

Uploading Documents in PEP

Process to upload documents

Log in and select the relevant PEP host and click on edit mode to upload a document. Click on the Documents screen tab and then on the Add Document button (labelled 1 in screen shot 1 below) to be taken to this screen shot 1 (in this case where no documents have previously been added to the PEP host):

Screen shot 1

The screenshot shows a web browser window with the URL <https://arcpractice.uwe.ac.uk/pep/13701/New/Documents#collapse-1>. The page header includes the UWE Bristol logo and navigation links: Hosts, Mentors/Educators set up, Change Password, Help, and Log Out. The main content area displays a table with the following data:

Host Name	ZZZ TEST BRISTOL		
New Sequence	4	Last Updated	31/08/2007

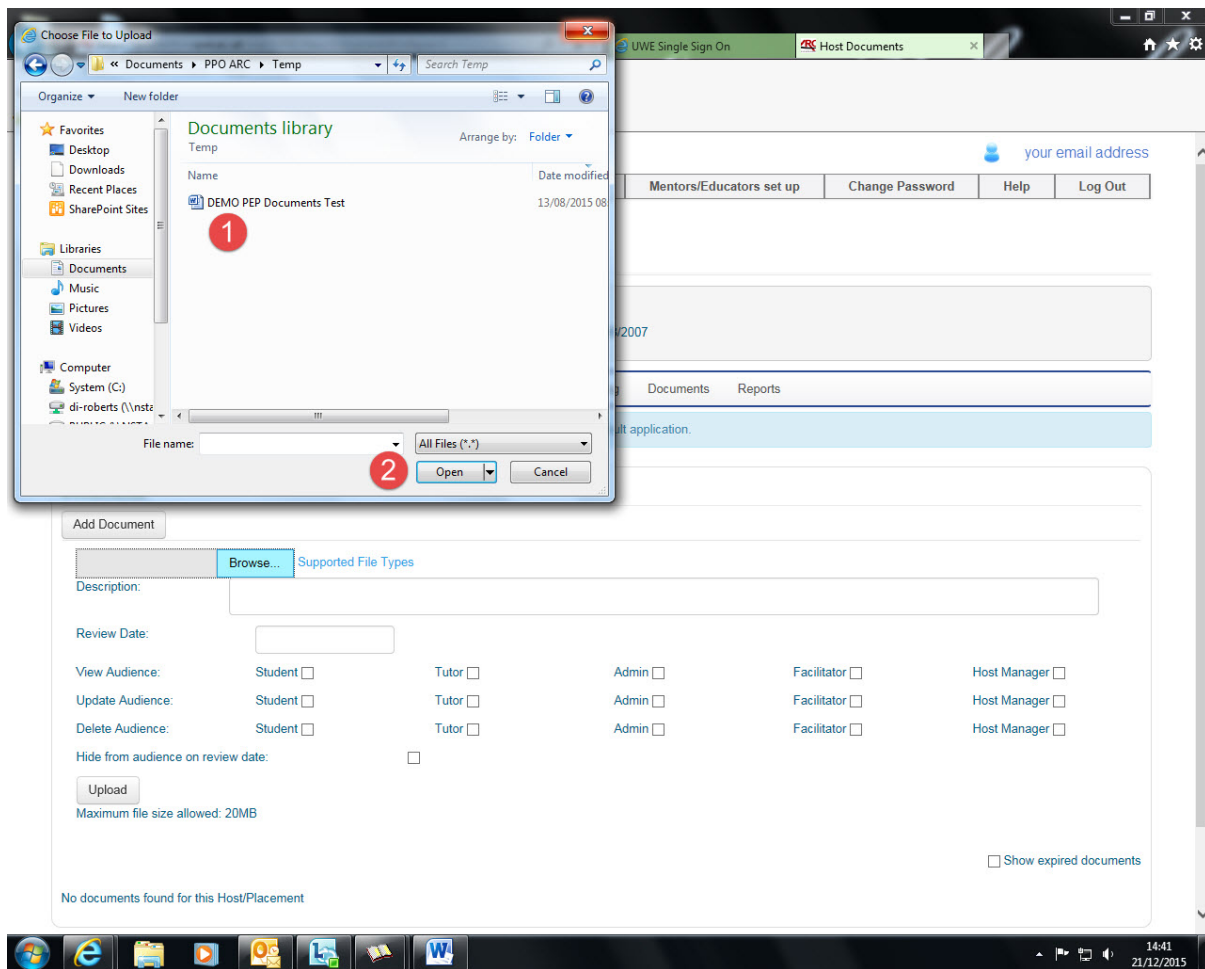
Below the table is a navigation menu with tabs: Trust Info, Placement Info, Learning Opps, Students, Mentors/Educators, PEP Log, Documents, and Reports. A blue instruction bar states: "To access a PEP document - Click on the document name. The document will then open in the default application."

