Ras Al Khaimah Medical & Health Sciences University

eLogbook - Student Manual

V0.1

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How to Register?

1. Access the below link to register for the portal services.
   https://portal.rakmhsu.ac.ae

2. Click on '*Click here to Register*' link. **If you are already registered for the Student Scientific Conference using this portal, there is no need to register again here. You can use the 'Forgot Password' link to reset your password due to the password expiry policy.**
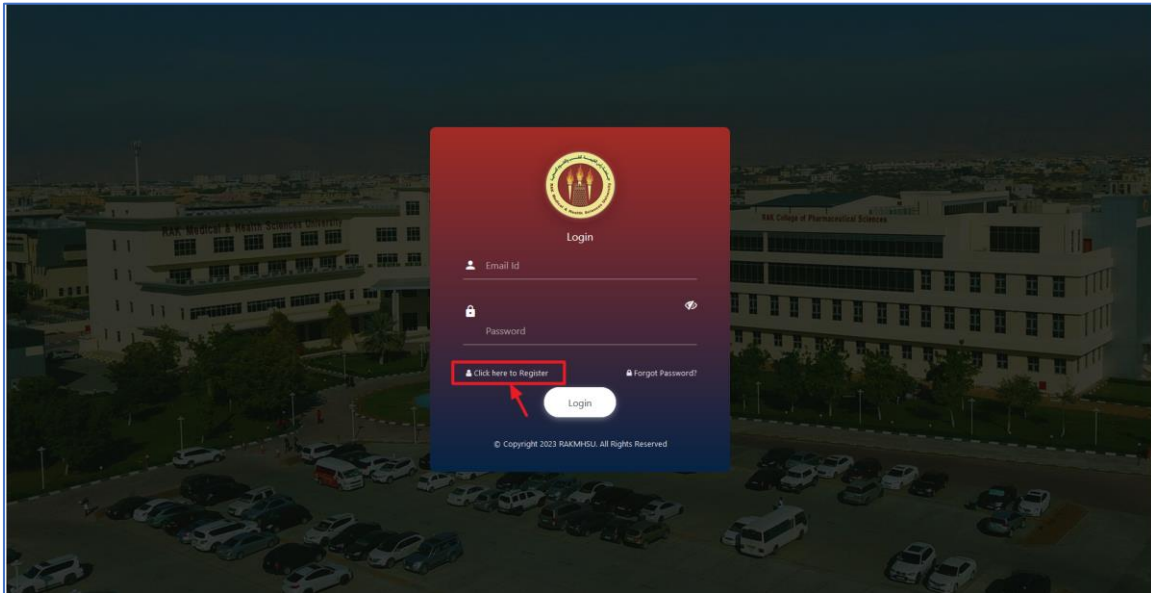

Figure 1: Portal Login Page

3. Enter your University **email id** in **Email field**, **Confirmation Email** ID field. Email id does not match error message will be shown if entered email id does not match with the confirm email id.
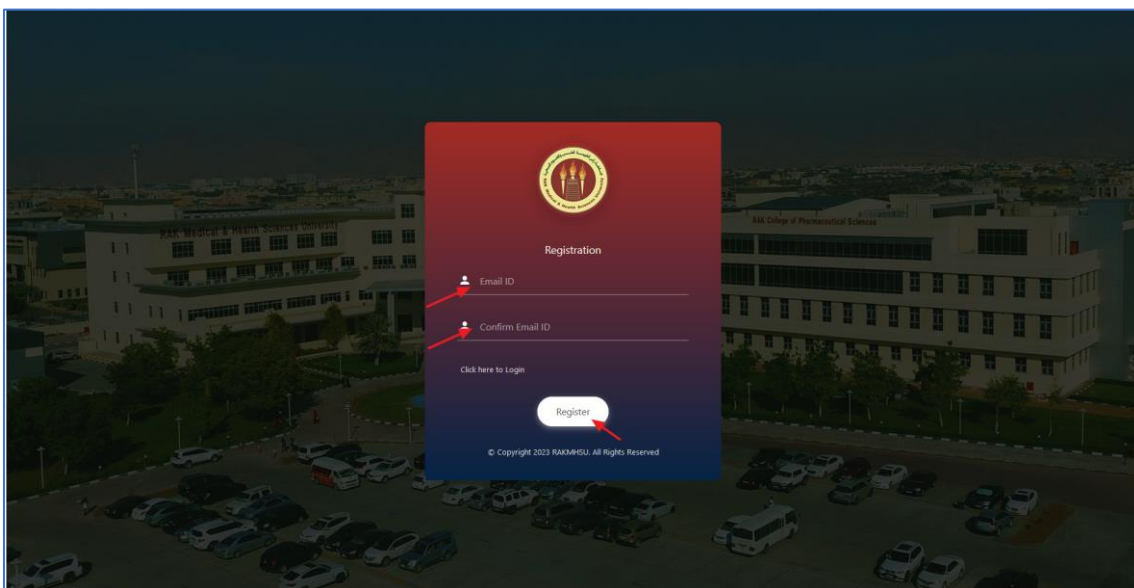

Figure 2: Registration

4. Click on **Register** button. *'Verification link has been sent to your registered email address'* message will be shown.

Figure 3: Registration Successful Message
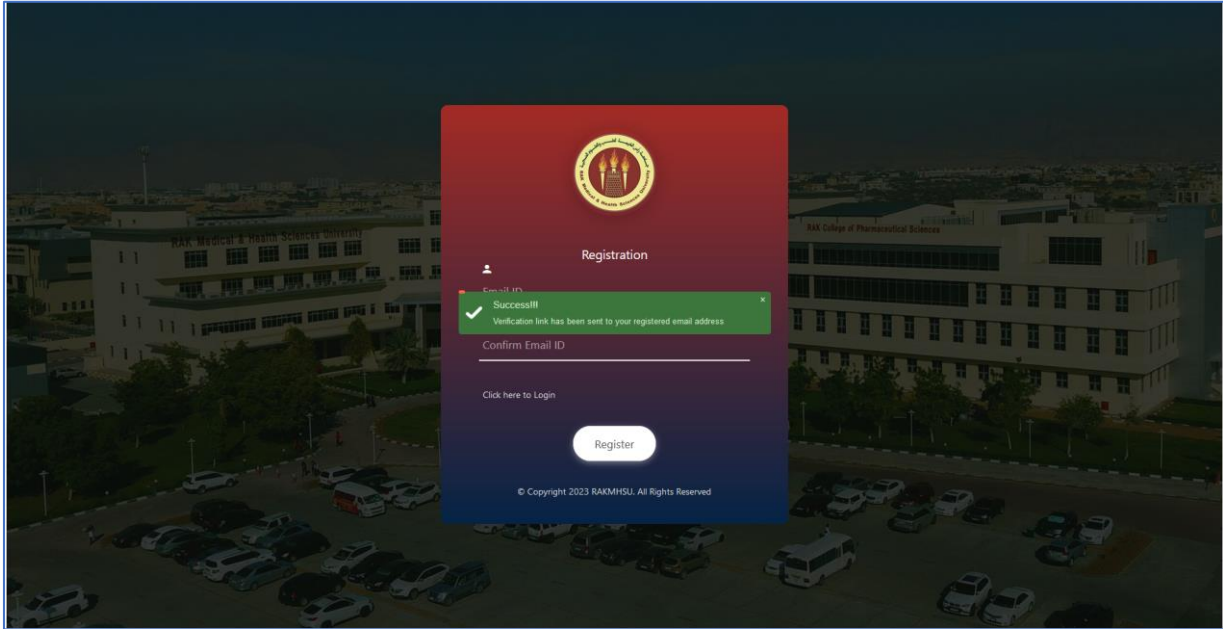
5. Login to university email account to continue further. Click on the **received link** as shown in below figure.
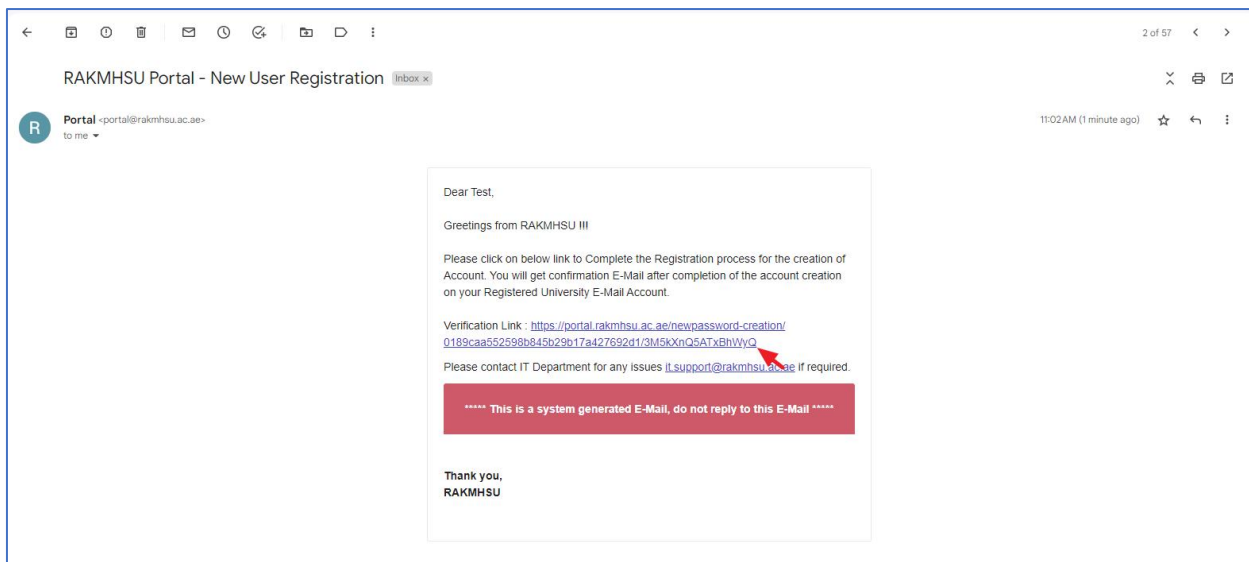
Figure 4: Registration Email

