

# Adding comments to any completed assessment or report

7 Steps

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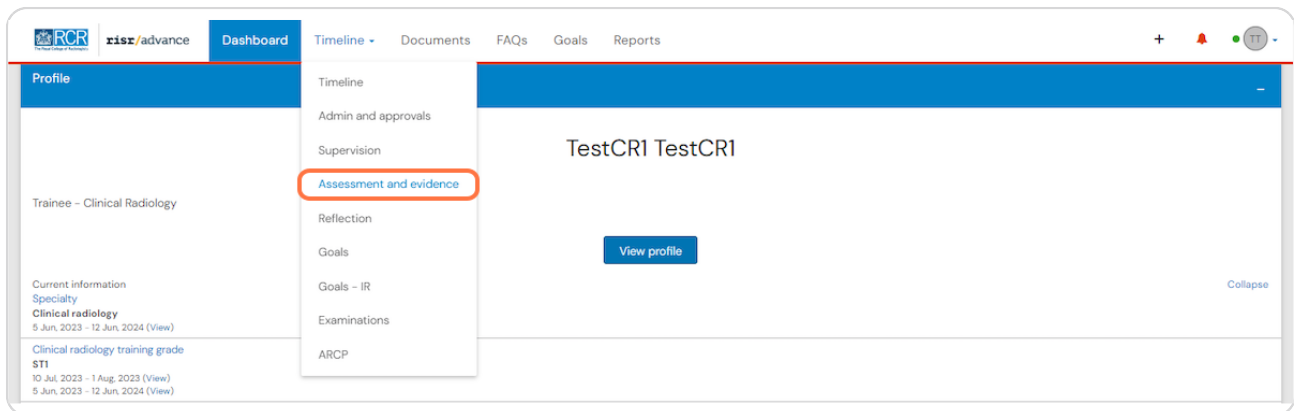
Created by  
WDAT

Creation Date  
July 18, 2023

Last Updated  
July 18, 2023

## STEP 1

### Click on Timeline and select the relevant section

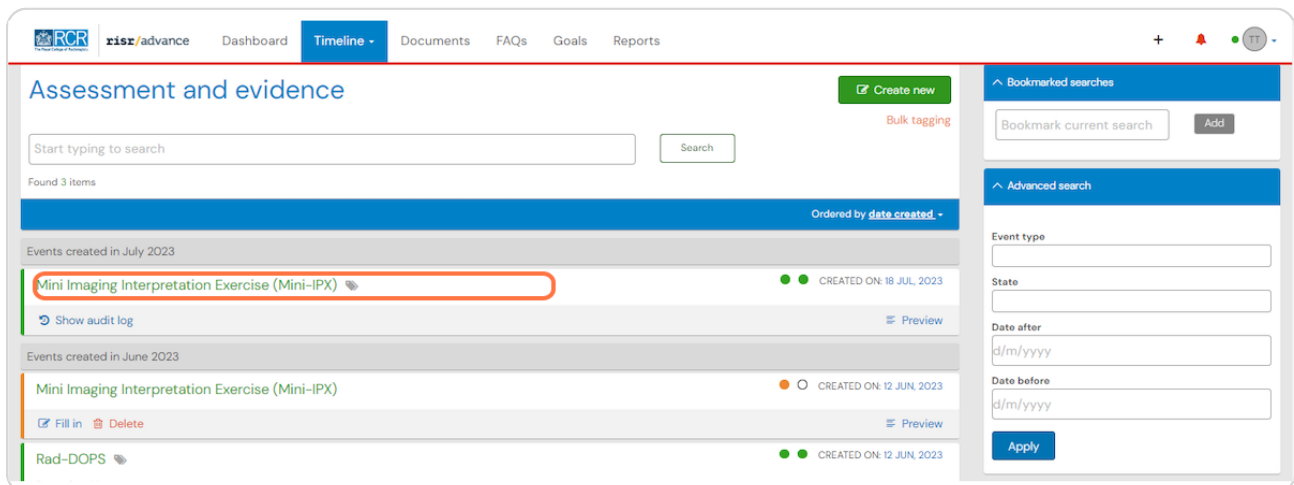


The screenshot shows the RCR RIS/advance dashboard. The 'Timeline' menu is open, and the 'Assessment and evidence' option is highlighted with a red box. The main content area displays 'TestCRI TestCRI' with a 'View profile' button. The left sidebar shows the user's profile information, including 'Trainee - Clinical Radiology' and 'Current information' for 'Clinical radiology' and 'Clinical radiology training grade ST1'.

## STEP 2

### Select the required assessment from your timeline

You can use the search box at the top of the page or the advanced search to the right of the screen to help you find the assessment



The screenshot shows the 'Assessment and evidence' page. A search box is at the top left, and a 'Create new' button is at the top right. The main content area displays a list of assessments, with 'Mini Imaging Interpretation Exercise (Mini-IPX)' highlighted in a red box. The list is ordered by 'date created' and shows three items: 'Mini Imaging Interpretation Exercise (Mini-IPX)' (created on 18 JUL 2023), 'Mini Imaging Interpretation Exercise (Mini-IPX)' (created on 12 JUN 2023), and 'Rad-DOPS' (created on 12 JUN 2023). The right sidebar contains 'Bookmarked searches' and 'Advanced search' sections.

