

MARS is an all-Wales system provided by Health Education & Improvement Wales and funded by Welsh Government to facilitate the appraisal and revalidation of doctors.



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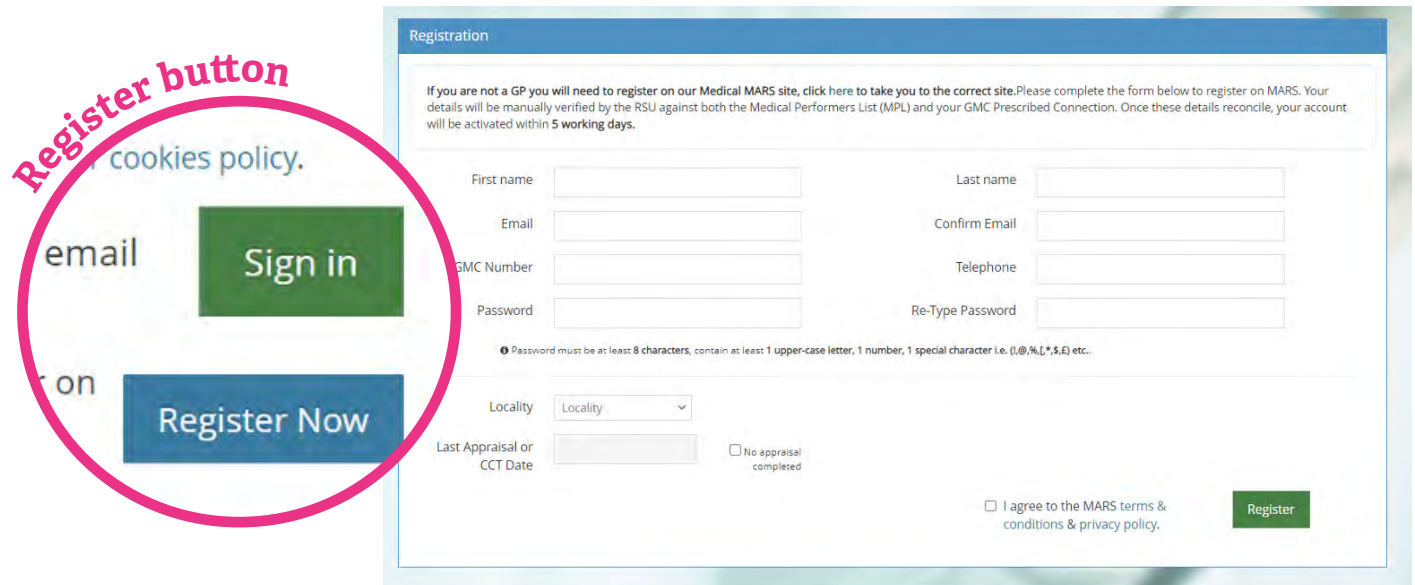


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# Registration

Please visit <https://gpmars.heiw.wales> and use the 'Register now' button.

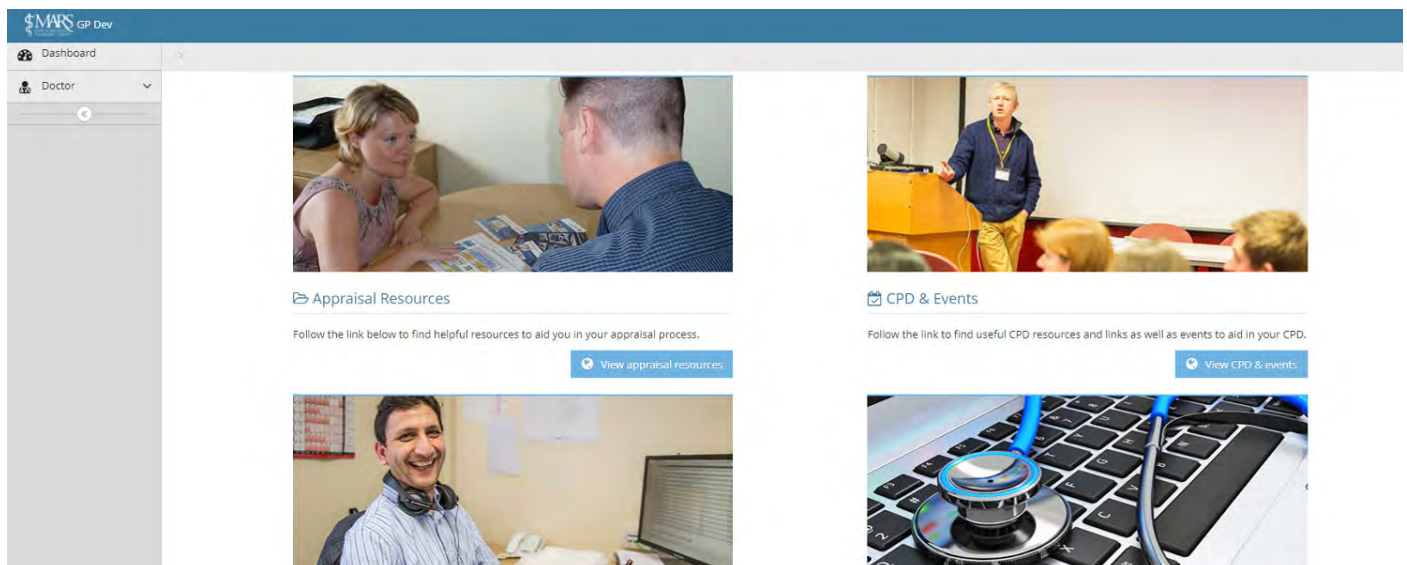


The image shows a registration form titled "Registration". A pink circle highlights the "Register Now" button. The form includes fields for First name, Last name, Email, Confirm Email, GMC Number, Telephone, Password, and Re-Type Password. There is also a dropdown for Locality and a checkbox for "No appraisal completed". A "Sign in" button is also visible. A note at the top states: "If you are not a GP you will need to register on our Medical MARS site, click here to take you to the correct site. Please complete the form below to register on MARS. Your details will be manually verified by the RSU against both the Medical Performers List (MPL) and your GMC Prescribed Connection. Once these details reconcile, your account will be activated within 5 working days." A checkbox at the bottom right says "I agree to the MARS terms & conditions & privacy policy." and a "Register" button is next to it.

You will be asked for your personal details (seen in the image above), including your GMC number, which will be cross checked against the GMC database. Each aspect of this form is compulsory, with the exception of your telephone number.

To register you need to have attained your certificate of completion of training and be registered on both the GMC and Medical Performers List (MPL) register, please note that this information has to match for successful registration. Once you have submitted your registration request, MARS will automatically check your account matches the GMC register, RSU staff will then ensure you are registered on the MPL. You will be notified by email whether your registration has been successful or not.

Once you are logged in you will arrive at the MARS dashboard. Here you have the opportunity to access a number of resources regarding CPD, Revalidation and Appraisal.



The screenshot shows the MARS GP Dev dashboard. The top navigation bar includes "Dashboard" and "Doctor". The main content area is divided into two columns. The left column features a section titled "Appraisal Resources" with a photo of a woman and a man looking at a document. Below the photo is a link "View appraisal resources". The right column features a section titled "CPD & Events" with a photo of a man presenting to a group. Below the photo is a link "View CPD & events". At the bottom of the dashboard, there are two more images: a man smiling with headphones and a stethoscope on a laptop keyboard.

