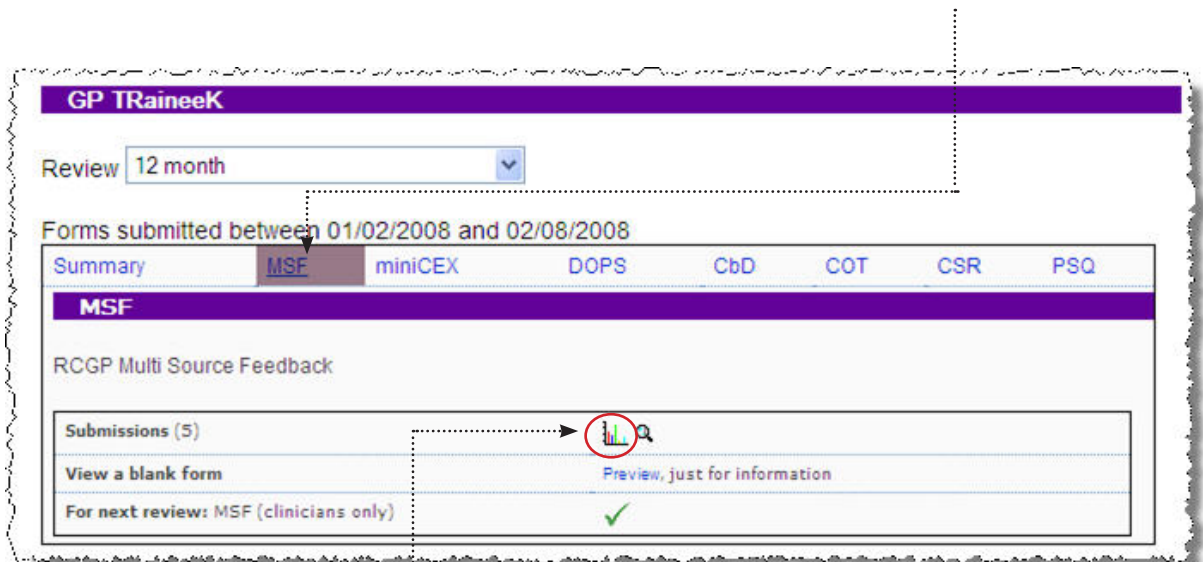


APPENDIX III: VIEW AND RELEASE MSF

After a valid review has been created, see page 19, an educational supervisor can view and release the results of the MSF to the trainee to view. Follow the steps below to view and release the MSF:

1. Click on 'Select a Trainee' from the menu.
2. Locate the trainee whose results you wish to release and then click to view the trainee summary page.
3. Click on 'Evidence' on the menu bar.
4. Select the correct review period using the drop down box and then click on 'MSF'.



5. Click on the 'Analyse Submissions' button.
6. You are now able to view the submission before releasing it.
7. Scroll to the bottom and add any comments you wish to make. Please note that these comments are viewed by the trainee.
8. Once you are happy with the submission, click on the confirmation drop down box and select 'Release scores to trainee'.
9. Click on 'Confirm' to release.