6. The password creation page will load. Enter the password in the **'Password'** and **'Confirm Password'** fields. While entering the password, please adhere to the password policy shown below.

Figure 5: Password Policy
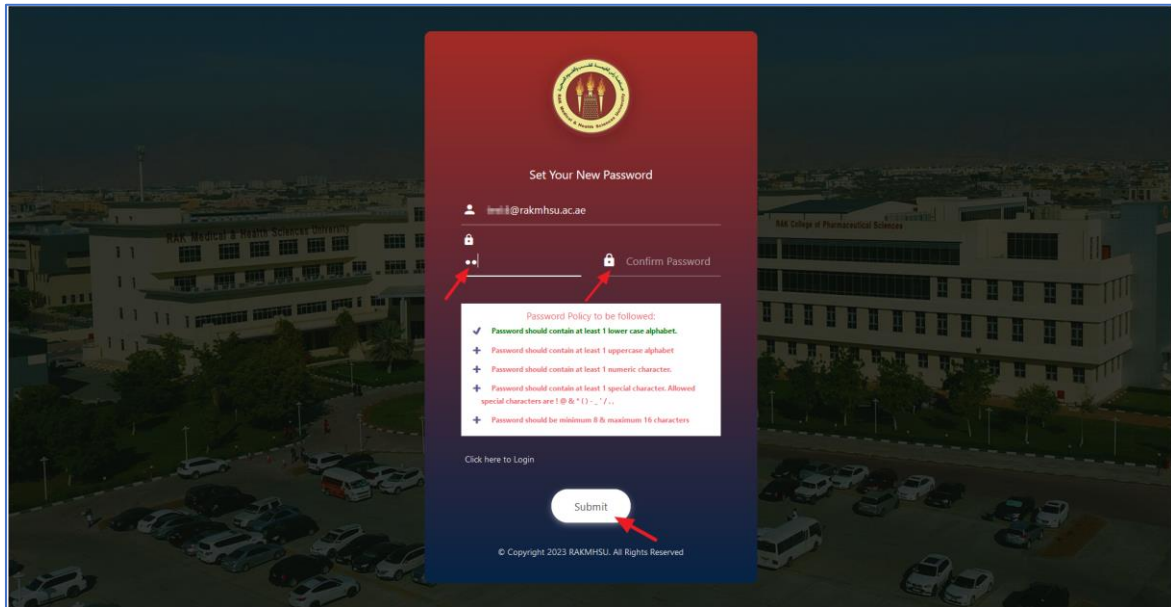
Figure 6: Set User Credentials

7. Click on the ***Submit*** button. If the entered details are correct, a message saying 'Your registration process has been completed successfully' will be displayed, and an email will be sent to the registered email address.

