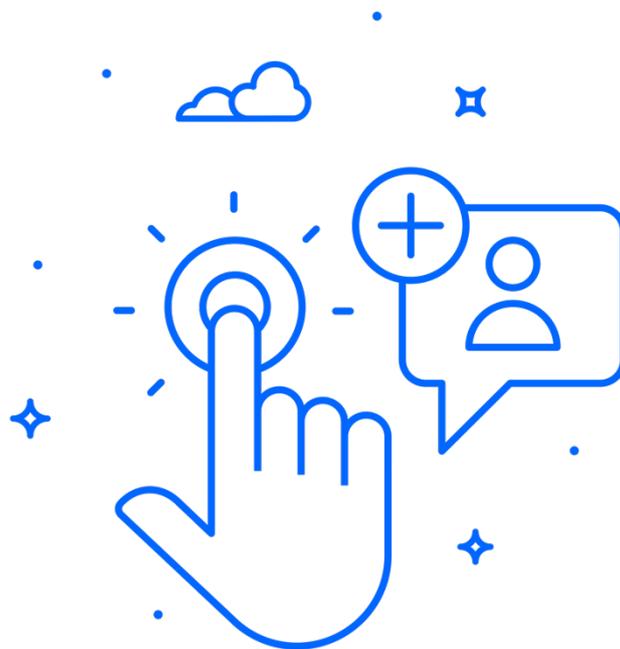




# Support Guide

Eportfolio App - Assessments



The OneFile Eportfolio app is designed to help support you with capturing evidence and completing assessments, plans and reviews offline. You can use a mobile device anytime, anywhere, without an internet connection. When you've connected to the internet again, simply sync your work up to the online system and continue using Onefile as normal.

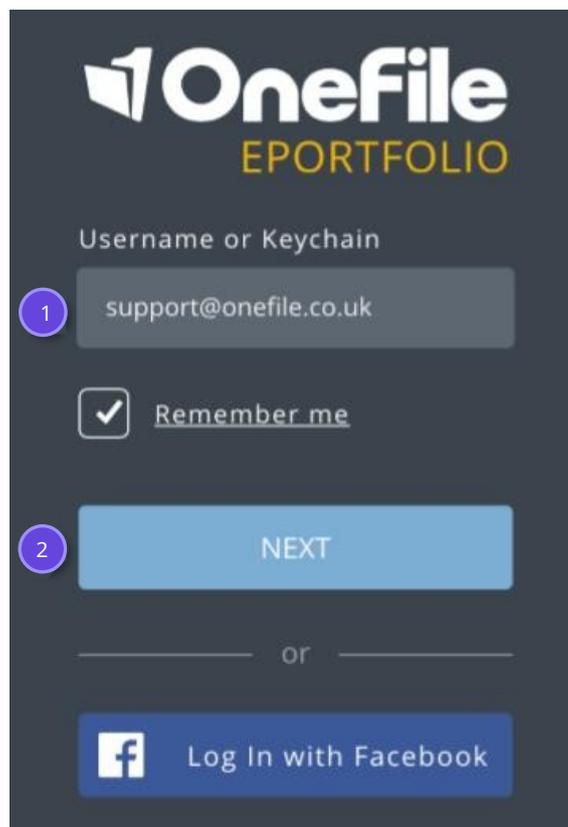
Below you will find a step by step guide on using the Eportfolio app.

### Step 1

Enter your [Username or Keychain](#) on the login page.

### Step 2

Tap [NEXT](#) to continue logging in.