The 'Documents' section contains an 'Add Document' button (labelled 1) and a 'Browse...' button (labelled 2). The form includes a 'Description' field, a 'Review Date' field, and checkboxes for 'View Audience', 'Update Audience', and 'Delete Audience' for Student, Tutor, Admin, Facilitator, and Host Manager roles. There is also a 'Hide from audience on review date' checkbox and an 'Upload' button. A note indicates 'Maximum file size allowed: 20MB' and a 'Show expired documents' checkbox.

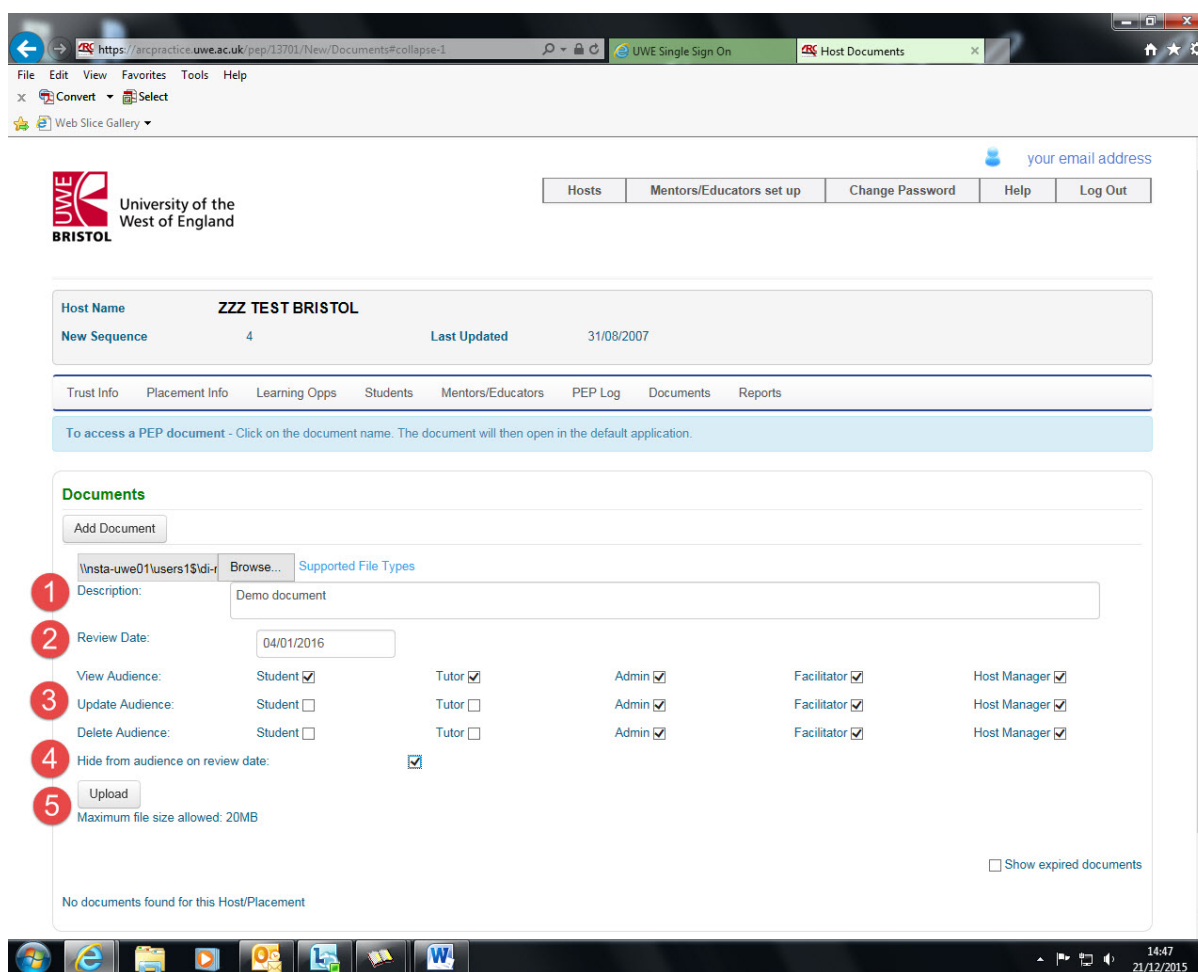
The Windows taskbar at the bottom shows the time as 14:35 on 21/12/2015.