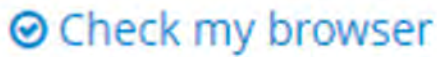


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## Recommended browser & contact us

**BROWSER:** We recommend you use up to date browsers and operating systems when using MARS, using the latest versions is more secure and provides better compatibility with key features on the site.

You can use the 'check my browser' button from the MARS dashboard if you are unsure of the browser you are using

 Check my browser

**CONTACT US:** Alternatively if you are experiencing issues with MARS please use the 'Contact us' button, this can be found on the top toolbar of the screen, this will open a new window for you to input your query which will be sent to the MARS email inbox.

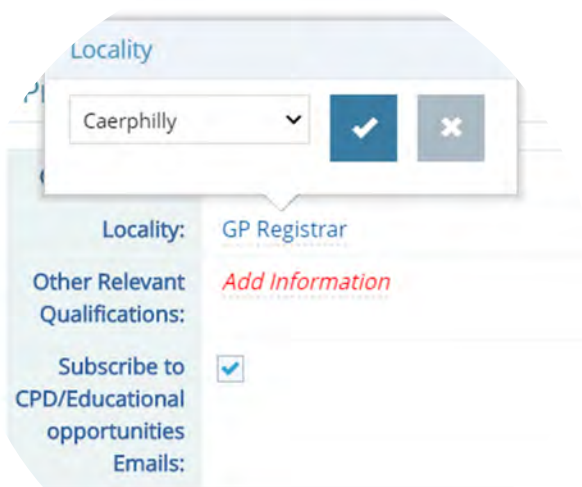
Contact Us 

## Personal & Professional Information

You should verify and update your details before you begin the appraisal booking process. You can do this by going to the 'My Details' page on the left hand menu. Once on the My Details' page you can add or update the appropriate information.

**Please note this process should be done annually.**

You should go to 'Doctor' on the left hand side and expand the side menu, you should then go to 'My Details'. To add or change information, click on the red text (or existing text you wish to edit) and another box will appear, you can enter information into this box, ensure you have clicked on the blue tick box to save.



Locality

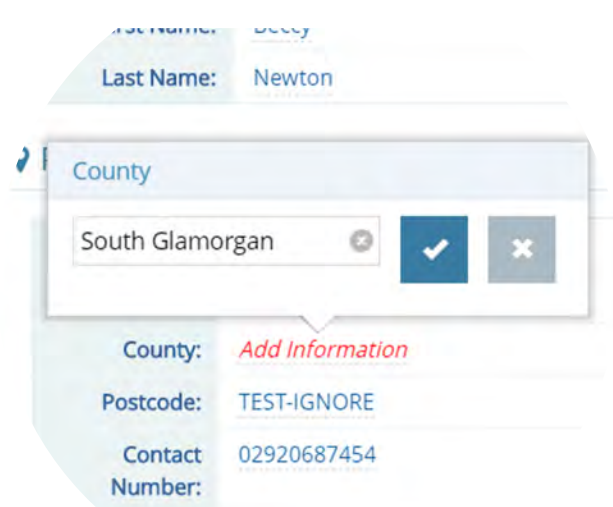
Caerphilly

Locality: GP Registrar

Other Relevant Qualifications: [Add Information](#)

Subscribe to CPD/Educational opportunities

Emails:



County

South Glamorgan

County: [Add Information](#)

Postcode: TEST-IGNORE

Contact Number: 02920687454

You are also required to add your current employment. Select 'Add Practice' in the 'Practice Employment Details' section.

Practice Employment Details ?

Locality	Practice	Start Date	Status	Clinical Sessions Worked	Primary	Remove From Current
Bridgend	36 Victoria Avenue Porthcawl	04/12/2018	Partner	2	<input checked="" type="radio"/>	<input checked="" type="checkbox"/>

[+ Add Practice](#)



From there you need to use the drop down boxes to choose your practice, including start date. You can leave the end date blank if this is your current employment.

You need to select the Primary column to choose which practice is your primary employment. An archive of previous posts and employment will remain in the 'Archive' tab as shown on the above screenshot.

## Activities tab

5 Personal and professional information and activities

Personal Information **Activities**

to undertake appraisal on your whole practice. This means that any activity you undertake as a doctor that requires a licence to practice should be declared to your appraiser here. The will be carried over to subsequent years, if your circumstances change you can edit your activities here. You will be asked to confirm this information before each appraisal.

Activities and activities within General Practice

[+ Add/Edit Activities](#) [Add notes](#)

In the second tab 'Activities' you can add further professional information. You are required to provide a brief description of work undertaken both clinically and in other areas you feel are relevant to your appraisal. Please click on the green 'Add/Edit activities' button or on 'Add notes' to enter information.

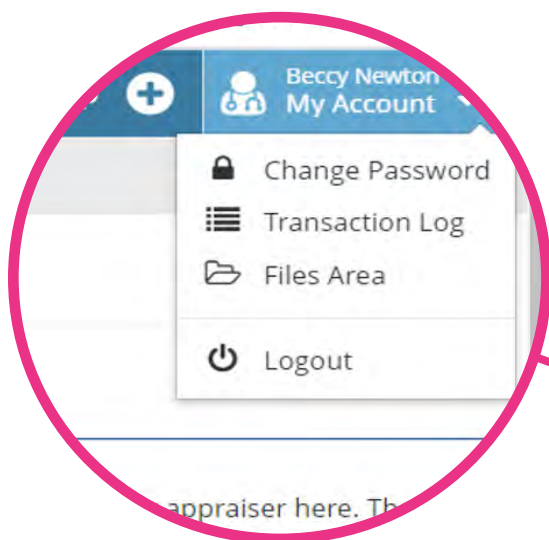


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The GMC requires you to undertake appraisal on your whole practice. This means that any activity you undertake as a doctor that requires a licence to practice should be declared to your appraiser here. You can add/edit each activity and add notes to provide context and further discussion.

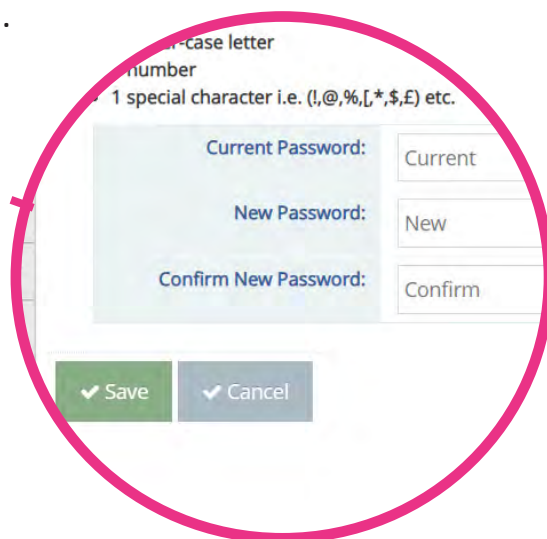
The information you enter will be carried over to subsequent years, if your circumstances change you can edit your activities here. You will be asked to confirm this information before each appraisal

