UNIVERSITY OF PLYMOUTH

POW & TMS USER GUIDE

POW – Placements on the Web and TMS – Timesheet Management System

poppi Plymouth Online Practice Placement Information

Faculty of Health
University of Plymouth

Placement Systems Compliance Team

Reviewed **October 2026**

UNIVERSITY OF PLYMOUTH

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1 POW User Accounts

1.1 Username and Password

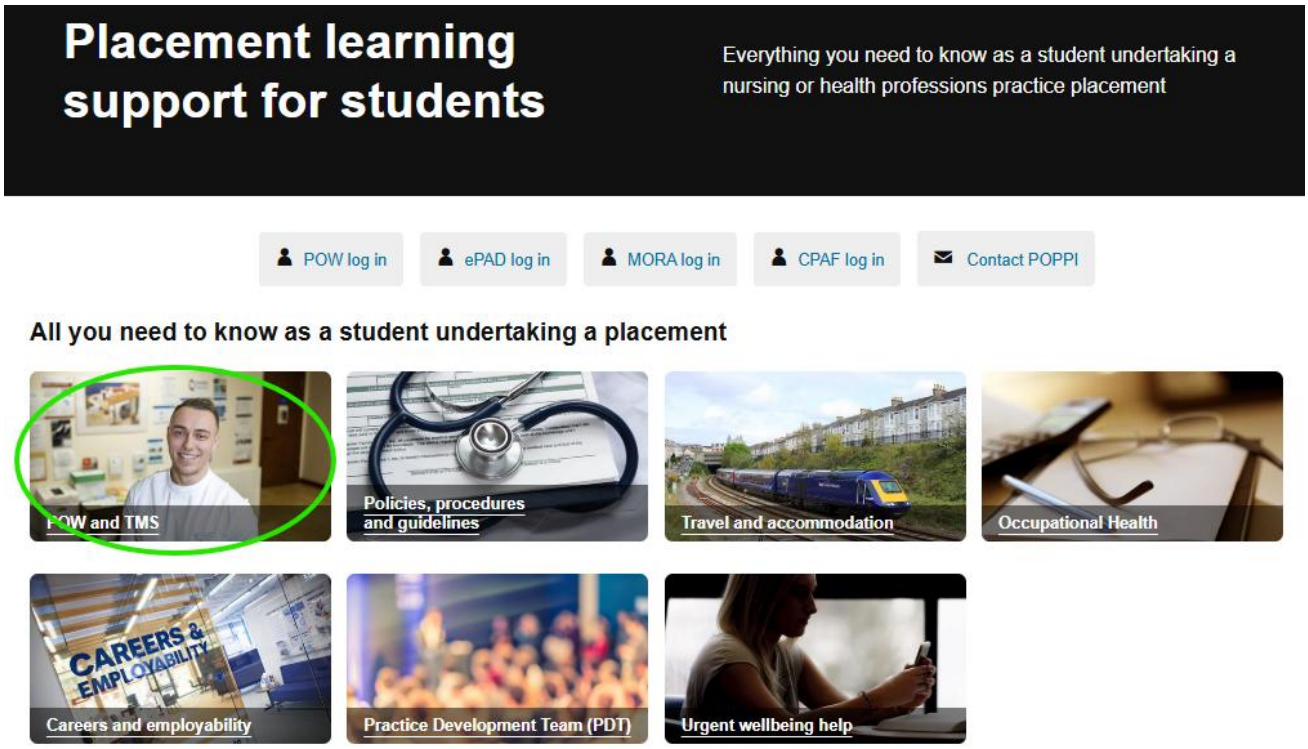
This account gives you access to your Placements on the Web profile. Access to the POW requires a username and password.

Login name: university student number or your email address

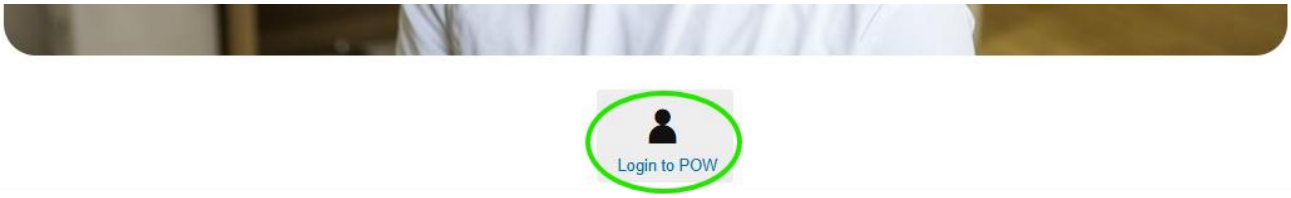
Password: set up using the 'forgot password' link in the yellow box on the POW log in page.

1.2 Login – access via POPPI Website

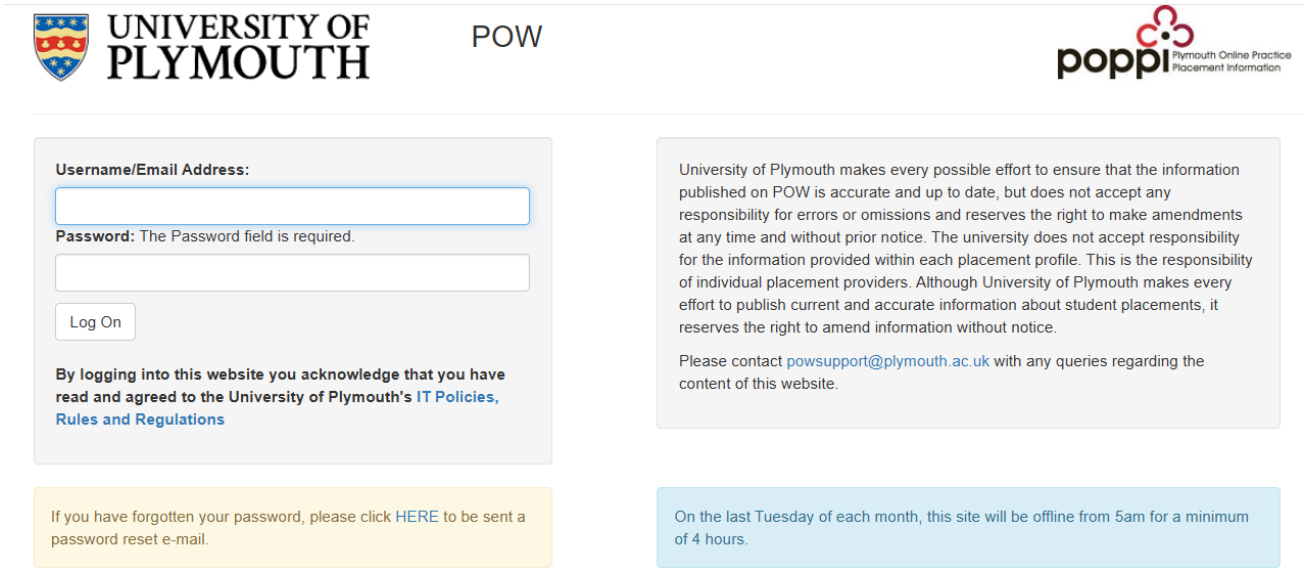
- Go to the POPPI web pages: https://www.plymouth.ac.uk/student-life/your-studies/academic-services/poppi/students
- Click on "POW and TMS" as circled below:



- Click on "POW Login" as shown below:

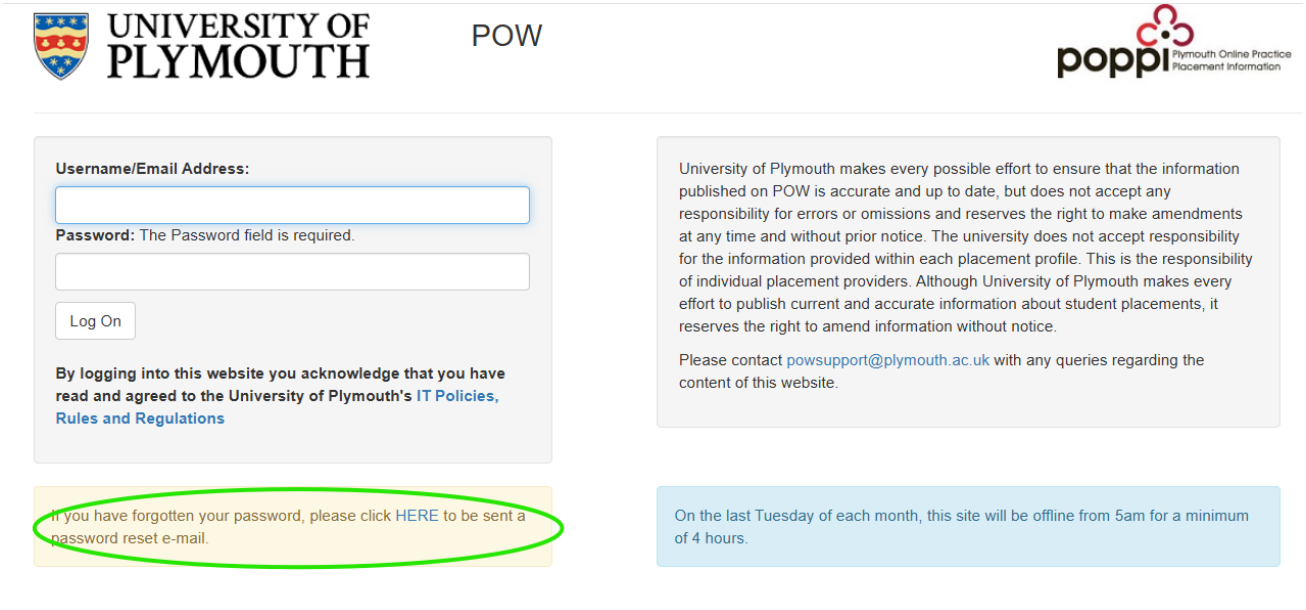


- This will take you to the POW Login screen (see below):



1.3 Forgotten Password

If you have forgotten your password you can click the link on the login page for a reminder to be sent to your email address. A reset password link will then be sent to your university email account.



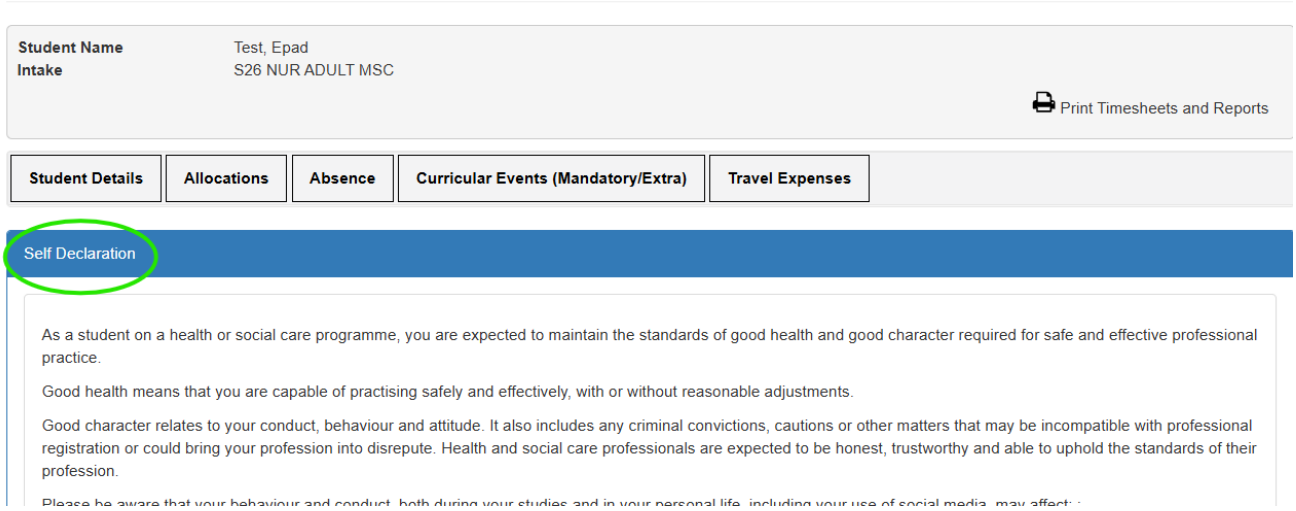
2 Good Health and Good Character Self Declaration

It is a requirement that students declare their good character and good health annually. In order for this to be accomplished all health and social care students must complete the Good Health and Good Character self-declaration each year of your programme.

This self-declaration can be completed on POW. At the beginning of the academic year when you log onto POW the self-declaration will appear for you to complete on the Student Details tab.

It is important that you read and complete this declaration honestly. You will have the option to answer Yes or No to four key statements. If you choose 'Yes' to a statement, the Faculty of Health Compliance Team will be in contact for any supporting evidence you need to provide if applicable.

If you have any questions about the self declaration please contact the FOH Compliance Team - fohcompliance@plymouth.ac.uk.



3 POW Alerts & Messages

On POW there is a new feature to receive messages from the Faculty. In the top right hand corner of POW you'll see there is a new button called 'Messages' which will either be red or green.





Green means there are no 'unread' messages. Red means there are 'unread' messages waiting to be seen.

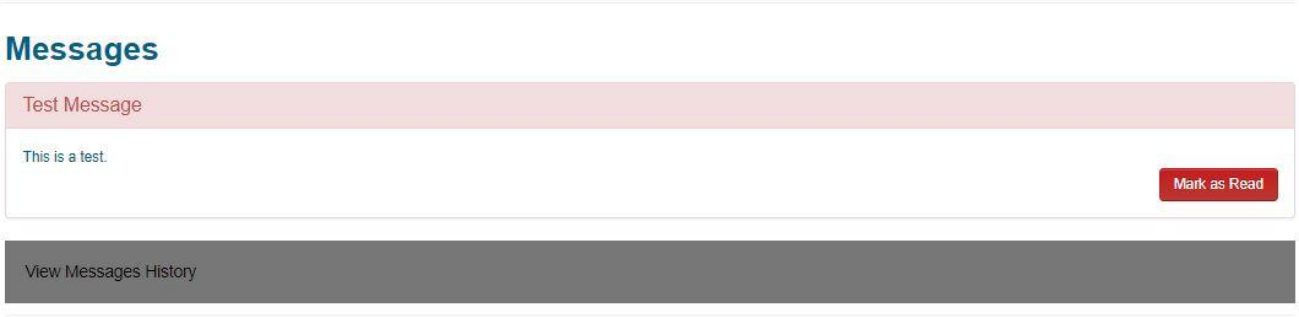
To view the messages click on the button. You will be taken to a new page with a list of unread messages and a history of messages you've received.





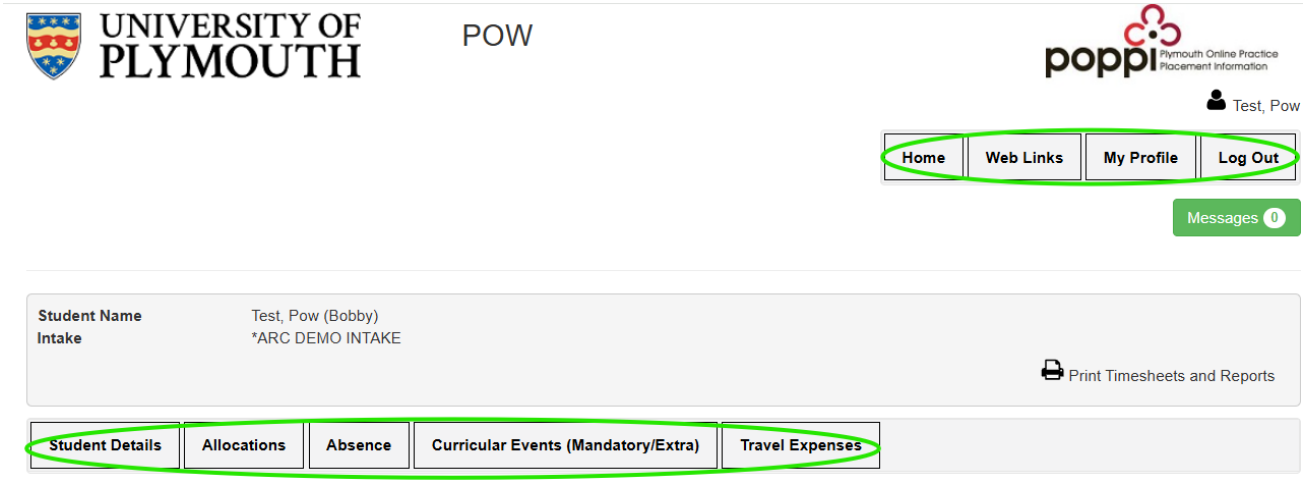
When you receive a new message you'll need to acknowledge you've seen it on the messages page by clicking on the 'Mark as Read' button





