

# 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

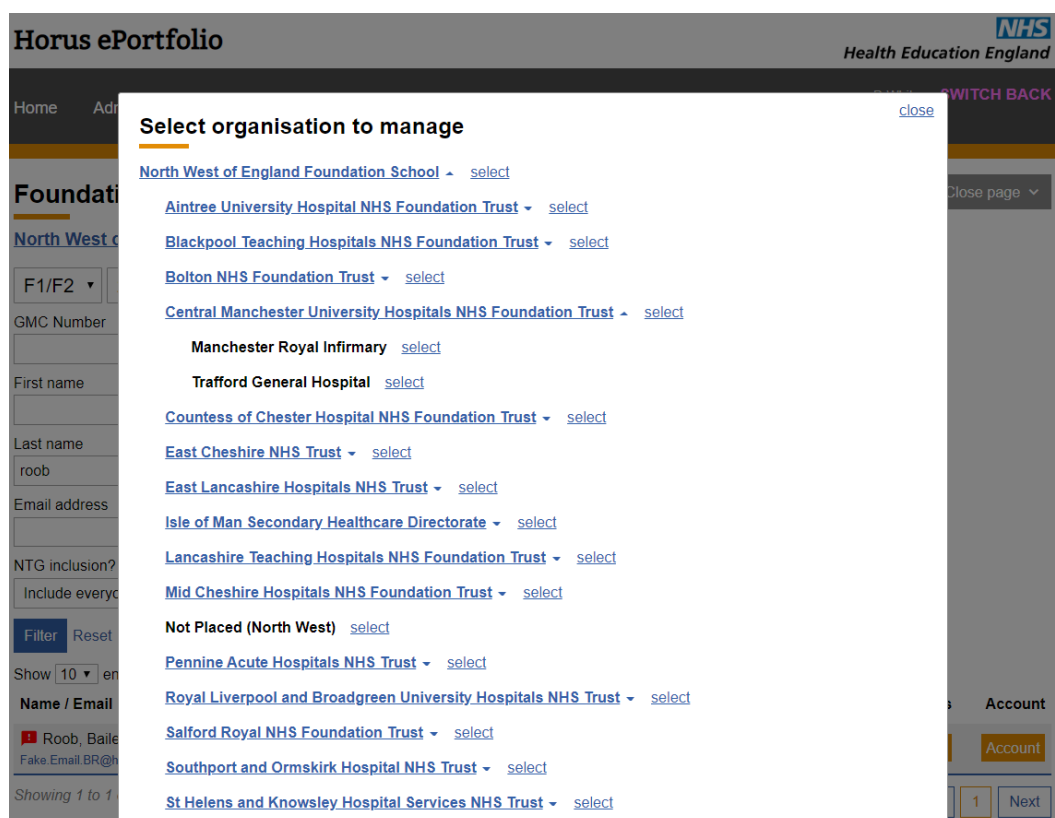
All users need to be allocated to at least one location on this tree.

## Selecting a location

1. Select 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):

The screenshot shows the 'Horus ePortfolio' interface for 'Foundation Doctors'. At the top, there is a navigation bar with 'Admin menu' selected. Below this is a search filter section with dropdowns for 'F1/F2' (set to '2019-20') and 'Advanced filters'. There are input fields for 'GMC Number', 'First name', 'Last name', and 'Email address'. A 'Filter' button is present. Below the filter, it says 'Show 10 entries'. A table lists users with columns for 'Name / Email', 'Placement', 'Portfolio', 'Rotations', and 'Account'. The first user is 'Abshire, Luisa [NTG]' at 'Manchester Royal Infirmary', with links for 'Portfolio', 'Rotations', and 'Account'. The second user is 'Ronan, Catarina (Cat)' at 'Central Manchester University Hospitals'.

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



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