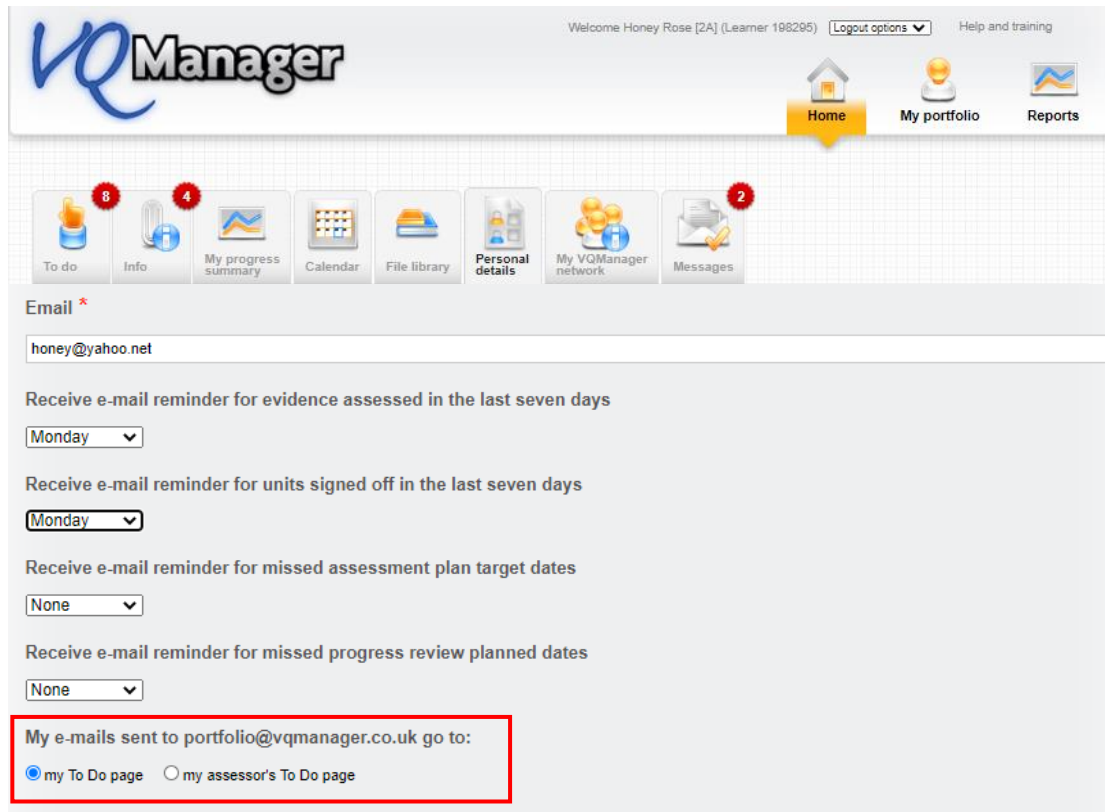# E-mailing into VQManager

Emails can be sent to VQManager by the assessor or by the learner. The default switch is that whoever sends the email, receives the email in their **To Do** tab so that they can process it. This default setting can be changed in the learner's **Personal details** tab if required.

In this area, you also need to check that the email address from which you are sending emails into VQManager is correctly set up in the system. The email needs to be the same as the one on the device you are emailing into.

To send an email into VQManager, the email address is: **portfolio@vqmanager.co.uk**

The email arrives in a table on the To Do tab entitled: **Emails awaiting further processing** both for the assessor and the learner.

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	Select ▾ Process	⊘
		ATT11905.txt		

For assessors: if the learner has changed their settings so that emails are sent to you instead of to themselves, they will appear in this table:

Learners: on the **To Do** in **Emails awaiting further processing**, click on the **Process email into** to provide the options available to you.

You have three options:
- Evidence
- Learner activity log
- Learner diary

As an assessor you have seven options:

- Evidence
- Existing Evidence (add to)
- Learner activity log
- Assessor activity log
- New Progress Review
- Existing progress Review (add to)
- Learner Diary

Process into **Evidence**
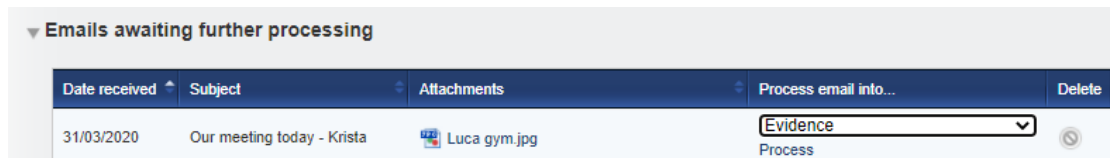
Once you have selected the **Evidence** option link a Log evidence form will appear.

As an assessor you will need to <u>select the learner's name</u> from the drop down box in the grey area and the email and the email attachment will appear. **Hint:** Always include the learner's name in the title of the email when creating it. This step is not required for the learner

From your email:
- The subject line becomes the **Summary of evidence description**
- The body of the email becomes the **Description of evidence**
- Any attachments are automatically added to page.

