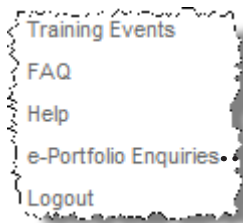


## EPORTFOLIO ENQUIRIES

### *Functions Available*

- View existing support enquiries
- Create new enquiries



ePortfolio enquiries allows all users to log any enquiries that they may have about the system. Any questions that appear regularly can be answered using the FAQs.

**Select current Support**

You can also view [Completed Support](#).

[Create new enquiry](#)

Support ID	Title	Date Created	Status	Unread replies	Request Name	Support
3889	test	06/08/2007 12:20:00	Not Started	0	Dr GP TraineeA	Mr Neil McManus

On this screen you can view current and completed support logs. These can be sorted by date, name or status.

To view an enquiry that you have open, click on title to open the log.

**Support Details**

[< Return to list](#)

[Add reply to support response](#)

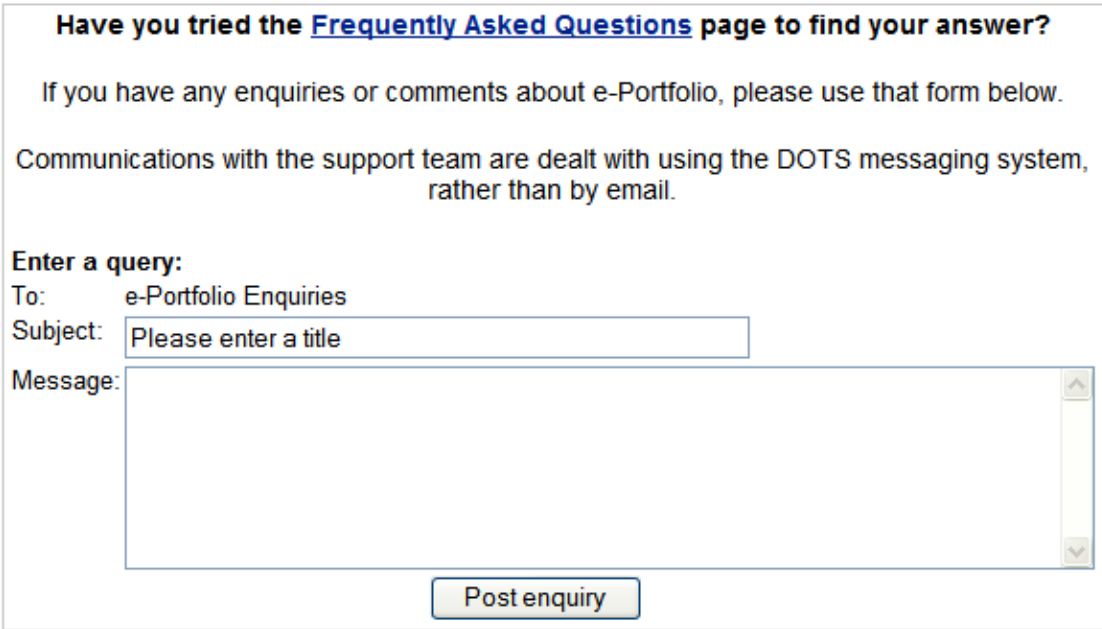
Support ID	3889 []
From	Dr GP TraineeA
Title	test
Date Created	06/08/2007 12:20:00
Status	Under review
Description	i am creating a test enquiry

**Responses**

Date	Response
06/08/2007 12:18:17	// <b>Support Response</b> \\  Thank you for your enquiry.  For future correspondence regarding this specific issue, please quote the Error reference code: <b>3889</b>  E-Portfolio Administration.

## CREATE NEW ENQUIRIES

1. Click on 'Create new enquiry' at the top of the screen.
2. This will open up a new web browser page which allows you to input the enquiry (<http://eportfolio.rcgp.org.uk/report.asp>).



**Have you tried the [Frequently Asked Questions](#) page to find your answer?**

If you have any enquiries or comments about e-Portfolio, please use that form below.

Communications with the support team are dealt with using the DOTS messaging system, rather than by email.

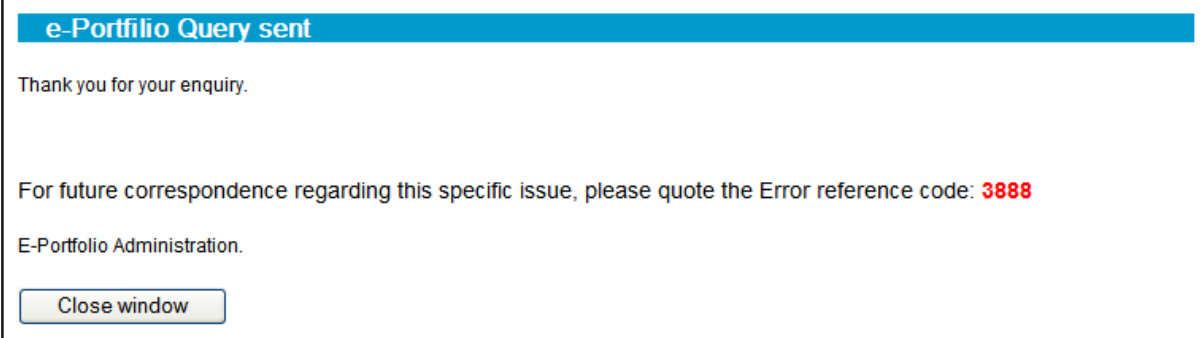
**Enter a query:**

To: e-Portfolio Enquiries

Subject:

Message:

3. Input the subject and message that you would like to log.
4. Click 'Post Enquiry'.
5. The screen will refresh to inform you that the enquiry has been logged.



**e-Portfolio Query sent**

Thank you for your enquiry.

For future correspondence regarding this specific issue, please quote the Error reference code: **3888**

E-Portfolio Administration.

6. You will be provided with a log number for the enquiry.
7. Click 'Close Window' to continue.