Adding an individual to a department collection

At some point, you will need to create a new appraisal for a new member of staff. Unlike creating whole departments though, we don't need to find the original site.

- **Open FrogDrive**

- Navigate to **ePortfolios** > **Collections**

- **Single-click** to select the Appraisal **collection** with the appropriate department. This is why we added the department name to during the site creation video.

- Click on the **Action Cog**

- Select **Edit Collection**

- The ePortfolio Collection wizard opens, and now you can search for the new staff member in the Recipients search box.

- Once they have been added, click **Save**

The new staff member will have a site created and the rest of the team will remain untouched.

You can use this Edit Collection option to give others access to the whole collections, using the Collection Access section. Which if handy if you need to change the line manager for instance.