## Changing your password



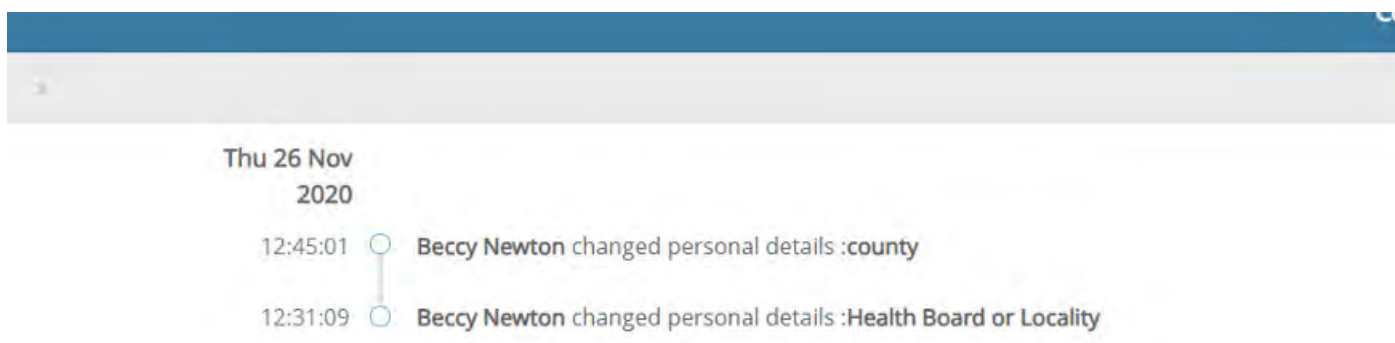
Once logged in you are able to change your password in the top right hand corner, under 'My Account' select the white drop down arrow and the first option is to change password.

You will then see another screen which prompt you to enter a new password and re-enter, then select the green 'Save' button.



## Transaction log

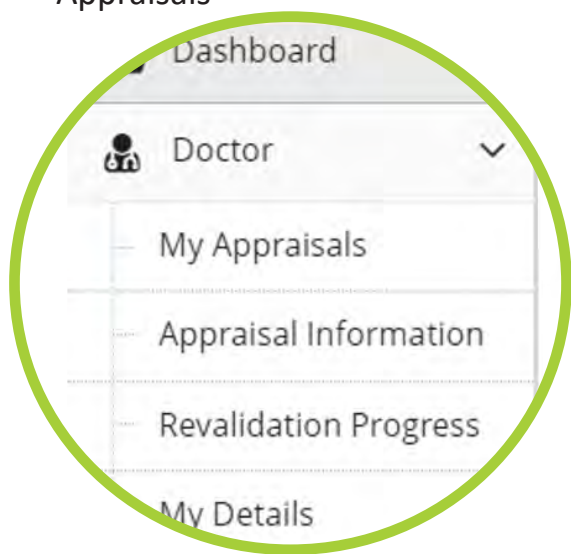
You can also access your 'Transaction Log' from the same 'My account' drop down menu. This provides an electronic record of all the actions that are undertaken on your account.



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## Appraisal booking process

Once you have logged in and ensured your personal and professional information is up to date, you can begin the appraisal booking process. From the home page, click on 'Doctor' on the left hand side and this will show a drop down menu. You should then go to 'My Appraisals'



## Allocated Quarters

In order for Appraisers to be able to manage their workload, appraisals need to be distributed evenly throughout the year, you will be given an Allocated Quarter (AQ) upon registering with MARS. This is a 3-month period during which you must have your appraisal, and is usually based upon your last appraisal date. The AQs are: January – March, April – June, July – September, and October – December. This can be found in the first box in the Appraisal Information.

A screenshot of the MARS 'My Appraisals' page. The page shows the current appraisal for 'Oct-Dec - 2020'. There are five main boxes: 'Appraisal Information' (with a 'Change AQ' button), 'Appraiser Selection' (with a 'Click to select Appraiser' button), 'Declarations' (with a 'Declarations not completed' message), 'Appraisal Meeting' (with a 'Meeting dates from Appraiser will be listed here' message), and 'Appraisal Summary' (with a 'Committed by Appraiser' and 'Agreed' message). A table below shows the status and action for each section.

	Status	Action
Appraiser Selection	⚠ No Appraiser selected	Request an Appraiser
Appraisal Meeting	⚠ Not booked	Suggested meeting dates from your appraisal will be listed in 'Appraisal Meetings' above
Declarations	⚠ Not complete	Complete your declarations in 'Appraisal Information'

You are assigned an Allocated Quarter within which you are required to undertake your appraisal. If there are extenuating circumstances (sickness, parental leave, etc) which will prevent you doing so you may request to change your Appraisal Quarter. You can do so using the 'Change AQ' button which appears above the boxes on the 'My Appraisals' page.



## Change your Allocated Quarter

Request AQ Change

This request will be sent to MARS administrator to be changed. Changes will be agreed in line with the GP Appraisal AQ change protocol.

Your Current AQ: Oct-Dec 2020      Requested AQ: Oct-Dec 2023

Reason:

⚠ Please Note: This request will not be instantly applied, it will be considered and manually changed by an administrator.

Send Close

If you press the Change AQ button – this box will appear. Here you can request to change your AQ – please select the appropriate quarter from the options available, a reason must be entered for your request to be submitted for review. Your request will be reviewed by the GP Appraisal Team in the Revalidation Support Unit, they will get back to you via email once a request is received.

If action is required (from you or your selected appraiser) the respective box will remain blue. If you have done what is required or this part of the process is complete, the box will be green (apart from the 'Appraisal Information' box - this remains blue until your lockout)

My Appraisal Progress

Current Appraisal      Previous Appraisals

Please start your appraisal by adding your appraisal information and/or selecting an Appraiser below.

Current Appraisal - Oct-Dec - 2020 (change AQ)

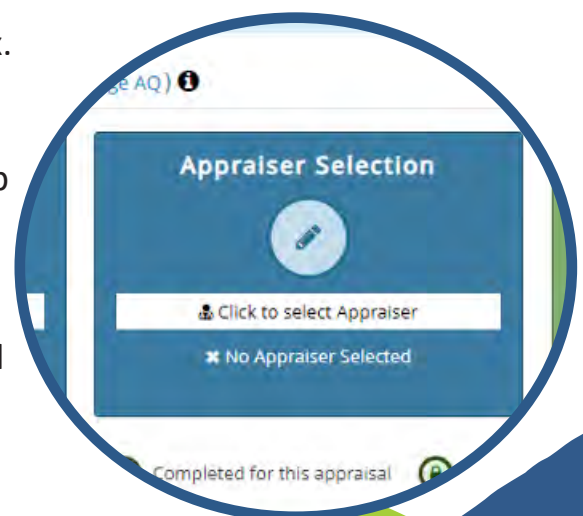
Appraisal Information      Appraiser Selection      Declarations      Appraisal Meeting      Appraisal Summary