Figure 7: Registration Successful Message
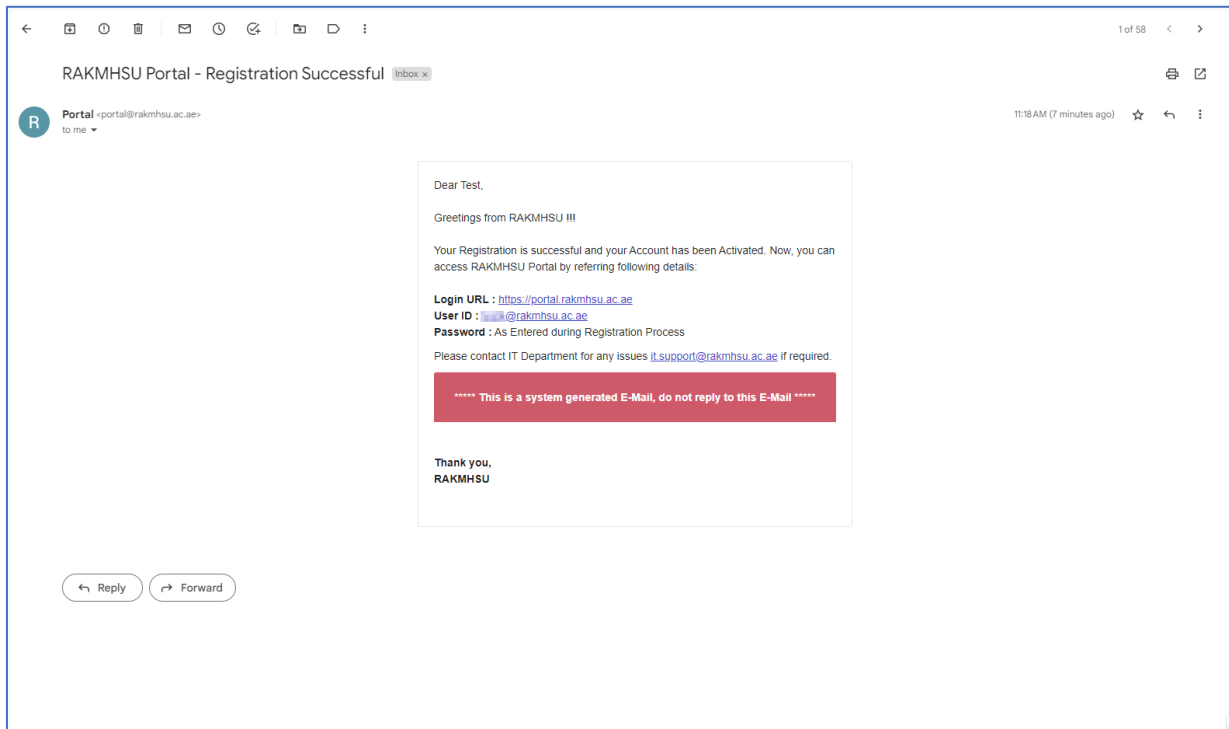
Figure 8: Email Notification
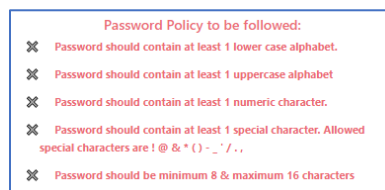
8. After completing the registration, access the portal application login link and enter your email ID and password. Click on the *'Login'* button. The user's home screen will be displayed as shown in the figure below.
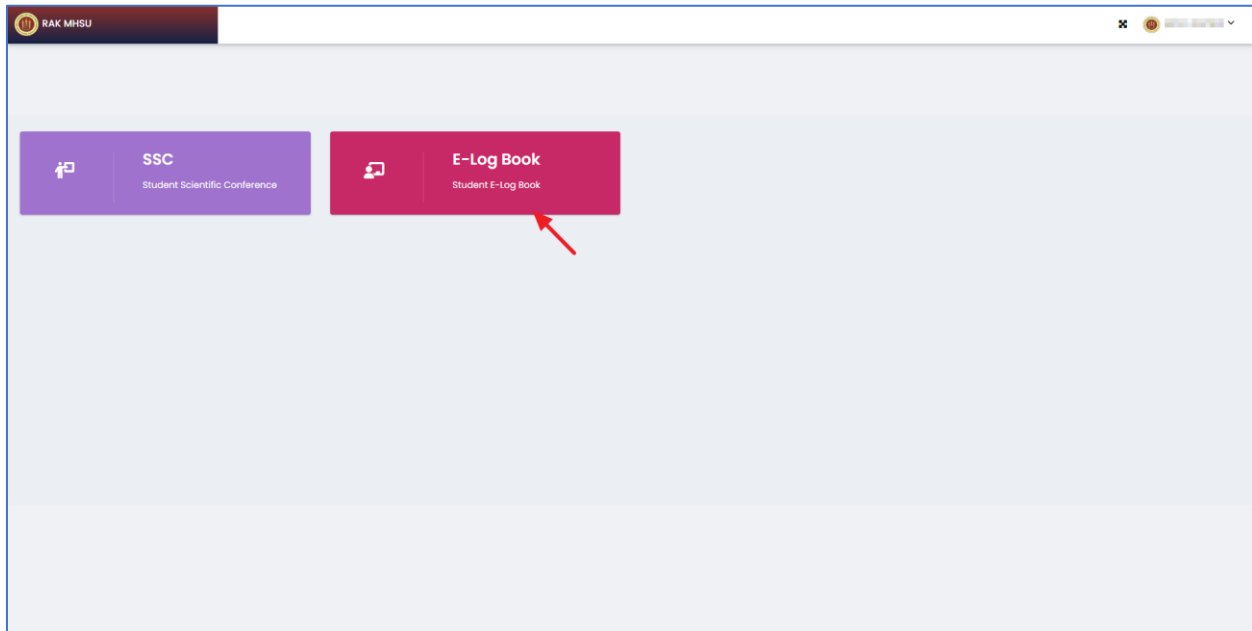
Figure 9: User Dashboard Screen

9. Click on E-Log Book module. User Home screen will be shown.

Figure 10: Home Screen

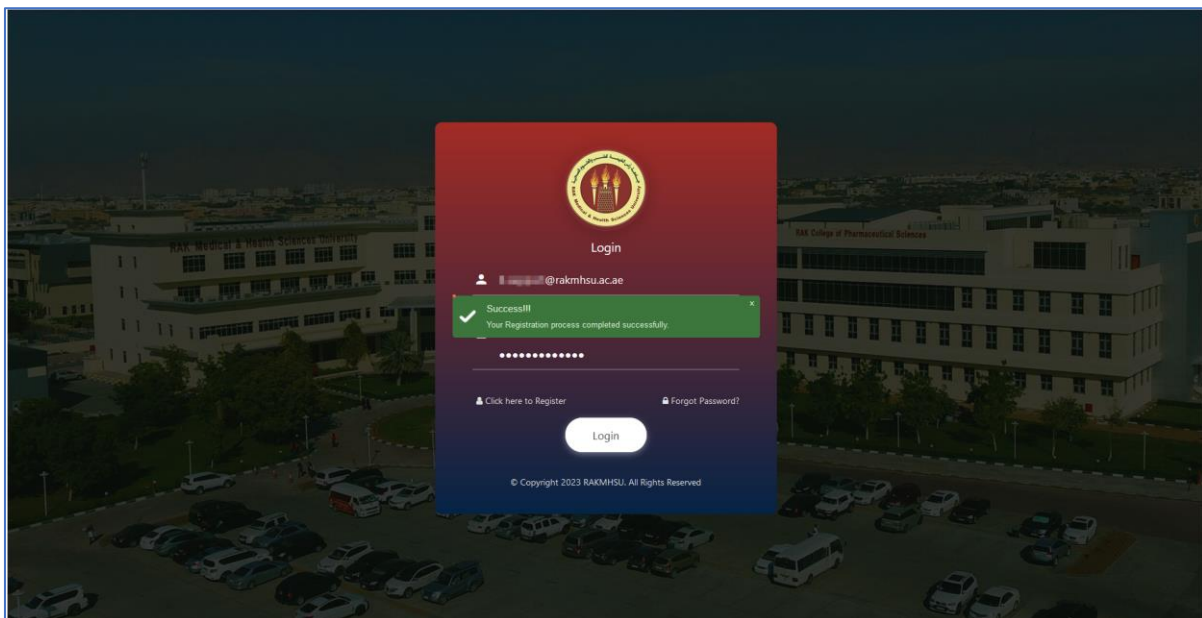## How to Create Log Book Entries?

Go to **Log Book** menu and click on **Create** sub menu.

Figure 11: Create Menu

The Create daily logbook will be displayed as shown in the figure below. Here, students can create an entry for their daily clinical rotations.

Figure 12: Daily Logbook Form

Form:

