

ANZCA





ePortfolio Trainee User Guide

Rural Generalist Anaesthesia

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1. Introduction

This document is a guide for trainees using the online ePortfolio for the Rural Generalist Anaesthesia training program (RGA).

For more information on the program please visit the <u>Rural Generalist Anaesthesia page</u> on the ANZCA website where you will find the link to access the ePortfolio, the following documents and support resources:

- Regulation 44 Training in rural generalist anaesthesia leading to RGA qualification
- Rural generalist anaesthesia handbook for training.
- Rural generalist anaesthesia training program curriculum.
- Rural generalist anaesthesia trainee toolkit

Welcome to the RGA training ePortfolio

2. Accessing the ePortfolio and the login process

Once you have been registered as an RGA trainee with ANZCA, we will set up your access to the training ePortfolio. You will then receive an email from ANZCA with a link to the ePortfolio, your user ID, and a temporary password to gain access to the ePortfolio.

You should change your password the first time that you successfully log in.

W ANZCA	A <no-reply@anzca.edu.au></no-reply@anzca.edu.au>
	RGA
	Dear John Doe You have received this email because you have been added as a new user in the RGA training ePortfolio. Here are your credentials: • Username: johndoe • Password: set it by clicking <u>here</u>

If you do not receive the email with your login credentials when expected, please check your junk or spam folder prior to contacting us.

Once you have your login credentials, it is recommended you bookmark the login page or the <u>RGA page on the ANZCA website</u> to easily access the ePortfolio. When the ePortfolio opens, you will be asked to select the organisation to log in with. Please select RGA from the drop-down list.



Next, you'll be asked to enter your username and password. Once these details are entered you can click the 'Login' button and the ePortfolio will open to your dashboard.

risr/ advance	
	Enter your local login credentials
	Username
	Demo Trainee
RGA	Password
Change organisation	
	Login Cancel
	Forgot password?

Forgot your password?

If you forget your password, click the 'Forgot password?' link on the login screen and follow the instructions to reset your password.

Would you like to share data on this device?

Each time you log into your dashboard (on the same device), you will see the following message at the top of the screen:

Would you like to store data on this device?					
risr/advance uses device storage for quicker access and offline use. For details please click here.					
I trust this device This is a shared device					

If it's a device you use regularly and is not shared or public, click 'I trust this device'.

3. The dashboard and navigation bar

When you log in to the ePortfolio, you will be defaulted to your trainee dashboard. The dashboard shows an overview of your training requirements, progress towards goals and tasks to action.

There are several activities that you can carry out from your dashboard:

- A. View your profile.
- B. View and track progress towards your requirements. These goals can also be viewed and updated via the 'Goals' tab on the top toolbar.
- C. Create a new event or assessment.
- D. View your 'To do list'. This is a list of items waiting for you to action.
- E. View announcements in your inbox.

RGA risr /advance Dashboard	Timeline - Documents FAQs Goals Reports			+ 🖡 🚺 • DT -
A -	Training Requirements B	Ø -	New assessment or activity C	-
	Progress review and planning meetings Training time Workplace based assessments	3 26% 6	Create	
DT	Examinations Entrustable professional activities (EPA) sign offs Multi-source feedback (MsF)	50% 14% 100%	To do list D	- =
Dama Trainas	Time	ø -	Record Time O CREATED ON: 30 JAN, 2023 Awaiting your action	_
Demo trainee	Clinical Anaethesia Leave (max 8 weeks) Total Time (Clinical Anaethesia + Leave)	12 1.55 26%	1 of 1	
View profile	Experience outside of main training site (max 4 weeks)	0.3	Inbox F	
RGA Trainee	EPA	Ø =		
Current information Collapse Training site Demo_Training site 1Nov; 2022 - 31 Dec; 2023 (View)	EPA 1 - Assess Patients for Surgery EPA 2 - Provide general analgesia EPA 3 - Provide general anaesthesia to stable ASA 1 and 2 patients	100% 0% 29%		
FTE % 100% 1 Nov, 2022 - 31 Dec, 2023 (View)	EPA 4 - Provide perioperative pain relief for patients EPA 5 - Anaesthetise or sedate adult patients in the rural and remote context, including emergencies EPA 6 - Anaesthetise pilders 5 uses and wurs in the sural	0% 0%		
	and remote context, including emergencies EPA 7 - Provide obstetric analgesia and anaesthesia	29%		

From the top navigation bar, you can navigate to:

- Your timeline.
- Documents.
- FAQs.
- Goals.
- Reports.