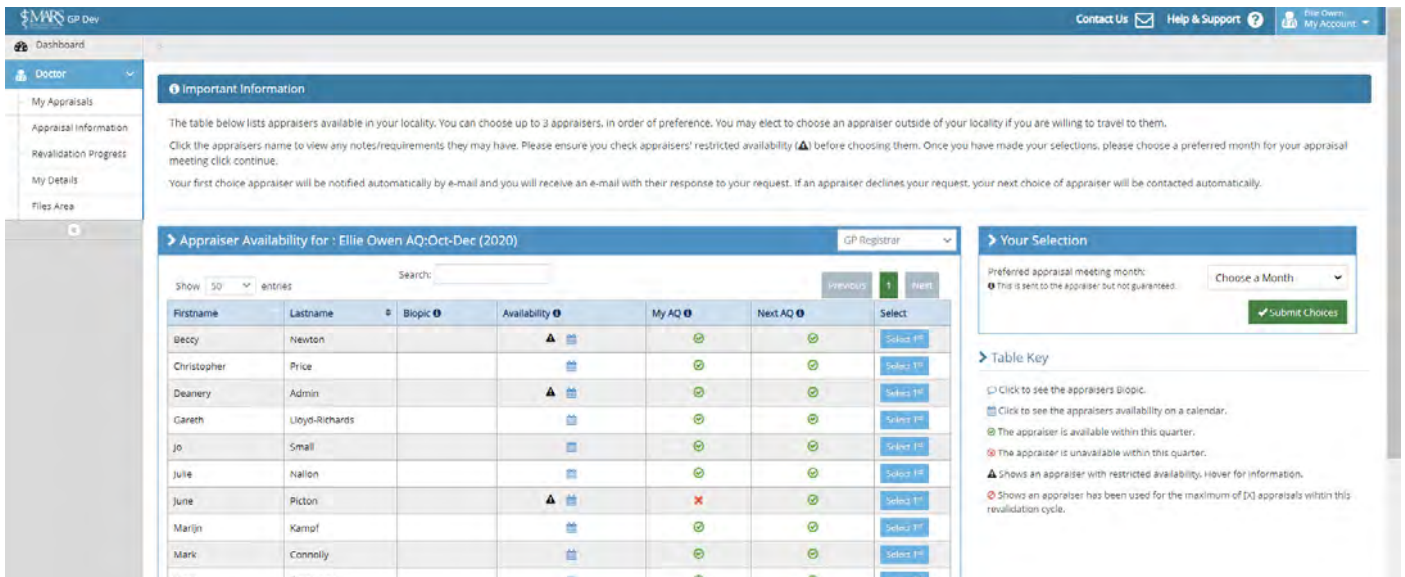
Key: Open for editing    Not yet available    Completed for this appraisal    Locked from further editing

	Status	Action
Appraiser Selection	⚠ No Appraiser selected	Request an Appraiser
Appraisal Meeting	⚠ Not booked	Suggested meeting dates from your appraisal will be listed in 'Appraisal Meetings' above
Declarations	✓ Completed	You have completed your declarations in your appraisal information
Appraisal Summary	⏸ Pending	Your summary is yet to be completed by your Appraiser

## Selecting an Appraiser

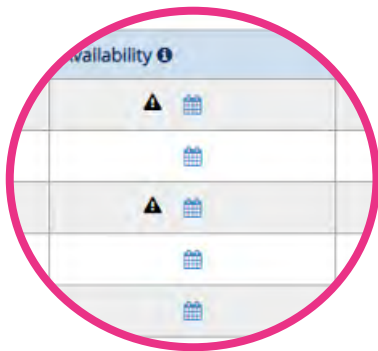
Once on this page, select the 'Appraiser Selection' box. Once you have clicked here you will be taken to the Appraiser Selection page, see below. The table lists appraisers available in your locality. You can choose up to 3 possible Appraisers, ordered in preference. Your second choice will only be notified if your first choice declines and so on. The columns within the table provide further information regarding each Appraiser and their availability





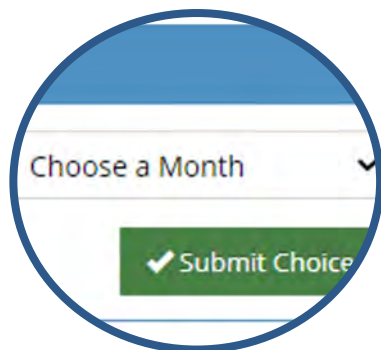
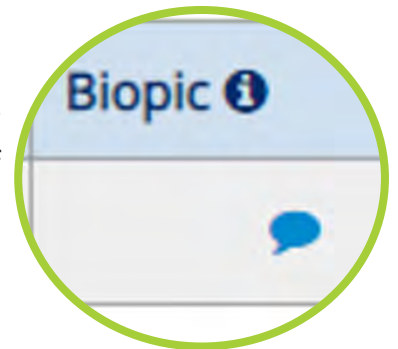
'My AQ' and 'Next AQ' columns indicate whether an Appraiser is available within your allocated quarter or the next by showing a green tick symbol. If you are no longer within your Allocated Quarter or the next one, you won't be able to select an Appraiser.

**You can only select the same Appraiser twice in any 5 appraisals.**



When clicked, the calendar symbol shows an Appraiser's calendar. If the Appraiser has identified specific days and times for appraisals then they will be indicated here in green. The Appraiser may not have specific slots for appraisal and therefore this will not show.

This biopic (speech bubble symbol) is a short biography focusing on the Appraiser including; their interests, location, area of speciality and availability.



When you make a selection for your preferred Appraiser, you must also pick a month in which you would like to be appraised (to the right of the screen). The site will not allow you to proceed unless you have selected a preferred month.



The image shows three cards representing different stages of an appraisal process:

- Appraisal Information:** A blue card with a pencil icon. It displays 'AQ: Oct-Dec - 2020' and a '+ Click to add Information' button.
- Appraiser Selection:** A blue card with a pencil icon. It shows 'Requests Sent on: 01/12/2020 09:08' and '1<sup>st</sup> Beccy Newton' with a lock icon. A red button at the bottom says '✖ Reset appraiser selection'.
- Declarations:** A green card with a checkmark icon. It displays '✔ Declarations are complete'.

Key: Open for editing Not yet available Completed for this appraisal Locked from further editing

If you need to cancel your Appraiser selection, you can do so by clicking on 'Reset appraiser selection' which can be found on your 'My Appraisals' page. If they have already accepted the request you cannot reset it from here. You need to contact the Appraiser to cancel the request, the Appraiser's contact details are available on MARS.

If you cannot find an Appraiser please contact the Revalidation Support Unit Appraisal Office.: [HEIW.AppraisalOfficer@wales.nhs.uk](mailto:HEIW.AppraisalOfficer@wales.nhs.uk)

## Arranging a meeting

Once your appraisal request has been accepted your Appraiser will suggest meeting dates to you. These will appear in the 'Appraisal Meeting' box – and will contain information regarding date and time of the meeting. The box will go blue to let you know you need to accept or reject their suggestions. Click on the individual meeting date to do this. (If you have arranged a 'virtual appraisal' then the Appraiser will be able to record this fact when they complete your appraisal summary at the end of this process).

As there are a number of doctors being appraised at the same time across Wales, you are encouraged to please confirm the meeting ASAP in order to secure the most convenient date.

meeting dates from your Appraiser please review these below.

The image shows four cards representing different stages of an appraisal process:

- Appraiser Selection:** A green card with a checkmark icon. It displays 'Beccy Newton (Accepted)' and contact details: 'fake\_rebecca.newton@wales.nhs.uk' and '02920687454'.
- Declarations:** A green card with a checkmark icon. It displays '✔ Declarations are complete'.
- Appraisal Meeting:** A blue card with a pencil icon. It shows three meeting dates: '01/12/2020 08:00', '16/12/2020 14:00', and '29/12/2020 14:00', each with a lock icon. A red button at the bottom says '✖ Decline All'.
- Appraisal Summary:** A grey card with a lock icon. It displays 'Committed by Appraiser: ✖' and 'Agreed: ✖'.

Once a meeting date has been confirmed the box will go green

Occasionally if a date has been agreed between you and the appraiser, they may choose to enter that date directly into their appraisal calendar. You won't be offered a date to accept in these circumstances, but it will automatically appear in the Appraisal meeting section – (it will then turn green). In this situation normal lockout rules apply. (Your appraisal will be locked out 14 days before your appraisal).

## Entering appraisal information



You can begin entering information as soon as your previous appraisal summary is completed. To do this please click on the Appraisal Information button, you can find this on the left hand menu or the first box on the 'My Appraisals' page.