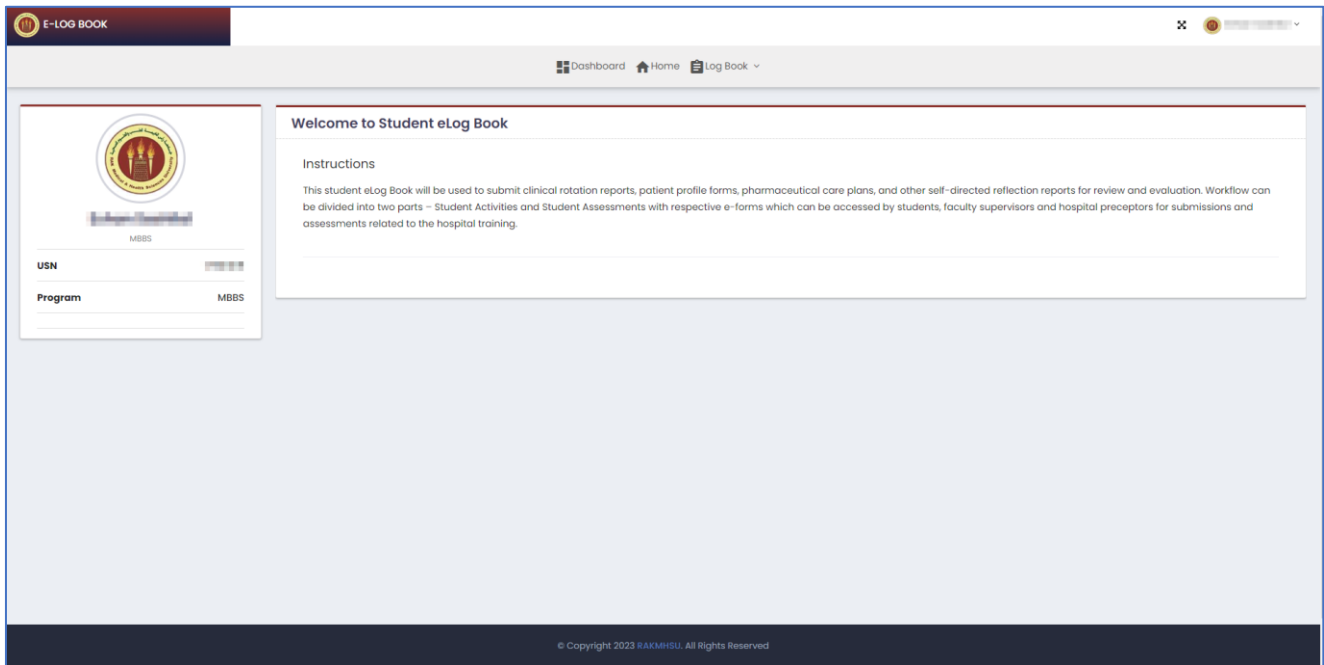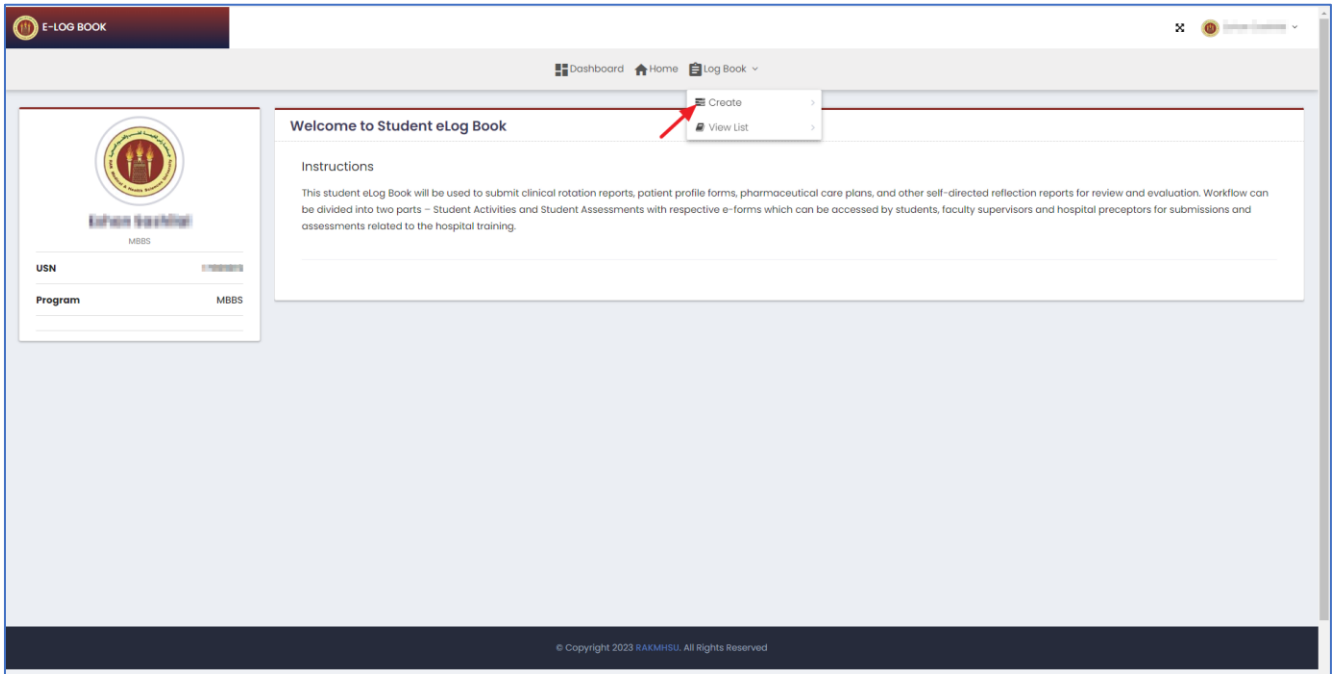**Rotation Date:** Date picker **–** The student has to choose the date by clicking on the Rotation Date field. Upon selecting the date, the application will validate the details. If no rotation is configured for the selected date, an error message will be displayed **'Selected date is not configured for your rotation'.** If the selected date is configured, the following details will be populated automatically in read-only mode and the student cannot modify these details:

- **Rotation:** Name of the rotation for the selected date
- **Faculty Supervisor:** Faculties/TA tagged for the rotation
- **Batch:** Batch information of the student for the rotation.

Select Training Site: Dropdown - Here, choose the appropriate training site from the dropdown menu.

Hospital Preceptor: Text Field – Enter the name of the preceptor who conducted the session.

Today's my Activities: Multi-line text area - Enter any skills that you have learned in the session. The maximum allowed characters for the text area is 1024. It will not accept any input beyond this limit.

Summary of what I have learnt: Multi-line text area - Enter any other learning points from the session, apart from skills. The maximum allowed characters for the text area is 1024. It will not accept any input beyond this limit.

Second Half / Afternoon Session check box: Students are required to check the **'Second Half / Afternoon Session'** checkbox to enter activities for the second half/afternoon session with a different preceptor. If the preceptor is the same for the first half and second half, then there is no need to enter it separately. Check the check box to get the following fields.

    Hospital Preceptor: Text Field – Enter the name of the preceptor who conducted the session.

    Today's my Activities: Multi-line text area - Enter any skills that you have learned in the session. The maximum allowed characters for the text area is 1024. It will not accept any input beyond this limit.

Summary of what I have learnt: Multi-line text area - Enter any other learning points from the session, apart from skills. The maximum allowed characters for the text area is 1024. It will not accept any input beyond this limit.

Figure 13: Second Half/Afternoon Session Entry Option

Save button: Clicking on this button will save the form. The application will not allow you to save if the mandatory fields are not filled. Please ensure that all relevant mandatory fields are entered or selected before saving. After saving, the form will be saved, and it will be displayed as shown below. The status after saving will be **'Entry in Progress'**.

Note: Multiple entries for the same day are not allowed.

Figure 14: View Saved Clinical Rotation Details

Students can use the *Edit* button to modify the details before submission. However, once the log book is submitted for review, modifications are not allowed.

Submit button: Clicking on this button will check if all the mandatory fields are entered or selected. If any mandatory fields are not filled, it will highlight those fields. After the validation and confirmation from the student, the form will be submitted.
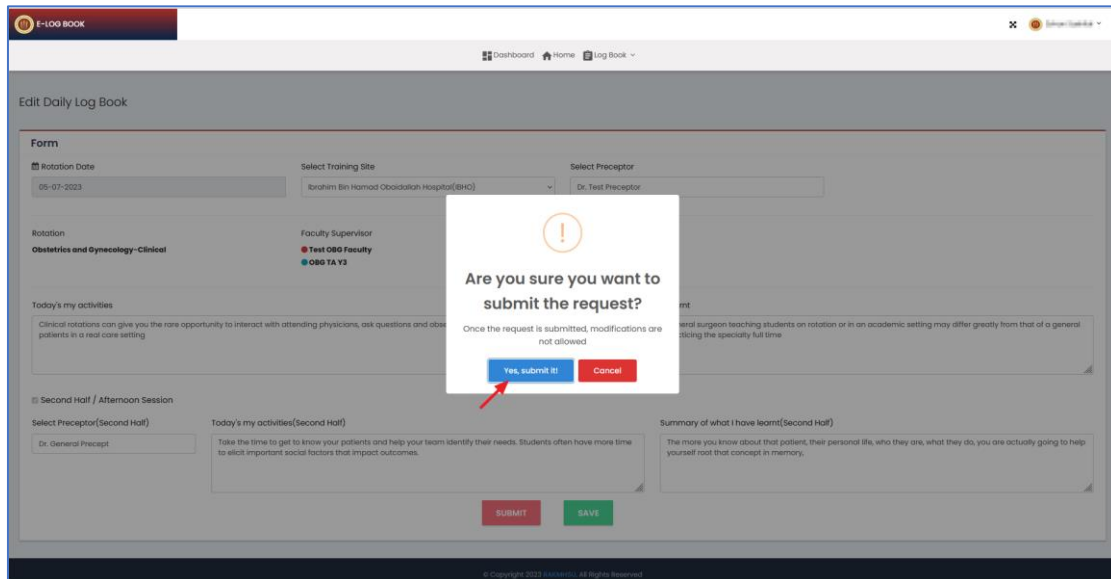

Figure 15: Confirmation for Submission

After the submission, student will be redirected to the details page and it will be displayed as shown below. The status after submit will be **'Pending for Review'**.

