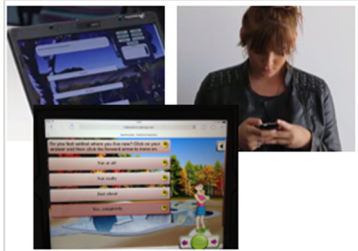
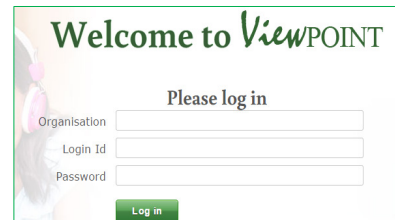


Viewpoint myView is a communication tool to enable young people to share information about themselves and their experiences with panel members. Young people will have an opportunity to talk further with panel members about the information they have shared. This guide helps you facilitate the young person's use of Viewpoint myView and the submission of their information to the Children's Reporter.



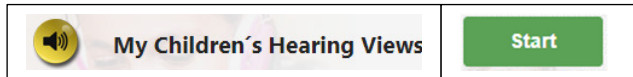
Viewpoint myView can be completed on any device with an internet connection. You will be provided with a unique login details for each young person. Help the young person to login

Go to www.vptol.co.uk



Enter Organisation **FALKIRKCH** and then individual login and password details

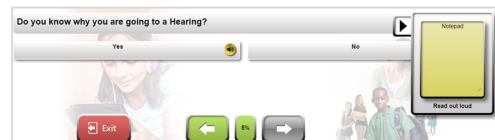
The young person selects **START**



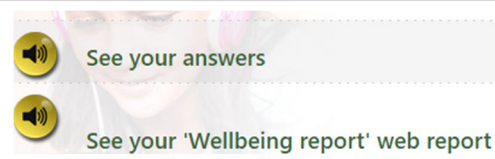
The young person can select a version with graphics and avatars or a plainer version.



The young person works through the questions. Additional comments can be added in the notepad. Responses are saved automatically after each question and can be viewed on the results page at the end of the questionnaire.

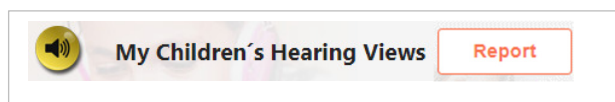


When a questionnaire has been completed you should select the web report and let the young person look at the web and their responses. Ask the young person whether they want the whole report or just the web graphic sent to the Children's Reporter. Note: If the responses reveal any concerns about the young person's safety you should notify the social worker for the young person



Once the session with the young person has been completed, you are responsible for producing a pdf version of the full web report or the web graphic and emailing this to the Children's Reporter. The email address is falkirkmailbox@scra.gov.uk

After your session with the young person you can access the completed questionnaire from any device. You will need to use a device with access to a pdf writer available. Login with the young person's login and select the Report option. Then select the web report. Select 'OK' for 'web' only and 'Cancel' for full report.



You can save/print a pdf using or Ctrl+S or Ctrl+P on the keyboard or the file menu at top of screen.