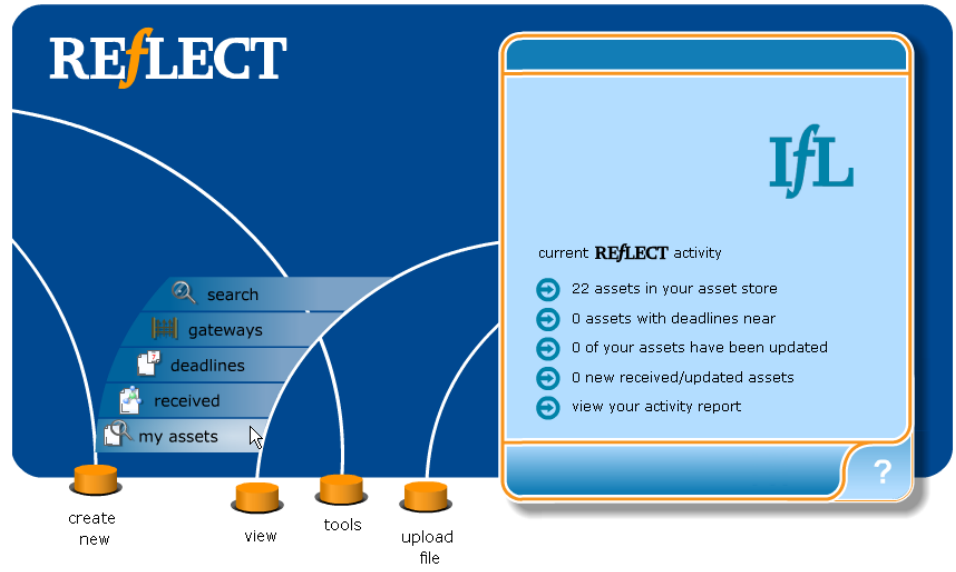


Adding to a CPD record

Click the **view** button and choose **my assets** from the menu.



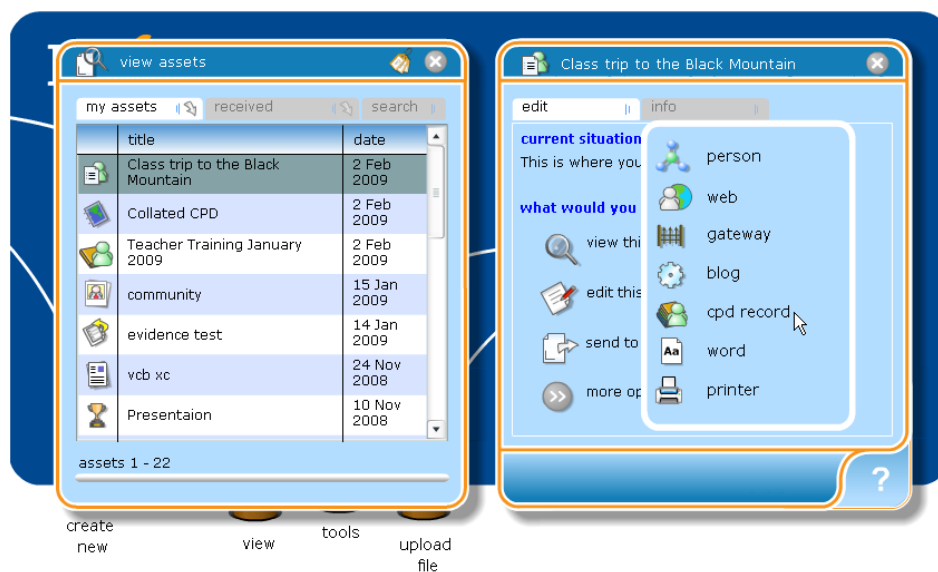
Clicking the asset you wish to use will open this menu. This menu is also available from the last pad of creating an asset.



more...

01 | 02 | 03 | 04 | 05 | 06

Hover over **send to...** to see the list of options:



Click **CPD record** and a list of your CPD records will appear, choose the CPD record you wish to post to and click the **green tick button**.

The selected CPD record will open in a preview to show you that the item has been successfully added. You will see that at the bottom of the record, the total number of hours completed has been updated to include the hours you have just added to your record.

When you have finished viewing your CPD record, close the preview and click the **green tick button** to save and close your record.