How to view your submitted activities and points

To see your submitted activities and points start from your CPD Dashboard

1. Click on the CPD Dashboard button on your CPD Dashboard page.
2. Select Submitted CPD Activities from the drop down menu.

The Submitted CPD Activities Page will appear.

3. Select the CPD Period that you wish to look at from the drop down menu. By default the current period will already be selected.
4. Select the categories you would like to view by clicking in the check boxes. To see all categories select ALL.
5. Select the sub-categories you would like to view by clicking in the check boxes. To see all sub-categories select ALL.
6. Select the year you would like to view by clicking in the check boxes. To see all years select ALL.
7. Click on the Submit button in the bottom right hand corner. A table with all your activities will appear.
8. To find a specific activity you can use the search field. You can search by:

i. Date
   
   *Please note date needs to be entered in the format YYYY/MM/DD*

ii. Text
   
   This searches the activity field and comments field

9. You can sort your activities by using the arrows next to the table headings.