4 Student Details tab

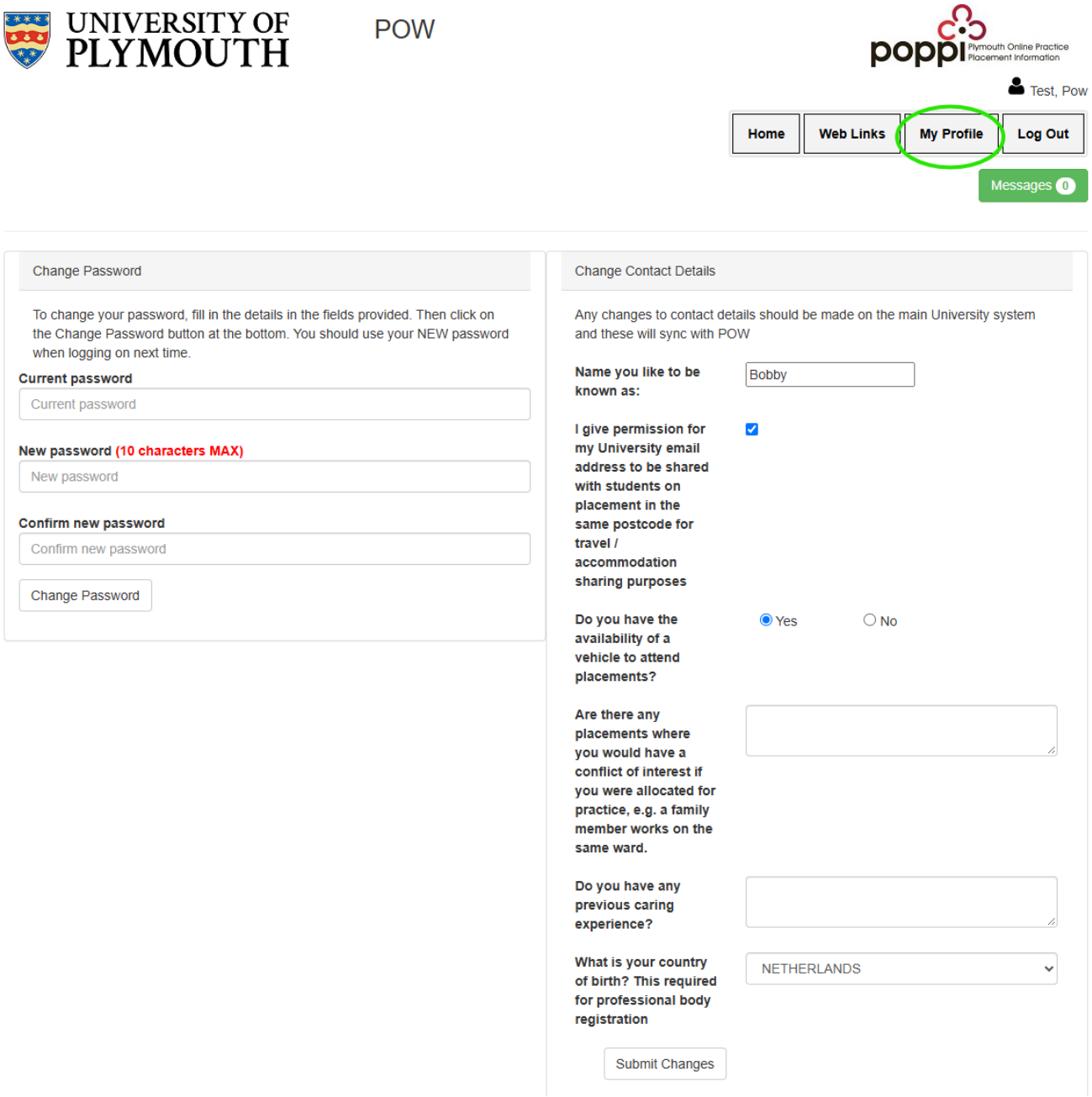
On successful login to POW, the homepage appears as shown below. The navigation bars appears at the top of the homepage.



The Student Details tab displays your Personal Tutor's contact details and your occupational health recommendations. The personal information on this page is provided by the student record system. If your details have changed, please follow normal university procedures to update your records. Any changes will update on POW in 24 to 48 hours.

5 My Profile

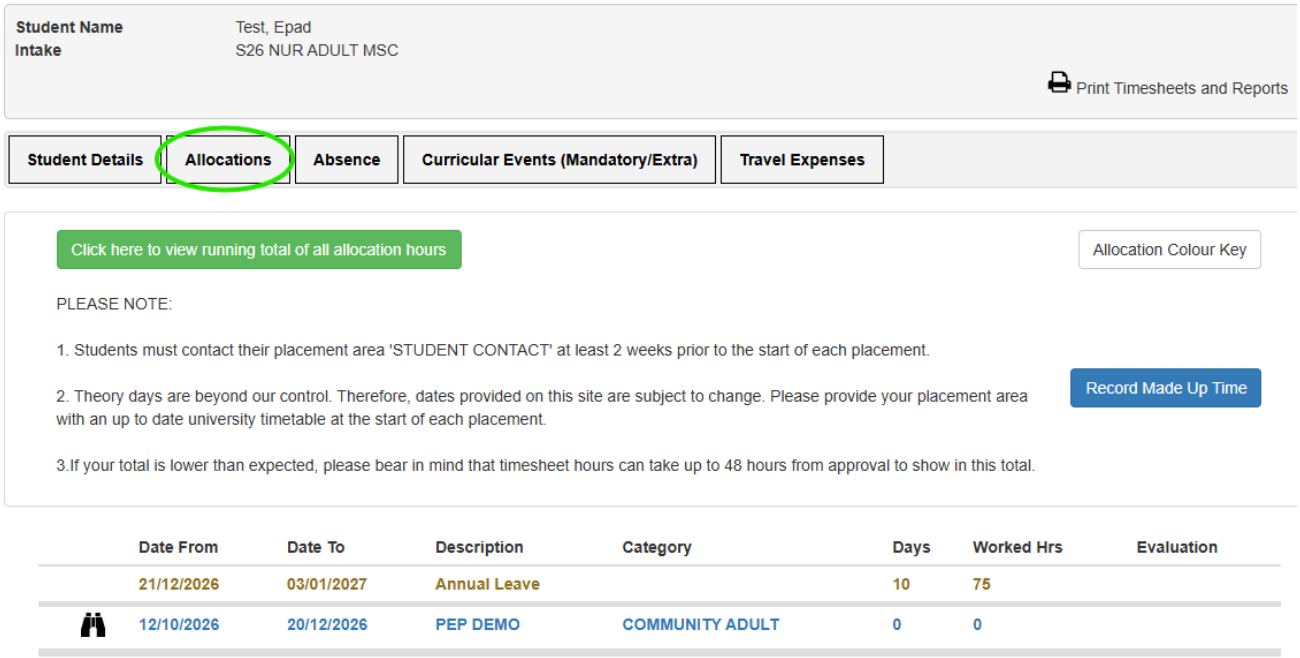
You are able to record your caring experience, placement circumstances e.g. relatives working within the NHS and whether you have a car on placement within POW. This information should be input using the My Profile button in the top right as shown below. This information will appear on the Student Details tab.



The My Profile tab also gives you the option to “opt out” of having your university email address shared with other students for Travelling Peers (see Travelling Peers).

6 Allocations tab

Click on ‘Allocations’ to get details of your placements (past, present and future) as shown in the example below. Placements are released online at least 4 weeks prior to the placement start date.



6.1 What does it all mean?

Symbol / Section	Meaning	More information
	Click on the binoculars symbol to access timesheets and more information about the allocated host	Host Information
	Click on the hub icon to view information about spoke hosts attached to this allocation	Hub and Spoke
Date From	Date an allocation starts	
Date To	Date an allocation ends	
Description	Description of activity or name of placement host	
Category	Defines placement type	
Days	Number of days logged at placement.	The system counts a day as 7+ hours. Therefore if you do less than a 7 hours shift the system won’t count it as a day.

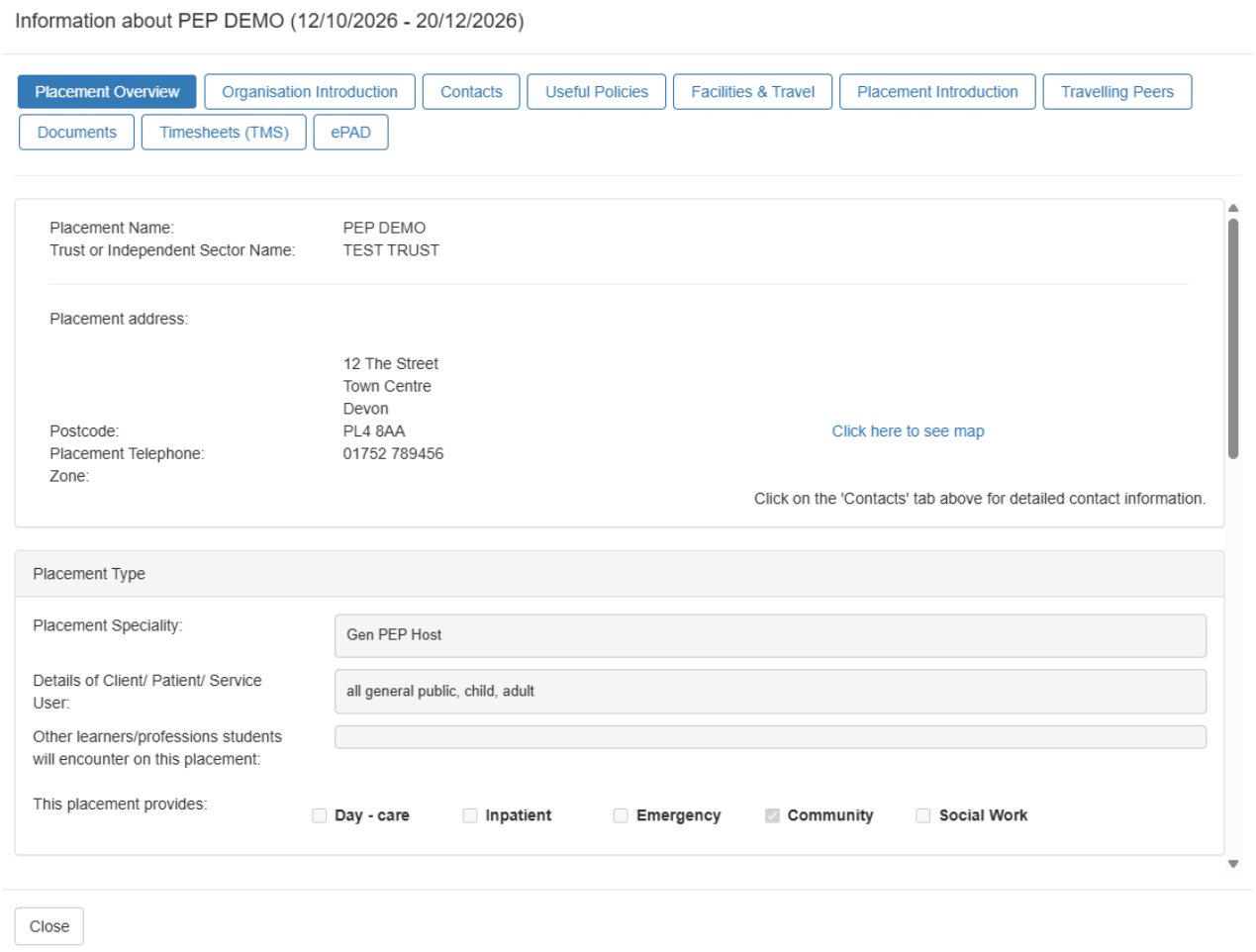
Worked Hours	Number of worked hours logged at host.	This total is worked hours that have been approved by your timesheet authoriser. Timesheet Management System (TMS)
Evaluation	Status of placement evaluation	Evaluations

6.2 Host Information

You can view information about your placement host and the related timesheets on the Allocations tab of POW. To access this either click on the binoculars symbol or the placement host name.

	Date From	Date To	Description	Category	Days	Worked Hrs	Evaluation
	21/12/2026	03/01/2027	Annual Leave		10	75	
	12/10/2026	20/12/2026	PEP DEMO	COMMUNITY ADULT	0	0	

The following pop up window will appear.



Click on each button for more information as shown in the table below. Remember to scroll down as each page contains useful information that you may miss.

Tab	Information Available
Placement Overview	• Details of the Trust or Independent Sector providing the placement • Location and address • Allocation specialty • Service hours & working patterns • Dress code • Other professions you are likely to encounter on placement
Organisation Introduction	• Welcome information from the Trust/Independent sector
Contacts	• Name and contact details of student support contact in placement
Useful Policies	• Incidents/Accidents • Infection Control • Pregnancy • Sickness • Equality & Diversity • Inoculation injuries
Facilities &Travel	• Library • Computing & study areas • Canteen • Changing facilities • Travel directions
Placement Introduction	• Welcome from the placement area • Further information specific to your profession / specialisation
Travelling Peers	• Contact details of fellow students in the same placement post code area within your placement block, with their email contact with a view to possible travel sharing arrangements. • In the My Profile section on POW students can check a box whether they would be willing to share their university email address with other students travelling to the same postcode area as them during placement blocks. These students would have also agreed to show their email address. If a student doesn't agree to show their email address they can't see this list. • Students can see a list of these students on the Allocations tab by clicking on their placement and then the Travelling Peers button. A list of other Faculty of Health students who are on placement within the same postcode area of the student will show. Students can then

	contact other people travelling to same area for car sharing or accommodation sharing opportunities.
Documents	• Any useful documents about your placement area will be stored here
Timesheets (TMS)	• **The Timesheets (TMS) tab will appear when your placement start date is in the past**. The tab will not appear for future placements as you cannot enter placement hours that have not happened yet. This button will take you to your timesheets to record hours for this allocation.

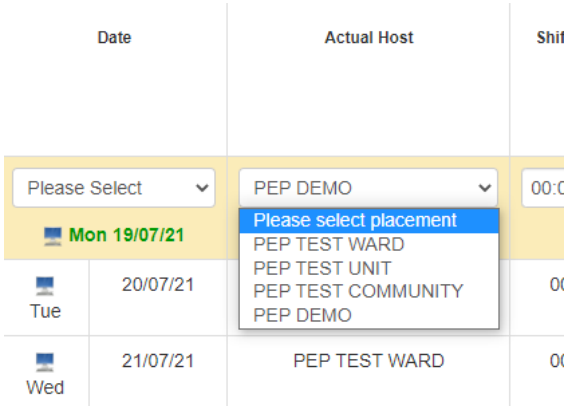
Please note: Placement information is provided by the placement provider, and they are also responsible for maintaining its accuracy.

6.3 Hub and Spoke

Hub and spoke placements, also known as cluster placements, are where a student is allocated to a group of hosts and moves between these hosts throughout their placement. This feature is mainly focused at those that are likely to change which hosts they attend within a week.

If you are allocated to a hub and spoke placement, you will see you are allocated to the hub placement on the POW Allocations tab. However when you access the timesheets for the placement you will have the ability to indicate which of the hosts in the cluster you have attended each day by selecting the host from the drop down list in the second column of the timesheet, titled 'Actual Host'. **It is very important you identify which host you attended each day.**

Please note: the hosts in the drop down list are predefined for each cluster. Please contact powsupport@plymouth.ac.uk if your host is not in the list.

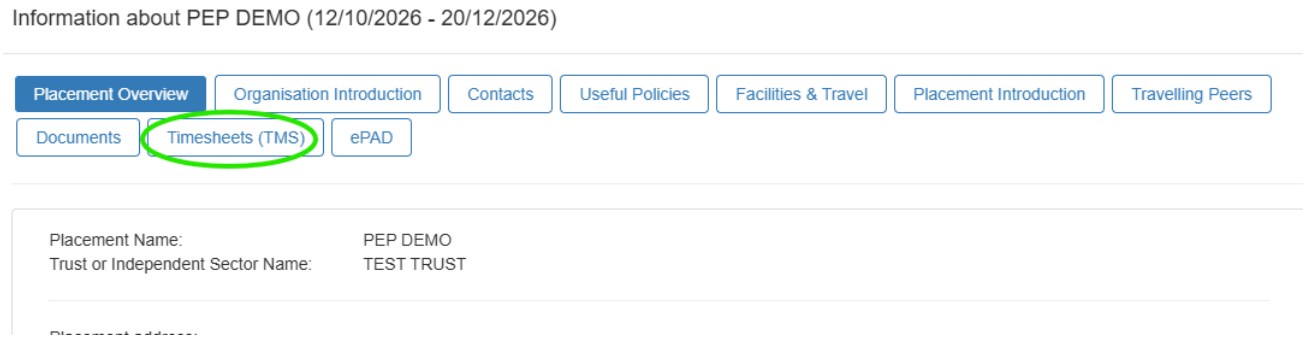


7 Timesheet Management System (TMS)

7.1 Finding your timesheet

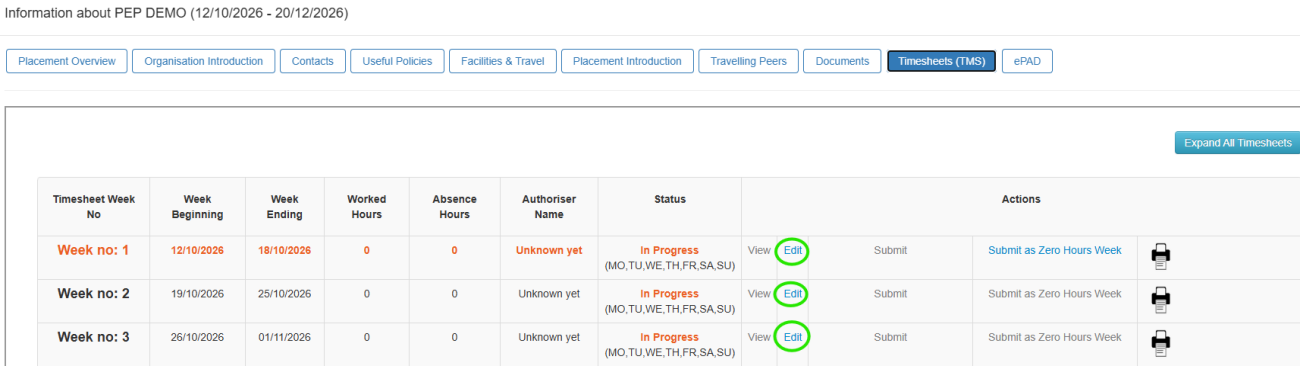
You can access your timesheets when you are viewing a placement on POW. If your placement has already commenced you will see the Timesheets (TMS) tab (circled below).

