

## [CPD Online Update Information](#)

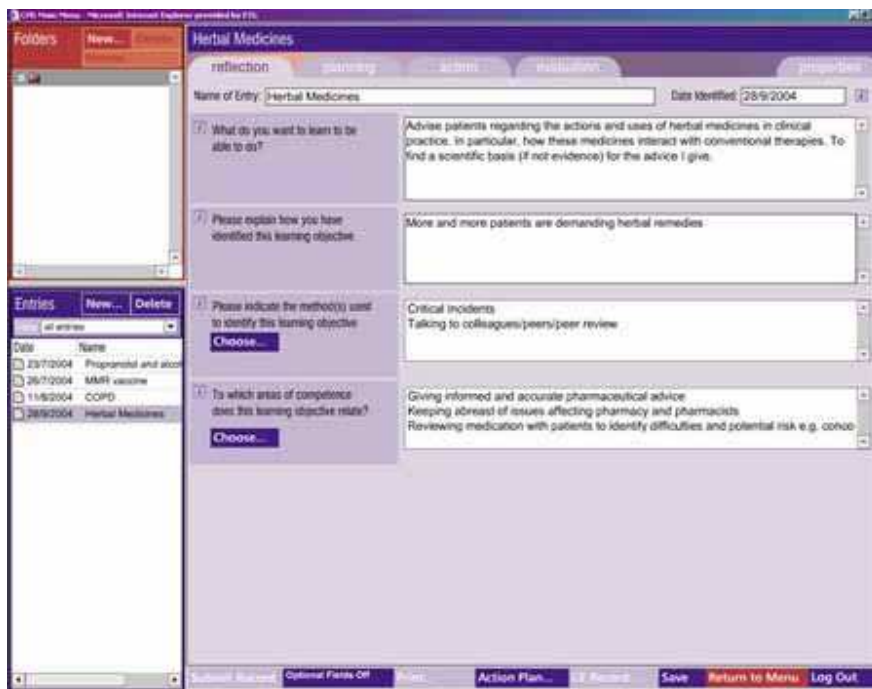
There has been a significant upgrade to the CPD Online recording system which includes the following changes.

### [Tutorials](#)

We have introduced a set of on-screen tutorials which provide technical guidance on maintaining your CPD record online, for example there is a Tutorial on Competences. The tutorials can be accessed from the Menu Page of your CPD Record by clicking on the **Tutorials** button.

### [Folders](#)

It is now possible to organise your entries into folders, for example around topics or to cover particular periods of time. As indicated in the picture below the folders appear at the top left of your CPD record. For information on how to use this function please see the tutorial on "Managing Folders".



## Properties

The Confidentiality tab has been renamed **Properties**. This change has occurred to more accurately reflect what is contained within this tab, as this section now also contains information on when your CPD entry was created and last modified. As before, You can also setup viewers here and mark whether a particular entry should be included for future submission to the Society once you have been asked to submit your records.

## Competences

Competences have been updated for community and hospital pharmacists, and new ones integrated for primary care, medicines management and so on. In order to access the new competences you should ensure that you have selected the relevant roles or sectors of practice and or the roles that are applicable to you, in the Personal Profile section. This section was previously named Personal Settings and can be accessed from the main menu as before. The way in which competences are edited has also been upgraded to make it easier to use and more stable. For more information please see the Competences Information sheet and the Tutorial on Competences and [click here](#) to view the competences sheet..