RGA risr /advance	Dashboard	Timeline 🗸	Documents	FAQs	Goals	Reports	+	40	• DT -
You have 1 unread announcement in your Inbox.							Go to my	inbox	

If you have any announcements, you will see a red bar at the top of your dashboard. You can also see the message in your inbox on the dashboard.

You can click on the description in the inbox to see the full details or click on the button on the right of the red banner.

There is also a bell icon (\clubsuit) at the top right-hand side of your screen. By clicking on the bell icon, you will be able to view your 'To do list' and saved drafts. If this is black, you have no outstanding tasks. If this is red you have tasks to complete. The number to the right of the items tells you how many items there are on your to do list.

4. Your profile

You can view details of your profile by clicking on 'View profile' under your name at the lefthand side of the dashboard.

You can then see:

- Your college ID.
- Your email address.
- Current training site.
- Your FTE.
- An audit log of changes made to your profile.

DT	Demo Trainee RGA Trainee		
Login information Usename Demo Trainee	Details College ID 12388	Information Current information Training site Demo_Training site 1Nov, 2022 - 31Dec, 2023 (View)	^
Audit log 1 Feb, 2023 15:24 Louise Shekleton credential added Added account: Username	Emails Primary Email Address demotrainee@test.com.au	FTE % 100% 1 Nov, 2022 - 31 Dec, 2023 (View)	
Added account: Username 30 Jan. 2023 11:42			

If any of your profile details change, please email us at rga@anzca.edu.au.

If you want to change the percentage of time you are working, you can indicate the FTE for one week within a 'Record time' log (see section 7.3) or can apply for part time training by completing a 'New DPA assessor request form' (see section 7.1).

5. Understanding your goals

The goals help you track your progress through the training program. You must complete all the goals before you will be eligible for award of the qualification.

You can view your individual goals either from your dashboard or from selecting 'Goals' in the top navigation bar.

From your dashboard

On the dashboard, you will have three widgets with all your training program requirements.

This 'Training program' widget displays a summary of the status of your overall training requirements.

The 'Time' widget shows a summary of your collated clinical experience and leave as captured in the weekly 'Record time' forms (see section 7.3).

Time	Ø –
Clinical Anaethesia	3.52
Leave (max 8 weeks)	0.905
Total Time (Clinical Anaethesia + Leave)	9%
Experience outside of main training site (max 4 weeks)	0.64

The entrustable professional activities (EPA) section of the dashboard can be used to view the requirements and progress towards each EPA (see section 7.5).

Training Requirements	Ø –
Progress review and planning meetings	0
Training time	7%
Workplace based assessments	3
Examinations	0%
Entrustable professional activities (EPA) sign offs	29%
Multi-source feedback (MsF)	0%

The percentages are generated in the ePortfolio, based on completed assessments and activities that have been linked to the EPA.

EPA	() –
EPA 1 – Assess Patients for Surgery	100%
EPA 2 - Provide obstetric analgesia	0%
EPA 3 - Provide general anaesthesia to stable ASA 1 and 2 patients	29%
EPA 4 - Provide perioperative pain relief for patients	0%
EPA 5 - Anaesthetise or sedate adult patients in the rural and remote	17%
EPA 6 – Anaesthetise children 5 years and over in the rural and remote context, including emergencies	O%
EPA 7 - Provide obstetric analgesia and anaesthesia	0%

From each goal widget, you can click on any of the goals to expand on the requirements to meet that goal. This will show you a summary of the goal.

In the example below, the total time requirement is 52 weeks of training time. You can see the numbers of weeks accruing towards the 52 week requirements. From there you may also click on 'Show more' to see what recorded events are linked to that target. You may then link other events that are relevant to this target or create a new event (see section 7.1).