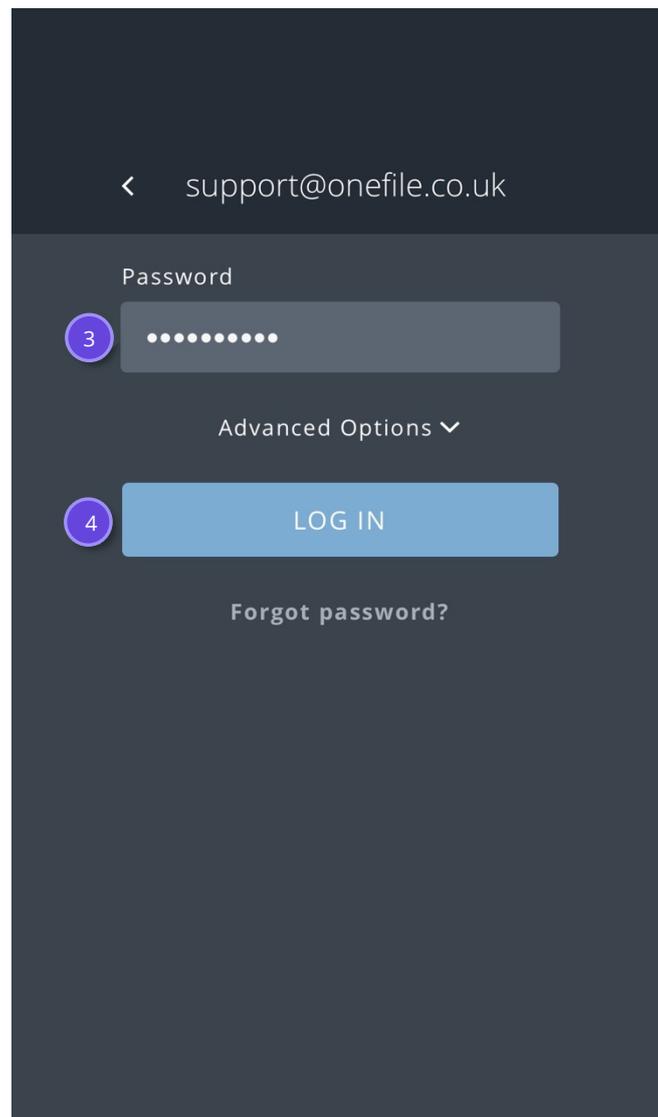


### Step 3

Enter your account [Password](#).

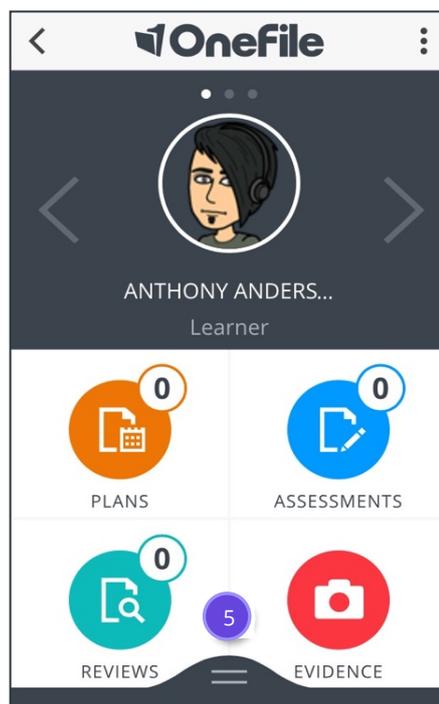
### Step 4

Tap [LOG IN](#) to access your account. Note that you must have an internet connection the first time you login.



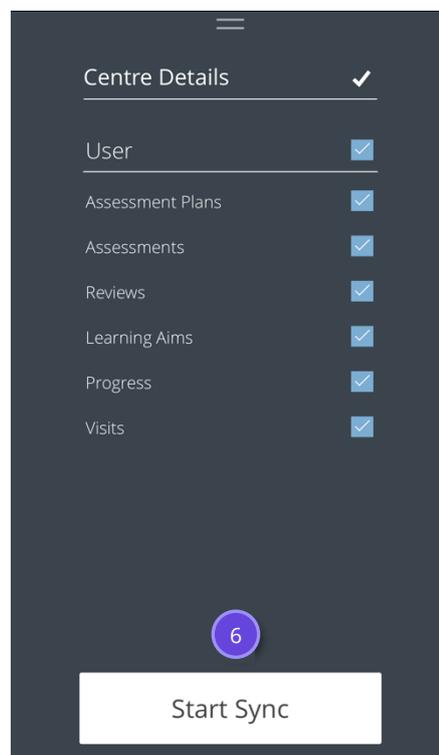
## Step 5

Sync the app with your live portfolio by dragging the sync menu up.



