

# Exporting Diary for EPA

This second Diary export function works in virtually the same way as the Activity Log export function.

▼ Learner diary (Wolfson, Graham)

OTJ hours key: Student logged, *Employer confirmed*, Tutor confirmed, Tutor and Employer confirmed

Date logged	Start date	End date	Summary title	Logged by	Start time	End time	Description	Attachments	GLH?	Off the job training?	Edit
08/05/2019	08/05/2019	08/05/2019	Training day	Wolfson, Graham	11:00	15:00				4:00	Edit
08/05/2019	16/04/2019	16/04/2019	Training day - forgot assessor confirm	Wolfson, Graham	9:00	18:00				9:00	Edit
08/05/2019	02/05/2019	02/05/2019	Training day - no OTJ	Wolfson, Graham						5:00	Edit
08/05/2019	08/05/2019	08/05/2019	Training	Wolfson, Graham							Edit
08/05/2019	08/05/2019	08/05/2019	Training 2	Wolfson, Graham							Edit
31/05/2019	31/05/2019	31/05/2019	training OTJ 0	Wolfson, Graham						2:00	Edit
31/05/2019	31/05/2019	31/05/2019	training OTJ 5	Wolfson, Graham						5:00	Edit
31/05/2019	31/05/2019	31/05/2019	training days OTJ 10	Wolfson, Graham						10:00	Edit

**Prepare diary for EPA**

Select the new arrow **Prepare diary for EPA** and the page refreshes to an interim page which allows you to decide whether the tutor/assessor comments should be included in the download.

Options for preparing diary for EPA

Select the options required by your EPAO:

Include tutor comments in diary entries

**Continue** **Cancel**

When you have made your choice and selected **Continue** the page will refresh as before with your PDF document.

Again your options are to copy the link, or download the document either using the download icon or the **Download** arrow.

### Student diary

<b>Student</b>	Wolfson, Graham
<b>Employer</b>	Smiths
<b>Institution</b>	Institution Two
<b>Curriculum area</b>	Construction
<b>Tutors</b>	Assessor, Assessor Flanders, Ed Gillespie, Mary Krabbappel, Edna StressAss, StressAss Wolfson, Graham
<b>Employers</b>	Test OSU, Test OSU Crouch, Peter Organisation Role, Anne Svqmoneemp vqmiv, vqmiv AAA_Wil_test_AAA, AAA_Wil_test_AAA Mabbut, Gary Bryson, Billy Lineman, Lineman

Summary title	Start date	End date	Activity description	Reflective account	Tutor comments	GLH	OTJ hours	OTJ Tutor confirmation date	OTJ Tutor confirmation comments	OTJ Employer confirmation date	OTJ Employer confirmation comments	Attached files
Training day	08/05/2019	08/05/2019	Computer-phobia – some people just don't like using a computer, and there's nothing wrong with that! Many find that once they realise how simple and intuitive an e-portfolio can be, it's a lot less scary!		17:49 GMT 17/08/2021: Supports your Green agenda – by adopting an e-portfolio you can immediately reduce your paper use to as little as you wish, and vastly reduce your vehicle mileage.	00:00	4:00	08/05/2019	comments	02/07/2020		<a href="#">Skillwise learning flyer KN V3.pdf</a>
Training day - forgot assessor confirm	16/04/2019	16/04/2019	Improves efficiency – reducing the amount of time you spend travelling, and avoiding wasted journeys altogether, creates more time for you to be getting on with other things.		17:50 GMT 17/08/2021: The decision to move to an e-portfolio like VQManager might not be straightforward – many organisations ask themselves, what are the advantages and disadvantages of using an e-portfolio?	00:00	9:00	17/08/2021				<a href="#">standard-lube-map.pdf</a>

The report captures all data (where applicable) from the following areas:

- Summary title
- Start date
- End date
- Activity description
- Reflective account
- Tutor comments
- GLH
- OTJ hours
- OTJ Tutor Confirmation date
- OTJ Tutor confirmation comments
- OTJ Employer Confirmation date
- OTJ Employer confirmation comments
- Attached files

As before, the total OTJ hours is the total for this list. If you also have some OTJ hours recorded in the Activity log, those will not be included in the total here.