ISCP Pocket User Guide for JCST Liaison Member Report
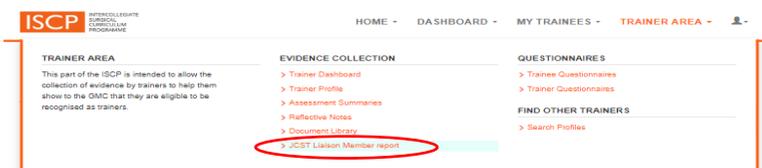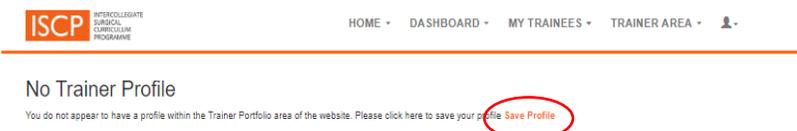## Version 3
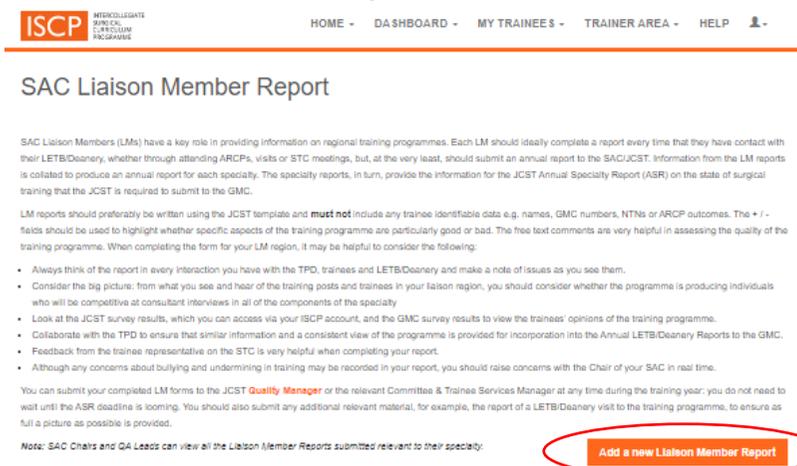
1. **Login with your usual ISCP login details** www.iscp.ac.uk
2. **Select 'JCST Liaison Member report' from your 'Trainer Area'**

If you do not have a Trainer Profile, a message is shown. Click to set up your profile. This is quick to set-up and needed the first time only.


3. **'Add a new Liaison Member Report'.**

4. **Complete a report**

   - Add a TPD name by typing the name or GMC number in the search field and selecting the correct name. The selected name will show in the 'Users you have chosen' dropdown list. Repeat to add additional TPDs.
   - Delete a TPD name by selecting the relevant name shown under 'Users you have chosen', and then clicking the cross symbol to delete the name.
   - Click anywhere on a grey report section header to expand the section. Select '+' or '-' and type free text. It is not mandatory for any item in this section to be completed.
   - Click 'Save Form As Draft' to save work in progress. Draft reports are listed on the SAC Liaison Member Report main page with an 'Edit' button allowing access for further editing and access to delete draft reports.

5. **Submit a report to JCST**
   - Click 'Finish and Submit Form' to send an email notification to JCST (specialties@jcst.org and qa@jcst.org) that a form is completed.
   - Historic submitted report are listed on the SAC Liaison Member Report main page with a 'View' button allowing access to view read-only copies.
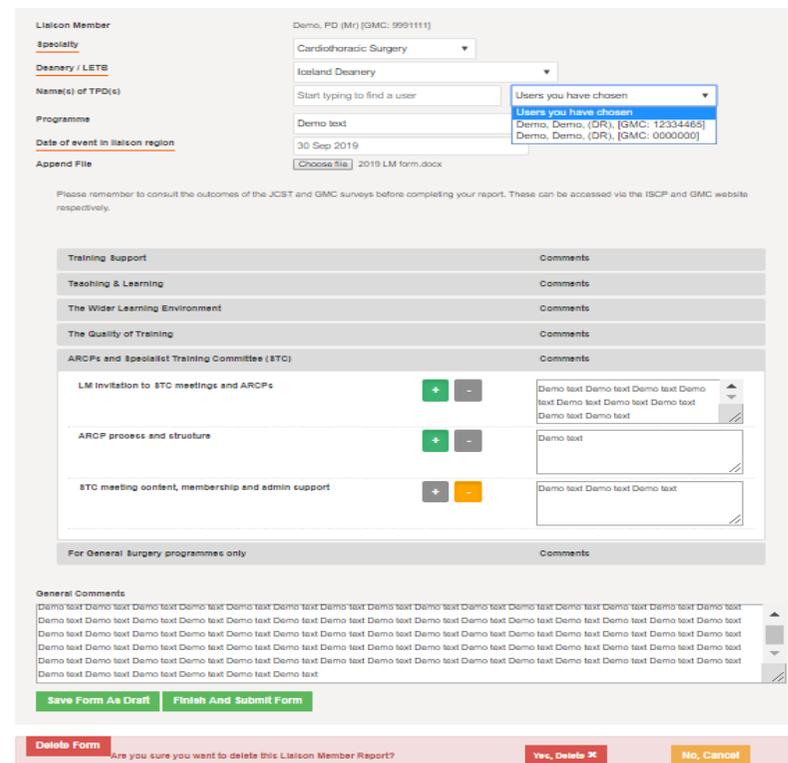
6. **Edit or delete a submitted report**
   - A submitted cannot be edited. Users will need to delete the form and submit a new report if needed (see 'download and print' - before deleting).

7. **Downloading and Printing**
   - Open Google Chrome and click 'Ctrl + P' on your keyboard to open print window.

8. **Viewing LM reports submitted (SAC Chairs and QA Leads only)**
   - Log in to your account, select 'Trainer Area' then 'JCST Liaison Member Report Overview'