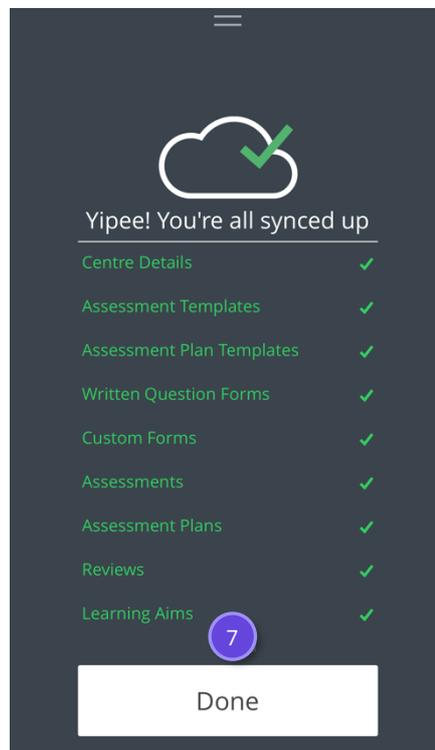
## Step 6

Select all options and tap [Start Sync](#).



## Step 7

When the sync is complete, tap [Done](#).



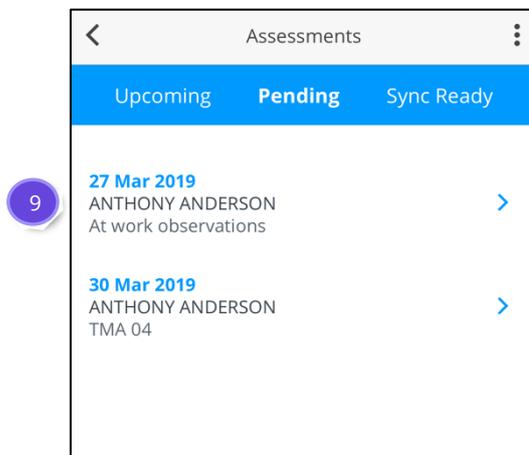
## Step 8

Tap [ASSESSMENTS](#) to access the assessments section of the app.



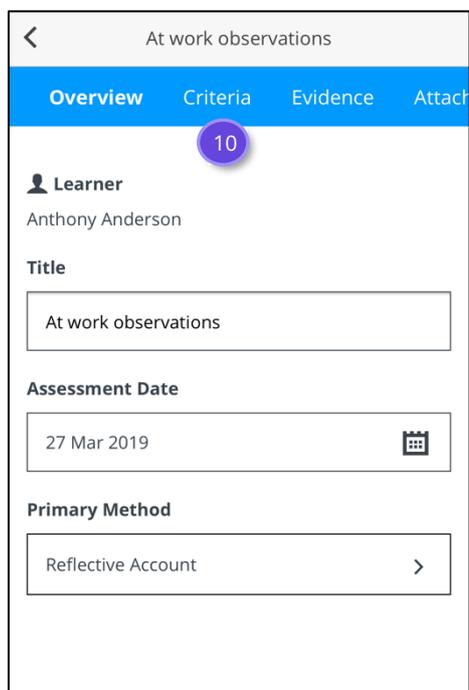
## Step 9

Tap on the [Assessment](#) you want to open.



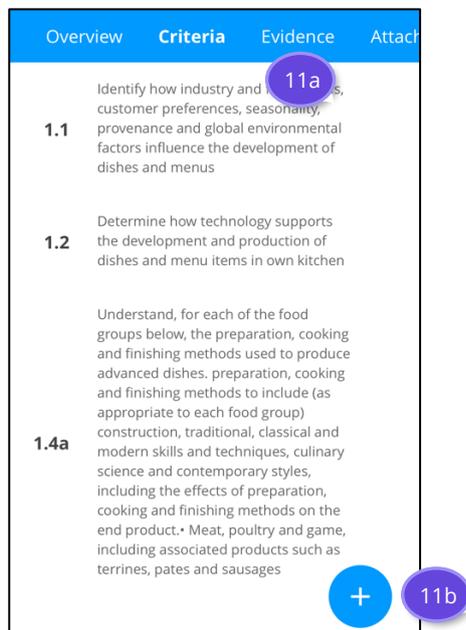
## Step 10

Tap [Criteria](#) to review the assigned criteria for the assessment



## Step 11

- Review the assigned criteria and tap [Evidence](#) to proceed.
- If your assessment is learner started, you can tap the + to add additional criteria.