Training time 🦻 Show auc	All goals within this set
Created as part of Training program requirements	Progress review and planning meetings
Due date: 31 Dec, 2023	Training time 👁
Goal description:	Workplace based assessments
RGA trainees must complete a minimum of 52 weeks full time equivalent (FTE) training time in an ANZCA accredited unit in clinica	Examinations
anaesthesia, which may include up to 8 weeks FTE leave. Time spent outside of clinical anaesthesia will not count towards the minimum duration.	Entrustable professional activities (EPA) sign offs
Event targets	Multi-source feedback (MsF)
Event diffeto	1 - 6 of 6
The following targets have been set for this goal. Please link events that you think best satisfy the aim of this goal.	
➡ Total Time (Clinical Anaethesia + Leave)	
Staf E2 O How are avaitable water to this target	get -
	This page shows all of the details for this goal.
Links matching this target	
Record Time CREATED ON: 30 JAN	2023
Week ending: 21 Nov, 2022	
S Unlink this event	aview
Record Time CREATED ON: 30 JAN	2023
Week ending: 14 Nov, 2022	
💲 Unlink this event 🦠 This event is linked to 3 other targets 🔊 Show audit log 🚍 Pro	eview
Record Time CREATED ON: 30 JAN	2023
Week ending: 7 Nov, 2022	
S Unlink this event S linked to 2 other targets S Show audit log ■ Pro	eview

From this page, you may want to have a look at another goal within that goal-set. You can use the right-hand menu to select another goal. The goal you are currently viewing will have • next to it.

From the goals in the navigation bar

You can also view your training requirements by selecting 'Goals' in the top navigation bar.

Dashboard Timeline -	Documents	FAQs	Goals	Reports	
----------------------	-----------	------	-------	---------	--

From here, you can see all your requirements in one page. You can also use the search bar at the top or the advance search function on the right side of the screen.

In the goal-set, you can click on the '+' or '-' to show/hide the breakdown of the goal.

Entrustable Professional Activity	C	DUE DATE: 31 DEC, 2023
EPA 1 – Assess Patients for Surgery		67%
Patient Consultation Observation – preoperative assessment ASAI or 2 patients		1/1
Case base Discussion – anaesthesia management plan for patients with comorbidities who require low risk elective surgery		3 / 1
└ Sign-off		0/1
+ EPA 2 - Provide obstetric analgesia		0%
+ EPA 3 - Provide general anaesthesia to stable ASA 1 and 2 patients		14%
+ EPA 4 - Provide perioperative pain relief for patients		0%
+ EPA 5 - Anaesthetise or sedate adult patients in the rural and remote context, including emergencies		0%
+ EPA 6 - Anaesthetise children 5 years and over in the rural and remote context, including emergencies		0%
+ EPA 7 - Provide obstetric analgesia and anaesthesia		0%

The status bar will show your progress towards the target:

- Red 0-32%.
- Amber 33-65%.
- Blue 66-99%.
- Green 100%.

You can see more information about a goal by clicking on the name.

6. Understanding your timeline

Your 'Timeline' is a record of all your training experiences, assessments and documents in one place.

There are categories of events that can be accessed from the dropdown from the top navigation bar under 'Timeline'. For example, if you wanted to see all your cases and procedures, you would select 'Logbook'. Alternatively, you will see all events when you select 'Timeline'.

RGA risr/advance Dashboard	Timeline - Documents FAQs	Goals Reports	+ 40 • 01
Timeline	Timeline	Create sour	∧ Bookmarked searches
	Time records	Bulk tagging	Product a series and
Start typing to search	Logbook	Search	Bookmark current search
ound 42 items	Progress reviews and plan meetings		∧ Advanced search
	Workplace based assessments	Ordered by date created -	
vents created in October 2023	Entrustable Professional Activities		Event type
Entrustable Professional Activity (EPA) sign (Other	O CREATED ON: 12 OCT, 2023 Minimum 2 responses needed	State
EPA EPA 2 - Provide epidural analgesia for patients in labour			Date after
Remind D Show audit log		≅ Preview	d/m/yyyy
vents created in September 2023			Date before
Case or procedure 👒		CREATED ON: 14 SEP, 2023	d/m/yyyy
Date and time of case 21 Sep, 2023 3:04 Age Child 5 to <10 years			Apply
Surgical Case or Procedure Urological surgery			
3 Show audit log		≣ Preview	
Case or procedure 👒		CREATED ON: 14 SEP, 2023	The Timeline is where all of your events are displayed.
Date and time of case 14 Sep, 2023 4:05 Age Child 10 to 16 years			dropdown menu in the toolbar by clicking Timeline. You can then use the search box at the top to filter the list to
Surgical Case or Procedure Gynaecological surgery			find something specific.
Show audit log		E Province	

You can then use the search box at the top to filter the list to find specific events or event types.