Please note: the Timesheet tab will only be available from the day your placement starts not before.



Clicking on this will launch the TMS system within the same screen.

To open and record information for a timesheet, click on **Edit** in the Actions section alongside the appropriate week. The View option will open the weekly timesheet in view only mode.



7.2 Timesheets status

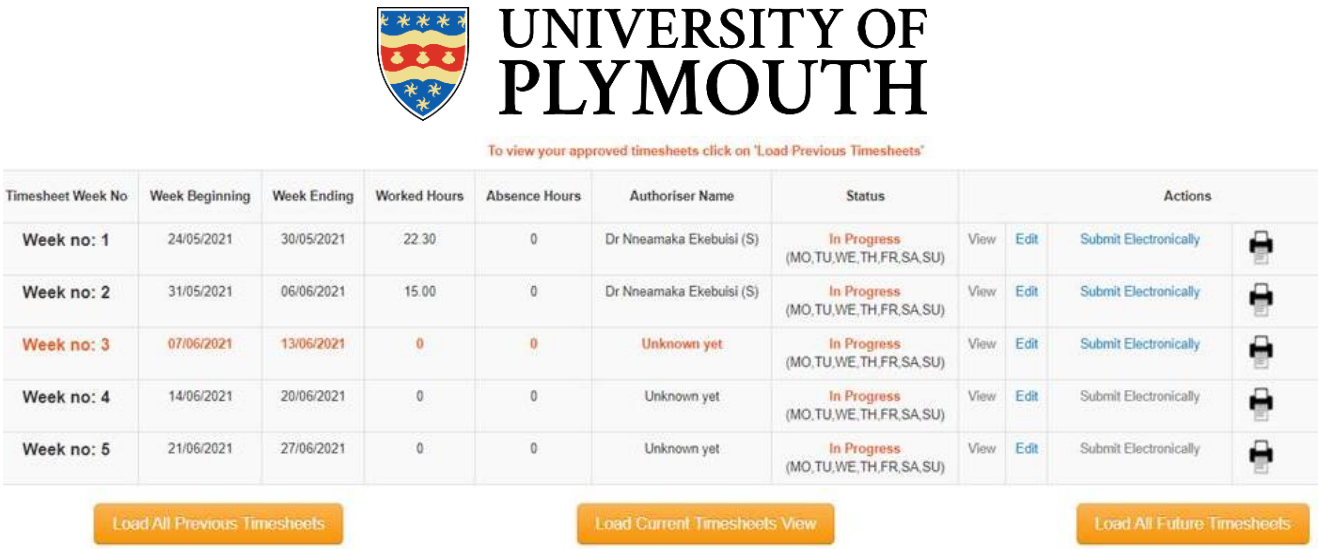
	Status	Meaning

	**In Progress**	Starting status for all timesheets. Timesheet is in draft form for the student to edit before submitting for approval.
	Submitted	Timesheet has been submitted for approval by student.
	Submitted (expired)	Timesheet was submitted but has not been reviewed by the Authoriser before the access link has expired. Timesheet links last for two months. If a timesheet is not actioned by the Authoriser in time the status will change to Submitted (expired). The student will then need to unlock the timesheet and resubmit it for approval to send a new timesheet link to the Authoriser.
	Unlocked for Changes	Timesheet was submitted but the student has revoked the submission before it was approved to edit the timesheet. Once editing has finished the timesheet must be re-submitted.
	Action Required	Timesheet has been reviewed by the Authoriser and has been sent back for the student to amend before the Authoriser is willing to approve it. Student should access timesheet via the 'Edit' action. The Authoriser will have made a comment on changes needed, which will appear above the shift times on the timesheet. Student will then need to action the required changes and resubmit the timesheet for it to return to the Authoriser for approval.
	Approved	Timesheet has been approved by the timesheet Authoriser.

7.3 TMS view for long placements

Following feedback from students a condensed initial view of timesheets for students which have long placements (e.g. 10+ weeks) to improve functionality has been developed.

The default view will show the current week and following two weeks as well as any previous timesheets that have yet to be approved. Students can view previous approved timesheets with the 'load all previous timesheets' and to view future timesheets they click on 'load all future timesheets'.



7.4 Recording Authoriser's Details

An Authoriser is a person in your practice placement who is able and willing to sign off your timesheets hours confirming your placement attendance. Follow the steps below to add an Authoriser to your timesheet.

Please note: if you don't know who should authorise your timesheets please speak to your placement host for guidance. You will need to know their name and email address to submit your timesheet to them for approval.

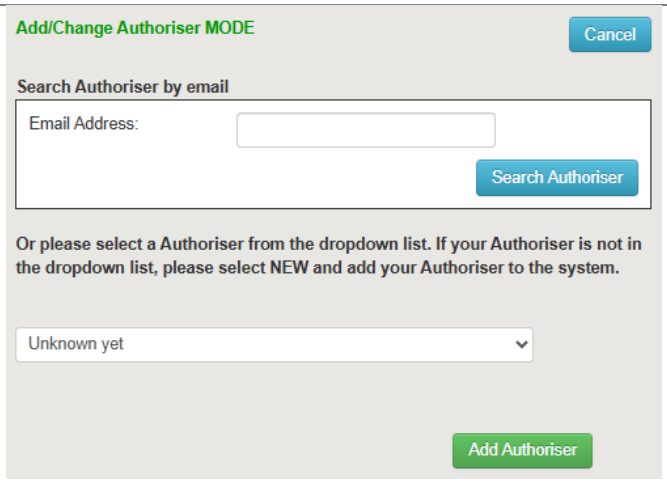
☞ Now Do This …

This section assumes you have opened a weekly timesheet

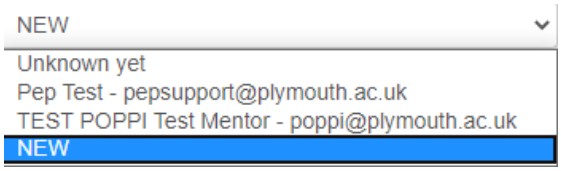
1. If the Authoriser name does not appear, you will need to assign an Authoriser to the timesheet. Click on the **Add Authoriser** link.

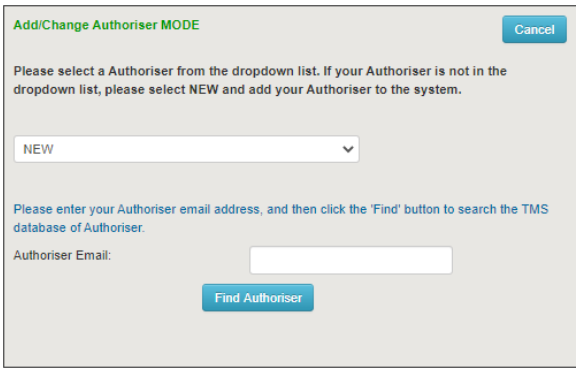


2. In the Add/Change Authoriser MODE screen, either use the email search function or select your Authoriser from the drop-down list.



3. If your Authoriser is not in the list, select **NEW** from the list.

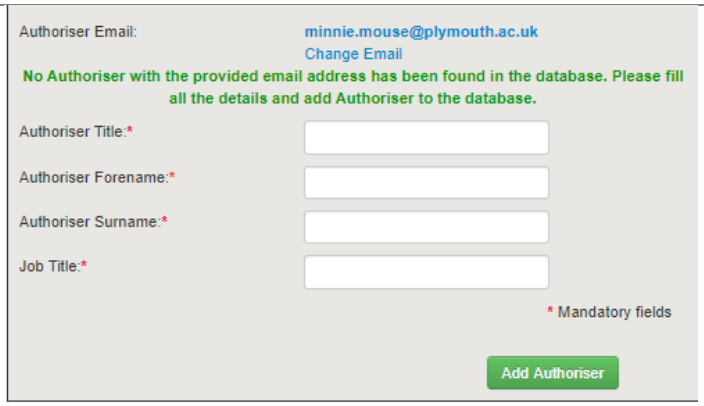




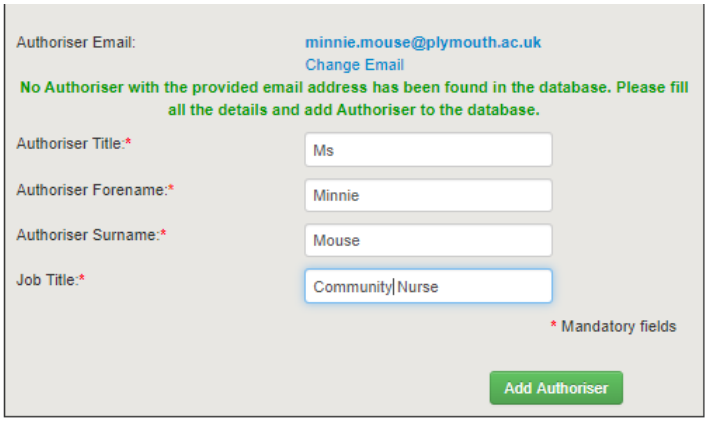
4. Enter the Authoriser's email address in the text box and click **Find Authoriser**.



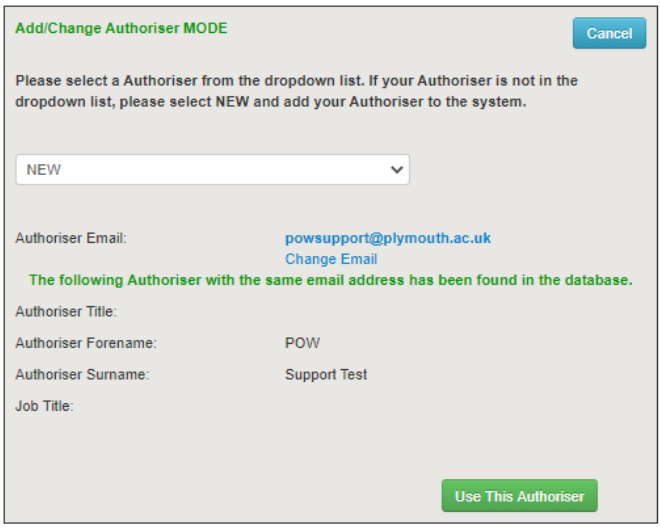
5. If the Authoriser does not exist in the database, the following window will appear:



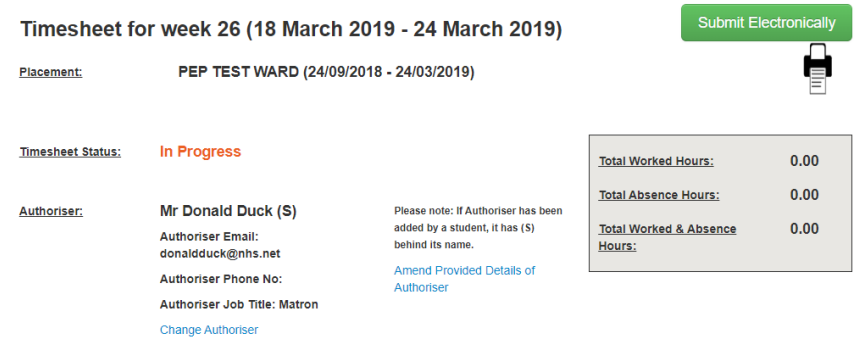
6. Complete the fields and click **Add Authoriser**.



7. If, however, the Authoriser already exists this message will appear: "The following Authoriser with the same email address has been found in the database." If this is the correct email address, click on the **Use This Authoriser** button.



8. The weekly timesheet page should show in a similar way to the screen shot below:



📖 Tips …

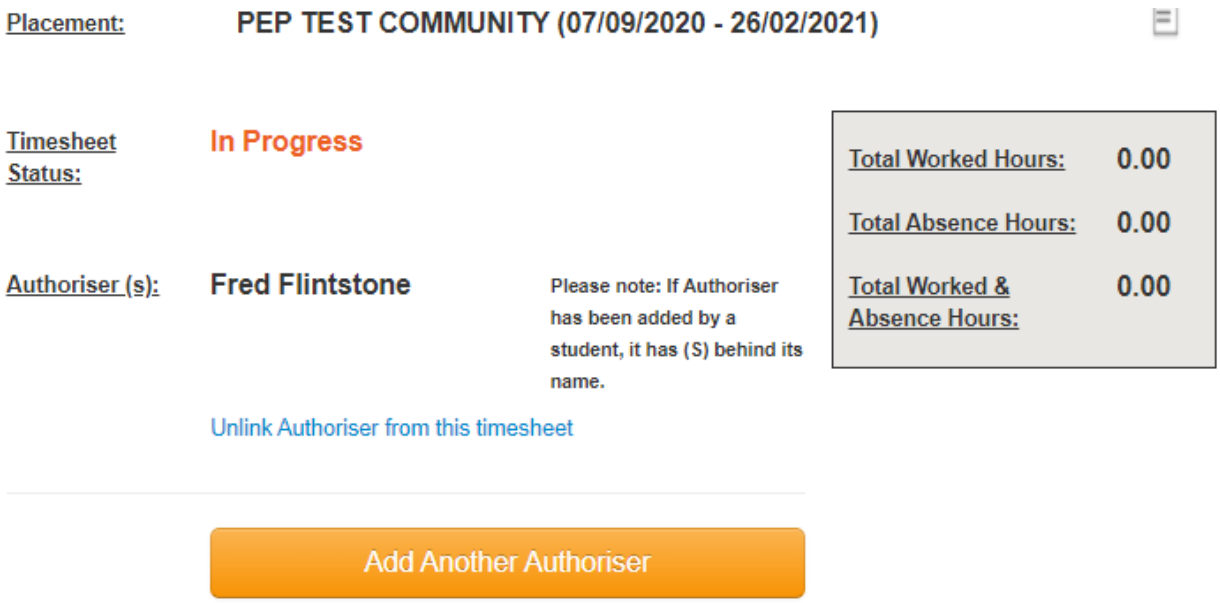
The Add Authoriser link will be replaced with a **Change Authoriser** link whereby you can follow a similar process to that above to amend the assigned Authoriser.

7.5 Adding more than one Authoriser

Some programmes have enabled students to send individual day records on a timesheet to different Authorisers for approval. To do this multiple authorisers need to be added to the timesheet and the relevant shift records.

☞ Now Do This …

1. When you've added one Authoriser, following the steps in the previous section, the weekly timesheet page should show in a similar way to the screen shot below.

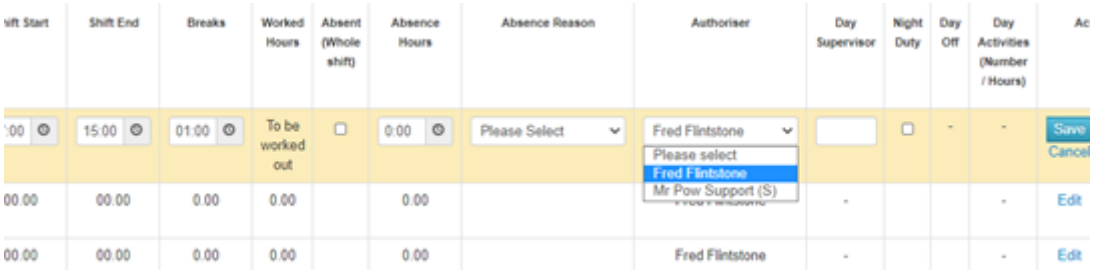


2. To add another Authoriser click on the **Add Another Authoriser** button and follow the previous steps to add your chosen Authoriser. You can add up to 4 additional Authorisers per timesheet – a total of 5 Authorisers.

📖 Tips …

The first Authoriser added is copied into the Authoriser field for each day on the timesheet, so a good hint is to add the person who is going to authorise the most days first, if known.

3. Select **Edit** at the end of the row of the day you want to add hours for. Once you've filled in your hours, use the drop down list under the Authoriser column to select the Authoriser you want to approve that day's hours.



Once finished click on the **Save** button to save that day's record of hours. Continue this process for the rest of the week.