Click on the Browse button (labelled 2 in screen shot 1 above) to find and select the document to be uploaded (labelled 1 and 2 in screen shot 2 below). Note supported file formats.

Screen shot 2

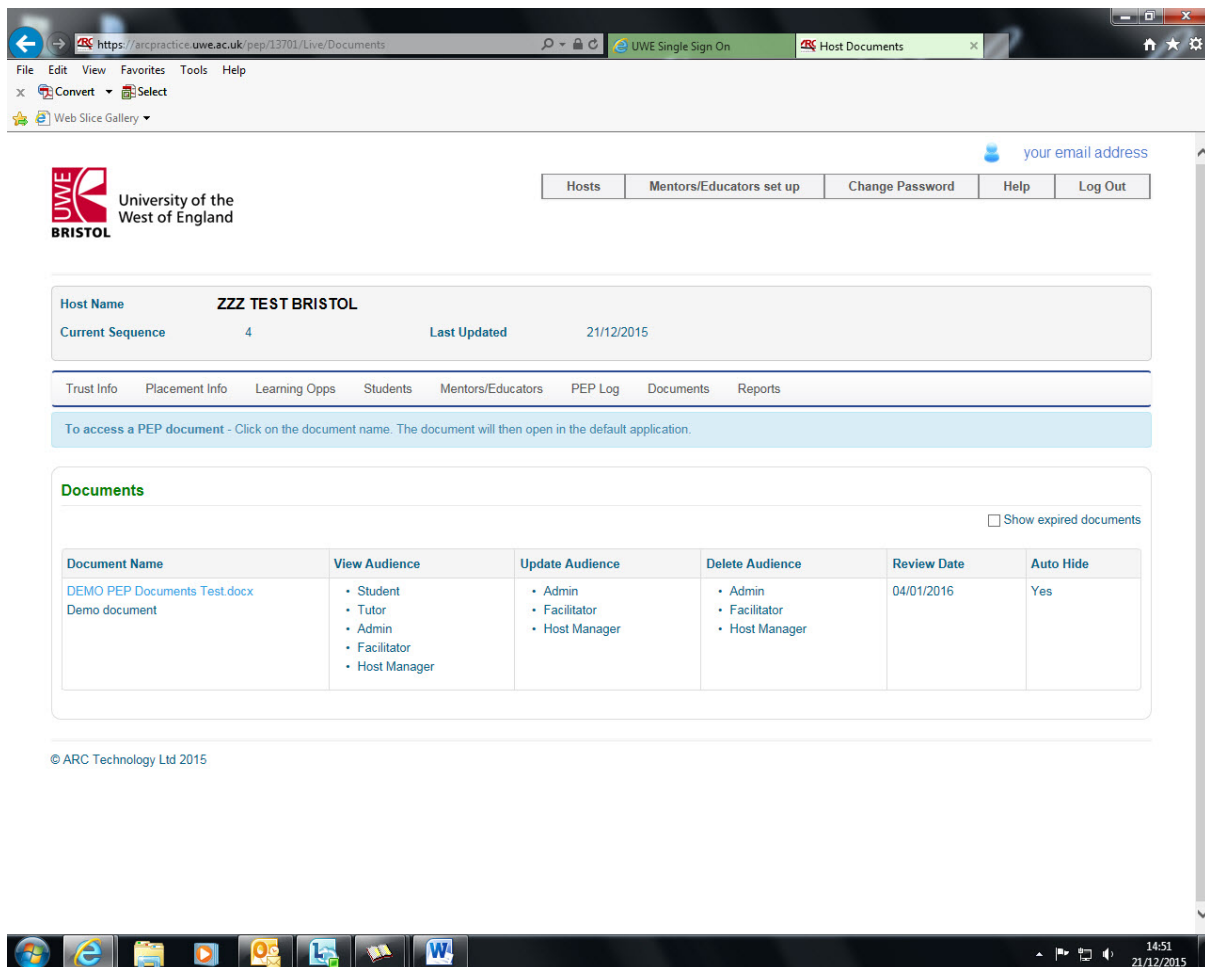


Screen shot 3




1. A name for the Document can be typed into the Description field (labelled 1 in screen shot 3 above).
 2. A date to remind you to review the document can be entered in the Review Date field (labelled 2 in screen shot 3 above).
 3. Tick the appropriate boxes for View Audience, Update Audience and Delete Audience (as displayed and labelled 3 in screen shot 3 above).
- i** Only the Education or Professional Practice Leads and their selected team members in a placement provider organisation have access to the 'Admin', 'Facilitator' and 'Host Manager' tick boxes. They are set up as 'Facilitators' within the ARC system. If you are a Mentor who supports students on a day to day basis then you are set up as a 'Host Manager' in ARC. If you are a Mentor/Host Manager then tick the same boxes as displayed in screen shot 3 above – View Audience: Student and Tutor.
4. Tick the 'Hide from audience on review date' box if you have entered a review date and you don't want anyone to be able to read the document from this date until you have updated or deleted it (labelled 4 in screen shot 3 above).
 5. Click on the Upload button to add the document to your PEP (note maximum file size of 20MB), (labelled 5 in screen shot 3 above).

Screen shot 4



6. After clicking on the Upload button you will see the screen shot 4 above, which will confirm your document has been uploaded and summary of relevant information.

7. Return to the Hosts screen and click on the green Save Changes icon  to ensure the newly uploaded document is saved in both ARC PEP and visible to students in ARC POW.

Process to update an existing document in PEP

Screen shot 5

The screenshot shows a web browser window with the URL <https://arcpractice.uwe.ac.uk/pep/13701/New/Documents#collapse0>. The page title is 'Host Documents'. The main content area displays the following information:

