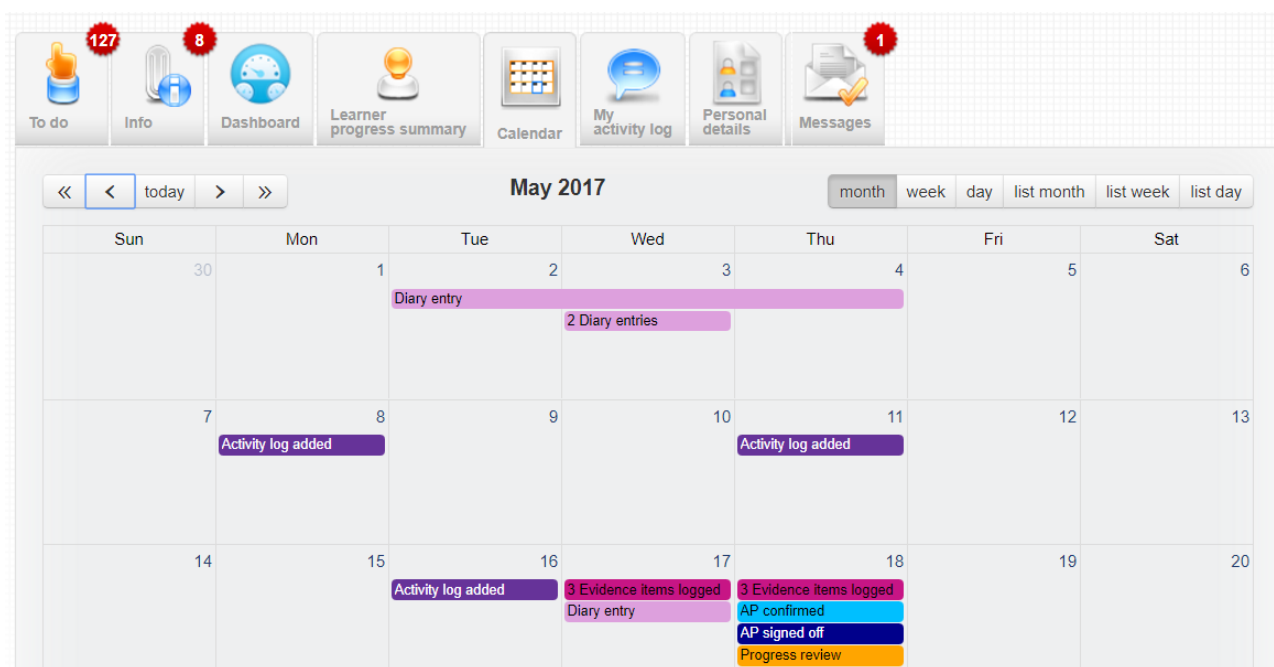# Calendar - July 2017

Calendar

We have created a new tab on the Home page for learners, assessors and IQA/IVs called Calendar. The calendar pulls data from various tabs throughout VQManager to display an up-to-date picture of activity on the selected learner's account. As work is carried out across the system, it is automatically entered into the Calendar to give an at-a-glance view for users.

The calendar shows:

Diary entry - Plum

Progress review - Orange

Progress review confirmed by learner - DarkOrange

Progress review confirmed by a line manager - Chocolate

Evidence item logged - MediumVioletRed

Assessment/Action Plan due - Cyan

Assessment/Action Plan confirmed by learner - DeepSkyBlue

Unit signed off (assessor)- PaleGreen

Unit signed off (IV) - LimeGreen

Unit sign-off confirmed by learner - MediumSeaGreen

Qual signed off (assessor)- ForestGreen
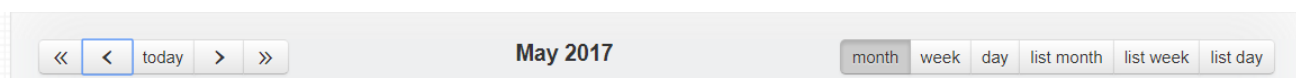
Qual signed off (IV) - DarkOliveGreen

Activity log added - RebeccaPurple

Learner last logged in - Yellow

AP signed off - DarkBlue

Unit target date - Aquamarine

Use the tabs on the right to select the time period you wish to view i.e. month, week, day etc. and then use the arrows on the left hand side to scroll forward or backwards in time.

If you select a single entry a pop-up appears and will show you that entry.

If you click on an entry that says for example, 2 diary entries, the link takes you to the diary tab to reveal all the diary entries you may wish to see.