

## Emailing evidence into VQManager

This document describes the process for learners emailing evidence directly into VQM

Remember that the email that is received by VQManager must be sent from the same email address that is in your **personal details** tab.

The screenshot shows the VQManager interface for user Kurt Jacobs (Learner 3340). The 'Personal details' tab is active, and the 'Email' field is highlighted with an arrow. The email address entered is kurt@skillwise.net. Other fields include 'User name' (KURTJACOBS3), 'Password', 'Home telephone number' (011 643 4978), and 'Mobile telephone number' (07841 231138). Navigation buttons 'Save' and 'Cancel' are at the bottom right.

Emails must be sent to the following email address: [portfolio@vqmanager.co.uk](mailto:portfolio@vqmanager.co.uk)

The evidence is then *either* (depending on the settings for the centre, please speak with your assessor if you are unsure):

1. Placed on the **To do** tab of the assessor in a section called **Evidence emailed from learners**. Your assessor will process this email for you.
2. Placed on the **To do** tab of the learner in a section called **Emails awaiting further processing**. The email will appear as below:

**Emails awaiting further processing**

Date received	Subject	Attachments	Process email into...	Delete
20/06/2012	Evidence from my daily work	Craig assembling goods for dispatch.doc	Select Process	
20/06/2012	Direct observation of Kurt	photo.JPG ATT11905.txt	Select Process	

Click on the **Process mail into** and select either **Evidence** or **Learner Activity Log** to proceed.



### Process into Evidence

Once you have selected “Evidence” and clicked the “Process” link a Log evidence form will appear. The email and the email attachment will appear:

**VQManager** Welcome Kurt Jacobs (Learner 3340) Logout options Help and training

Home My portfolio Reports

To do 12 Info 5 My progress summary File library Personal details Messages

**Evidence**

Select evidence methods

- Work products
- Witness testimony
- Written questions
- Simulation / storyboard
- Professional discussion
- Direct observation
- Oral questions
- Candidate feedback statement
- Accredited prior learning

Summary evidence description

Evidence from my daily work

Description of evidence

This is evidence which I have captured of work that I did. Kurt

Date uploaded	File description	Uploaded by	Size	Delete
03/04/2014	craig assembling goods for dispatch.doc	You	12 KB	

Continue to add information about the evidence item as normal mapping the criteria as required. When you are finished, save the evidence and it will be added to the **Evidence list**.

### **Note:**

The subject line of the email appears in the **Summary of evidence description** field and the body of the email appears in the **Description of evidence** field.

## Process in Learner activity log

Welcome Kurt Jacobs (Learner 3340) Logout options Help and training ?

Home My portfolio Reports

To do 12 Info 5 My progress summary File library Personal details Messages

▼ Process email to learner activity log

Category: 12 Week Review

Summary title: Evidence from my daily work

Activity date: 03/04/2014  
 no date

Activity detail: This is evidence which I have captured of work that I did. Kurt

► Guided learning hours

Date uploaded	File description	Uploaded by	Size	Delete
03/04/2014	craig assembling goods for dispatch.doc	You	12 KB	

► Upload and attach files in support of this activity log

Save Cancel

Again the fields prepopulate but remain editable until you save it so you can add more information if required. Once saved the Activity Log can be edited at any time. The audit trail given a full account of any changes made and by whom.

### Note:

If you are not receiving emails, please check that the email address in your Personal Details tab (accessed from the **Home** page) is correct (see image on first page).