4. A day cannot be authorised by more than one person, so if you want to indicate you worked with someone else as well during a day, please enter the name in the Day Supervisor field. However, it will be the selected Authoriser that will receive the timesheet for that day.

5. After you have filled in all the hours for the timesheet you can then submit it to the Authorisers you have chosen by clicking on the green **Submit Electronically** button at the top of the page.

7.6 Recording Hours

Please only record hours relating to the placement area and not any University activity such as theory or clinical skills. For recording clinical skills, please see section Recording Curricular Events (Mandatory/Extra).

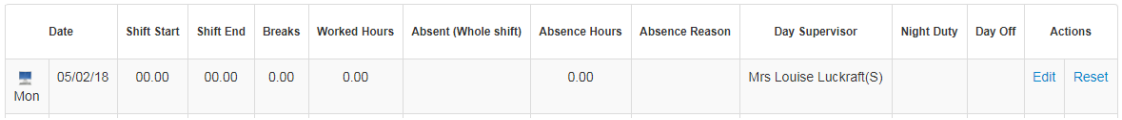
Shifts, breaks and worked hours are recorded in hours and minutes so 7.3 represents 7 hours and 30 minutes, i.e. 7½ hours.

💣 Caution

For absence always record the allocated shift hours (even though not worked) and then record the absence details.

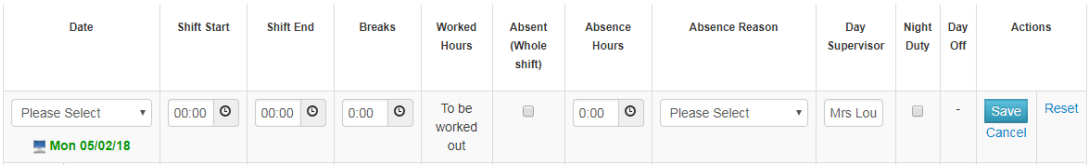
☞ Now Do This …

1. To record hours for one day, click on **Edit** link in the appropriate row.



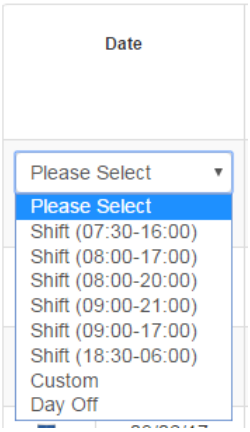
Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Day Supervisor	Night Duty	Day Off	Actions
Mon 05/02/18	00.00	00.00	0.00	0.00		0.00		Mrs Louise Luckraft(S)			Edit Reset

2. This will enable the fields for only that day.



Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Day Supervisor	Night Duty	Day Off	Actions
Please Select Mon 05/02/18	00:00	00:00	0:00	To be worked out		0:00	Please Select	Mrs Lou		-	Save Cancel Reset

3. In the Date column please select the shift if the correct shift pattern is listed or alternatively select Custom, if your specific shift is not listed or Day Off.



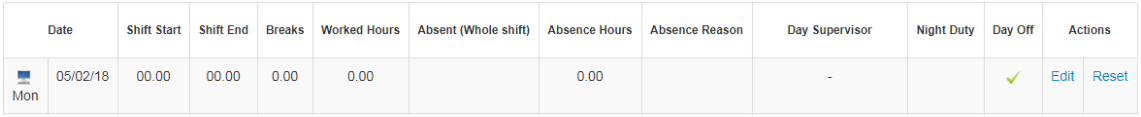
4. For a **Day Off**, a non-working day, **not** an absence, select the **Day Off** option. The **Day Off** check box will default to being ticked. The row will change to display the following:



Day Off Mon 05/02/18	-	-	-	-	-	-	-	-	-	☑	Save Cancel Reset

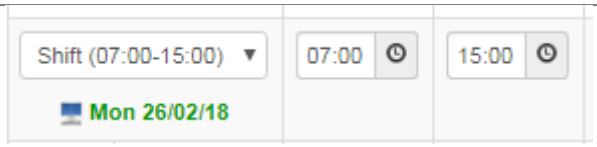
Click on the **Save** button. 

A record saved as Day Off will appear like so:

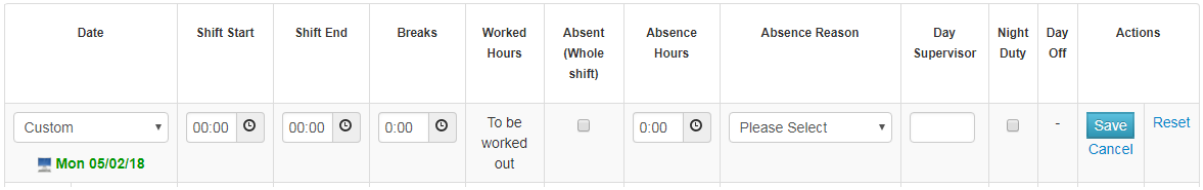


Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Day Supervisor	Night Duty	Day Off	Actions
Mon 05/02/18	00.00	00.00	0.00	0.00		0.00		-		✓	Edit Reset

5. If a shift is selected the Shift Start and Shift End times will automatically be populated.



6. If **Custom** is selected, record the appropriate Shift Start time and Shift End time.

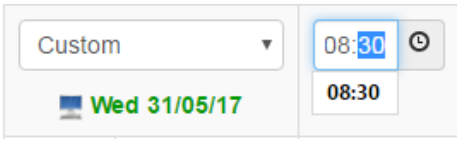


Tips …

The time should be recorded as **Hours** and **Minutes** using the **24 hour clock** format. **12:00 represents 12 noon and 00:00 represents midnight**. There are various methods to record the time:

- highlighting 00:00 and enter the full time in the correct format, e.g. 08:30 – you must include **:** (the colon symbol) between the hours and minutes

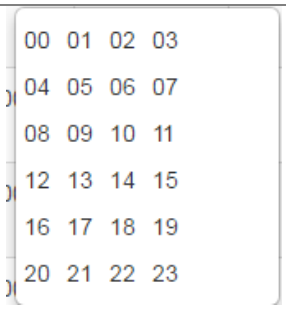
- alternatively the 00 of the hours and the 00 of the minutes can be amended separately leaving the **:** (the colon symbol) in place

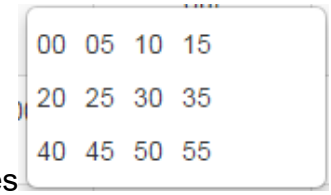


- clicking on the small clock button which launches a small screen allowing you to amend the hours and then the minutes via up and down arrows



- alternatively in the above screen if you click on the digits a numerical pick list appears from which you can select the correct time

for hours 

for minutes 

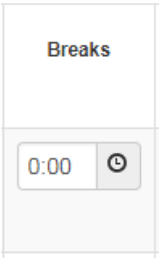
7.7 Recording Breaks

Please record any breaks that are not counted as practice hours, e.g. lunch breaks.

If you need to record a day off (a non-working day rather absence), please use the day off option in the shift selection as this is much clearer than leaving the hours as zero.

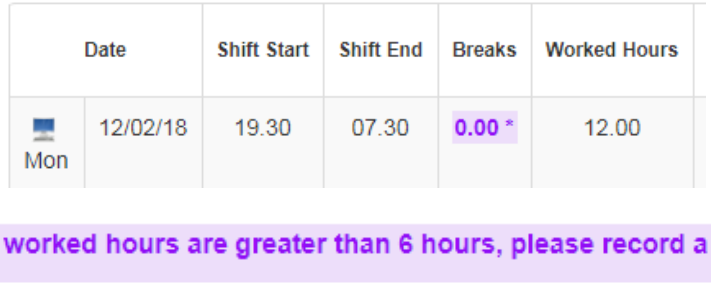
☞ Now Do This …

1. Record the total time taken for breaks that do not count as practice hours, e.g. lunch break. Do this in a similar way to the method described above but using the field in the Breaks column.



2. When the record is saved the Worked Hours will be calculated and will deduct the hours and/or minutes recorded as a break.

3. If you record a shift greater than 6 hours with no break the break column will appear purple and a reminder message will appear at the bottom of the timesheet.



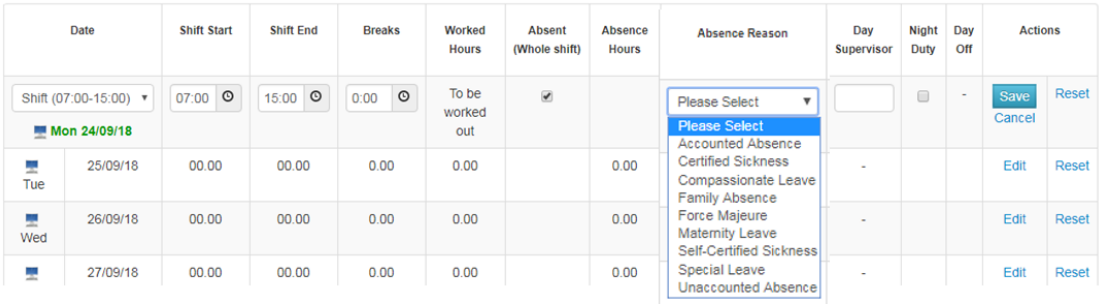
Date		Shift Start	Shift End	Breaks	Worked Hours
Mon	12/02/18	19.30	07.30	0.00 *	12.00

* Your worked hours are greater than 6 hours, please record a break

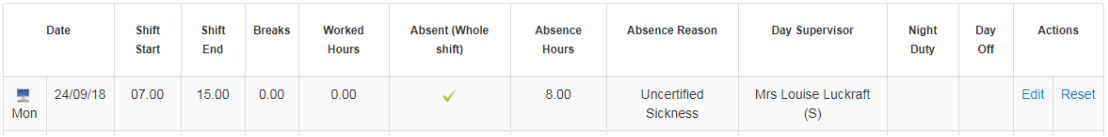
7.8 Recording Absences

☞ Now Do This …

1. For days where you were absent for the entire shift:
   - Record the allocated shift using one of the methods described above, i.e. record the shift you were due to work;
   - Tick the check box in the **Absent (Whole shift)** column;
   - Select the appropriate **Absence Reason**.



When you click **Save** this will appear like so and as you can see the worked hours are calculated as zero:



2. **For days where you were absent for only part of the shift:**
   a. Record the allocated shift using one of the methods described above (steps 11-16), i.e. record the shift you were due to work.
   b. Do **not** tick the Absent (Whole shift) check box.
   c. Record the absence hours in hours and minutes.
   d. Select the appropriate **Absence Reason**



When you click **Save** this will appear like so and as you can see the worked hours have been calculated as 3 hours 30 minutes, i.e. allocated shift of 8 hours less 4½ hours recorded absence:

Tue	25/09/18	07.00	15.00	0.00	3.30		4.30	Uncertified Sickness	Mrs Louise Luckraft(S)			Edit	Reset

3. You will be unable to save the record if you do not select an absence reason and you will see the following message:

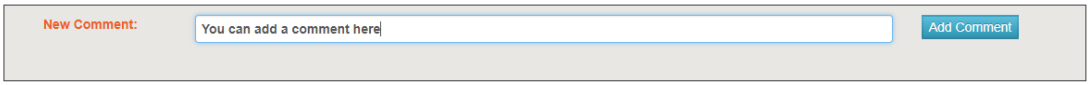
If absent, please add the absence reason. PLEASE TRY AGAIN!

4. Ensure you save your changes each time. 

Tips …

The **Worked Hours** figure is calculated and populated automatically so there is no need to record anything in this column. The **Absence Hours** column is calculated automatically if you are absent for the whole shift and the Absent (Whole shift) check box has been ticked.

5. If you wish you can add a comment or multiple comments if necessary.



7.9 Multiple Day(s) Quick Fill

It is possible to record hours in a weekly grid. This will record the same hours/details for every day selected. This might be useful to use when you work the same shift each day you work or alternatively if you can record the majority of the days the same and then edit an individual day or days.

Now Do This …

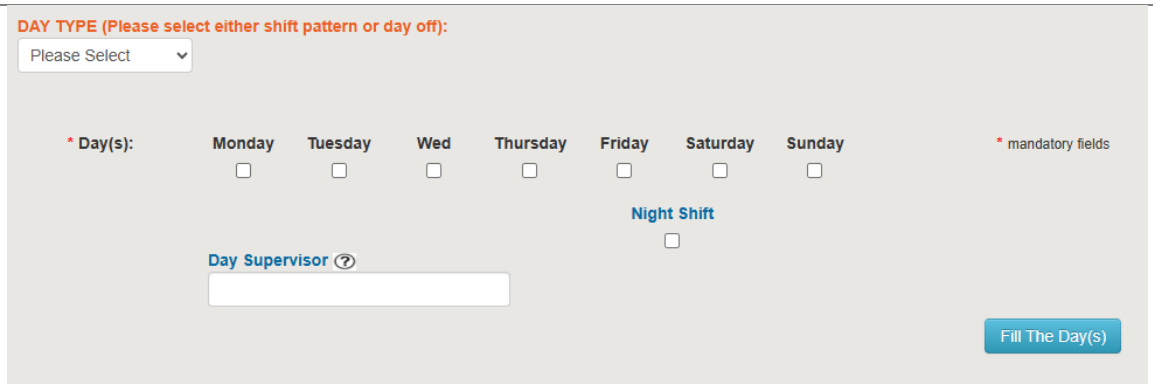
1. Click on the **Edit** link in the row for the appropriate week.

Week no: 5	17/09/2018	23/09/2018	Unknown yet	0	0	In Progress	View	Edit	Submit Electronically

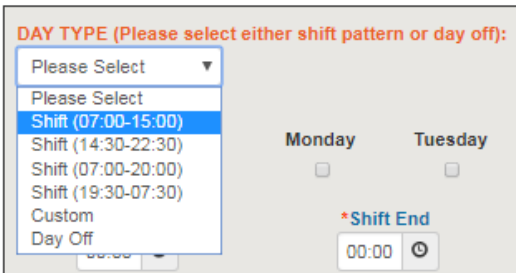
2. Click on the link **Click here to expand MULTIPLE DAY(S) QUICK FILL**.



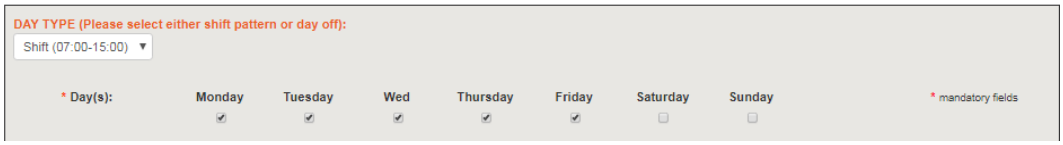
3. This launches the following screen:



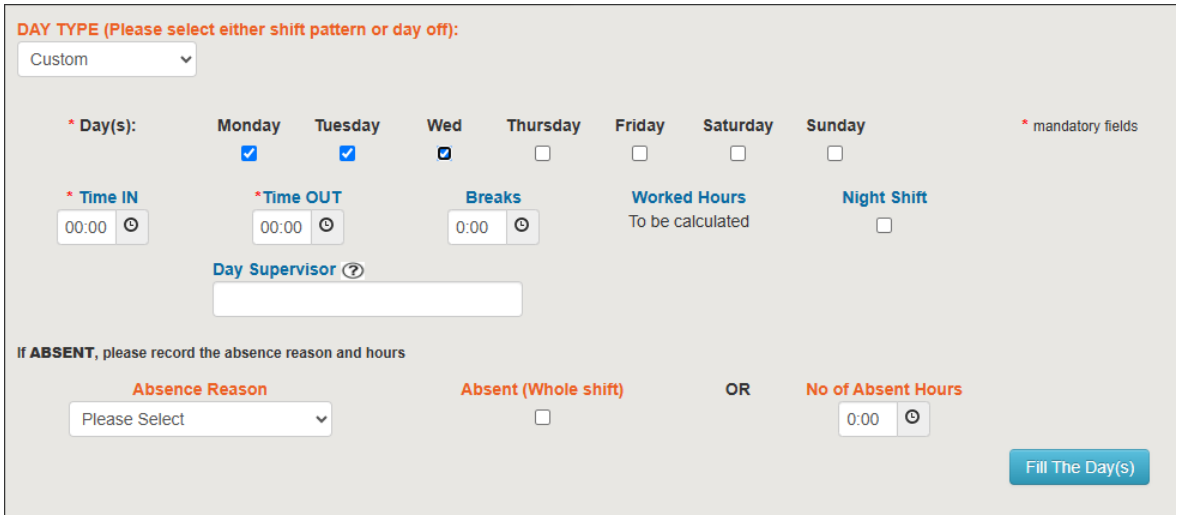
4. Select either the shift pattern, day off or custom to record specific hours.



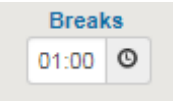
5. Tick the boxes for the appropriate days.



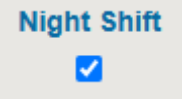
6. If a shift was selected the Shift Start and Shift End fields will automatically be populated. If Custom was selected please update these fields with the allocated times.



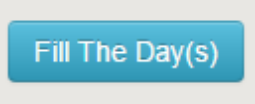
7. Record the daily time taken for a break that does not count towards practice hours, e.g. lunch break.