Students can use *Delete* icon to delete the entry if it has been added by mistake or the entry is irrelevant. Deletion is allowed if the status is **'Entry in Progress'** or **'Pending for Review'.** If the selected logbook status is other than these, deletion is not allowed.

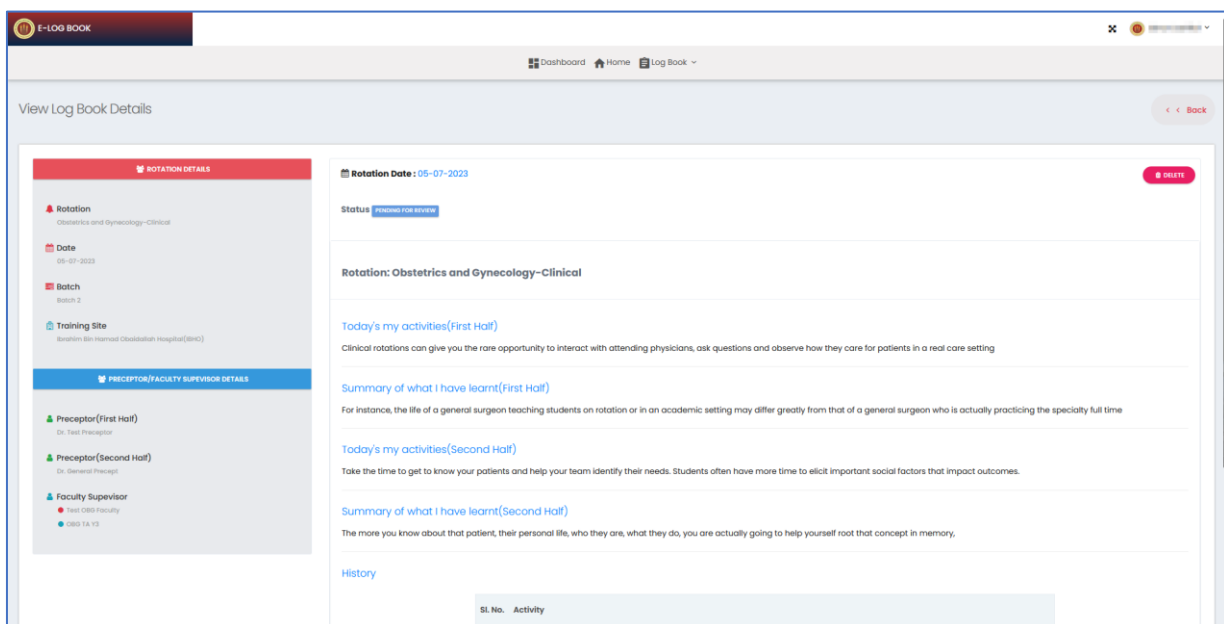Use **Back** button to return to the View list.

Figure 16: View Logbook Details

How to Access the View list?

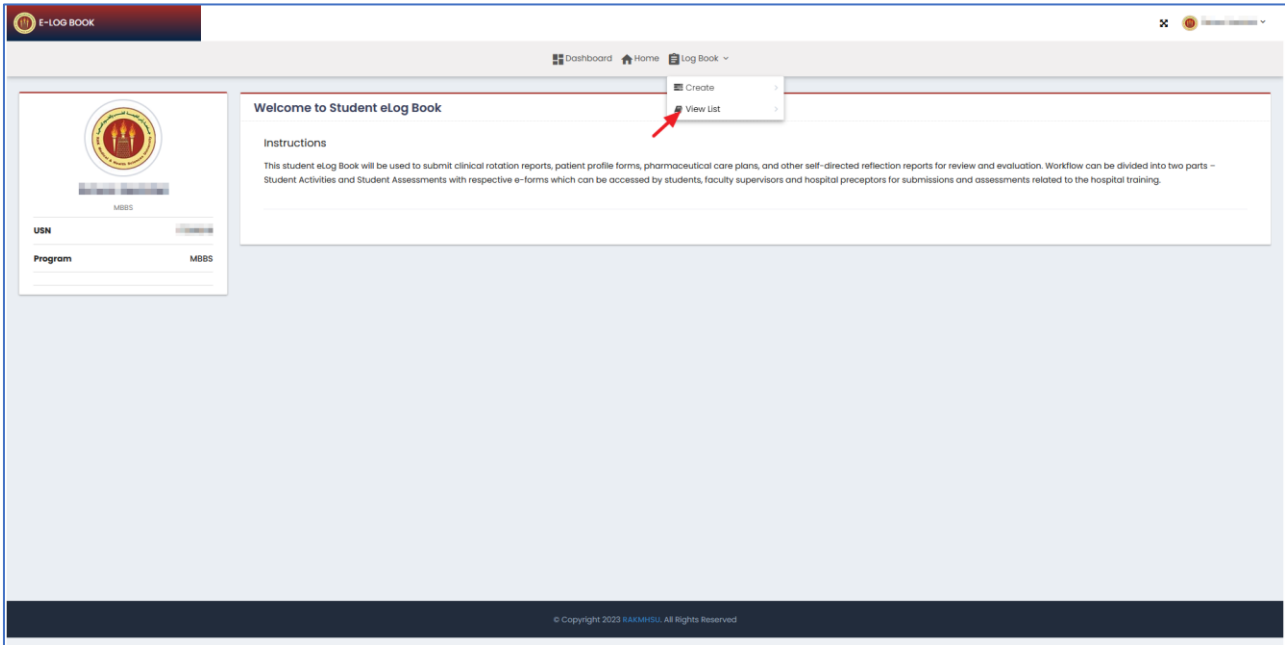Go to **Log Book** menu and click on **View List** sub menu.