The 'Advanced search' widget on the right side-column can also be used to search for events by type, date and/or state (draft or completed).

From the timeline, you can:

- View the status of an event.
- View the event.
- Create and complete events (see section 7.2).

6.1 Status of events in your timeline

From your timeline, you can view the status of the event. The line on the left side of the event indicates:

- A green line indicates the assessment has been completed.
- A red line indicates the assessment is either in draft or in progress.

The radio buttons on the right show the status of the event. The number of buttons indicate the steps required for completion and the colours of the buttons mean:

- Green completed.
- Red waiting to be completed.
- White to be completed in the future.

• Grey – not required

Hover your mouse over a radio button for more information. If the event is not completed the status is also written beneath the radio buttons.

Once the status of the form is complete, it will automatically accrue towards your goals.

6.2 Viewing events from the timeline

You can select any event in your time record to see further details by clicking on the name. This will open the event. Alternatively, you can select preview in the bottom right of the event.

6.3 Sending reminders

If you are waiting for a response, you can send your supervisor/assessors a reminder from your timeline. Simply click on the 'Remind' button.

7. Creating and completing events

7.1 Create a new activity or assessment

There are multiple ways to create a new assessment or activity.

The dashboard

Click 'Create' in the 'New assessment or activity' widget.

New assessment or activity	
	Create

The timeline

Click the green 'Create new' button.



You will then have a list of event forms to select from. Select the form you wish to submit.

RGA zisz/advance Dashboard Timeline - Documents FAQs Goals Reports	+ + • • • • •
What would you like to create?	 Information Collect a form from the list and insurill be
Logbook	redirect a form that the list and you will be redirected to fill it in. Forms displayed here are grouped based on the created Timeline categories.
Case or procedure	
Progress reviews and plan meetings	
Progress review and plan - Final Meeting Progress Review and Plan Meeting Progress Review and Plan — Training Plan	
Workplace based assessments	
Multi-source feedback (MsF) form WBA - Case Based Discussion (CbD) WBA - Direct Observation of Procedural Skills (DOPS) WBA - Mini Clinical Evaluation Exercise (Mini-CEX) WBA - Patient Consultation Observation (PCO)	
Entrustable Professional Activities	
Entrustable Professional Activity (EPA) sign off form	
Other	
Application for award of the RGA qualification Document DPA Assessor Request Form Re-entry to RGA training plan Record a course	

Once you have selected an event you can enter the details of that event.

All sections marked * must be completed. Some forms include a 'Generate report' button, which should be clicked to embed a report summarising related completed activities.