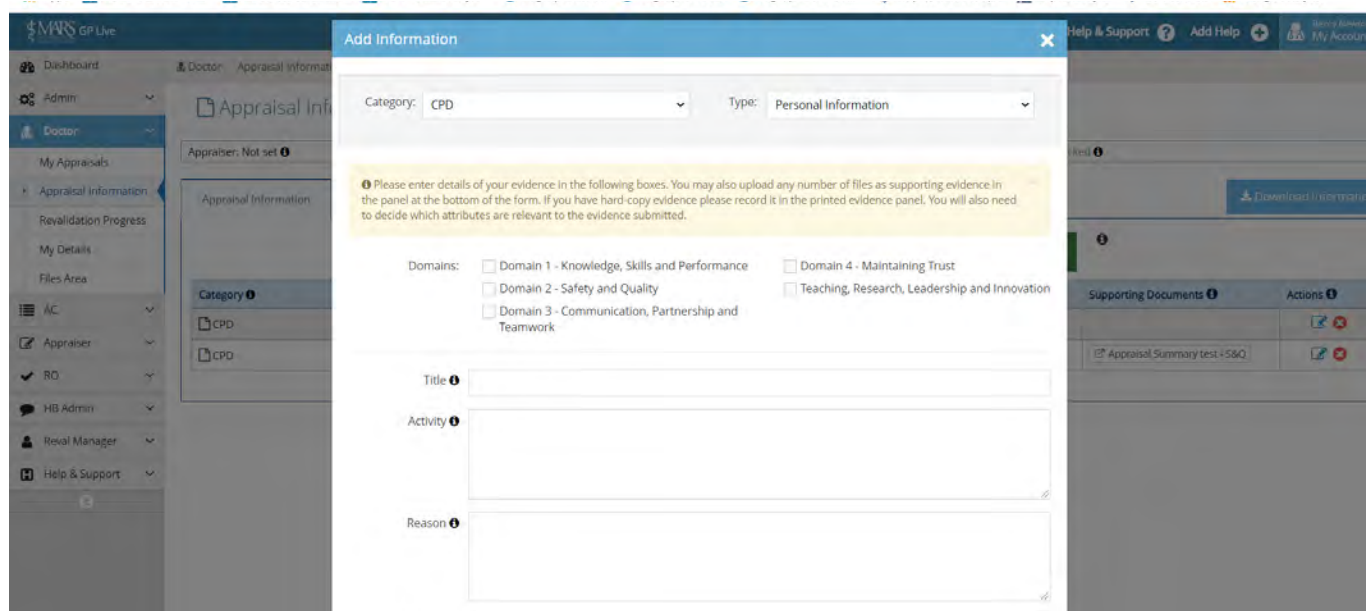
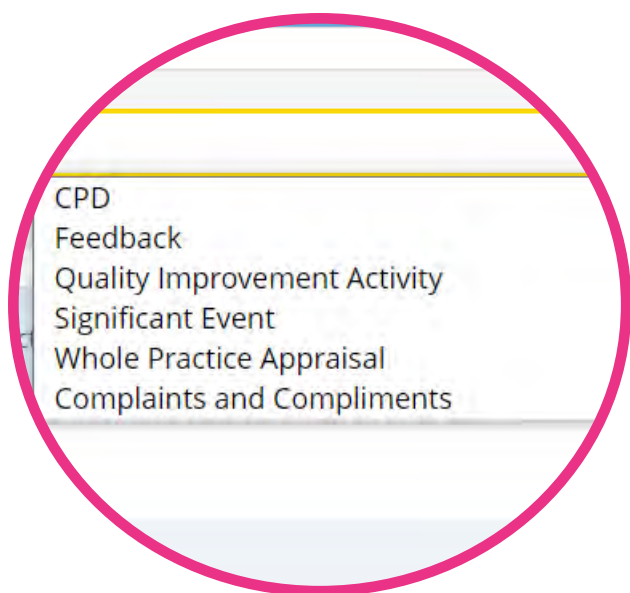
You can continue adding information to your appraisal 14 days before your meeting. Appraisers cannot see information you've uploaded until 30 days before your appraisal. When entering information please remember to anonymise personal, colleague or patient identifying markers.

Once on the Appraisal Information page, please click on the green + Add Information button to begin adding content to your appraisal.



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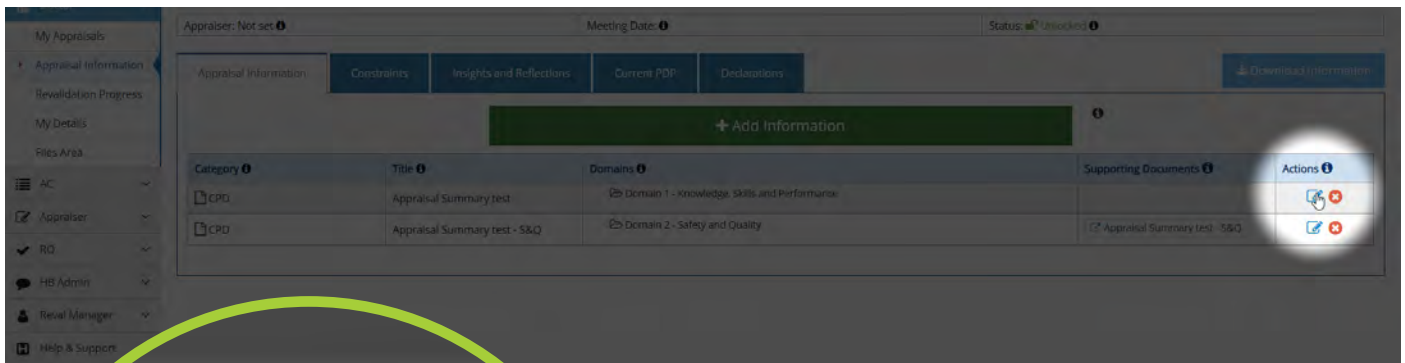
From the first Appraisal Information column you have the opportunity to add differing information templates: CPD, Feedback, Quality Improvement Activities, Significant Events, Whole Practice Appraisal (WPA) and Complaints and Compliments.



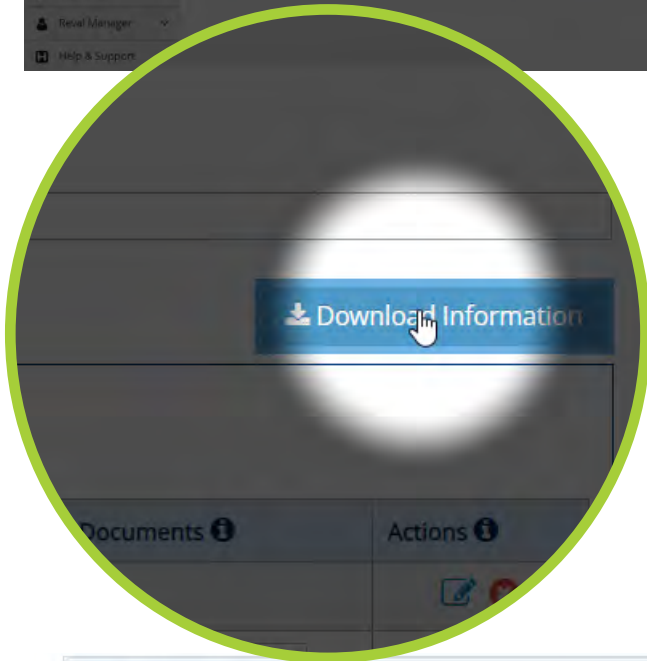
For all areas except feedback, you are required to specify which Domain the information you are entering falls under. If you need assistance the GMC link above should help you identify which Domains apply to the information you are entering. Your Appraiser will also discuss this with you during your appraisal. For each template and category there is a descriptor in the shaded box which gives an explanation of the differing areas of information and domains so you can decide which one applies to you most. Once you have entered necessary information you can edit or delete the information using the action column on the right. As highlighted:



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You are encouraged to enter a title for each piece of information you enter, this adds navigation around the information for both you and your Appraiser. You can also download your appraisal information using the blue button to the top right of the table (also highlighted). When entering information, there is also a drop down menu where you can select appraisal attributes that you think are relevant to each piece of information you have input. Please tick the boxes you think apply to the information you have entered. These are not mandatory.