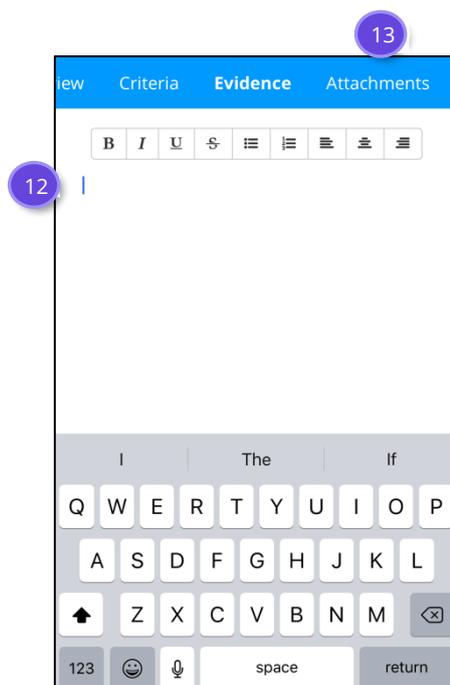


## Step 12

Use the inbuilt [Text Editor](#) to enter any written evidence.

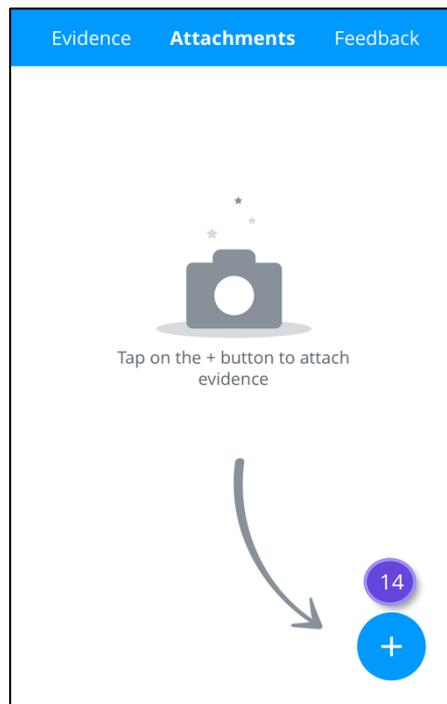
## Step 13

When you have finished typing your evidence, tap [Attachment](#).



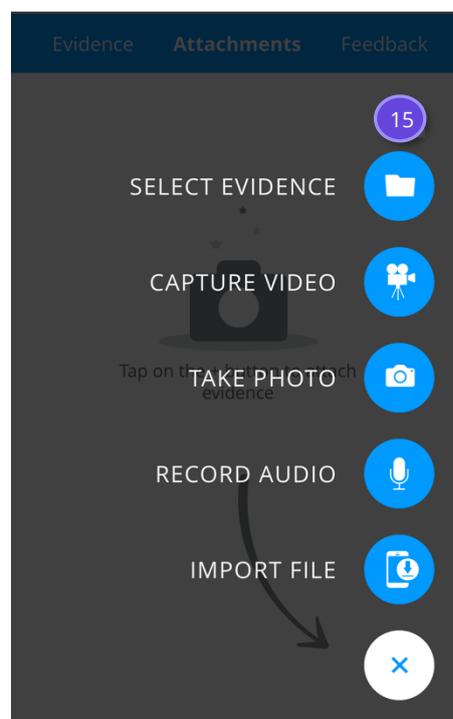
## Step 14

Tap the **+ icon** to add attachments to your assessment.



## Step 15

Choose the type of **Attachment** you wish to assign to your assessment.