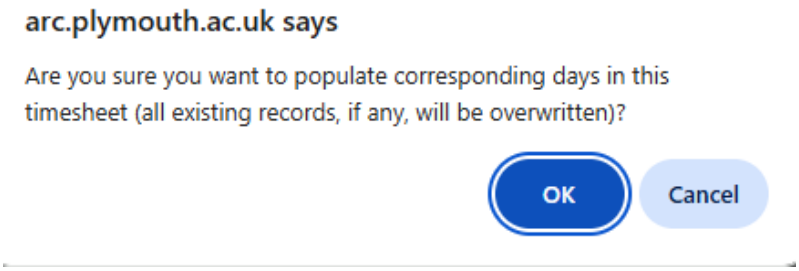
8. If the shift/s were a night duty, tick the Night Duty check box.



9. Click on the **Fill The Day(s)** button.



10. The following message will be displayed:



11. Clicking the **OK** button will populate the timesheet accordingly. If you click on the **Cancel** button no amendments will be made. The following is an example of the timesheet if you clicked OK.

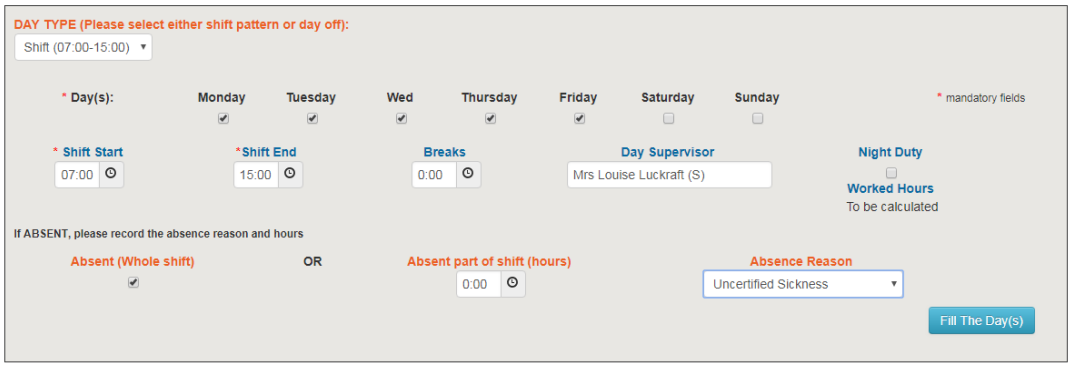
Date		Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Authoriser	Day Supervisor	Night Duty	Day Off	Actions	
Mon	12/10/26	07.00	17.00	1.00	9.00		0.00		- Mentor Demo	Mentor Demo			Edit	Reset
Tue	13/10/26	07.00	17.00	1.00	9.00		0.00		- Mentor Demo	Mentor Demo			Edit	Reset
Wed	14/10/26	07.00	17.00	1.00	9.00		0.00		- Mentor Demo	Mentor Demo			Edit	Reset
Thu	15/10/26	07.00	17.00	1.00	9.00		0.00		- Mentor Demo	Mentor Demo			Edit	Reset
Fri	16/10/26	07.00	17.00	1.00	9.00		0.00		- Mentor Demo	Mentor Demo			Edit	Reset
Sat	17/10/26	00.00	00.00	0.00	0.00		0.00		- Mentor Demo	Mentor Demo			Edit	Reset
Sun	18/10/26	00.00	00.00	0.00	0.00		0.00		- Mentor Demo	Mentor Demo			Edit	Reset

12. Edit any individual days as necessary.

If using quick fill for absence:

1. After selecting the shift or populating the appropriate shift start and shift end times then:
2. If you are absent for the whole shift tick the **Absent (Whole shift)** check box. **However this will apply to all of the days selected**.

If you are absent for only part of the shift, do not tick the Absent (Whole shift) check box, instead populate the **Absent part of shift (hours)** field. **Again, this will apply to all of the days selected**.



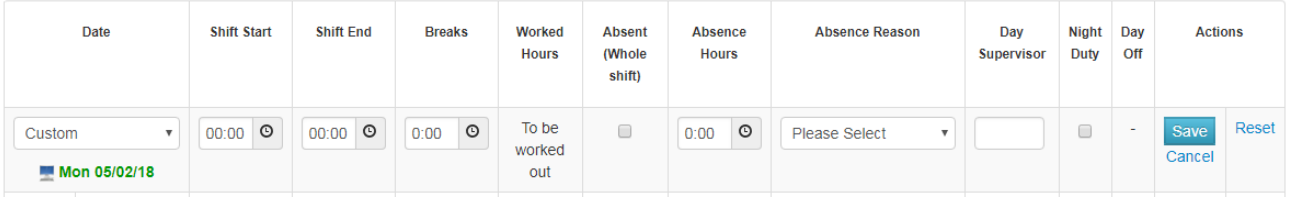
3. Select an **Absence Reason**
4. On clicking the **Fill The Day(s)** and **OK** to the message asking for the timesheet to be populated.

7.10 Activities

Some programmes utilise Activities to record the breakdown of tasks completed during the day into hours of the shift.

☞ Now Do This …

1. First fill in your hours for the day on the timesheet.



2. Click **Save**.

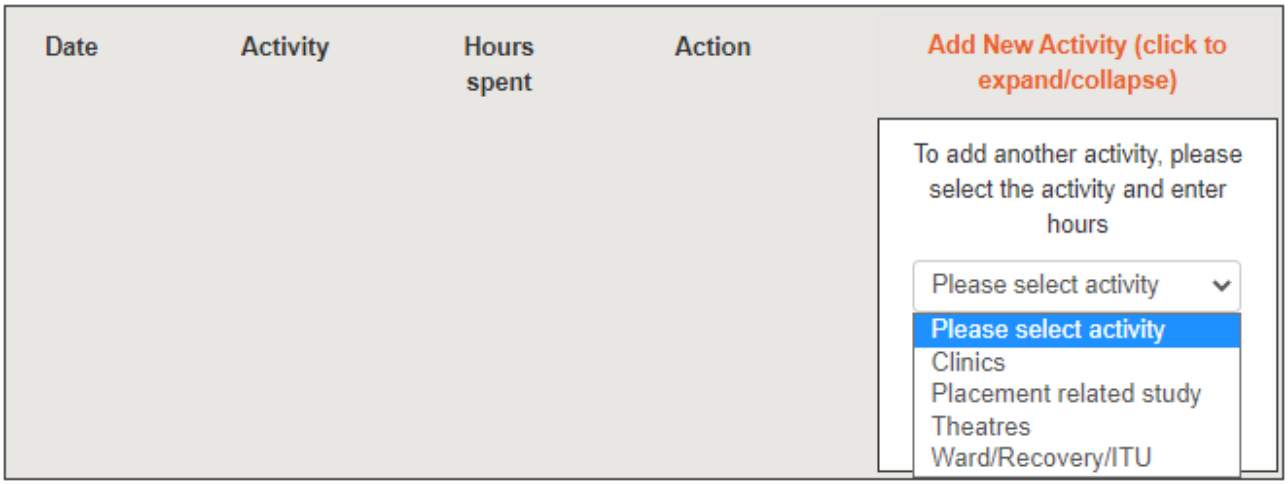
3. Once the day's entry is saved you will see an Add button appear in the Day Activities column. Click on the **Add** button to add activities for that day's practice hours.



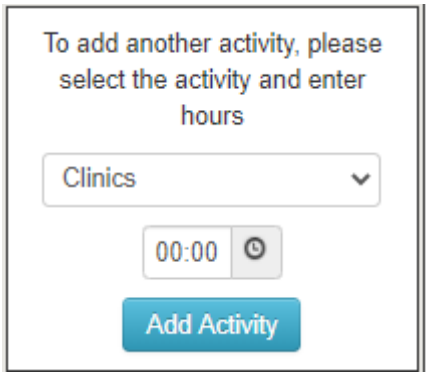
4. A grey box will then appear beneath. Click on the orange **Add New Activity** text hyperlink.



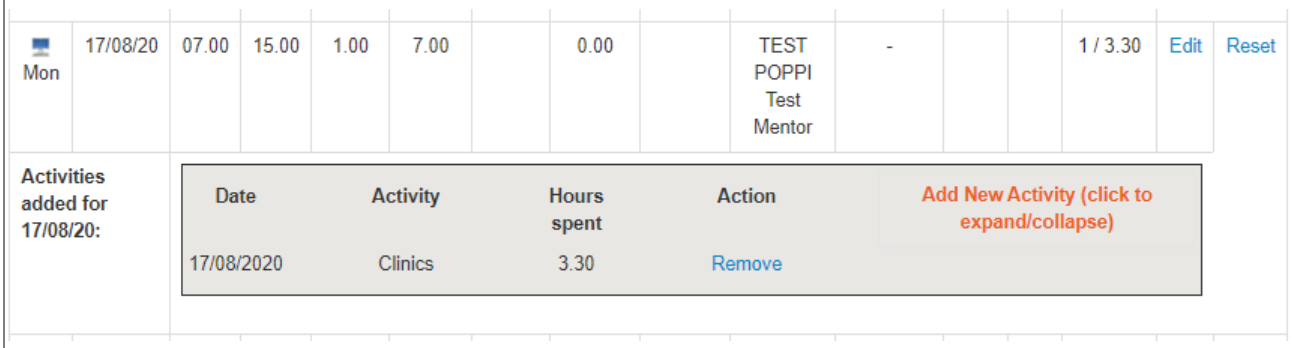
5. The grey box will expand and provide you with the option to select the Activity you want to add from the drop down list as shown below.



6. Once you've selected the Activity you will then need to fill in the box below the drop down list to say how much time was spent on this Activity in hours and minutes. Then select **Add Activity** to save this entry.



7. The Activity will then show in the grey box underneath the day entry.



Mon	17/08/20	07.00	15.00	1.00	7.00		0.00		TEST POPPI Test Mentor	-			1 / 3.30	Edit	Reset

Activities added for 17/08/20:

Date	Activity	Hours spent	Action	Add New Activity (click to expand/collapse)
17/08/2020	Clinics	3.30	Remove	

You can add more Activities by repeating the process in steps 4 to 6.

For **Nursing Associates** please refer to the following guidance:

TNA Example Timesheet

Programme requirements:

2300 overall programme hours

1150 academic hours – **not recorded on timesheets**

1150 learning in placement hours – **recorded on timesheets** – split between:

- 460 **external placements under supervision** hours
- 690 **placement protected learning time** hours

The programme requires **evidence of placement experience across the 4 branches for nursing**:

- Adult Health Nursing
- Child Health Nursing
- Learning Disability Nursing
- Mental Health Nursing

Below is an example timesheet and how you can use the activities function to record the required hours.

Timesheet days

Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Authoriser	Day Supervisor	Night Duty	Day Off	Day Activities (Number / Hours)	Status	Actions
Mon 27/03/23	10.00	18.00	1.00	7.00		0.00		POPPI ADMIN	POPPI ADMIN			3 / 12.00	In Progress	Edit Reset

Activities added for 27/03/23:

Date	Activity	Hours spent	Action
27/03/2023	Adult Health Nursing	4.00	Remove
27/03/2023	Child Health Nursing	1.00	Remove
27/03/2023	External Placement under Supervision	7.00	Remove

Add New Activity (click to expand/collapse)

Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Authoriser	Day Supervisor	Night Duty	Day Off	Day Activities (Number / Hours)	Status	Actions
Tue 28/03/23	07.00	19.00	1.00	11.00		0.00		POPPI ADMIN	POPPI ADMIN			4 / 16.00	In Progress	Edit Reset

Activities added for 28/03/23:

Date	Activity	Hours spent	Action
28/03/2023	Base Placement	6.00	Remove
28/03/2023	Child Health Nursing	3.00	Remove
28/03/2023	Learning Disability Nursing	2.00	Remove
28/03/2023	Placement Protected Learning Time	5.00	Remove

Add New Activity (click to expand/collapse)

The overall worked hours are not the main focus to when identifying progress towards meeting the programme requirements. Rather it is the activity breakdown which indicates what was done during the shift hours. Therefore, the current totals for the above example student are:

- **External placement under supervision** = 7hrs
- **Placement protected learning time** = 5hrs

They have logged hours evidence of gaining experience in Adult, Child and Learning Disability Nursing so far. These hours are not counted again but give evidence towards gaining the required **experience across the 4 branches of nursing** during external placements under supervision and placement protected learning time. Therefore, there is not a risk of double counting.

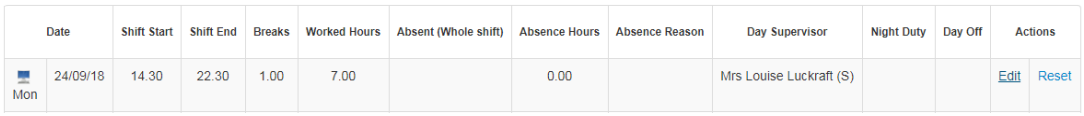
Base placement hours do not require logging but can be useful to give a clear overview on what you did during the hours of your shift.

7.11 Amending Timesheets

7.11.1 Amending Timesheets before submission

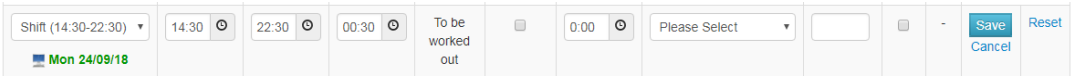
☞ Now Do This …

1. Before submitting a timesheet, it is possible to amend it by simply clicking on the **Edit** link in the appropriate day.

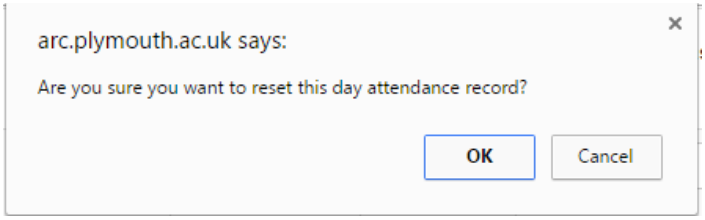


Date		Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Day Supervisor	Night Duty	Day Off	Actions	
Mon	24/09/18	14.30	22.30	1.00	7.00		0.00		Mrs Louise Luckraft (S)			Edit	Reset

2. The fields can be amended in a similar way to recording hours, breaks and absences (see earlier section). Once amended click on the **Save** button.



3. Clicking on the **Reset** link displays the following message:



4. If you click **OK** all of the fields are set back to blank. If the record is subsequently saved with a blank Day Supervisor field this is automatically populated with the Authoriser details.

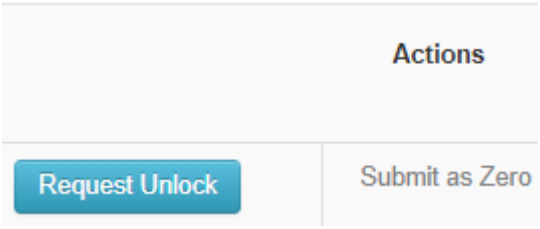
5. If you click **Cancel** no changes are made.

7.11.2 Amending Timesheets after submission

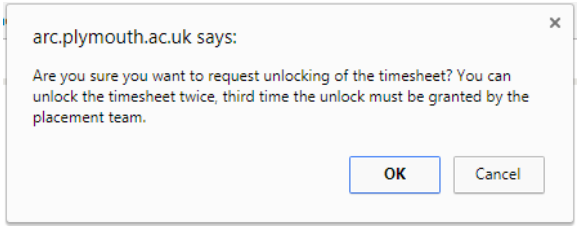
If a timesheet has been submitted but **not** yet approved by your Authoriser, you can amend the timesheet but you will need to request an **unlock**. You will be able to unlock the timesheet a certain number of times but if you need to request any further unlocks this will be processed by the Placement Systems Compliance Team (powsupport@plymouth.ac.uk) and therefore there will be a delay in being able to edit it.

☞ Now Do This …

1. In the **Actions** column, click on the **Request Unlock** button.



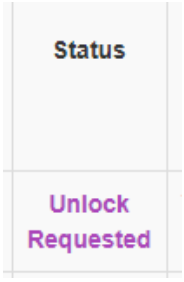
2. Once you have clicked on the **Request Unlock** button, the following message will appear:



3. Once the timesheet has been unlocked for the first and second request, the status field will change to indicate this.



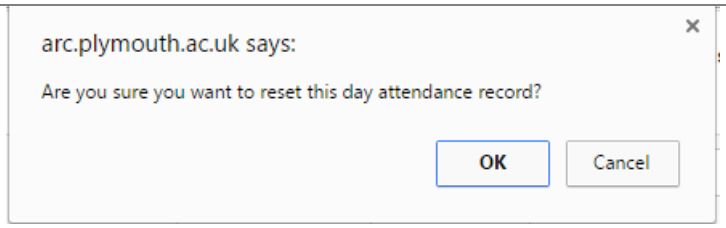
4. For more than two unlock requests the status field will change to show as **Unlock Requested**:



When the Placement Systems Compliance Team have granted the request the status column will change to “Unlocked for Changes”.

5. When the status shows as “Unlocked for Changes”, click on the **Edit** link and amend the appropriate day using a similar process described in the section recording hours and absences.

