

Three E2E Passport Online tools (Views, Review and Action Plan) keep information for every time they are completed. A record of each completion is held on a History page. Tools with history are those like Review where it is important to record a current position.

STEP 1 : Open Passport

- open a web browser such as Internet Explorer
- go to www.e2epassport.com
- adviser enters their **login** and **password**
- learner enters their **login** and **password**
- click the **Login** button

Or use Caseloadoad -> Name -> Login from an Adviser-only login

More About History

If you think about it, a Review, for example, has to be seen as an historical record. It considers previous targets and then sets new ones based on what has been learnt. It makes sense that once it has been completed it should not be changed.

Review and **Activity Plan** both carry forward targets information supporting the review process by saying "This is what you said you would do? What did you achieve?"

STEP 2 : Select a Tool with History

- select the tool you want from the menu
- click the arrow to the right of its name
- if previous entries exist you will be taken to a history page otherwise you will go straight to the form itself
- previous entries can be viewed by clicking **View** to the right of the entry in the table
- options on the left will either let you choose ...
- **Resume Draft** - carry on working on an entry already started in a previous session, or ...
- **New** - start a completely new entry

Entry Title	Created on	View
Review Entry	20/02/2004, 15:15:38	VIEW
Review Entry	29/06/2003, 21:05:07	VIEW

The History Page

This what the history page looks like for Review - the others are almost identical. Previous entries are listed in the main table with the most recent at the top of the list. Clicking the List button will let you see a read-only version of the selected entry.

Other options like **New**, **Resume Draft**, **View Graphs** (Views only) appear as buttons to the left of the main table.

STEP 3 : Add / Edit

- as with other forms, click or press TAB to select a field or option
- type, edit, delete text as appropriate
- scroll to see more

Setting Targets

Target 1 Agree a new target for the period up to your next Review. Say what Support will be needed.

Confidence		
I am very confident with people I know	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	I have no confidence with people I know
I have no confidence with people I don't know	<input type="radio"/> <input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	I am very confident with people I don't know
I am very confident in new places and with new situations	<input type="radio"/> <input checked="" type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/>	I have no confidence in new places and with new situations

STEP 4 : Save / Save Draft

- click **Save Draft** if you want to continue working on the same entry next session
- click **Save** only if you have finished with the current entry - remember Saved entries are not editable.

Drafts?

Remember that once saved, entries for tools with history are not editable. However, a single completion of Views, Review or Activity Plan may need to spread over two or more sessions. Save Draft will allow you to keep a current completion open for editing between sessions.

STEP 5 : Menu / Choose Again / Logout

- from the menu either choose another tool (Step 1) or **Logout**

Logging Out is Important

You must log out when you have finished using a Passport. This closes the session and secures all data entered.