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

						a your e	email address
University of West of Engl	the		Hosts Mentors/Ed	ucators set up	Change Password	Help	Log Out
RISTOL							
Host Name	ZZZ TEST BRISTOL						
New Sequence	4	Last Updated	31/08/2007				
Trust Info Placement	Info Learning Opps	Students Mentors/Educators	PEP Log Documents	Reports			
	3 11		5				
To access a PEP docume	ent - Click on the document i	name. The document will then ope	en in the default application.				
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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.

UWE ARC PEP Guidance 4th January

Screen shot 2

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Favorites	Documents library	Arrange by: Fo	older 🕶		searbhe lieme ruov
Downloads Recent Places SharePoint Sites Libraries Documents	Name DEMO PEP Documents Test		Date modified Mentors/Educ	ators set up Change Pas	sword Help Log Out
Music Pictures Videos			//2007		
System (C:)	4		Documents	Reports	
File pr		✓ All Files (*,*)	ult application.		
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Screen shot 3

						a your	email address
University of West of Eng	f the land		Hosts Me	ntors/Educators set up	Change Password	Help	Log Out
ost Name ew Sequence	ZZZ TEST BRISTOL	Last Updated	31/08/2007				
Trust Info Placement	Info Learning Opps S	Students Mentors/Educat	ors PEP Log Do	uments Reports			
I ALLESS A PEP LEG		ame. The document will then	open in the detault applica	uon.			
o access a r Er docum	In the document in						
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Add Documents Notation Notatio	ji-f Browse Supported Fi	le Types					
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- 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).
- 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

				4	your email address
University of the West of England		Hosts Me	entors/Educators set up	Change Password	Help Log Out
Host Name ZZZ TEST I Current Sequence 4	BRISTOL Last Update	d 21/12/2015			
Trust Info Placement Info Learnir	ng Opps Students Mentors/Ed	ducators PEP Log Do	cuments Reports		
To access a PEP document - Click on the	e document name. The document will	then open in the default applic	ation.		
Documents				C	Show expired documents
Document Name	View Audience	Update Audience	Delete Audience	Review Date	Auto Hide
DEMO PEP Documents Test.docx Demo document	Student Tutor Admin Facilitator Host Manager	 Admin Facilitator Host Manager 	Admin Facilitator Host Manager	04/01/2016	Yes
ADC Technology Ltd 2015					
ARC Technology Ltd 2015					

- 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

Host Name New Sequence	ZZZ TEST BR	RISTOL Last	t Updated 2	1/12/2015				
Trust Info Placem	ient Info Learning (Opps Students Me	entors/Educators PEP	Log Documents I	Reports			
To access a PEP doc	cument - Click on the de	ocument name. The docun	nent will then open in the d	lefault application.				
Documents								
Add Document								
							□ Sh	ow expired documents
Document Name		View Audience	Undate Audience	Delete Audience	Review Date	Auto Hide	□ Sh	ow expired documents
Document Name DEMO PEP Documen	its Test.docx	View Audience • Student	Update Audience • Admin	Delete Audience • Admin	Review Date 04/01/2016	Auto Hide Yes	□ Sh Update	Remove
Document Name DEMO PEP Documen Demo document	tts Test.docx	View Audience Student Tutor Admin Facilitator Host Manager	Update Audience Admin Facilitator Host Manager	Delete Audience Admin Facilitator Host Manager	Review Date	Auto Hide Yes	Sh	Remove
Document Name DEMO PEP Documen Demo document	Its Test.docx	View Audience • Student • Tutor • Admin • Facilitator • Host Manager	Update Audience Admin Facilitator Host Manager	Delete Audience Admin Facilitator Host Manager	Review Date 04/01/2016	Auto Hide Yes	Update Update	Remove
Document Name DEMO PEP Documen Demo document Description:	Its Test.docx Browse Demo document	View Audience Student Tutor Admin Facilitator Host Manager	Update Audience Admin Facilitator Host Manager	Delete Audience Admin Facilitator Host Manager	Review Date 04/01/2016	Auto Hide Yes	Update Update	Remove
Document Name DEMO PEP Documen Demo document Description: Review Date:	Its Test.docx Browse Demo document 04/01/2016	View Audience Student Tutor Admin Facilitator Host Manager	Update Audience Admin Facilitator Host Manager	Delete Audience Admin Facilitator Host Manager	Review Date 04/01/2016	Auto Hide Yes	C Sh	Remove Remove
Document Name DEMO PEP Documen Demo document Description: Review Date: View Audience:	Browse Demo document 04/01/2016 Student v	View Audience • Student • Tutor • Admin • Facilitator • Host Manager Tutor 🖌	Update Audience Admin Facilitator Host Manager	Delete Audience • Admin • Facilitator • Host Manager Facilitator ☑	Review Date 04/01/2016 Host M	Auto Hide Yes	Sh Update Update	Remove Remove
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Log in to your selected PEP and click on the Documents page tab. You will see 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 all documents which 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.