6. If you wish you can click on the **Reset** link for a particular day and this will display the following message:



6. If you click **OK** all of the fields are set back to blank.
7. If you click **Cancel** no changes are made.
8. Once you have made any necessary amendments, please **re-submit** the timesheet.

7.12 Submitting Timesheets

☞ Now Do This …

Caution

You will not be able to submit a timesheet if there are hours recorded for dates in the future.

1. In the Timesheets page, click on the **Submit Electronically** link in the appropriate row.



2. Alternatively, there is a Submit Timesheet Electronically button on the top right of the weekly timesheet.



3. If you click **OK** the information will be sent to your Authoriser. Clicking the **Cancel** button halts the process.

4. After submitting the view in the Timesheets page will now appear like so:



5. The Authoriser can either approve or reject the timesheet and this will be displayed in the status column in the Timesheets page.

Week no: 4	10/09/2018	16/09/2018	Mr Louis Gilmour (S)	25.50	1.00	Action Required	View	Edit	Submit Electronically	
Week no: 5	17/09/2018	23/09/2018	Mrs Louise Luckraft (S)	18.00	0	Approved	View	Edit	Submit Electronically	

6. If it is rejected the timesheet will be available to edit and submit again, i.e. the status column will show as “Action Required”.

7. If a timesheet is unlocked you will be able to edit, save and re-submit the timesheet. In this instance the status column will appear like so, until the Authoriser has approved or rejected it.

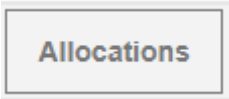
Week no: 3	03/09/2018	09/09/2018	Mrs Louise Luckraft (S)	24.30	0	Re-Submitted	View	Edit	Reason For Unlocking: Request Unlock	

7.13 Overlapping Allocations: Allocated to Different Hosts within the same week

If you are allocated to more than one host within the same week you can generate a timesheet for any of the hosts, for that week, by selecting each host allocation in turn.

☞ Now Do This …

1. Select the **Allocations** tab in POW.



2. If you are attending more than one host during the same week the appropriate host descriptions should be listed, showing overlapping dates.

	Date From	Date To	Description
	27/05/2019	23/06/2019	PEP TEST COMMUNITY
	15/04/2019	23/06/2019	PEP TEST UNIT

3. Select the allocation you wish to record hours for.

4. Click on the **Timesheets (TMS)** tab.



5. Click on **Edit** for the appropriate week.

6. Days that are allocated to the placement host you selected will show with the option to edit and thus you can add the Authoriser, record hours and any absences and submit in the usual way (see earlier sections for guidance). See example screen shot below for days linked to that host enabling you to edit. Host selected PEP Test Community.

Timesheet days

Date		Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Day Supervisor	Night Duty	Day Off	Actions	
Mon	03/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Edit	Reset
Tue	04/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Edit	Reset
Wed	05/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Edit	Reset

7. Other days that are not linked to the host you selected in POW/Allocations fall into two types:
   - Days allocated to another host (grey background). To record hours and/or absence for these days you need to select that host from the POW/Allocations tab. You can then edit in the usual way.
   - Days not linked to any placement host (usually Saturday and Sunday) can be added or removed to a host as appropriate if you need to record hours for those days.

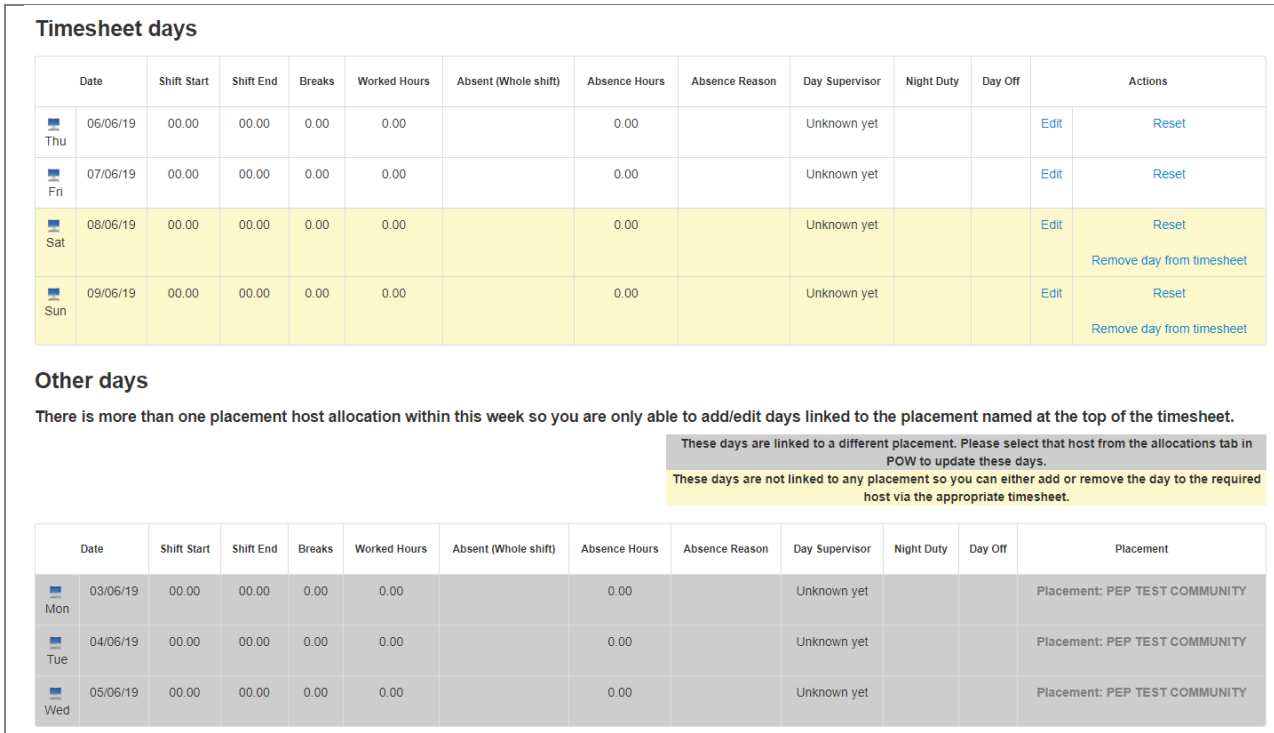
Other days

There is more than one placement host allocation within this week so you are only able to add/edit days linked to the placement named at the top of the timesheet.

These days are linked to a different placement. Please select that host from the allocations tab in POW to update these days.
These days are not linked to any placement so you can either add or remove the day to the required host via the appropriate timesheet.

Date		Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Day Supervisor	Night Duty	Day Off	Placement
Thu	06/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Placement: PEP TEST UNIT
Fri	07/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Placement: PEP TEST UNIT
Sat	08/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Placement: PEP TEST UNIT Add to timesheet week for selected allocation
Sun	09/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Placement: PEP TEST UNIT Add to timesheet week for selected allocation

The host initially selected was PEP Test Community hence, to add hours for Thursday and Friday, for PEP Test Unit, please return to the allocations tab in POW and select that host. After selecting PEP Test Unit and timesheet for that same week, the screen will appear like so:



Timesheet days

	Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Day Supervisor	Night Duty	Day Off	Actions	
Thu	06/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Edit	Reset
Fri	07/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Edit	Reset
Sat	08/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Edit	Reset Remove day from timesheet
Sun	09/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Edit	Reset Remove day from timesheet

Other days

There is more than one placement host allocation within this week so you are only able to add/edit days linked to the placement named at the top of the timesheet.

These days are linked to a different placement. Please select that host from the allocations tab in POW to update these days.

These days are not linked to any placement so you can either add or remove the day to the required host via the appropriate timesheet.

	Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Day Supervisor	Night Duty	Day Off	Placement
Mon	03/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Placement: PEP TEST COMMUNITY
Tue	04/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Placement: PEP TEST COMMUNITY
Wed	05/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Placement: PEP TEST COMMUNITY

8. Monday, Tuesday and Wednesday are now non-editable as these days are allocated to PEP Test Community. As PEP Test Unit was selected within the allocations screen, the days allocated to this host are editable, i.e. in this example Thursday and Friday.

9. The unallocated days, e.g. Saturday and Sunday will appear against one of the hosts. **If you did not work these days, please ignore and leave as zero hours.**

10. If you worked either Saturday or Sunday at the host selected and that day is listed beneath the editable days, edit and record hours in the usual way. For example, here you would be recording hours for Saturday and/or Sunday against PEP Test Unit:

Timesheet for week 8 (03 June 2019 - 09 June 2019)

Placement: **PEP TEST UNIT (15/04/2019 - 23/06/2019)**

Timesheet days

Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Day Supervisor	Night Duty	Day Off	Actions
Thu 06/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Edit Reset
Fri 07/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Edit Reset
Sat 08/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Edit Reset Remove day from timesheet
Sun 09/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Edit Reset Remove day from timesheet

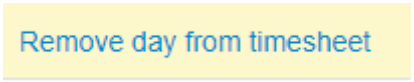
Other days

There is more than one placement host allocation within this week so you are only able to add/edit days linked to the placement named at the top of the timesheet.

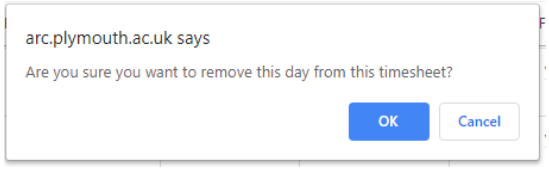
These days are linked to a different placement. Please select that host from the allocations tab in POW to update these days.
These days are not linked to any placement so you can either add or remove the day to the required host via the appropriate timesheet.

Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Day Supervisor	Night Duty	Day Off	Placement
Mon 03/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Placement: PEP TEST COMMUNITY
Tue 04/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Placement: PEP TEST COMMUNITY
Wed 05/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Placement: PEP TEST COMMUNITY

11. If you worked Saturday, for example, at PEP Test Community, click **Remove Day from timesheet** against the appropriate day. You would be removing the day from the allocation selected in POW.



12. Click OK to confirm you wish to remove that day from the timesheet for the selected host.



13. The timesheet for PEP Test Unit will now appear with the Saturday as unknown but listed beneath the days allocated to PEP Test Community.

Date	Shift Start	Shift End	Breaks	Worked Hours	Absent (Whole shift)	Absence Hours	Absence Reason	Day Supervisor	Night Duty	Day Off	Placement
Mon 03/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Placement: PEP TEST COMMUNITY
Tue 04/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Placement: PEP TEST COMMUNITY
Wed 05/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Placement: PEP TEST COMMUNITY
Sat 08/06/19	00.00	00.00	0.00	0.00		0.00		Unknown yet			Placement: unknown Add to timesheet week for selected allocation

To record hours for the Saturday you will need to return to the Allocations tab in POW and select the appropriate allocation, in this example this would be select PEP Test Community.

Please note if you now click on "Add to timesheet week for selected allocation" this would add it to the allocation you are in, i.e. for this example, PEP Test Unit.

14. If the allocated days are incorrect, please contact your programme admin team.

15. Please ensure the hours are recorded for the appropriate host and submit the timesheets in the usual way. Once you have submitted hours for unallocated days (e.g. Saturday and/or Sunday) you can remove these days from that host and link to the other placement area. If you record hours for unallocated days, e.g. Saturday and/or Sunday and these are not linked to a host, the hours will not be copied to the Placement System.

7.14 Printing Timesheets

☞ Now Do This …

1. A timesheet can be printed from the Timesheets page using the print icon in the Actions column.



7.15 Recording Made Up Time

Please refer to the policy for made up time and agreement should be sought from your Personal Tutor and the placement host before working any additional hours.

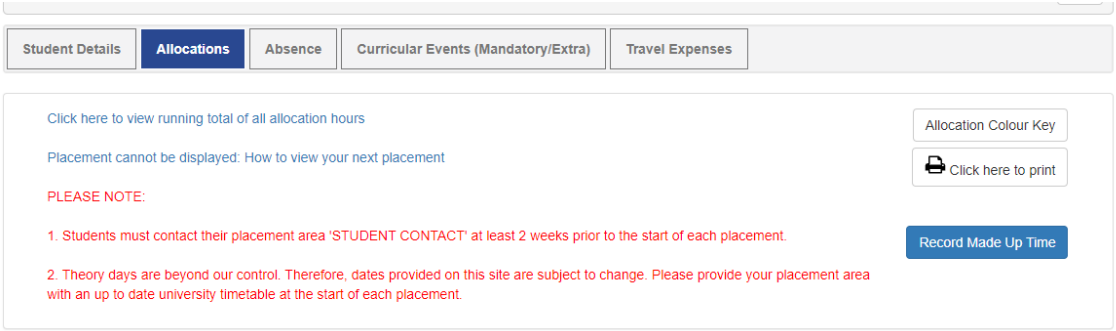
The Made Up Time tab should be used for additional hours worked where there is no timesheet available because the time is being worked outside of the normal allocation block. Where there is a timesheet available, please record the hours within that timesheet.

☞ Now Do This …

1. Login to your POW site and click on the **Allocations** tab.



2. This will display your placements.



You will see on this page "Record Made Up Time" button in blue

3. To record made up time outside of the specified allocation dates, click on the **Add Made Up Time** button in the My Placement Timesheets page

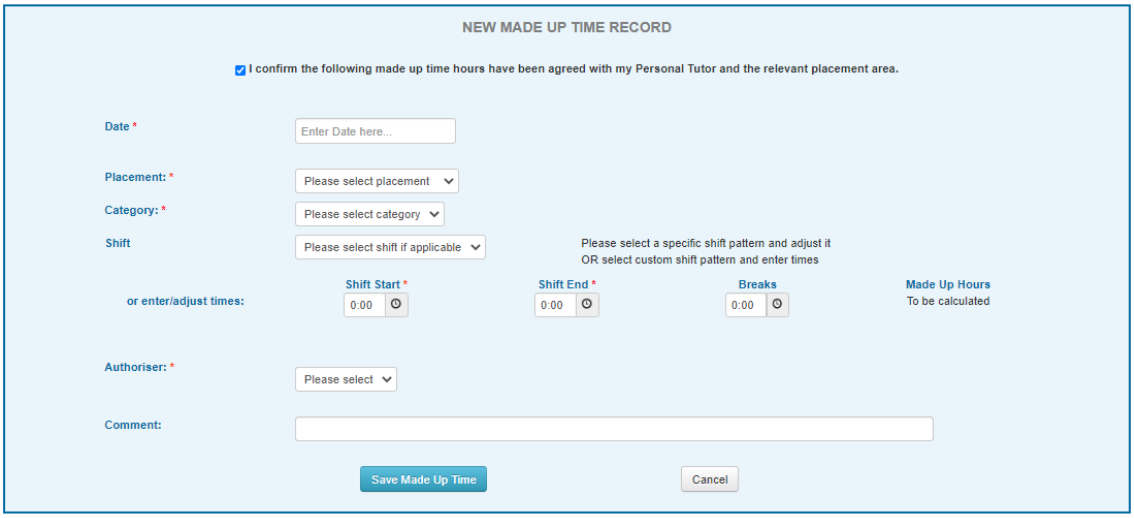


Tips …

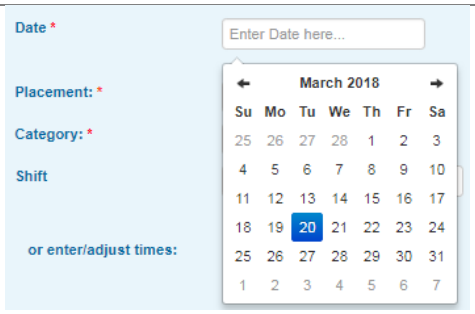
4. Clicking on the orange **Add New Made Up Time** button will launch the following screen:



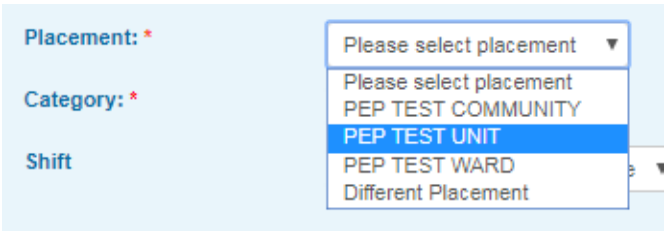
5. Please tick the check box to confirm you have agreed these hours with your Personal Tutor and the relevant placement area. The following New Made Up Time Record screen will appear:



6. Click in the **Date** field and select the appropriate date from the calendar.

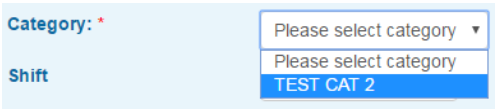


7. Click on the drop down arrow at the end of the **Placement** field and select the appropriate placement host.

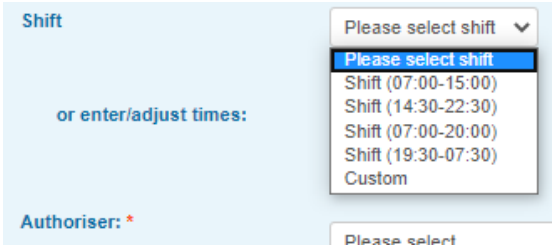


N.B. The option of Different Placement will only appear if applicable to your programme.

