From the dashboard there are two options:

- My Personalised JCQ Documents
- JCQ Documents (Master)

In both of these sections you can view documents, view chapters, search within a document or chapter, highlight text, make notes, and bookmark chapters within a document.

You can also print entire documents, personalised documents, or specific chapters within a document.
The search tool can be used to search key words in all documents, key words within one document, or key words within one chapter of a document, depending on what the user is currently viewing when they choose to use it.

When the user enters the search term and clicks the magnifying glass icon, the amount of matching results will be displayed and the user will be able to scroll through each result by clicking the left and right arrows. When the user clicks the left and right arrows they will automatically be taken to where that result is located within the document or chapter. The search term will be highlighted in grey to show the user where it is within the text.

When the user accesses the search function on the document listing page this will search all documents on the portal.

When the user accesses the search function on the document details page this will search an individual document.
Highlighting & Notes

Users can highlight text within a chapter, as well as having the option to add notes to a section of text.

**Highlight**

To highlight a particular section of text, the user will highlight the text using their mouse, and then click the highlight icon on the left. The text will then be highlighted in blue. If the user clicks on the highlighted text they will be given the option to clear the highlight by clicking ‘clear highlight’ on the pop up.

**Notes**

Users can add notes to a section of text by highlighting it with the mouse and then clicking the notes icon on the left. A pop up will be displayed with a text box allowing the user to add a note. Once a note is added, the text will be underlined in red.

Once a highlight or note is added, the user must scroll to the bottom and click save.
The navigation menu will change in relation to what the user is viewing.

At documents level the navigation will give the user the option to view; Dashboard, Document Portal Guidance, and Contact Us.

If the user is viewing a document, the navigation will display the chapters within the document, with the option to click on the drop down arrow to view chapter sub sections within each chapter.

In the header there are two icons as well as the JCQ logo. The JCQ logo can be clicked at any time to return to the home page. The Welsh/English flag can be clicked to change language within a document from English to Welsh. The Question Mark icon takes the user to the Document Portal Guidance page where they can access the video and guidance document.

In the light grey bar below the header there is a breadcrumb trail which allows the user to navigate back to previous pages.
**Bookmarks**

Users can bookmark chapters within a document by clicking the bookmark icon on the left. When they click the bookmark icon a pop up will be displayed to confirm the bookmark has been added, as well as giving the user the option to view all bookmarks they have made.

**Printing**

Users can print entire documents, or specific chapters within a document. They can also print their own personalised documents with or without highlights and notes.

When the user is viewing a personalised document and clicks ‘print document’, a pop up will be displayed with the options ‘print with highlights/notes’ and ‘print without highlights/notes’.
Saving a Document

When the user has edited a document by either adding a comment or highlighting some text, they must save it to make sure their additions are still there next time they visit the site.

The user can do this by scrolling to the bottom of the page and clicking the save button.

A pop up asking for a file name will appear - the user can call this anything they like, it’s probably best to make it descriptive.

Click the save button and the document will be saved - the user will now be sent away from the master version and to their personalised version of the document to allow them to continue editing, or print the personalised document.