

## [A Guide to the IIOIP ePortfolio](#)

### About

The IIOIP ePortfolio has been specifically designed to meet the Continuing Professional Development (CPD) needs of Irish pharmacists. This online tool allows you to plan, record and reflect on all aspects of your CPD. The design is informed by the IIOIP's CPD model and by the domains, competencies and indicative behaviours of the PSI's core competency framework (CCF).

This guide will describe the structure of the ePortfolio and provide you with instructions in how to manage the CPD cycles within your ePortfolio.

For more information on how to create a CPD cycle in the ePortfolio, please review the Step-by-Step Guide to Creating a CPD Cycle in your ePortfolio Support resources link.

### How to access your ePortfolio

When logged in, click on the *My ePortfolio* button to access your ePortfolio homepage.



The screenshot shows the IIOIP website homepage. At the top left is the IIOIP logo and name. To the right is a navigation menu with links: RESOURCE-HUB, MENTORING, ABOUT US, WHAT WE DO, KEEP IN TOUCH, COURSES & EVENTS, and MY IIOIP. The main content area features a large banner for the '10th All Ireland Pharmacy Conference' with the text 'Abstract submissions now open!'. Below the banner is a horizontal carousel of images. At the bottom right, there are three circular icons: a laptop for 'My courses', a folder for 'My ePortfolio', and a person for 'My profile'.

## The ePortfolio Structure

The IOP ePortfolio is made of up several areas you can access by clicking on the relevant icon.

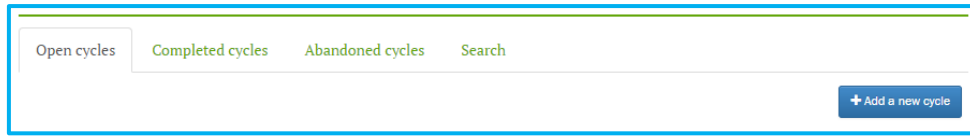


ePortfolio Homepage

- ePortfolio Home** Takes you to the IOP ePortfolio main page.
- Manage Cycles** This opens a sub-menu of options including “Add a cycle”, “My Open cycles”, “Abandoned cycles”, “Completed cycles” and a Search function.
- My Progress** This area will provide you with an overview of your CPD Cycles, and provide information on for example, the Core Competency Domains identified in your cycles and number of open versus closed cycles. This area becomes useful over time once you have cycles created in your ePortfolio.
- Reviews** This area provides a summary of each ePortfolio Review you have participated in. You can also download any ePortfolio Review certificates you have received.
- Support Resources** Here, you can access all the ePortfolio and ePortfolio Review guides. For further support, you can contact the team at [info@iop.ie](mailto:info@iop.ie).

## Managing Cycles Options

When you click on the 'Manage cycles' tab, this opens the 'Open cycles' page and a sub menu of options where you can manage all your cycles and add new ones or search for cycles.



Manage Cycles Homepage

The Manage Cycles section contains five different areas you can access by clicking on the relevant icon.

- Add a new cycle** This button opens the 'Add a new cycle' screen where you go to create and name a new CPD cycle.
- Open cycles** A list of cycles you have begun and not yet finished (Completed).
- Completed cycles** A list of the cycles you have completed.
- Abandoned cycles** A list of the cycles you have abandoned in the past.
- Search** This takes you to the search function. This is an input box where entered letters or numbers automatically return a list of matched cycles.

We will now describe each of these sections in more detail.

## Open Cycles

This area of the IOP ePortfolio gives you a list of all your open cycles with the most recently created cycle at the top. You can view your progress for each cycle based on the colour within each cycle stage.

Cycle Name	Self Appraisal	Develop	Action	Document	Evaluate	Created
Versatis	Grey	Green	Orange	Green	Green	02/06/2026
Getting started with CPD	Green	Green	Green	Green	Green	24/04/2026
Interview Preparation	Grey	Grey	Grey	Grey	Grey	24/02/2026
SOP Development	Green	Green	Green	Green	Green	24/01/2026
Diabetes	White	White	Orange	Grey	Orange	16/01/2026

Legend: Not part of cycle (White), Not started (Grey), In progress (Orange), Completed (Green)

You can click on the name of a cycle to enter the cycle and work on it further.