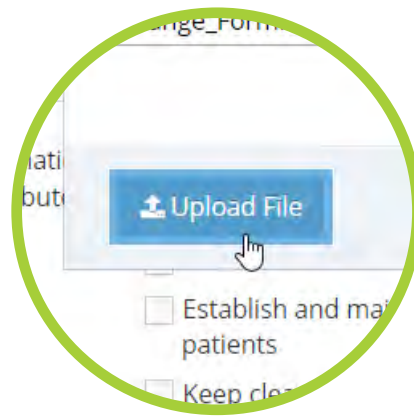
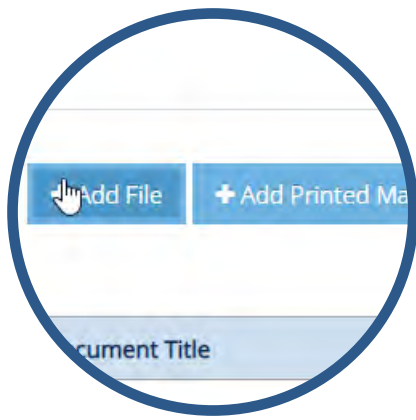
Appraisal Attributes

Information Attributes:

<input type="checkbox"/> Act with honesty and integrity	<input type="checkbox"/> Protect patients and colleagues from any risk posed by your health
<input type="checkbox"/> Apply knowledge and experience to practice	<input type="checkbox"/> Put into effect systems to protect patients and improve care
<input type="checkbox"/> Communicate effectively	<input type="checkbox"/> Respond to risks to safety
<input type="checkbox"/> Establish and maintain partnerships with patients	<input type="checkbox"/> Show respect for patients
<input type="checkbox"/> Keep clear accurate and legible records	<input type="checkbox"/> Treat patients and colleagues fairly and without discrimination
<input type="checkbox"/> Maintain your professional performance	<input type="checkbox"/> Work constructively with colleagues and delegate effectively

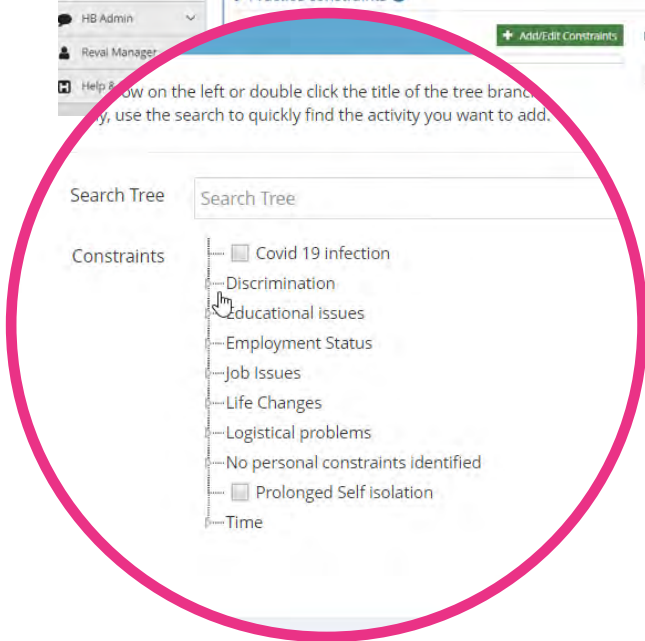
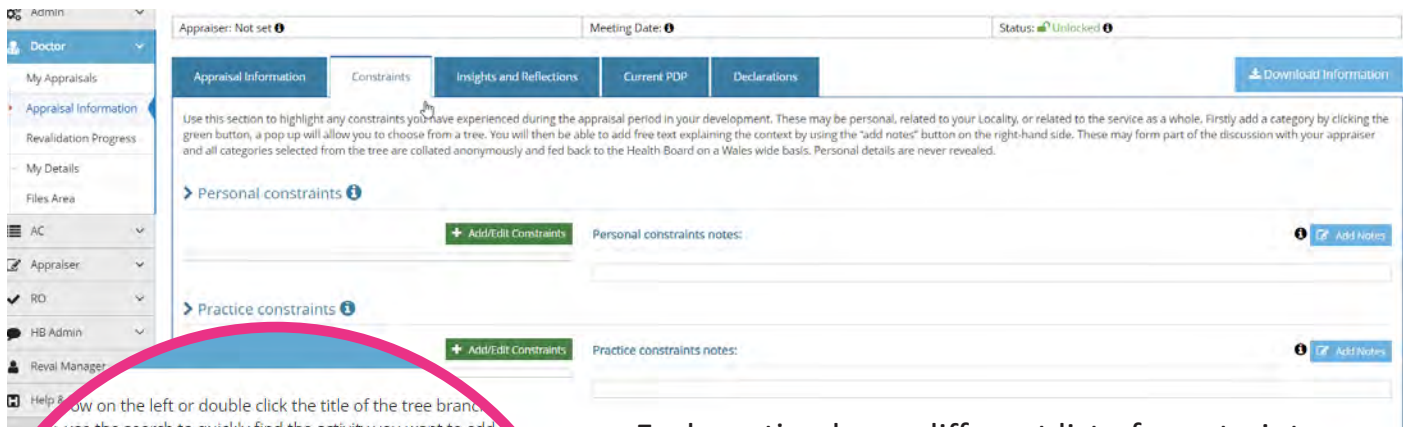
You will also have the opportunity to upload supporting information that your Appraiser can view before your appraisal. To do this;

1. Click Add File (this is at the bottom of the Add Information template)
2. Click Upload File
3. Browse and select the file from your device
4. Click the green +Add button
5. Enter a document title and any Optional Information
6. Click the green Save Information button

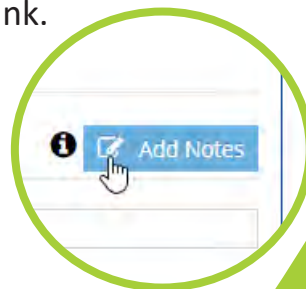


All appraisal information must be recorded on MARS and all entries should include requisite detail and reflection. Where a doctor has used another online tool to record their learning e.g. Fourteen Fish, it may allow them to download the information e.g. via PDF. If this is done and the doctor attaches it to a template on MARS, the doctor must ensure the template includes a requisite amount of information (including reference to outcomes and reflection).

To avoid duplication, we would advise the doctor to add their learning directly onto MARS. From the Constraints page you will be able to add, personal, practice and service constraints.