Complete the form:
- Add a method(s)
- Map the criteria as required

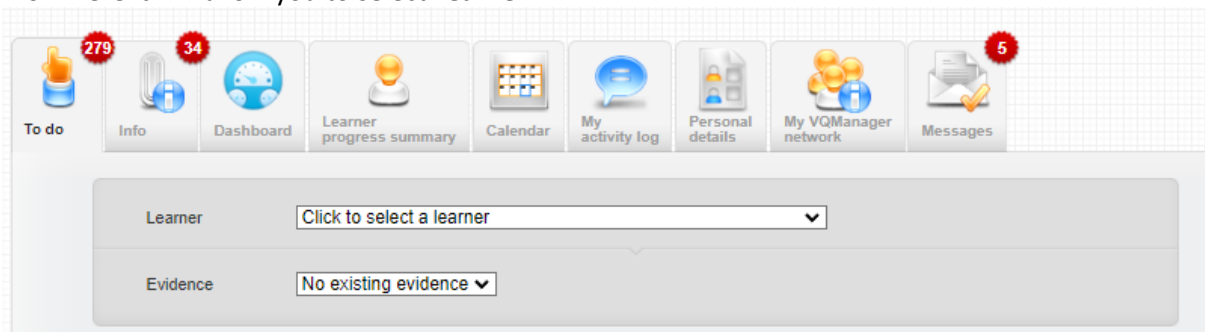**Note:** all fields are editable if you need to change anything

When you are finished, **save** the evidence and it will be added to the **Evidence list**.

Allow content e-mailed into the system to be added to existing evidence

You are now able to e-mail evidence into the system and add it to an existing evidence item. Evidence will only appear as an option if the evidence is with the user in question for editing at the time.
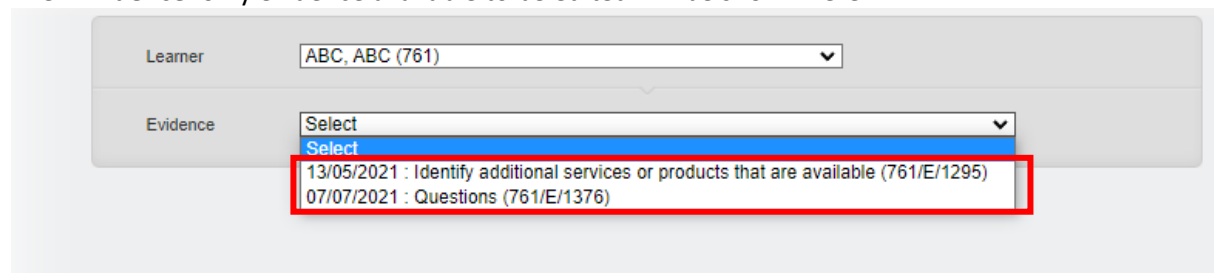
Select **Existing evidence (add to)** from the **Process email into** options and then select **Process.**

From here it will allow you to select **Learner:**
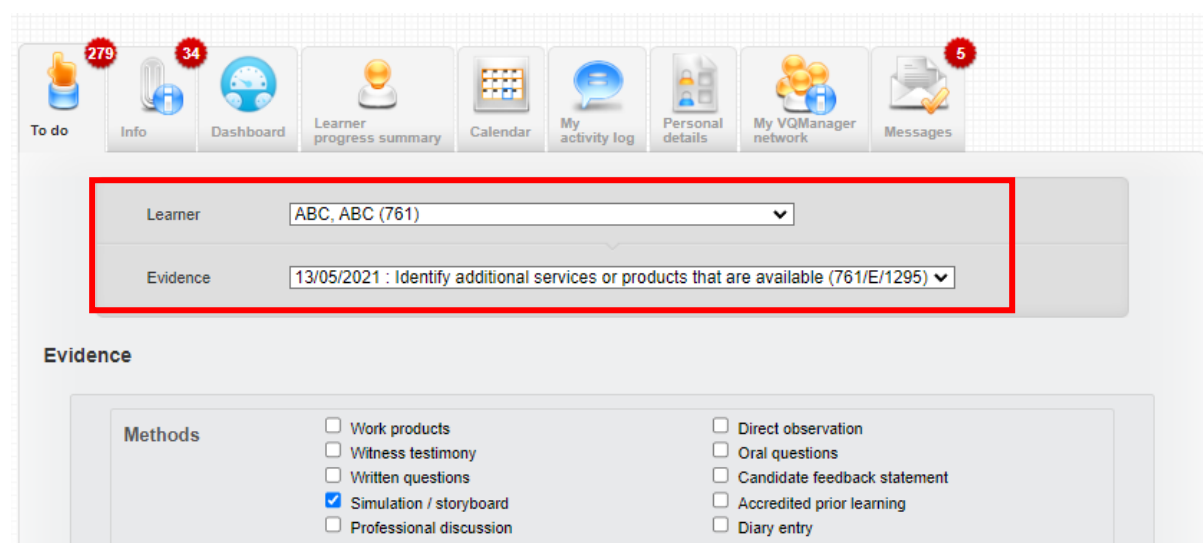
Then **Evidence:** only evidence available to be edited will be shown here.

Select the evidence and the page will refresh, dropping all elements of the email into the existing version –
- Description
- Any attachments

The system will add a note at the top of the added content, to show where it's come from.

Save using the normal save options:

Process in **Learner activity log**

For the assessor, select the learner. The fields prepopulate again but remain editable until you **save** so you can add more information if required.

Process in **Assessor activity log** (assessor only)

Again the fields prepopulate but remain editable until you **save** so you can add more information if required.

Process in **New progress review** (assessor only)

If you select **New Progress Review**, a new page opens for you to select the learner and the fields populate again. When complete click **save** at the bottom.

Process in **Existing Progress Review** (assessor only)

If you select **Existing Progress Review**, the page asks you to select the learner and the review you want to add to. Complete the form in the same way and click **save** at the bottom.

Process in **Learner diary**

Again the fields prepopulate but remain editable until you **save** so you can add more information if required.

Note:
Remember that the email that is received by VQManager must be sent from the same email address that is in the **Personal details** tab. The email must be sent to portfolio@vqmanager.co.uk.

You will get a notification to let you know that the email send was successful or if it was rejected. If you are not receiving these emails, please check that the email address in your **Personal details** tab (accessed from the **Home** page) is the one you are sending the email from (see image on page 2).