## Completed Cycles

This takes you to a list of the cycles you have completed, listed by the cycle creation date.

You can 'reopen' these cycles by sending them back to the *Open Cycles* folder for more editing. Select the cycle using the tick box on the left-hand column and click the *Re-open* button.

<input type="checkbox"/>	Title	Cycle Type	Created	Closed
<input type="checkbox"/>	Versatis	Manual	02/06/2026	10/06/2026
<input type="checkbox"/>	Getting started with CPD	Manual	24/04/2026	24/04/2026
<input type="checkbox"/>	Interview Preparation	Manual	24/02/2026	27/02/2026
<input type="checkbox"/>	SOP Development	Manual	24/01/2026	24/01/2026
<input type="checkbox"/>	Diabetes	Manual	16/01/2026	26/01/2026

Select cycles for further action.

When you are selected for ePortfolio Review, you may only submit completed cycles.

If you create a cycle and decide you no longer want to progress that cycle, you may choose to abandon it by clicking the tick box on the left-hand column and clicking the *Abandon* button.

## My Abandoned Cycles

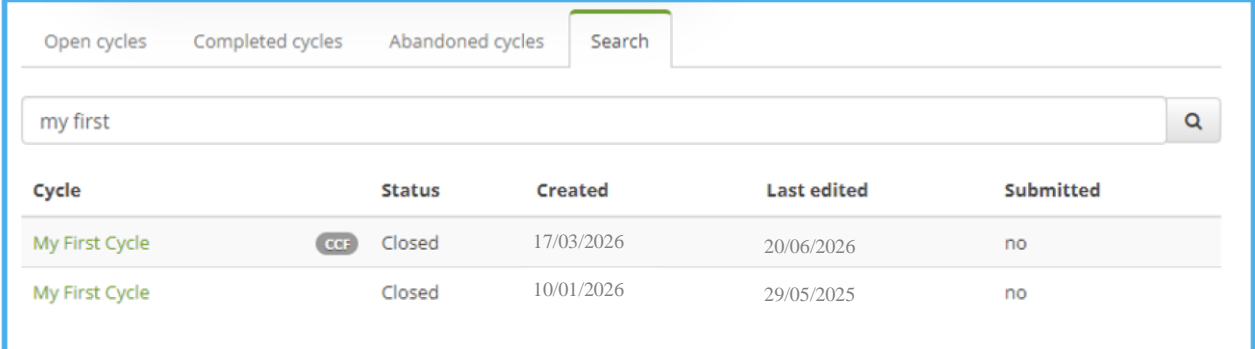
All your abandoned cycles are listed here. You can reactivate an abandoned cycle at any time by selecting the cycle using the tick box on the left-hand column and clicking the *Reactivate* button. This will bring the cycle back to your open cycles area.

<input type="checkbox"/>	Title	Cycle Type	Created	Abandoned
<input type="checkbox"/>	Versatis	Manual	02/06/2026	10/06/2026
<input type="checkbox"/>	Getting started with CPD	Manual	24/04/2026	24/04/2026
<input type="checkbox"/>	Interview Preparation	Manual	24/02/2026	27/02/2026
<input type="checkbox"/>	SOP Development	Manual	24/01/2026	24/01/2026
<input type="checkbox"/>	Diabetes	Manual	16/01/2026	26/01/2026

Select cycles which you want to reactivate and click the button below.

## Searching for a cycle

If you cannot find a cycle you have created, you can search for it using the search bar function. It is only possible to search for a cycle title. In the example below, typing “my first...” will find all cycles with those keywords in a cycle’s title. Here you can see the search function finds two cycles with those keywords.



The screenshot shows a search interface with a navigation bar at the top containing tabs for 'Open cycles', 'Completed cycles', 'Abandoned cycles', and 'Search'. Below the navigation bar is a search input field containing the text 'my first' and a search button with a magnifying glass icon. Below the search bar is a table with the following columns: 'Cycle', 'Status', 'Created', 'Last edited', and 'Submitted'. The table contains two rows of search results.

Cycle	Status	Created	Last edited	Submitted
My First Cycle	CCF Closed	17/03/2026	20/06/2026	no
My First Cycle	Closed	10/01/2026	29/05/2025	no