New Entrustable Professional Act	ivity (EPA) sign off form		
O O O VERSON 2 & Add tags Link to Goals Fields marked with * are required. LAST SAVED UNSAVED			You are now filling in a section of an event. All the fields you are being asked to complete are displayed on this page. If you wish to return here and continue later then you can see the displayed of the field of
		to able to close this must	finished click the submit button.
O This event will be added onto your timeline as a SMARED event. Only it because directly in the second	alers with permissions to view this event on your timeline will	be able to view this event.	
25/1/2023	25/1/2023		
Nease indicate the date on which this ment occurred	If this event spans multiple days please	indicate the date on which this finishes.	
need needed the date of miner the event becaries.	n one even grant mangine out a preserve		
Jescription (optional)			
Commencial Conference Antipity (CDA) size off form			
Entrustable Professional Activity (EPA) sign off form			
EPA \star			
		v.	
EPA goalset report			
Generate report			
Once you have generated the reports above you must send this form to two supervisor	s of training to review the evidence and confirm entrustment. You should	also meet with each supervisor of training to sign off this EPA.	
If there is only one SQT in the department, you may seek an SQT from another hyspital	for EPA sign off, or contact ANZCA for further advice.		
In the below section, please select TWO supervisors of training.			
Attach files			
The next section of this form has been designed to be completed by mult	iple people. Please indicate who you would like to invite using	the boxes below. The minimum number of responses you must	
achieve is 2. Invitations can be sent now and also after this form has been	submitted by returning to this page.		
	sor of Training		
The next section of this form can be filled in by users with these roles: RGA Supervi			
The next section of this form can be filled in by users with these roles: RGA Supervi Who would you like to fill in the next section of this form?			
The next section of this form can be filled in by users with these roles: RGA Supervi Who would you like to fill in the next section of this form? Start typing to search			
The next section of this form can be filled in by users with these roles: RGA Supervi Mow would you like to fill in the next section of this form? Start typing to search You can only invite a maximum of 2 users with a Kalom account to RE in the next section. All	ter typing at least 3 characters, we will suggest matches from known users in	Kalzen. You may onter a user's name or email address	
The next section of this form can be filled in by users with these releas BGA Bopenni Who would you like to fill in the next section of this form? Start typing to search fou can only invite a maximum of 2 users with a Kalem account to fill in the next section. Af	ter typing at least 3 characters, we will suggest matches from known users in	Kaleen, You may onter a user's name or email address	

When you have completed all the details of the event you can submit the form. You also have the option to 'Save as draft' to finish at a later time.

Each form has a different process for reviewing and completing. Some forms require you to select one or more supervisors/assessors before you can submit the form.

You must enter the name or email address of your supervisor of training or WBA assessor before you press submit.

The form will automatically appear on your timeline.

7.2 Completing an activity or assessment

There are multiple ways to complete a form in the ePortfolio.

Using 'To do list' on the dashboard



You can open the activity by clicking on the name of the form. This will open the form. In the top right corner, click on 'Fill in'. Complete the remaining fields and click 'Submit'. All sections marked * must be completed.



If the status of the form is completed, the form will automatically link towards the relevant goal. The form will also disappear from your 'To do list'.

From the timeline

You can open the activity by clicking on the name of the form. This will open the form. In the top right corner, click on 'Fill in'.



Alternatively, you can click 'Fill in' directly from the timeline



Complete the remaining fields and click 'Submit'. All sections marked * must be completed.

If the status of the form is completed, the form will automatically link towards the relevant goal.

Using the preview button

On both the timeline and 'To do list', you can use the 'Preview' button to complete the form.



By clicking the preview button, this will open the form in a pop-up box. In the bottom right of the pop-up box, click 'Fill in' and complete the remaining fields.

7.3 Recording your time

Unlike other forms, your weekly time record will automatically be created and will appear in your 'Timeline' and 'To do list' for completion. Use the steps above in section 7.2 'Completing an activity or assessment' to complete the forms.

Important things to know about recording time:

- Each week will have the training period pre-defined please check the dates to ensure you are entering details for the correct time-period.
- Time records cannot be submitted in advance.
- Time worked and leave (including sick leave) must add up to 100%. Leave is defined as any time not spent in clinical anaesthesia.
- If you have worked less than your full rostered week, you will be asked what proportion of the week you were on leave.
- You may save a record as a draft, during which time it will remain on your 'To do list' and you can edit or update any of your entries.

7.4 Completing the multi-source feedback (MsF) form

Use the above steps in section 7.1 to create a new assessment and select the 'Multi-source feedback (MsF) form' to initiate your MsF.

An MsF requires seven responses before it can be submitted to your supervisor of training.

Invitations to respond to an MsF form are not restricted by access to the ePortfolio – you can invite clinicians to respond by simply entering their email address in the required field and clicking the green 'Invite' button.

The MsF form will remain in your timeline (not in your to do list) until seven responses have been received. You will also be able to send reminder emails to those who have not yet responded.