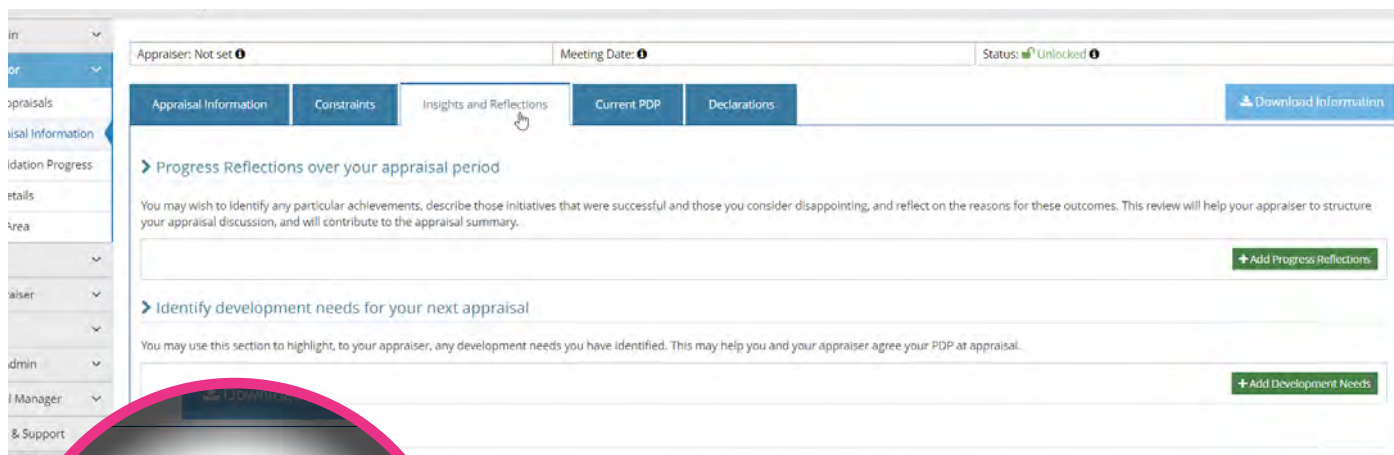


Each section has a different list of constraints, specific to each sub section. You can search in this drop down menu or you can scroll through to find the appropriate area. If you have added an entry you can also 'Add Notes' by clicking on the blue box on the right. These notes give you the opportunity to provide more information and context regarding a chosen constraint. If you don't think any constraints apply to you, you can leave this section blank.



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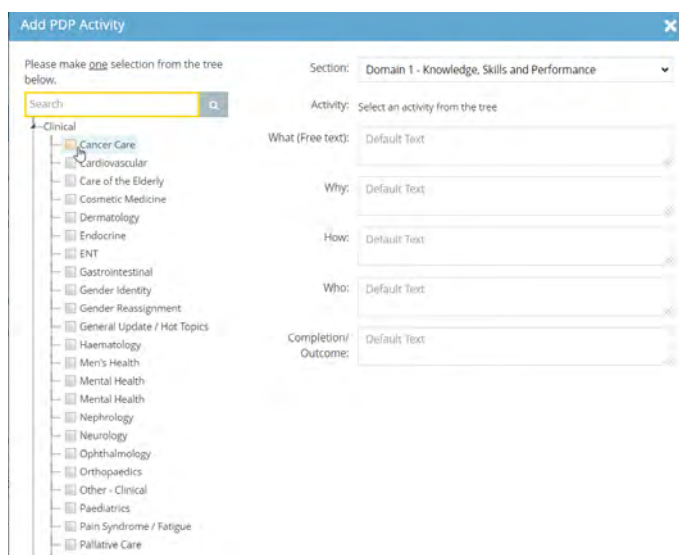
On the 'Insights and Reflections' page click on the green + Add buttons on the right to enter information. **Please ensure that information entered on this page does not identify any individuals as this section cannot be altered by your Appraiser.**



The Progress Reflections section allows you to reflect on progress made since your last appraisal.

The Development Needs section allows you to identify opportunities for further development in the context of your next appraisal. More information regarding these fields are described to you on the webpage

In the Aspirational PDP section you can enter aspirational personal development plan activities. These are areas you would like to develop in future, you can comment on the outcome and progress of these stated plans, which can be added to your 'Current PDP' by your Appraiser. Choose a Section, then select an Activity from the tree.



For the activity you need to expand the categories and select one.

You can also view your personal development plan from previous appraisals in the Current PDP section, here you can comment on the outcomes and progress of agreed plans

Doctor > Appraisal Information

Appraisal Information

Appraiser: Pamela Cribb Meeting Date: 14/02/2021 Status: Unlocked

Appraisal Information Constraints Insights and Reflections Current PDP Declarations Download Information

Your current list of agreed PDP from your last appraisal. Please add the status of each and where completed, the location of the evidence of completion.

Area	What/Description	Why	How	who	Outcome
Domain 1 - Knowledge, Skills and Performance	Pain Syndrome / Fatigue -CFS/ME	Will host a conference on this	Action point from Section 1	The doctor	in March. Reflect on outcome

Update Status

Within this PDP section, you can select whether you have met, partially met, or not met your aims for progress and development. Select the green 'Update Status' to do this. This will then open another pop-up box, you can select the appropriate response, as shown below:

The final part of the entering information section is the Declarations section – it is important all of these fields are filled in prior to your appraisal meeting. Please click through each area and input the information as requested. Please ensure you read each declaration carefully and consider your response. You need to complete each of these declarations in order for your Appraiser to commit your appraisal summary.

## Declarations

Appraiser: Not set Meeting Date: Status: Unlocked

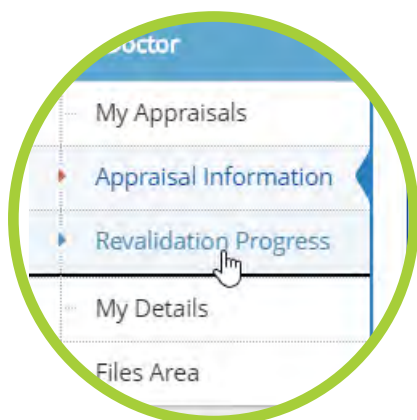
Appraisal Information Constraints Insights and Reflections Current PDP Declarations Download Information

Declarations Overview	
> Confirm Personal & professional Details (Scope of work)	Agreed
> Probity (Good Medical Practice)	Pending
> Probity (Appraisal Material)	Agreed
> Health	Agreed
> Directives or suggestions from outside agencies	Agreed
> Complaints	Disagreed
> Safeguarding	Agreed
> Training Role(s)	Disagreed

Save Declarations

You may need to provide further information if you 'disagree' a statement. You should expand the section and indicate which domain you have entered the information in. If you select 'Yes' to the Trainer role, a number of further questions will appear for you to answer.

## Revalidation Progress Page



Under the 'Appraisal Information' section you will find the 'Revalidation Progress' page, this page provides you with information regarding your progress toward revalidation. It will provide you with your revalidation date at the top, and the 'Revalidation History' box provides you with dates of your previous revalidation date and current date.

Date	Status
16/07/2014	Completed
07/04/2019	Completed
13/07/2024	In Progress

The lower part of the page highlights progress towards your 'Current revalidation cycle', with your progress of your current appraisal in the first column and any previous appraisals that count towards your current revalidation in the following columns. The list down the page highlights the areas required to be completed prior to your revalidation date, those which are 'green' have been completed, any in amber 'Needs further work' and if they are 'grey' they have not been completed yet.



Your appraisal summaries for the previous years are available via the blue icon underneath the appraisal date.

Current Revalidation cycle to 13th July 2024

These are the appraisals that will be included in your current revalidation cycle.