### STEP 3

## Scroll to bottom of the assessment and click on Show more

#### Entrustment Level

Level 2 – Entrusted to act with direct supervision

**Further descriptors for entrustment levels:**

- [Level 1](#) – Entrusted to observe only – no provision of clinical care – Understands the concept of the imaging modality but does not yet have the experience to provide a radiology report and management plan
- [Level 2](#) – Entrusted to act with direct supervision – Demonstrates some knowledge and experience resulting in a limited report and management plan
- [Level 3](#) – Entrusted to act with indirect supervision – Demonstrates satisfactory knowledge and a logical evaluation of the clinical cases resulting in an acceptable report and management plan
- [Level 4](#) – Entrusted to act unsupervised – Demonstrates detailed knowledge and good evaluation of clinical cases resulting in a succinct report and clear management plan

#### Assessor's declaration

By submitting this form you are agreeing that you observed the case(s) described.

Once you have completed and submitted this assessment, it will be closed and placed into the trainee's timeline as complete.

Show less ^

0 TAGS 0 DOCUMENTS 0 COMMENTS

Show more v

### STEP 4

## Add your comment

0 TAGS 0 DOCUMENTS 0 COMMENTS

Add new comment, tag or document Save

Comment

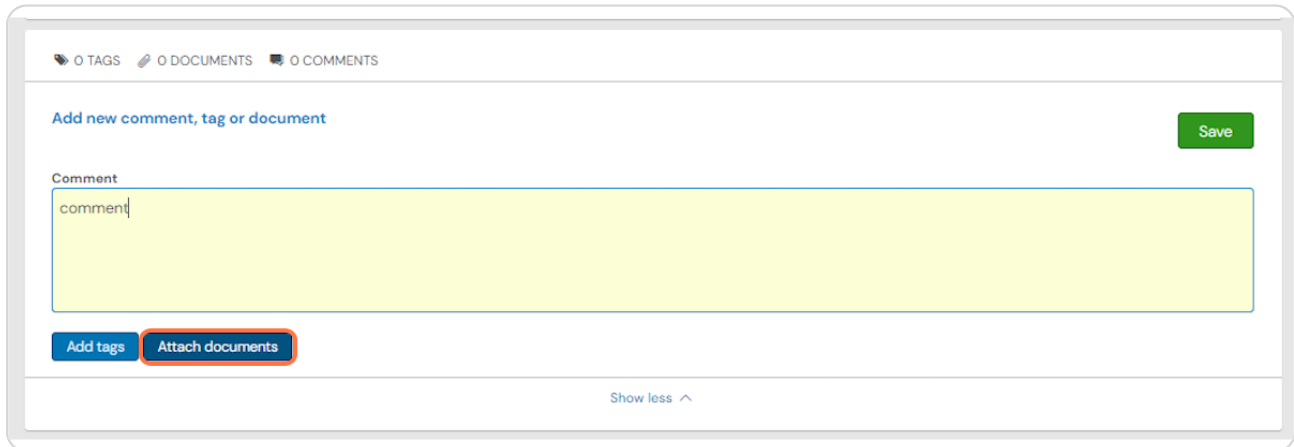
comment

Add tags Attach documents

Show less ^

## STEP 5

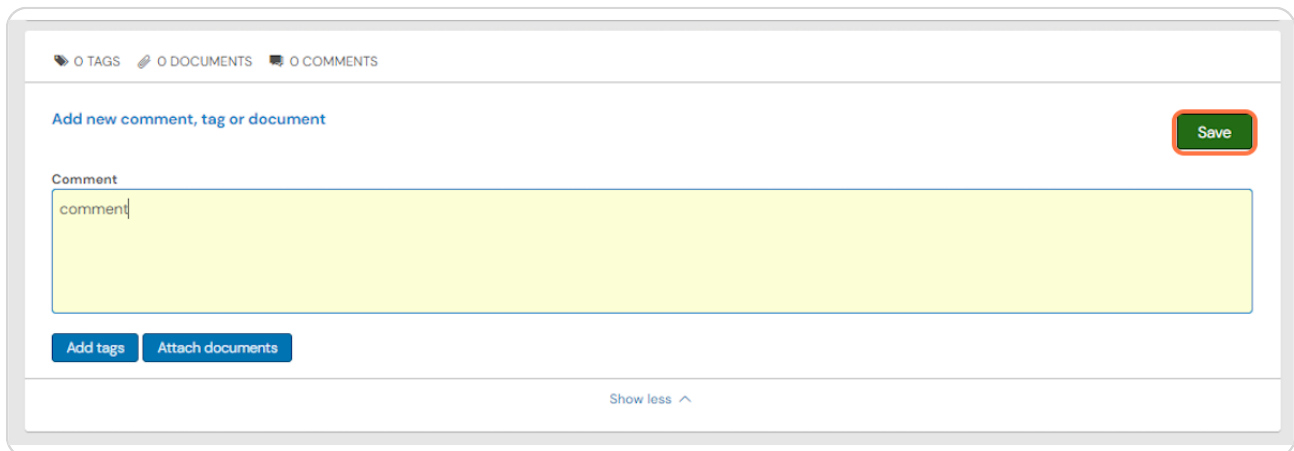
You can attach documents to your comment if required by clicking on **Attach documents**



