

HOW TO CLONE A RECORD previously uploaded



RCSI

How to CLONE a Record uploaded

RCSI DEVELOPING HEALTHCARE LEADERS WHO MAKE A DIFFERENCE WORLDWIDE

Step 1 : Login to your ePortfolio

- Login to : <http://www.rcsi.ie/pcs>



Sign In

Enter your username and password below.

Username *	<input type="text"/>
Password *	<input type="password"/>
	<input type="button" value="Login"/>

Step 2 : Click on View Records

You have successfully logged in. Welcome to PCS.

Summary [View Records](#) [Add Record](#)

Current Verification Status

From 01/05/2011 To 30/04/2014

Term	External (20.0 min)	Internal (20.0 min)	Personal Learning (5.0 min)	Research or Training	Total (50 min)	Clinical Audit
2013-2014	27.5	3.5	0	0	31	No

Step 3: Select the record you wish to clone and click on View Details

Summary View Records Add Record

Year Any ▾

Category Any ▾

Status Any ▾

Date	Category	Activity	Description	Location	Reference Number	Credits	Status	No. of Documents attached	
08 November, 2013	External	International and National Meetings	RCSI MILLIN MEETING	RCSI		6.0	Uploaded	1	View Details

Step 4: Click on Clone Record

Date	08 November, 2013
Category	External
Activity	International and National Meetings
Good Practice Domains	<ul style="list-style-type: none">• Clinical Skills• Patient Safety & Quality of Patient Care• Professionalism• Relating to Patients• Scholarship
Description	RCSI MILLIN MEETING
Location	RCSI
Reference Number	
Purpose	
Credits	6.0
Current Status	Uploaded

Edit Record **Clone this Record** Delete

Click on 'Clone this record'

Step 5 : You will need to enter new date for record

Browse for supporting evidence & click submit

Date of Activity *	<input type="text"/> <input type="text"/> <input type="text"/>
Category *	External <input type="text"/>
Activity *	International and National <input type="text"/>
Domains of Good Practice *	<input checked="" type="checkbox"/> Clinical Skills <input type="checkbox"/> Collaborative & Teamwork <input type="checkbox"/> Communication & Interpersonal Skills <input type="checkbox"/> Management (including Self Management) <input checked="" type="checkbox"/> Patient Safety & Quality of Patient Care <input checked="" type="checkbox"/> Professionalism <input checked="" type="checkbox"/> Relating to Patients <input checked="" type="checkbox"/> Scholarship
Credit *	6.0 <input type="text"/>
Activity Description *	RCSI MILLIN MEETING <input type="text"/>
Location *	RCSI <input type="text"/>
Development Purpose	<input type="text"/>
Reference Number	<input type="text"/>
Supporting Document	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Submit"/>	

Step 6 : Review Your record by clicking on View Records

Summary	View Records	Add Record						
04 August, 2013	Internal	Grand Rounds	Attendance at Grand Rounds - on following dates	mater	3.5	Uploaded	1	View Details

Record that was added in this example

- **YOU HAVE NOW SUCCESSFULLY CLONED A RECORD WITH VERIFICATION**