For DCT ES's

How to publish Patient Satisfaction Questionnaire (PSQ):

Once the DCT has uploaded the required number of PSQ's they can be published by the ES.

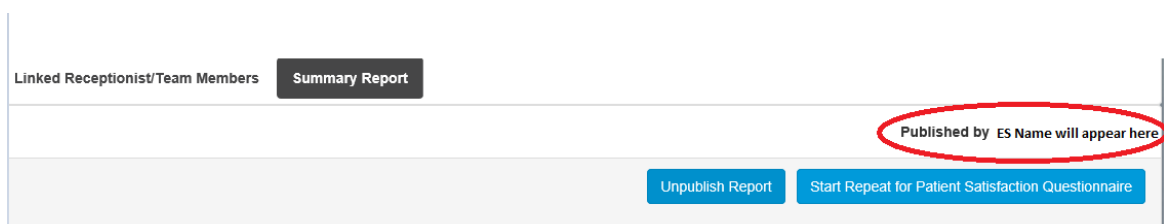Current requirement is **20 PSQ's by FRCP.**

Until this is published the results cannot be seen by anyone except the ES.
It needs to be published for the FRCP panel to see the PSQ results.

To publish PSQ:

1) ES logs into trainees portfolio as normal
2) Click on Patient Satisfaction section under feedback

3) ES should be able to see responses.
4) ES must choose to publish either: **all comments** (click 'select all comments') or **only select comments** (select/de-selecting individual comments - using columns on right hand side of screen to do this).
5) Once your selection has been made you must 'save' the comments before they can be published (the save button/banner may be at the bottom of the screen).
6) Once saved ES needs to click 'publish report' button'
7) You will see report has been published as the below appears.

8) If needed, the report can be 'unpublished' by the ES using the 'unpublish report button' button at the top of the report e.g. if more PSQ's are added after its been published.   ES will need to republish once responses to publish are chosen as above.

Reference: Axia portfolio, PSQ section.