Figure 17: View List Menu

Already created and submitted records will be listed on this page, as shown in the figure below. Here, students can see the status of each record along with other relevant information.
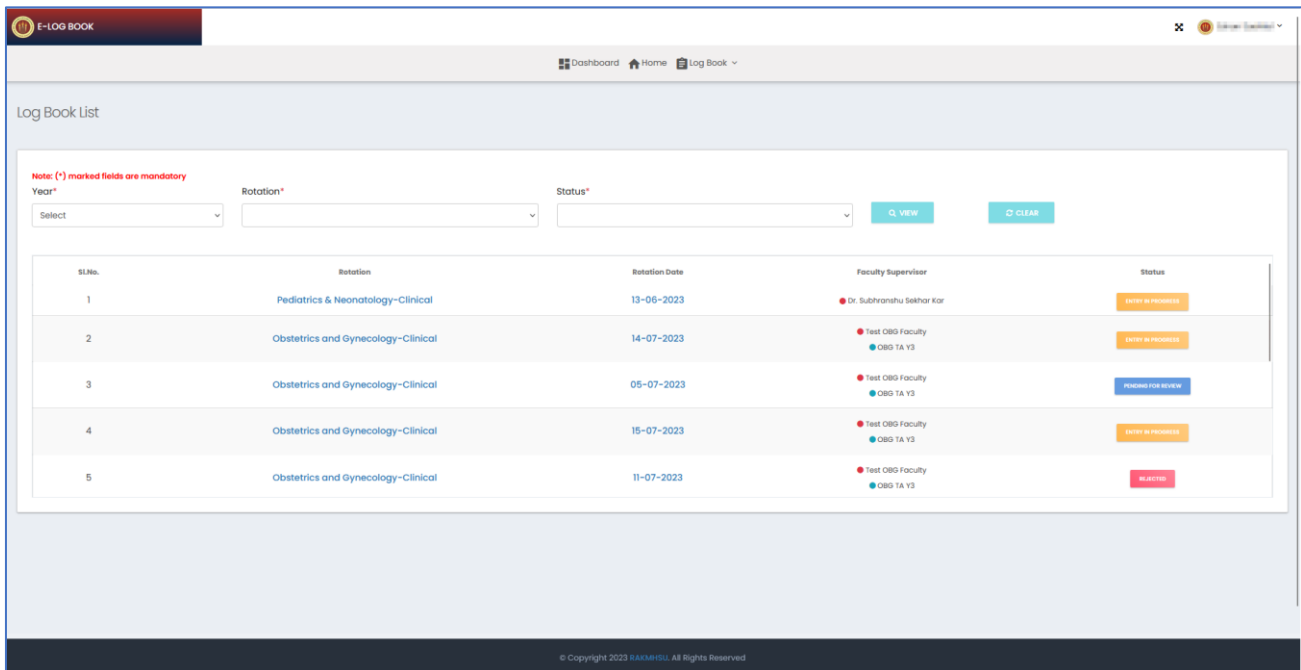

Figure 18: View List

To view the details of an entry, click on either the rotation name or the date field. This will navigate you to the log book details page, where you can access the specific information.

Refer to the below list for different types of status:

- **Entry in Progress:** In Draft
- **Pending for Review:** The student has submitted the entry and review is pending by the faculty supervisor.
- **Reviewed:** The submitted entry has been reviewed by the faculty supervisor.
- **Reverted:** The submitted entry has been returned to the student for corrections. After making the necessary corrections, the student needs to resubmit the logbook entry and it will be assigned to the respective faculty again for further review. Students will get an email if the entry is reverted.
- **Rejected:** Log book entry submitted by the student is rejected by the faculty supervisor. **Modification or deletion is not possible if the entry is rejected**. Students will get an email if the entry is rejected.

Filter: Use a different filter to view the list specific to the selected filter.

Clear button – To clear the selected filter.

To move to the Home page, Click on **Home** icon.

Click on **Dashboard** to move to the user dashboard where all the modules are listed.

How to change the password?

Click on Profile arrow mark > '**Preferences'** menu as shown in below figure.
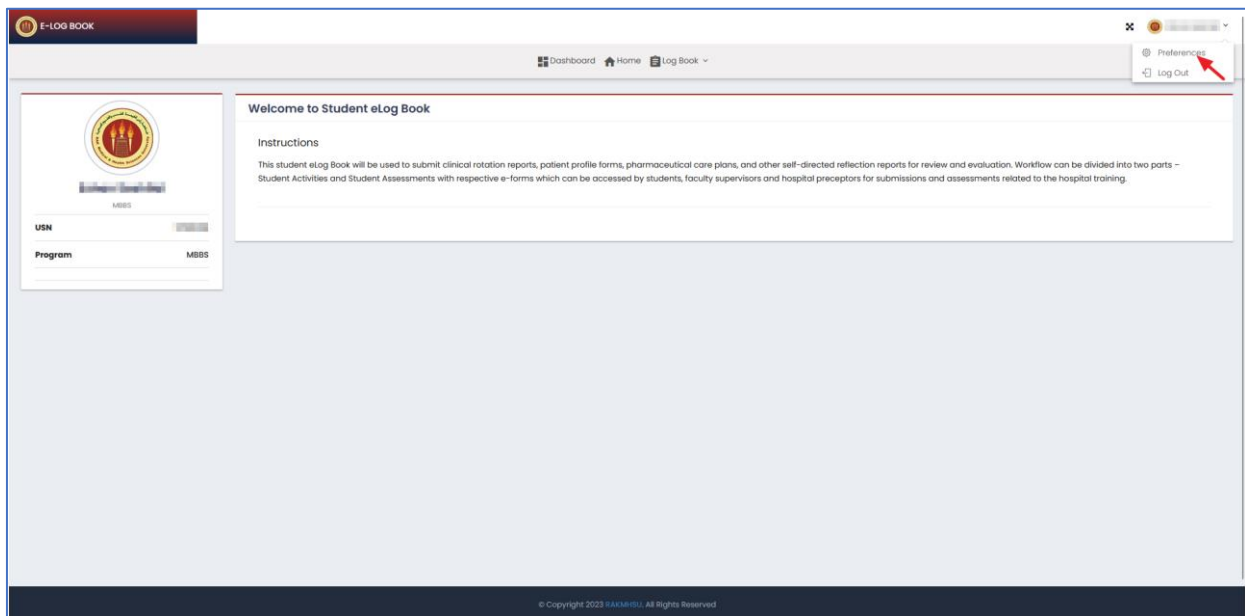

Figure 19: Preferences Menu

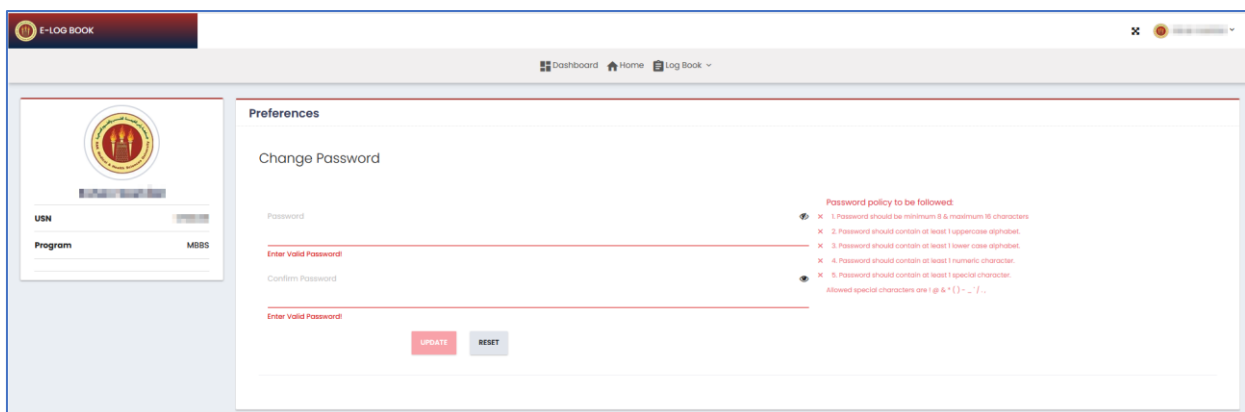Preference page will be displayed as shown in below figure.

Figure 20: Change Password

Enter the password in Password field and confirm Password field and click on **'Update'** button. While entering the password, follow the password policy.

How to view user activity details and Password change history?

Go to **User Profile > Preference > Activity details** section to view the login activity and password change history details

Figure 21: User Activity Details

Have you forgotten your password?

