



Download an Output Report

It is possible to download an Output Report with your recorded Learning Events and the text of your reflections and actions. This PDF document can be presented for Appraisal and Revalidation.

To download the report, please follow these steps:

- Locate 'My CPD' block on your dashboard and click on '**Output Reports**'.



- When on the Output Report page, please select the dates between which you wish to download your report. A list of your Learning Events relating to that period of time will appear in the second half of the page.

The screenshot shows a 'Create a new PDF report' form. It has a section for 'Completed date: between' with 'Min' and 'Max' labels. Below these are two date input fields, each with a calendar icon. Below the date fields are two buttons: 'Apply' and 'Export report'.

- On the left hand side of the screen, please **select the very first checkbox** to the left of the words 'date completed'. This action will select all your Learning Events between those two dates.



The screenshot shows a web interface for managing CPD events. At the top, there are date selection fields for 'Min' and 'Max' (Y-m-d format) with calendar icons, and an 'Apply' button. Below this is an 'Export report' button and a status indicator '8 Learning Events selected'. A table lists the events with columns for selection, date, event name, credit value, and S/D options. A red arrow points to the 'Export report' button, and another red arrow points to the 'S/D' column.

<input checked="" type="checkbox"/>	Date completed	Learning Event	Credit value	S/D
<input checked="" type="checkbox"/>	17/01/2024	test	1	<input type="checkbox"/>
<input checked="" type="checkbox"/>	10/08/2023	test	0	<input type="checkbox"/>

- On the right hand side of the screen, you will see a column 'S/D'. 'S' stands for summary and 'D' stands for detailed. If you wish to download the text of your reflections and actions, please select all relevant 'D' boxes (i.e. the empty ones). You will note that the empty boxes become greyed out. This means that you have selected them.
- Now, please click on 'Export report'.
- At the top of the page, a new PDF should appear with the list of all your learning events carried out during the selected dates and with the text of the reflections and actions that you have selected.
- Please click on the title and download it to your computer.

Output Reports

Your exported reports

PDF output file	File created
CPD_Testuser-20230906_110948.pdf	Wednesday, September 6, 2023 - 11:54
CPD_Testuser-20230906_110914.pdf	Wednesday, September 6, 2023 - 11:04
CPD_Testuser-20230606_090631.pdf	Tuesday, June 6, 2023 - 09:14

The three most recently exported reports are saved

CPD Office Contact

If you require technical support with the use of the CPD ePortfolio, please contact the CPD Office via email at cpd@rcog.org.uk