Multi-source feedback (MsF) for	m		Download PDF	∽ Information
			Remind < Back	You are viewing all of the details on the current event.
O AWAITING RESPONSES MINIMUM 7 RESPONSES NEEDED			VERSION 1 🔊 Show audit log	The status, description and tags are shown at the top followed by the completed section(s) beneath.
Event occured on: 12 Feb, 2023 Created on: 12 Feb, 2023				You can add a comment, document or tag at the bottom of this form.
Response summary				
You need a minimum of 7 responses.				
Waiting (7)				
Waiting on a response from test2@RGAexternalassessor.com	SENT INVITATION: 12 Feb, 2023	WAITING	Remind	
			🗑 Retract	
Waiting on a response from test7@RGAexternalassessor.com	SENT INVITATION: 12 Feb, 2023	WAITING	A Remind	
			窗 Retract	
Waiting on a response from test3@RGAexternalassessor.com	SENT INVITATION: 12 Feb, 2023	WAITING	Remind	
			a Retract	

Once the required seven responses are received, it can be sent to your supervisor. To send the completed MsF to your supervisor, add their details to the required field and click the green 'Close this section' button.

The MsF has now been closed and no further responses can be received and sent to the nominated supervisor for completion.

Once you have clicked on submit and the event has been submitted, you may not make any amendments to the form.

7.5 Signing off an entrustable professional activity (EPA)

Use the above steps in section 7.1 to create a new activity and select the 'Entrustable professional activities sign off form' to initiate your signoff. You will be required to generate reports. You may attach documents or add comments to these events at any time.

You must select two supervisors of training to complete your sign off. The details of each supervisor can be entered on the form and submitted for review. When both supervisors complete their review it will appear on your to do list as awaiting action.

Open the EPA, review the feedback and outcomes and click the 'Fill in' button to complete the trainee reflection section of the form.

If both supervisors of training did not give you the same outcome for the EPA, you can choose to send the EPA signoff to your State Support Officer for review. If you choose to do this, simply fill in the required fields on the form and submit.

rainee reflection		
d both of your assessors give you the same I	PA sign off outcome? ★	
ło		*
ould you like your state support officer to re	view this outcome of your EPA? ★	
C2		v
ease add any additional comments.		

7.6 Applying for Award of the RGA Qualification

Once you complete your all training requirements, you can apply for 'Award of the RGA Qualification' from ePortfolio.

Use the above steps in section 7.1 to create a new activity and select the 'Application of Award of the RGA Qualification'. The submitted application will be collected by RGA admin and will be sent for further review of DPA. Final outcome of the application will be recorded by RGA admin in ePortfolio with date of award qualification.

8. Documents

In this section you can add documents or view documents that have been uploaded in the ePortfolio, including those uploaded and attached as part of an assessment or activity form.

You can create multiple folders for personal files or upload individual documents not associated with a training event.

Open a selected document by clicking on the download symbol underneath the document name.

Your supervisors of training will access this to view your documents. If there is any document you would prefer they don't see, you can make the document private by clicking the 'make private' button.

9. Frequently asked questions (FAQs)

You will find a number of frequently asked questions under 'FAQs' in the top navigation bar. You can use the search bar to find specific answers relating to the ePortfolio.

For FAQs about the course content and regulations, please visit the <u>ANZCA website</u>.

10. Reports

You will be able to generate a number of reports from the ePortfolio. Reports are useful to see a summary of activities, such as a summary of completed WBAs or logbook entries. To generate an online report, select 'Reports' from the top navigation bar. Click on the name of the report. You have the option to either download the report as a PDF or to export as a CSV file.

11. Offline mode

The first time you login on a device, you will be asked whether you would like to store data on the device in order to be able to work offline. If you trust this device, select 'I trust the device' so the ePortfolio will download and store data onto the device. This must be selected to use the offline mode.

You will also need to set up a pin before enabling offline mode for the first time.

To enable offline mode, click on your initials in the top right corner. Click on 'Work in offline mode'.

+	A O • D •
Demo Trainee	View profile
• You are currently online Work in offline mode	Settings
Organisation: Rural Generalist Anaesthesia - ANZCA	
Logout	

If your device is not ready to use for offline, click on diagnose to check if your device is capable of using the offline mode.

▲ This device is not ready for offline use	Diagnose	

When you are working online the status is green. When you are working offline the status becomes red.

Any forms you submit while working offline will upload to the ePortfolio once network connection is re-established. The number of items waiting to upload will be shown next to the current connection status.

12. Troubleshooting

If you require any assistance, please contact us at <u>rga@anzca.edu.au</u>.