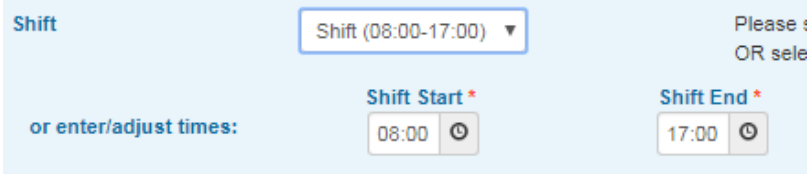
8. Click on the drop-down arrow at the end of the **Category** field and select the appropriate category.



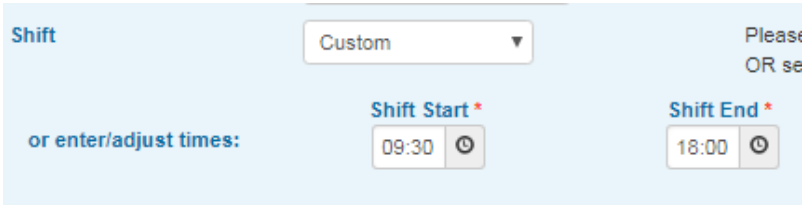
9. Click on the drop down arrow at the end of the **Shift** field.



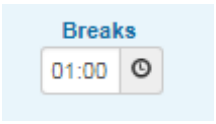
10. If you select a pre-defined shift, the Shift Start and Shift End fields will automatically update.



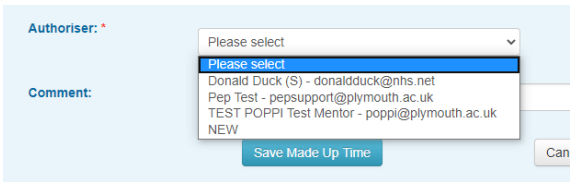
11. If you select **Custom** shift enter the Shift Start and Shift End in a similar manner to recording times on the timesheet.



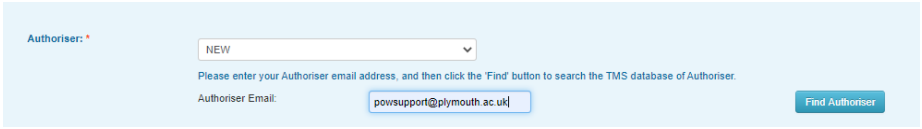
12. Record any breaks that do not count as practice hours, e.g. lunch break.



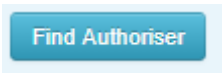
13. Click in the **Authoriser** field and select the correct Authoriser.



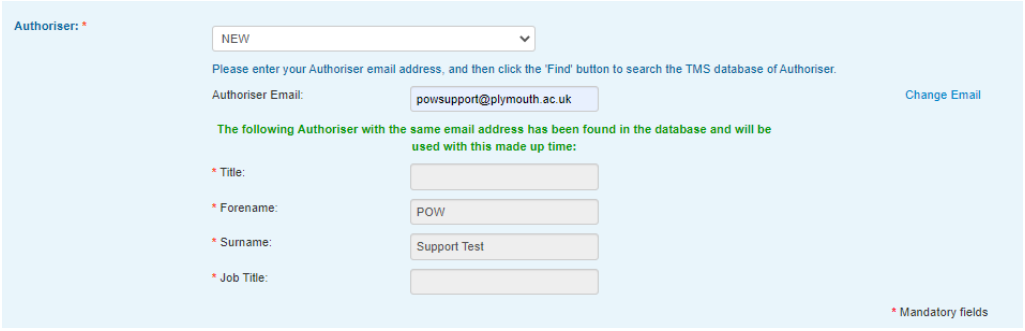
14. If the Authoriser is not listed click on **New** and enter the Authoriser's email address in the **Authoriser Email** field.



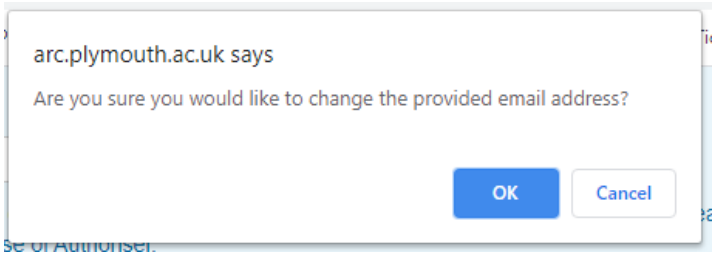
15. Click on the **Find Authoriser** button.



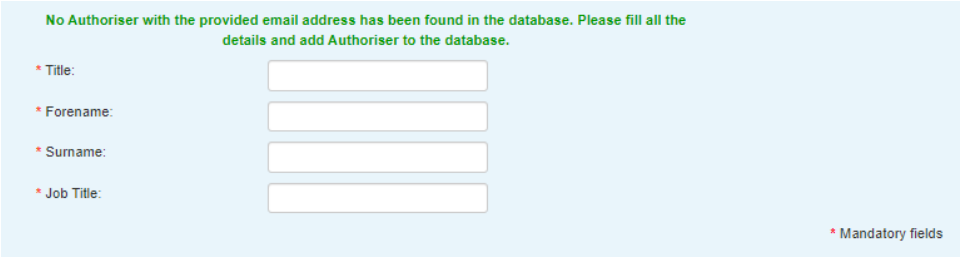
16. If the Authoriser is found the information held for that Authoriser will be displayed, similar to the screen shot below:



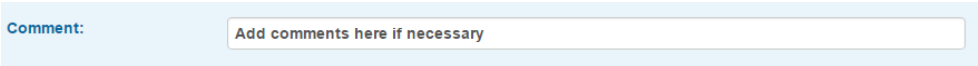
17. If the correct Authoriser is listed continue to step 16. If the Authoriser is incorrect click on the **Change Email** link. The Change Email following message will appear:



18. Click on **OK**, enter a different email address and click on the **Find Authoriser** button. If the Authoriser is not found, complete the fields with the appropriate information.



19. If you wish, you can add some information in the **Comment** field.



20. If you wish to save the information click on the **Save Made Up Time** button.



21. If you want to discard the changes, click on the **Cancel** button.

22. If the date selected already exists as part of a timesheet the following message will be displayed and you will be unable to save the made up time.

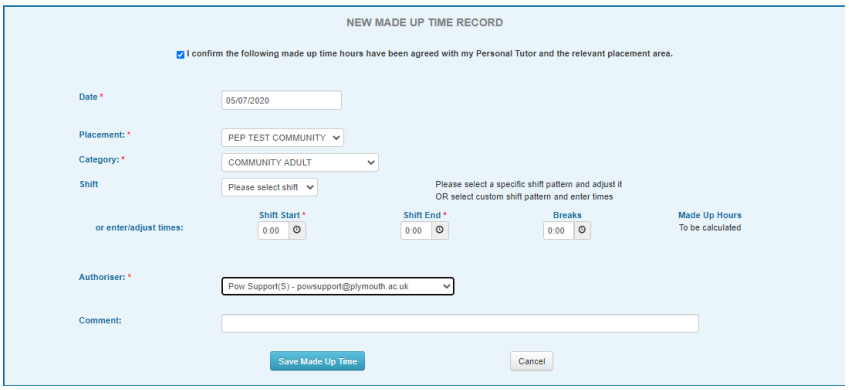
Made-up time can't be added for this host as you're already allocated and have an existing timesheet. Please update current timesheet, pick another date, or select a different host. PLEASE TRY AGAIN!

In this instance click on the **Cancel** button and return to the timesheets to record the hours for the placement area. If this placement area is incorrect, please contact your placement team at the University.

23. If you wish to add extra made up time for the **same Authoriser and Host**, click the **Add Day** button next to the existing record.



24. The New Made Up Time Record section will contain the same placement details as recorded earlier, i.e. the same Placement, Category and Authoriser.



25. Record the shift and where applicable, break information.

26. If necessary, enter a comment in the Comment field.

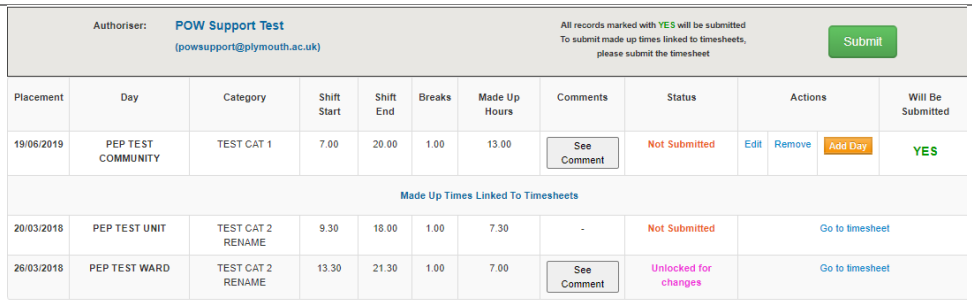


27. If you wish to save the information click on the **Save Made Up Time** button.



28. There is an **Edit** and a **Remove** link in the **Actions** column to either edit or delete the made up time record.

29. To submit the made up time information, click on the **Submit** button. This will submit all records with Yes in the final column.



30. The following message will be displayed:

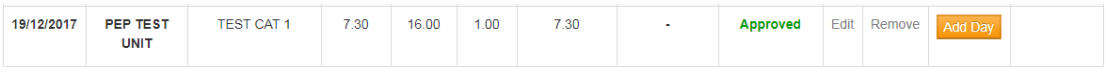


31. Click on **OK** to submit the made up time information. Clicking on Cancel returns you to the screen and no records are submitted.

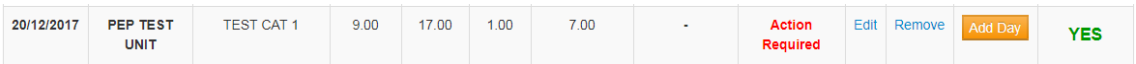
32. The status of the made up time will change to display **Submitted**.



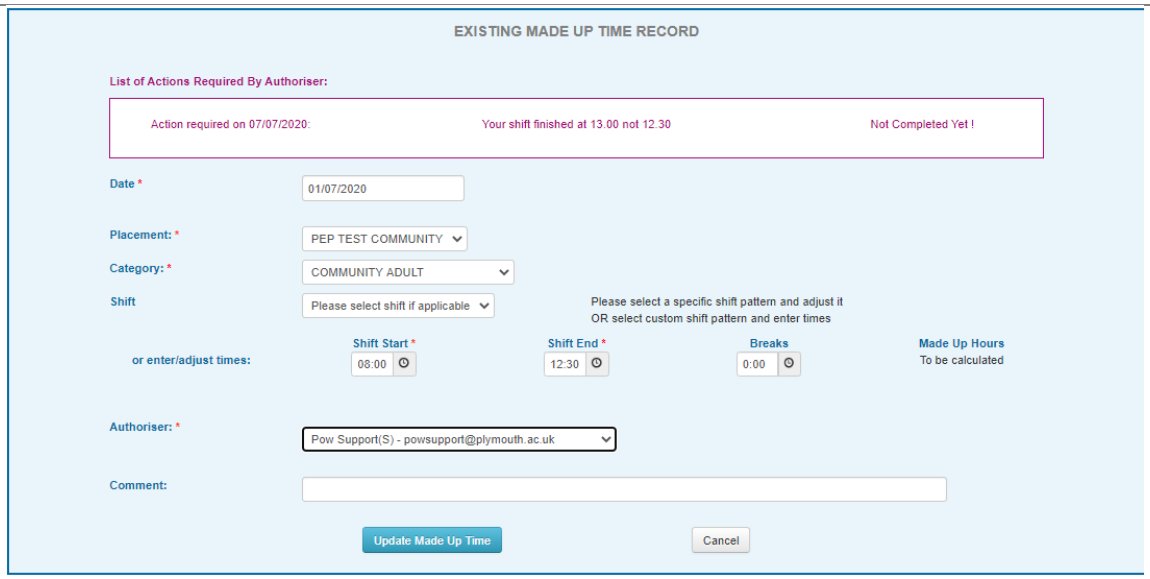
33. Once the Authoriser has approved the made up time the status will change to display **Approved**.



34. If the Authoriser rejects the made up time, the status field will display **Action Required**.



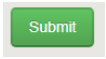
35. Click on the **Edit** link and this will open the record for you to amend. The text box at the top will display the reject reason as entered by the Authoriser.



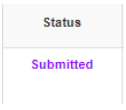
36. After amending the record, click on **Update Made Up Time**.



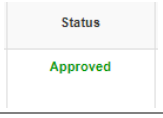
37. Click on the **Submit** button at the top of the list of made up time records to be submitted. This will submit all records with **Yes** in the final column.



38. The status column will now display **Submitted**.



39. Once the Authoriser has approved the made up time the status will change to display **Approved**.



7.16 Running total of all allocation hours

It is possible to see a running total of all allocation hours.

Please note: If a timesheet is approved today it will show on the main database tomorrow as the database updates each night. Programme Admin have access to this database and it is where they pull reports from. The POW total is then updated the following day after another overnight update.

Example:

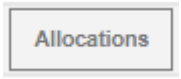
Timesheet approved – 18.8.26

Database shows new hours – 19.8.26

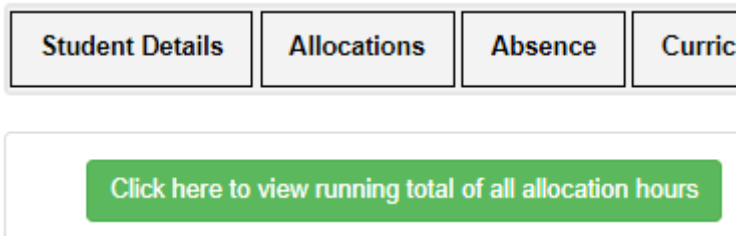
POW's total hours updated – 20.8.26

☞ Now Do This …

1. Login to your POW site and click on the **Allocations** button.



2. Click on the link stating **Click here to view running total of all allocation hours**.

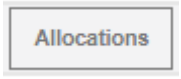


3. This will display a summary of your practice hours. Click OK to close the window.

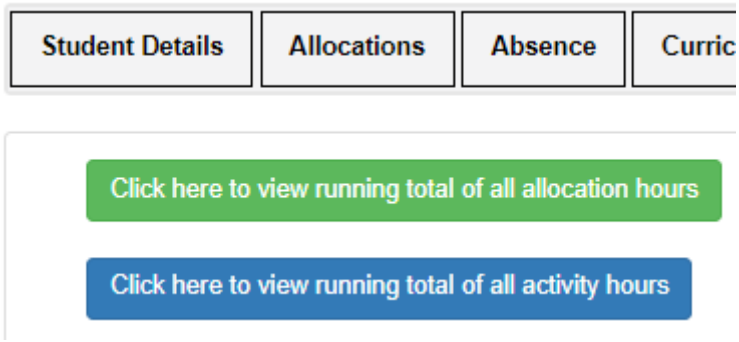
7.17 Running total of all Activities Hours

☞ Now Do This …

1. Login to your POW site and click on the **Allocations** button.



2. Click on the link stating **Click here to view running total of all activity hours**.



3. This will display a summary of your activity hours. Click OK to close the window.

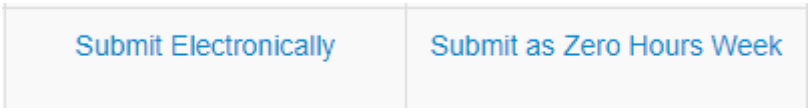
7.18 Zero Hours Weeks

This functionality is only available for certain programmes where relatively small number of hours are worked over a long timeframe.

If you have not worked any hours for a specific week **and you have not been absent**, you can use the functionality of submitting a zero hours week. The zero hours figures feed directly into the main database without the need for the Authoriser/Supervisor to approve the timesheet. The Authoriser does not receive any email notification. You cannot submit a zero hours week until the week has commenced.

☞ Now Do This …

1. If the zero hours week functionality is available, you will see the extra option of "Submit as Zero Hours Week" for the weekly timesheet.



8 Evaluations

Once you have completed your placement you are required to evaluate it.

Evaluation of the practice learning environment is a valuable resource for the provider and develops your own professional practice. This evaluation will be available to the practice areas, Trusts and University upon completion. Failure to complete an evaluation may mean that the placement host is no longer able to support other learners.

We would like you to be as honest and constructive in your feedback as possible. This is important in enabling your educators to identify their strengths and needs in terms of providing good quality placement experiences for students. Completing this evaluation form is an important learning opportunity for you as the skill of providing constructive feedback is one that you will need to develop as a registered professional.

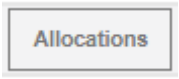
If you want to discuss this in more detail please contact your Programme Team, Personal Tutor or a member of the Practice Development Team in a timely manner.

Thank you for your support. Your feedback is appreciated.

Please Note: Once you have submitted the form you will be unable to change your responses, so please take your time when completing.