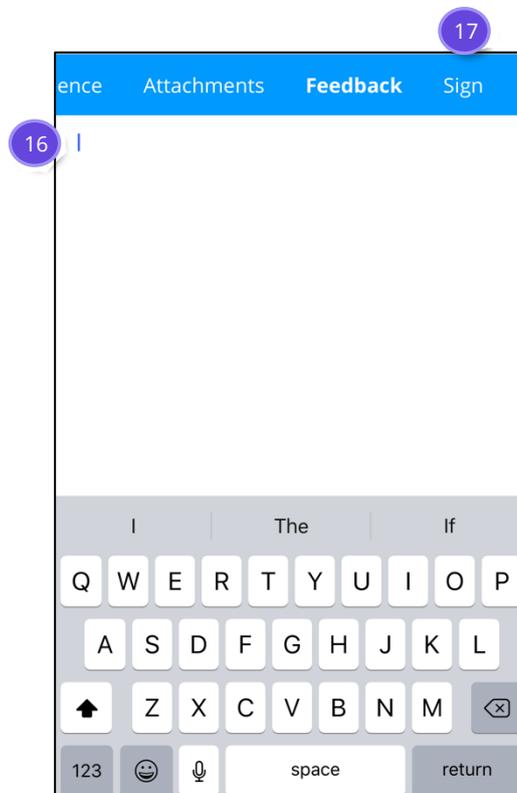


### Step 16

Type in any [feedback](#) you have regarding the assessment.

### Step 17

Tap [Sign](#) to continue.

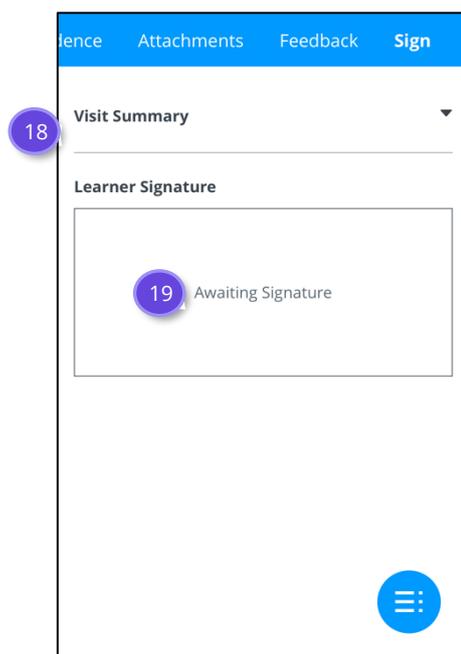


## Step 18

Tap [Visit Summary](#) to add any relevant visit details.

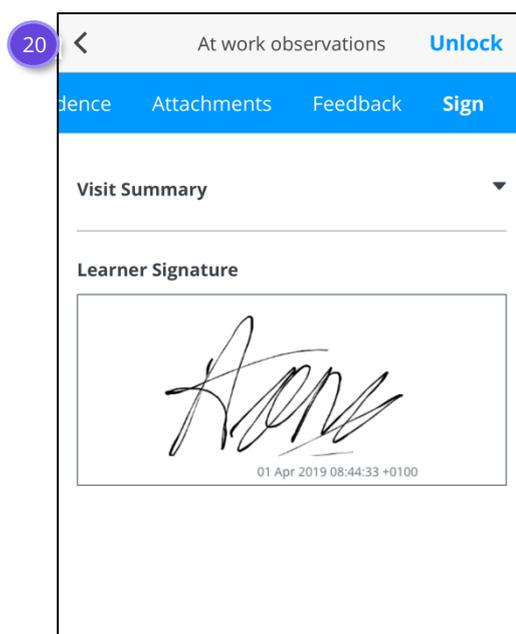
## Step 19

- Tap the [Awaiting Signature](#) box to sign your assessment.
- Alternatively, tap the [Menu Button to sign or finish online](#)



## Step 20

Tap the [Back Arrow](#) to return to the Assessments overview page.



### Step 21

Tap [Sync Ready](#) to view your signed assessments.

### Step 22

Tap the [Sync icon](#) to upload your signed assessments to your live portfolio.