Host Name: ZZZ TEST BRISTOL
New Sequence: 5
Last Updated: 21/12/2015

Navigation tabs: Trust Info, Placement Info, Learning Opps, Students, Mentors/Educators, PEP Log, Documents, Reports.

Instructions: To access a PEP document - Click on the document name. The document will then open in the default application.

Documents

Show expired documents

Document Name	View Audience	Update Audience	Delete Audience	Review Date	Auto Hide	Update	Remove
DEMO PEP Documents Test.docx Demo document	<ul style="list-style-type: none"> • Student • Tutor • Admin • Facilitator • Host Manager 	<ul style="list-style-type: none"> • Admin • Facilitator • Host Manager 	<ul style="list-style-type: none"> • Admin • Facilitator • Host Manager 	04/01/2016	Yes	<input type="button" value="Update"/>	<input type="button" value="Remove"/>

Form fields for adding a document:

-
- Description:
- Review Date:
- View Audience: Student Tutor Admin Facilitator Host Manager
- Update Audience: Student Tutor Admin Facilitator Host Manager
- Delete Audience: Student Tutor Admin Facilitator Host Manager
- Hide from audience on review date:
- Maximum file size allowed: 20MB

Log in to your selected PEP and click on the Documents page tab. You will see any and all documents that have been previously uploaded to that PEP. Click on the Update button against the Document you wish to replace.

Repeat the process for adding a document as described above, following steps labelled 1 to 6 in screen shot 5 above. Remember to change the Review Date if relevant.

Process to remove an existing document in PEP

Log in to your selected PEP and click on the Documents page tab. You will see any and all documents that have been previously uploaded to that PEP. Click on the Remove button against the Document you wish to remove (see screen shot 5 above).

On the next screen page click the Remove Document button. Return to the Hosts screen and click on



the green Save Changes icon to ensure the change is saved in both ARC PEP and ARC POW so students can no longer see the removed document.