A screenshot of a web interface for adding a comment. At the top, there are three status indicators: '0 TAGS', '0 DOCUMENTS', and '0 COMMENTS'. Below this is a heading 'Add new comment, tag or document' and a green 'Save' button. A large yellow text area contains the word 'comment'. Below the text area are two buttons: 'Add tags' and 'Attach documents', with the latter highlighted by a red border. At the bottom, there is a 'Show less ^' link.

## STEP 6

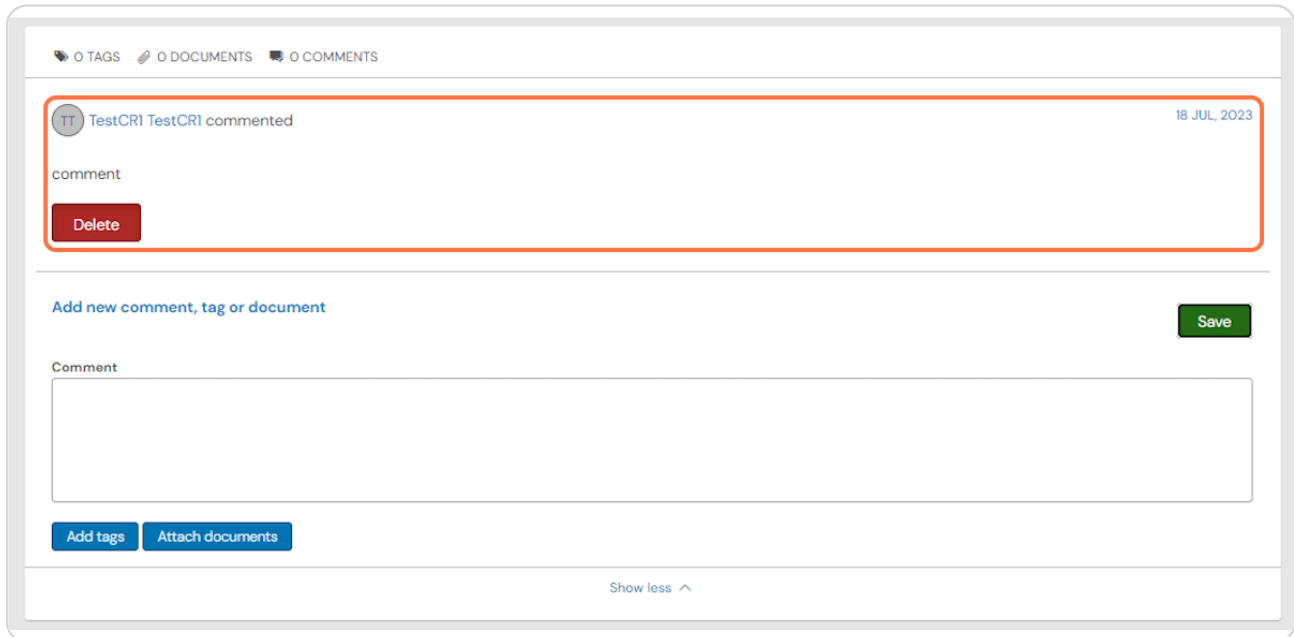
Click on **Save** to publish the comments



A screenshot of the same web interface as in Step 5. The 'Save' button is now highlighted with a red border, indicating it is the next step to click. All other elements, including the text area with 'comment', the 'Add tags' and 'Attach documents' buttons, and the 'Show less ^' link, remain the same.

## STEP 7

You can view all comments added to your assessment and delete any of your own comments by clicking on Delete



The screenshot displays a user interface for managing comments. At the top, there are three navigation items: '0 TAGS', '0 DOCUMENTS', and '0 COMMENTS'. Below this, a comment is shown with a profile picture icon containing the letters 'TT', the text 'TestCRI TestCRI commented', and the date '18 JUL, 2023'. The comment content is 'comment', and a red 'Delete' button is positioned below it. A horizontal line separates this from a section for adding a new comment, titled 'Add new comment, tag or document'. This section includes a green 'Save' button and a text input field labeled 'Comment'. Below the input field are two blue buttons: 'Add tags' and 'Attach documents'. At the bottom center, there is a 'Show less ^' link.

