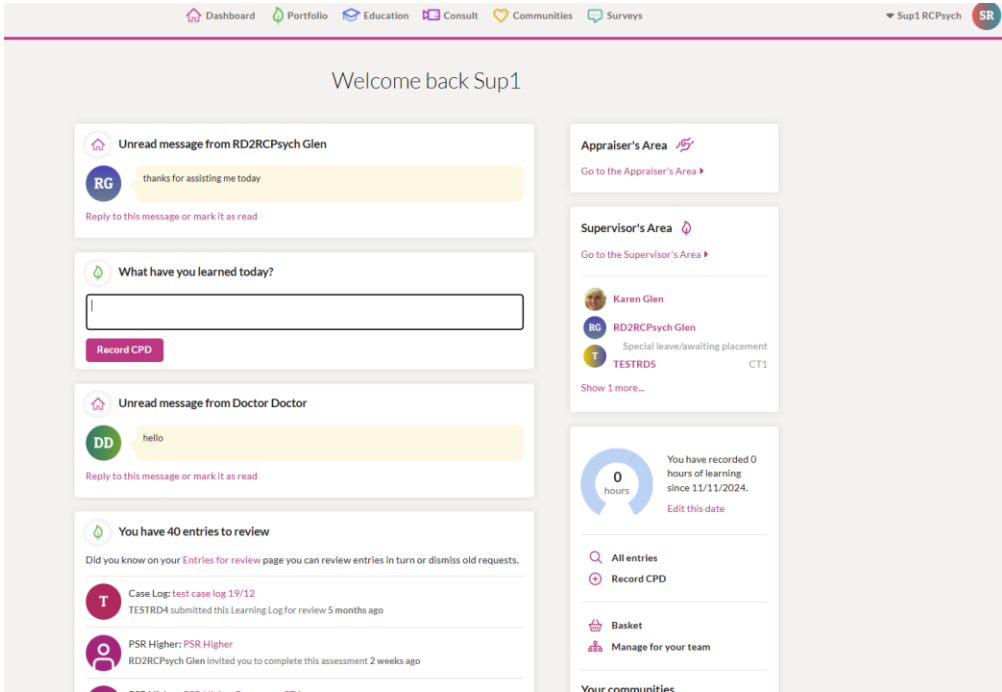
NOTE

If you are working alongside your RD and they request a new review, you may need to refresh your screen to see it appear.

2. The Supervisor Area

From your front dashboard you can:

- Open up to 5 RD records directly from the dashboard by clicking their name (if you supervise more than one RD).
- Open the main **Supervisor Area** to see all your RDs and their entries.



Opening the supervisor area

The top section lists your RDs with a link to view a mirror of their portfolio. Use your browser's back and forward arrows to move between views.

Supervisor dashboard

View entries for review (1 requiring your attention)

Your trainees (4)

Name	Stage of training	
Karen Glen		View
RD2RCPsych Glen	Special leave/awaiting placement, 20/05/26 – 27/05/26	View
TESTRD5	CT1, Current	View
Doctor Doctor	CT1, 18/03/26 – 19/09/26	View

3. Notes and Messages

Within an RD's record you can:

- Add an **Educator note** — visible to all viewers, *not* private.
- **Message the RD** — private to you and that RD.

Educator notes

Unread: 0 Total: 0

Adding an educator note

4. Email Preferences

The final section of the dashboard lets you set your email preferences.

Email notification preferences

Email me when my trainee asks me to review an entry: ☐

Save

NOTE

The wheel on your front page relates to your own personal CPD, so it will not update with RD activity.

Need help?

Use the **Submit a request** option inside 14Fish (right-hand side of your dashboard), or contact the [RCPsych ePortfolio Support Team](#)