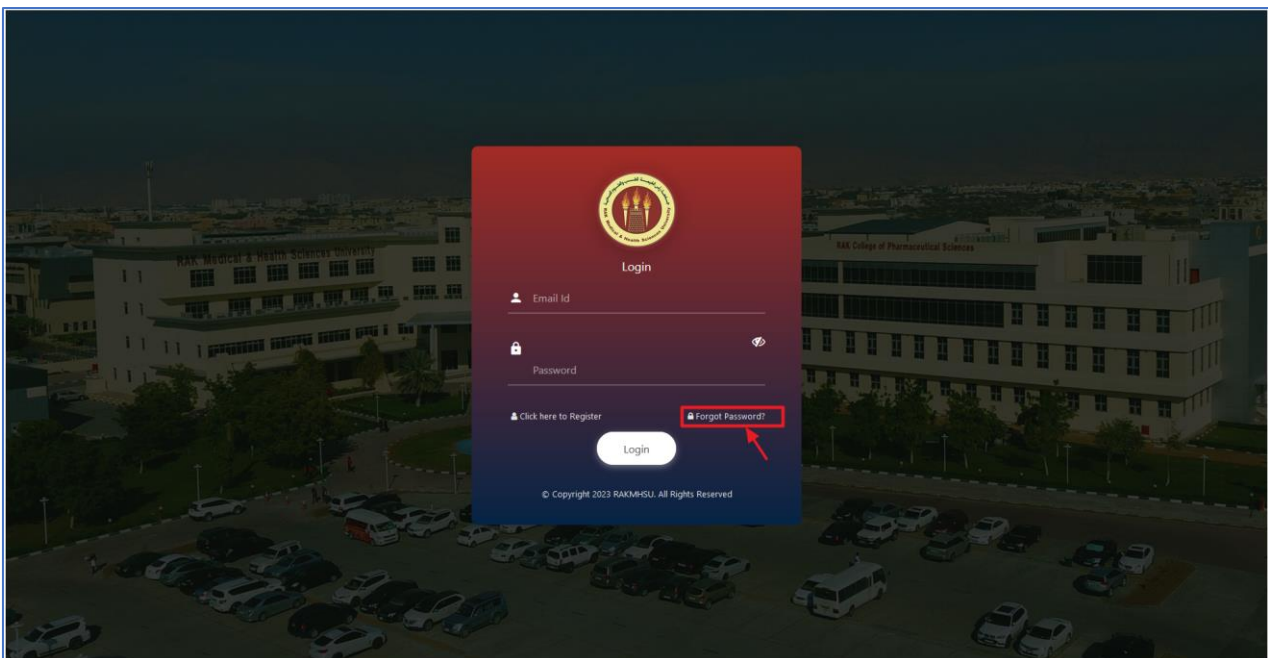Click on **'Forgot Password'** link in login page.

Figure 22: Forgot Password Link

Option to enter the registered email field will be shown. Enter the registered email id and click on Send button.
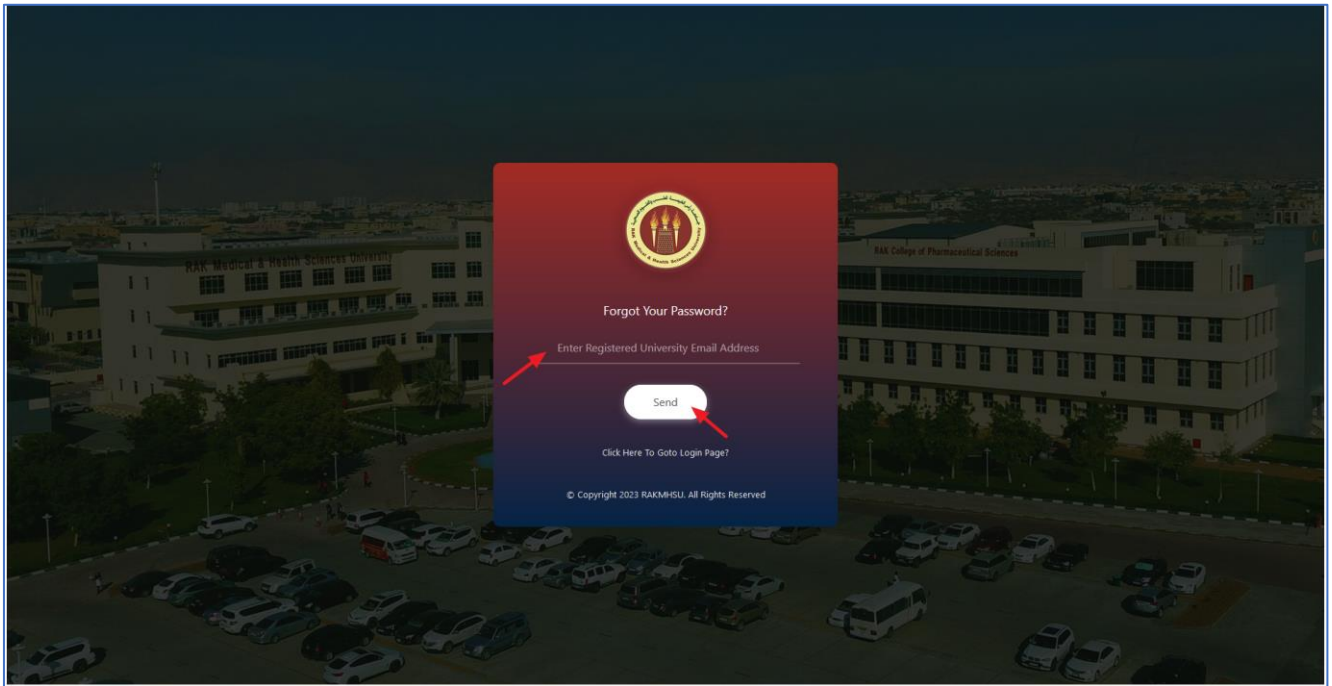
Figure 23: Enter registered email id

On validation, **'Password recovery link has been sent to your registered email address'** message will be shown.
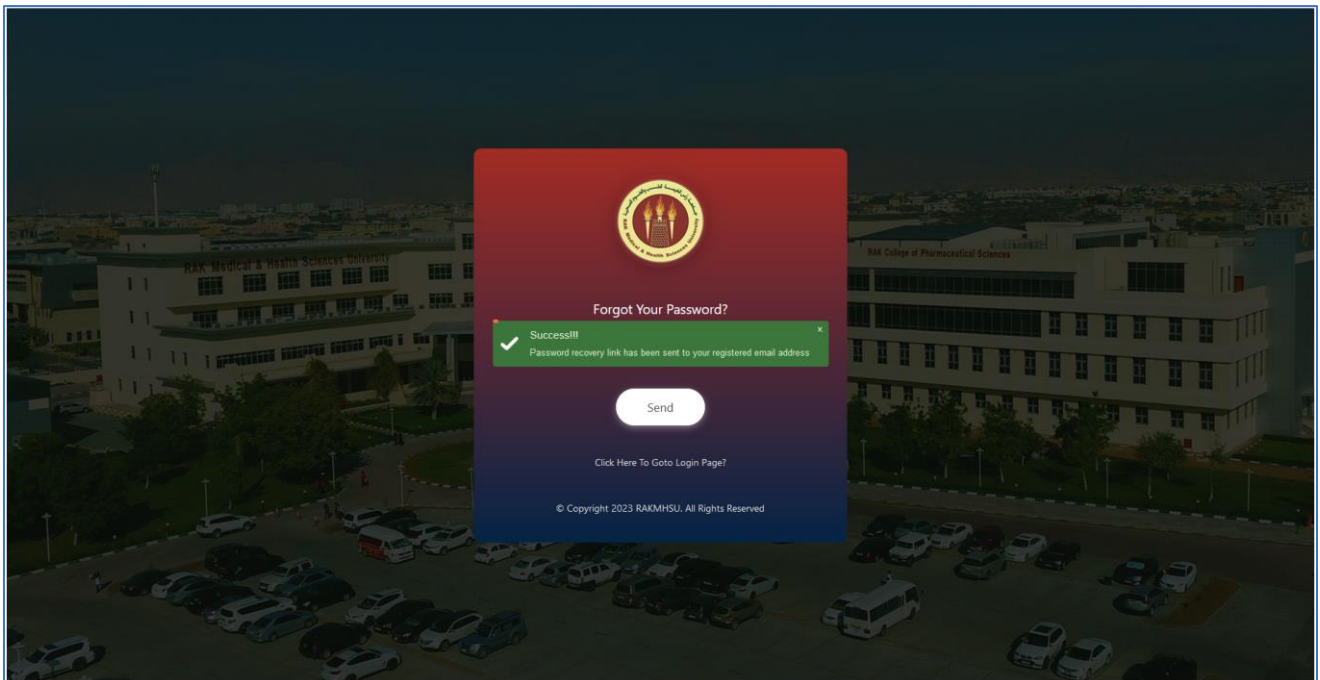

