

Horus ePortfolio – Location management

Location tree

The Horus ePortfolio database has been set up to contain all HEE locations in the following format:

- HEE local office
 - o Foundation School
 - NHS Acute Trust
 - Hospital / Site

All users need to be allocated to at least one location on this tree.

Selecting a location

1. Click on the “Admin menu” in the top menu bar and select one of the options.
2. The locations you have access to are shown at the top of the screen in bold blue writing (the example here is from the “Foundation Doctors” page):

Horus ePortfolio Health Education England

Home Admin menu ▾ Help K.VarnalHEE Log out

Foundation Doctors Close page ▾

Leicestershire, Northamptonshire and Rutland (LNR) Foundation School *click to change*

F1 ▾ 2016-17 ▾

Start typing to filter the results in the table:

Name	GMC Number	Email	Portfolio	Rotations	Account Details
Arkwright, Eric	1000004	sldkfjlskdjfr@hee.nhs.uk	☰ Open Portfolio	Manage	Edit
Campbell, Vincent	1000017	vincent@testexamplee.com	☰ Open Portfolio	Manage	Edit
Veen, Uma	9100004	t_uv@example.com	☰ Open Portfolio	Manage	Edit
Xavier, Will	9100005	t_wx@example.com	☰ Open Portfolio	Manage	Edit

Showing 1 to 4 of 4 entries Previous 1 Next

3. To change this location, click on the blue writing.
4. A layover will appear showing the part of the location tree you have access to.
5. Click on a location to show all the locations available under it.
6. Click 'select' next to the location / level you wish to view.

The screenshot shows the 'Horus ePortfolio' interface with a modal window titled 'Select organisation to manage'. The modal lists several NHS trusts and hospitals, each with a 'select' link. The background shows a sidebar with 'Foundations' and 'Leicestershire' sections, and a main content area with a table of names and addresses. The modal also includes a 'close' link at the top right and a 'Close page' dropdown on the right side. At the bottom of the modal, there are 'Previous', '1', and 'Next' navigation buttons.

Select organisation to manage [close](#)

- [Leicestershire, Northamptonshire and Rutland \(LNR\) Foundation School](#) [select](#)
Foundation School Manager
- [Kettering General Hospital NHS Trust](#) [select](#)
Foundation School Manager
- [Northampton General Hospital NHS Trust](#) [select](#)
Foundation School Manager
- [United Lincolnshire Hospitals NHS Trust](#) [select](#)
Foundation School Manager
- [University Hospitals of Leicester NHS Trust](#) [select](#)
Foundation School Manager
- [Glenfield Hospital](#) [select](#)
Foundation School Manager
- [Leicester General Hospital](#) [select](#)
Foundation School Manager
- [Leicester Royal Infirmary](#) [select](#)
Foundation School Manager
- [Leicestershire Partnership](#) [select](#)
Foundation School Manager

Showing 1 to 4 of 4 entries

Previous 1 Next

- Your selection is remembered throughout the site and can be updated at any point.