

Adding Notes via an Adviser Login

Notes allows comments and advice to be added to a E2E Passport by any nominated adviser as well as the learner. They are helpful during a Review and allow all partners in an E2E Passport to keep in contact.

STEP 1 : Open Passport

- open a web browser such as Internet Explorer
- go to www.e2epassport.com
- enter your Adviser login and password
- click the Login button

Notes from an Adviser Login

An Adviser login will let you add Notes to learners in your own **Primary** caseload list but also to learners in your **Secondary** caseload list as well as learners attached to any colleagues in **your own organisation**.

STEP 2 : Select Notes

- from the menu select Notes

The **Notes Menu** is in two parts: topmost is a drop-down list asking you to select a caseload and below is the caseload selected with options to **add** and **view**. See below.

STEP 3 : Select a Caseload

- from the drop-down list select a caseload
- choices are primary and secondary caseloads, plus any other named adviser in your organisation
- click **Display** if necessary
- the selected caseload list will appear below

Young Person	Add	View
Barry Berry		
Harry South		

Notes viewed are listed in date order with the most recent at the top of the list. All Notes are "signed" (attributed to the logged-in Adviser) and dated.

STEP 4 : Select a Add or View

- next to the name of a selected learner
- click **View** to see a list of all Notes added
- click **Add** to add your own Note
- a simple text box will appear in which to add your Note.

STEP 5 : Type and Save

- enter note text in the text box
- use standard editing tools in this box to add and change the text you enter
- **check carefully ...**
saved Notes cannot be edited
- click the **Save** button
- returning to the menu will cancel the current Note without saving

Why no edit after Save?

Notes is a simple communication system. If a user decides to send or post a comment, it cannot be retrieved. We are considering editing and moderation features. Until these features are available, we will remove Notes posted in error on your behalf.

Contact the Helpline 0191 280 4812.