Figure 24: Successful message – Forgot Password

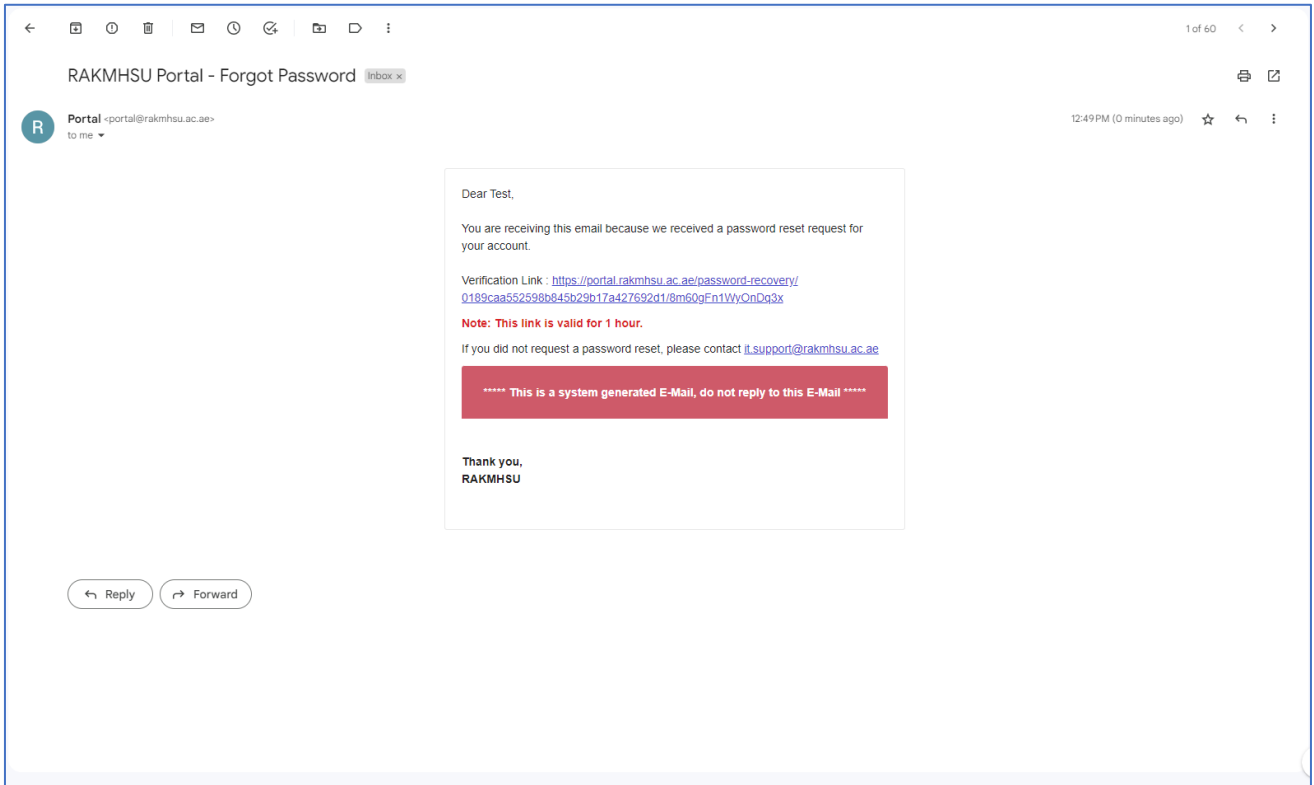Open your email and click on the link given in the email.

Figure 25: Forgot Password Email Sample

Enter new password in '***Password', 'Confirm Password***' field and click on ***Submit*** button.
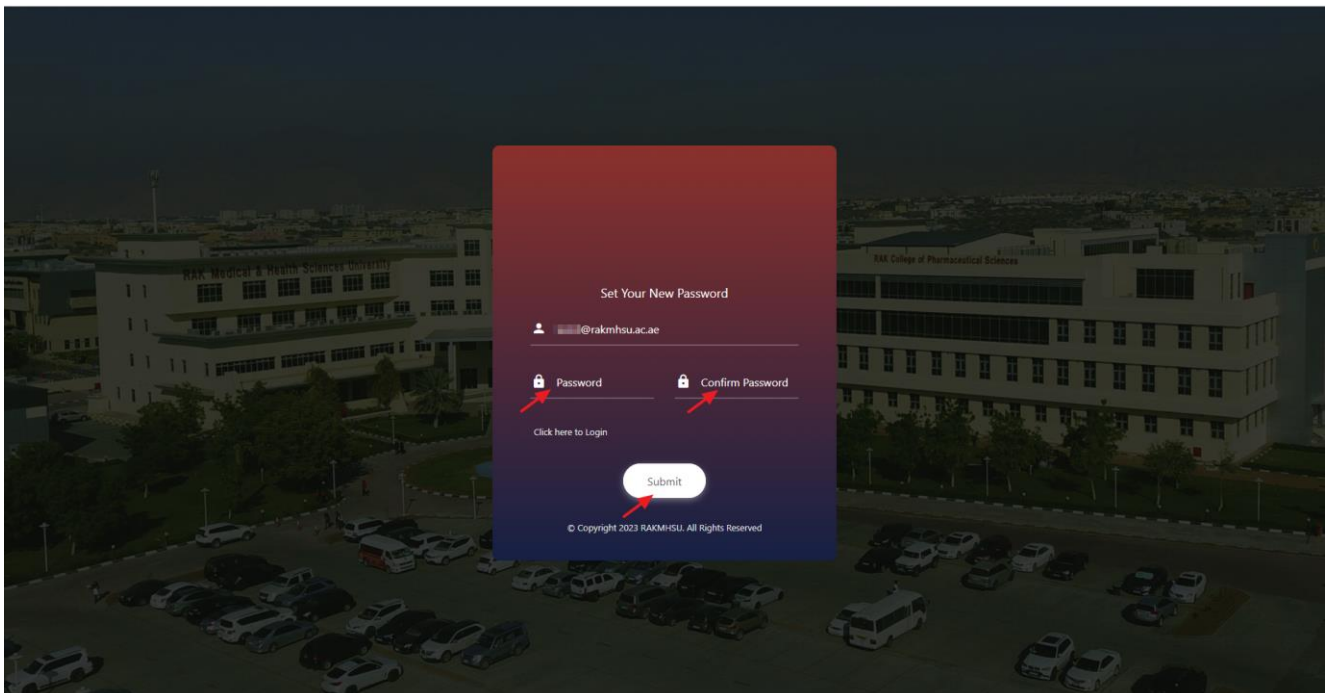

Figure 26: Set your new Credentials

The message "Your new password has been updated successfully" will be displayed, and an email will be sent to the registered email ID containing the information about the password change.