☞ Now Do This …

1. Login to your POW site and click on the **Allocations** button.



2. In the Evaluation column on the Allocations tab you will see the status and availability of placement evaluations.

	Date From	Date To	Description	Category	Days	Worked Hrs	Evaluation
	18/10/2021	05/12/2021	Annual Leave		18	135	
	30/11/2020	20/12/2020	PEP TEST WARD	ACUTE MH	0	0	Available
	06/01/2020	01/03/2020	PEP TEST COMMUNITY	TEST CAT 1	0	9	Not required

Not required – no evaluation is required for this placement

Blank – evaluation is not available yet

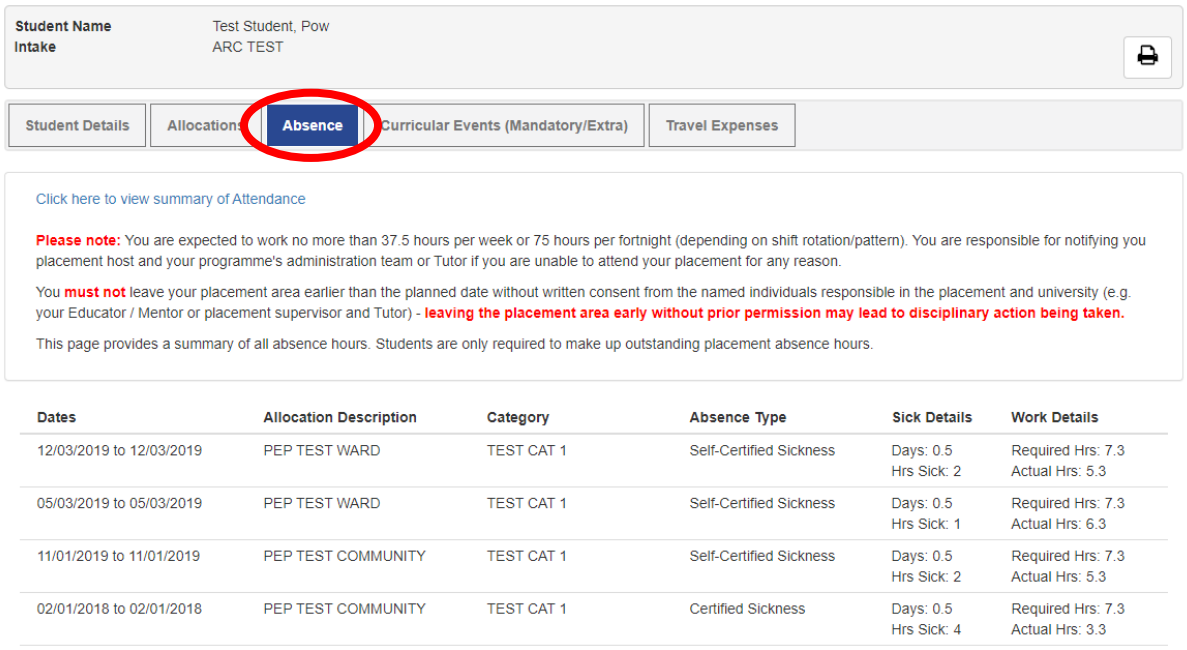
Available – if an evaluation is ready to complete you will see the word Available in bold red text.

Done – evaluation for this placement has been complete

3. To access the evaluation you can either click on the bold red ‘Available’ or click on the binoculars symbol to open the placement information and there will be a button titled ‘Start Evaluation’. Both of these options will open up the evaluation for you to complete.
4. Answer the questions presented and then press submit at the bottom of the evaluation to log your answers.

9 Absence tab

Click on ‘Absence’ to get a detailed history of your absences as shown in the example below:



Please note that for most programmes these hours are input from the information submitted on your timesheets.

10 Recording Curricular Events (Mandatory/Extra) tab

Please refer to the policy and programme guide regarding additional activities that accrue practice hours.

Practice based learning is integral to the Faculty's Health programmes. Some programmes require an exact specified number of theory and practice hours – stated by either the Nursing and Midwifery Council (NMC), Health and Care Professions Council (HCPC), the General Optical Council (GOC) or the programme.

Attendance in practice is of paramount importance to facilitate achievement of assessment and therefore students cannot expect to attend everything they wish or take large amounts of hours out of placement.

There are many 'off placement' learning/development opportunities that may arise during practice periods that students may wish to attend (that are relevant to practice learning) and would seek to have recorded as practice hours. Students should seek agreement to attend an 'off placement' learning opportunity with their practice supervisor / educator and Personal Tutor.

Please Note: Paid roles such as Student Ambassador or Peer Assisted Learning and associated travel time are not included.

Any mandatory training sessions you have attended will be shown in this area, and this is also where you can record any additional activities that count as practice hours. You can also add theory sessions here too.

Any hours worked at or managed by your placement host should be recorded on the appropriate electronic timesheet.

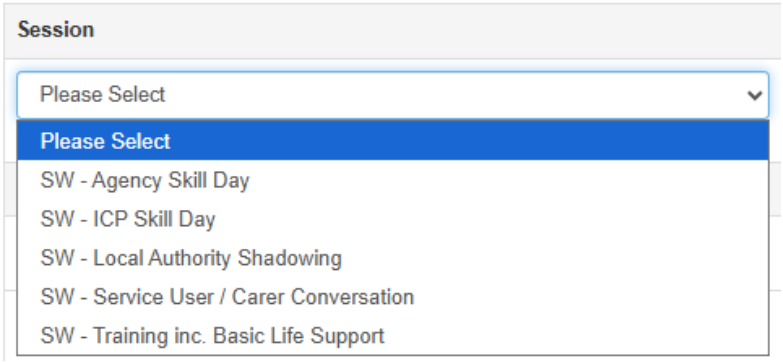
Tips …
The activities cannot be recorded if they are for a date in the future. Please record the activities/sessions in a timely fashion. This results in current information on the system and enables up to date reporting functionality.

10.1 Adding practice related activity

Now Do This …
1. Login to your POW site and click on the **Curricular Events (Mandatory/Extra)** button. 
2. This will display the following screen allowing you to add a session.

3. Click on the **Add New Session** button.

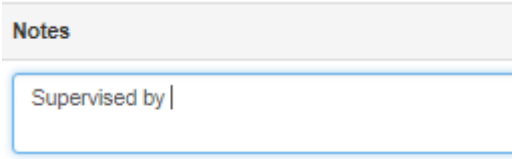
4. In the **Session** window, click on the drop down arrow and select the appropriate activity. The available list will depend upon the current year of your programme.



5. Populate the field below with the date you attended the session/activity.



6. Please enter relevant text in the Notes field, such as Conference or Event name or name of person who approved/supervised your attendance. **This field is mandatory.**



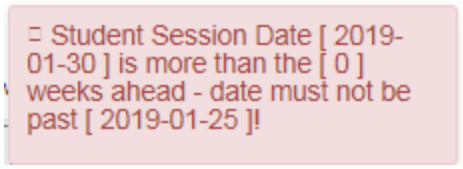
7. Record the time in the **Hours** section using hours and minutes. The small squares above and below the hours and minutes fields allow the time to be incremented or decreased.



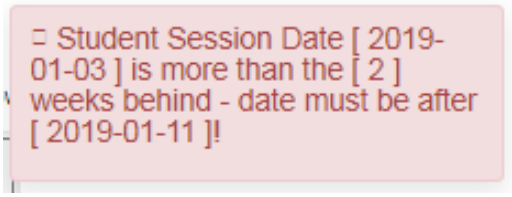
8. When you have populated the fields click on the **Submit** button.

9. If it is successfully submitted the activity will appear in the list.

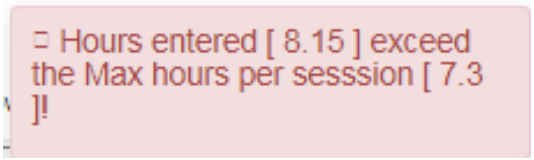
10. If you enter a date in the future, you will see a message similar to that shown below. Please close the message window using the small square in the top right hand corner of the message. Amend the date to the correct date and submit the details again.



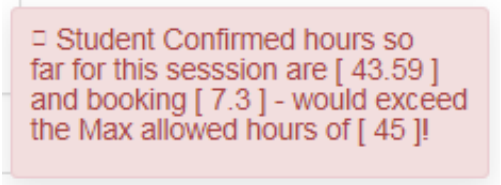
11. If you enter a date too far in the past, you will see a message similar to that shown below. Please close the message window using the small square in the top right hand corner of the message. Amend the date to the correct date and submit the details again.



12. If you enter hours which exceed the maximum allowed for that individual session, you will see a message similar to that shown below. Please close the message window using the small square in the top right hand corner of the message. Amend the hours and or minutes and submit again.



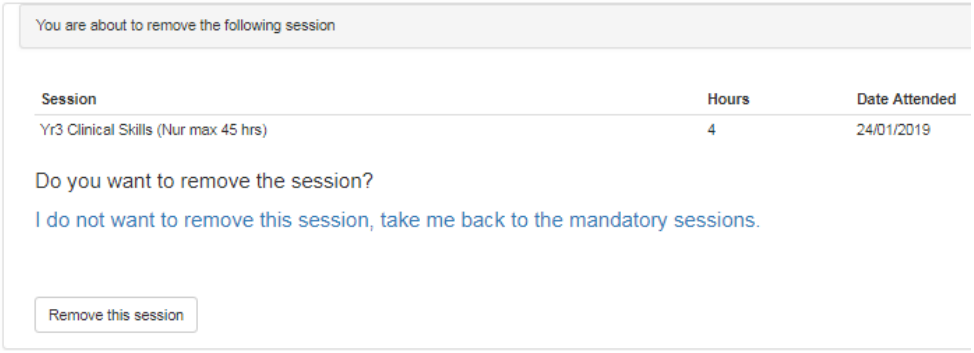
13. If you enter hours which exceed the maximum allowed for the cumulative total for that type of session, you will see a message similar to that shown below. Please close the message window using the small square in the top right hand corner of the message. Amend the hours and/or minutes and submit again.



14. If you have submitted incorrect information, please remove the session as soon as possible, by clicking on the **Remove Session** button next to that activity.



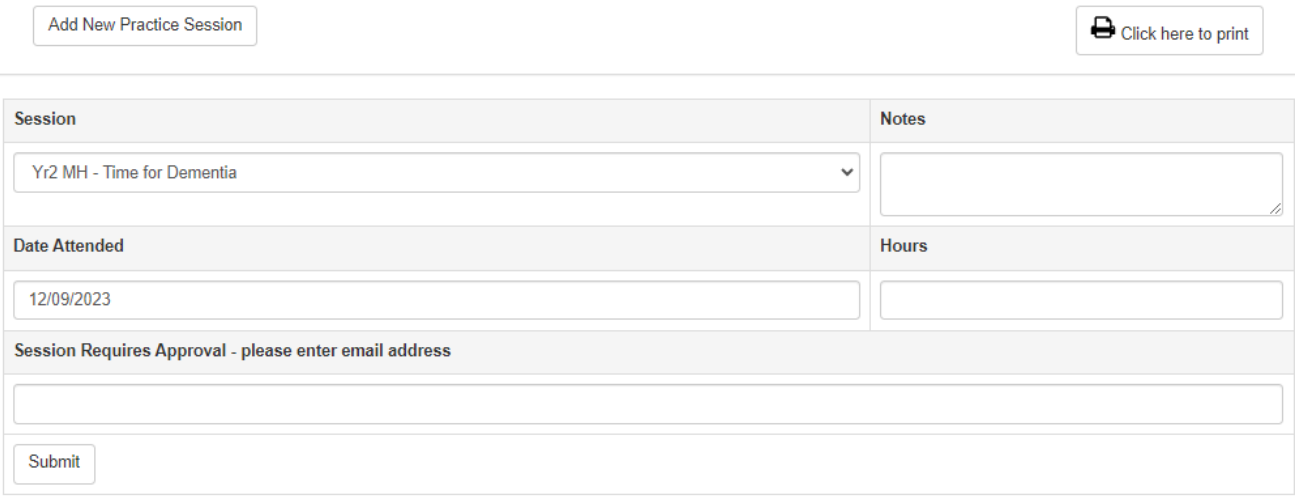
15. You will see a message similar to that shown below:



16. If you wish to delete the session, click on the Remove this session button. Otherwise click on the link indicating that you do not want to remove the session and you will be returned to the mandatory sessions screen.

10.2 Sessions requiring approval

Some sessions require approval before the hours logged are confirmed and added to your practice hours total. Sessions which require approval will appear like the below screenshot when picked from the session type drop down list. In this instance, please fill in the session details as required and type in the email address of the individual or team who are willing to approve the session and hours were completed. An email will be sent to the email address requesting they approve the session and hours.



When a session has been approved it will show like the below on the curricular events tab and the hours will be added to your overall practice hours.

Yr1 MH - Time for Dementia - Approved	7.3	22/05/2023

10.3 Adding theory related activity

Theory related activity are sessions that won't accrue practice hours but are important to log for programme progression. Examples include:

- Nursing clinical skills – session attendance needs to be claimed to sign off ePAD proficiencies that were assessed in simulation.
- Mandatory training – completion of relevant e-learning for your programmes needs to be logged on POW.

To add theory related activity the process is the same as the practice related activity outlined in previous pages.

10.4 Mandatory Training

Nursing and Midwifery students log their mandatory training e-learning on POW via the Curricular Events tab. Some mandatory training needs to be renewed periodically. For guidance on the renewal requirements of mandatory training please refer to your programme documentation. Any practical mandatory training, such as Basic Life Support and Manual Handling, will be added by the SNAM Placement admin team.

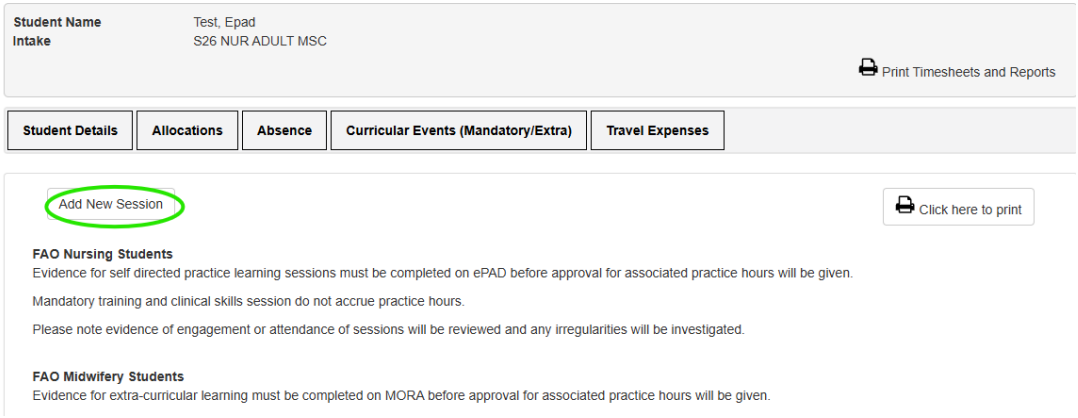
For mandatory training that requires renewal POW will email you when you need to complete it again and you will be able to log the new date of completion on POW. This will reset the renewal timer.

☞ Now Do This …

1. Login to your POW site and click on the **Curricular Events (Mandatory/Extra)** button.

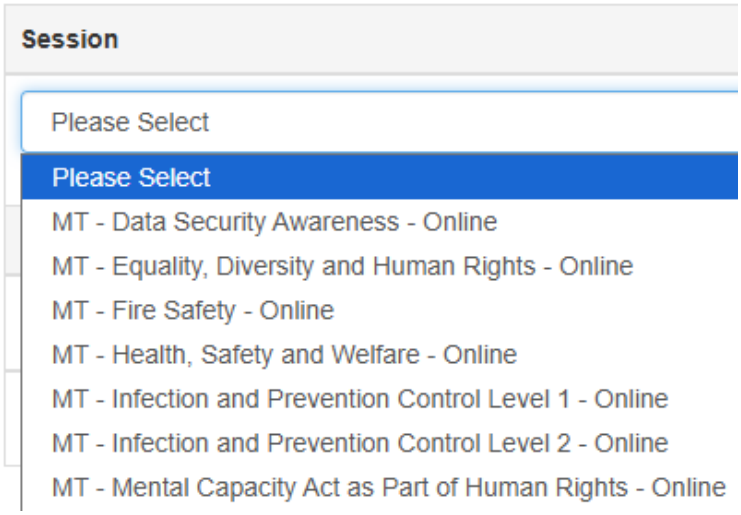


2. This will display the following screen allowing you to add a session.

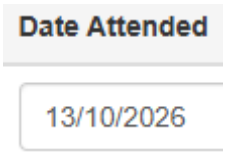


3. Click on the **Add New Session** button.

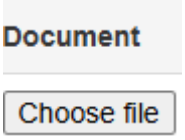
4. In the **Session** window, click on the drop down arrow and select the appropriate Mandatory Training title. The available list will depend upon the current year of your programme.



5. Populate the field below with the date you attended the session/activity.



6. Click on **Choose file** to upload your certificate. This will open your documents on your device and allow you to select the relevant certificate.



7. When you have populated the fields click on the **Submit** button.

Log out

Click the Log Out button on the POW main menu bar.

11 Help and Support

Click the Help button on the POW main menu bar. This sends an email to POW support. (powsupport@plymouth.ac.uk).

The POPPI site also contains additional information and user guides.

If you are unclear about anything or require further support, please contact POW Support.