	Current Appraisal	25/02/2020
Exceptional Circumstances	🔒	🔍
Scope of work	-	✓
DP Reviewed	-	✓
DP	-	✓
Probity & Health declarations	-	✓

## Appraisal lock out period

Your Appraisal information will be “locked” in advance of your Appraisal so that you cannot enter anything further or make changes to existing entries. You will be locked out 14 days before your Appraisal; this is to give your Appraiser adequate time to read and assess your details in advance of your appraisal meeting. For example: if your appraisal meeting is on the 25th October 2020, your appraisal folder will lock out on the 11th October going into the 12th October. The 14 days INCLUDES the day of the appraisal meeting. We recommend entering your information well in advance of this date to ensure you don't run out of time.

## Appraisal Summary

Once your appraisal meeting has taken place your Appraiser will complete an appraisal summary. This will usually be ready within two weeks of your appraisal meeting. When your Appraiser has completed your summary you will receive an email notification asking you to review and agree or reject the Appraisal Summary. The 'Accept/Reject Summary' box (in blue below) will give you the option to Accept/Reject.

Current Appraisal - Oct-Dec - 2020 (Change AQ)

The image shows five appraisal status boxes in a row. The first four are green, and the fifth is blue. Each box has a lock icon and a status indicator.

- Appraisal Information:** Locked (🔒). Status: Not yet available (🔒). Content: AQ: Oct-Dec - 2020. View Information (🔍).
- Appraiser Selection:** Locked (🔒). Status: Completed for this appraisal (✅). Content: Steffan Biggs (Accepted). Email: steffan.biggs@wales.nhs.uk. Phone: 02920687438.
- Declarations:** Locked (🔒). Status: Completed for this appraisal (✅). Content: ✓ Declarations are complete. Declarations are locked (🔒).
- Appraisal Meeting:** Locked (🔒). Status: Completed for this appraisal (✅). Content: Completed: 13/12/2020 ✓.
- Appraisal Summary:** Not locked (🔓). Status: Completed for this appraisal (✅). Content: Committed by Appraiser: ✓. Summary (🔍). Accept/Reject Summary (👍/👎).

Legend: 🔓 Open for editing, 🔒 Not yet available, ✅ Completed for this appraisal, 🔒 Locked from further editing

You can locate your appraisal summary in the Appraisal Summary box. Please read the summary your Appraiser has written for you and then click Accept or Reject. If you accept, your appraisal is complete for this year.



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If there are inaccuracies or something you require changed, you are able to use the 'Reject Summary' function. If you disagree you will be given the opportunity to write a note to your Appraiser explaining your reasons for the rejection. Your Appraiser will then review your comments, alter the details accordingly and commit the summary again for your review. If your appraiser doesn't agree a dispute may occur – please check the exceptions protocol for further information regarding this.

## Virtual Appraisals

If you have completed your appraisal virtually then the Appraiser will have the opportunity to document this when creating your Appraisal summary. You should then see this within your summary (in the example below we stated that the appraisal was conducted virtually, via the Microsoft Teams application), but if you hadn't it would state 'No'. Please note that the Virtual Appraisal section will default to No, the opportunity to amend this will arise when your Appraiser comes to set the meeting as 'complete'



## Post-appraisal feedback survey

You also need to complete feedback about the appraisal in your post appraisal feedback survey (see question 3b). Once you have completed your appraisal you will be prompted to complete a survey based on your appraisal, Appraiser and the MARS system.



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## Previous appraisal summaries

Sometimes, you may wish to review information from previous appraisals. This may be useful if you are moving to practice outside of Wales and will be using a different appraisal system.

To do this go to the 'My Appraisals' and select the second tab 'Previous Appraisals' page as illustrated. The page in the example is blank, however this page will show all of the information you have previously uploaded to MARS

My Appraisal Progress

Current Appraisal Previous Appraisals

Show 10 entries Search: [ ] Previous 1 2 Next

Appraiser	Meeting Date	Accepted Date	AQ	Summary	Profile	App. Info.	Comments	Download
Steffan Biggs	18/09/2018	18/09/2018	Oct-Dec	[ ]	[ ]	[ ]	[ ]	[ ]
Deaneiry Admin	11/09/2018	11/09/2018	Oct-Dec	[ ]	[ ]	[ ]	[ ]	[ ]
Test 1 Tester one	23/05/2018	31/05/2018	Oct-Dec	[ ]	[ ]	[ ]	[ ]	[ ]

## Files area

The files area can be found on the left navigation bar, this is where you will find the supporting information you have uploaded to MARS.

Doctor | Files Area

Files Area All files you have uploaded to MARS can be viewed here

Quota: 200MB

Used: 108.97kB (0.14%) Free: 199.89MB

All files

- Appraisal -
- Appraisal - 18/09/2018
- Appraisal - 11/09/2018
- Appraisal - 23/05/2018
- Appraisal - 24/04/2018

Here you will find any supporting information that you have uploaded to MARS as part of your appraisal information. You have a storage limit of 200MB. We recommend that you proactively manage your files area, for example, removing files from completed appraisals and saving them to your local device. Your Responsible Officer will not have access to any of your supporting information at any stage, including in your agreed summaries. You can use the "Download All" button below that will export all files (from completed appraisals only) for you to save elsewhere. These files can be removed using the red button. You cannot delete files being used for your current appraisal, you will see a "locked padlock" symbol next to these files.

Search: [ ]

File Name	Type	Date	Size	
Allocated_Quarter_Change_Form.doc	Text Document	07 Aug 2017 18:52:20	39.5kB	[ ]
BMJ Course.docx	Text Document	11 Sep 2018 10:10:58	59.03kB	[ ]
RAIG_TORs_v04.pdf	PDF	15 Sep 2017 15:22:09	10.45kB	[ ]

If you need to create space. You can either save the uploaded files back to your computer or just delete them. (Please note that once an appraisal is completed, there is no need to retain the files within MARS as no one needs to see them in the future).

The following file types are accepted for upload: 'doc', 'docx', 'rtf', 'xls', 'xlsx', 'pdf', 'jpg', 'jpeg', 'png', 'gif'. There is a 200mb limit to this area.

Be cautious uploading images to MARS - images alone can be larger than 2MB. To check the file size, right click the file, select properties and the size will be displayed. 1024KB = 1MB To reduce picture file size, you can reduce picture resolution, crop your images to make them smaller, or you can discard unwanted information, such as the crop parts of a picture that are not relevant.



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Word documents are generally smaller than PDF's – further information on reducing file sizes when working with Microsoft Office (including images within Word) can be found on [Microsoft](#).

If you go to Files Area, which can be found from the pull down menu in the top right hand corner of the screen, you will see all your files listed. If you click on the header of the SIZE column, you can order the files largest-to-smallest or vice versa. You can then delete any files you want by clicking on the 'X' in the extreme right hand column against each entry.

If you want to save files back to your device, click on the icon within the File Name column which will open the file and you can save it. Once saved back to your device you will still need to delete it from MARS as described above

## Further information

MARS Help & Support - <https://marshelp.heiw.wales>

Clinical and non-clinical e-modules - <https://gpcpd.heiw.wales>

GP Study days - <https://gpcpd.heiw.wales/study-days>

Orbit360 - <https://orbit360.heiw.wales>

We hope you have found this guide useful. If you have any questions, experience any difficulty using the website or want to leave some feedback, please contact us using the details below.

## Revalidation Support Unit

Health Education and Improvement Wales

Tŷ Dysgu

Cefn Coed

Nantgarw

CF15 7QQ

Email: [heiw.mars@wales.nhs.uk](mailto:heiw.mars@wales.nhs.uk)



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NHS  
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