

The logo for iFOUR LIMITED, featuring a stylized 'i' icon followed by the text 'FOUR LIMITED' in a bold, sans-serif font. The text is white and set against a green rectangular background.

iFOUR LIMITED

四端資訊科技有限公司

College of Ophthalmologists of Hong Kong ePortfolio

Department Secretary User Manual

By iFour Limited

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1 General

1.1 Language





System interface as well as error and warning messages are in English.

1.2 Supported Browser

System works properly under Microsoft Edge 102.x or above, Firefox 101.x or above, Chrome 102.x or above and Safari 15.x or above.

1.3 Button

There are buttons to facilitate the operation. They are designed for special actions. The following table explains the functionality of each button.

Button	Description
Add	Go to the dedicated page for record creation.
	Go to the dedicated page for updating the selected record.
Cancel	Cancel the current action and go back to the previous screen.
	Delete the selected records. User confirmation is required. Screen will be refreshed upon completion.
Reset	Undo the applied change(s).
Save	Save the applied changes. Validation will be applied when record saving.
Search	Trigger the search function.
Submit	Submit the inputted information. Validation will be applied when submission.
	Only applicable in the training log book – quick access. It collapses the quick access action.
	Only applicable in the training log book – quick access. It expands the quick access action.

2 Access to the System

2.1 Login to the System

System is limited to the authorized person. User account will be granted to each authorized person. Login procedure is required for authentication.



Member Login

Email

Password

Login

[Forgot Password](#)

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Steps

1. Input the Email and Password.
2. Press <Login>.
3. It goes to View/Verify for a Tarinee after successful login.
4. User Name and last login date and time will be indicated at the top right-hand corner.

Notes

1. Only active user account can access to the system.
2. Error message will be displayed for failed login attempt.

Special buttons

Button	Description
Login	<ul style="list-style-type: none"> ➤ It triggers the login procedure. ➤ Error message will be displayed for failed login attempt.

2.2 Logout from the System

Due to security reason, user is recommended to logout from the system when not using it.

The screenshot displays the user interface of the COHK ePortfolio system. At the top, there is a red header bar. Below it, the logo of the College of Ophthalmologists of Hong Kong is on the left, and the user's name 'Welcome Leung, Wai Wah' and last login time '09 Jun 2023 12:57' are on the right. There are 'Change Password' and 'Logout' buttons. Below the header, there are two tabs: 'View/Verify for a trainee' and 'Batch Update Training Rotation'. The 'Search Trainee' section contains several input fields: 'Training Period' (set to 2023), 'Parent Hospital' (dropdown), 'Working Hospital' (dropdown), 'Surname', 'Given Name', 'MCHK No.', 'Email', and 'Status' (set to Active). There are 'Search' and 'Reset' buttons. Below this is the 'Trainee List' section, which is a table with the following data:

Type	Parent Hospital	Basic Training start date	Higher Training start date	Trainee Name	Working Hospital	Trainer
<input checked="" type="checkbox"/> Basic Trainee	Kowloon East Cluster	01/01/2022	09/06/2023	YUNG Alan(龔亞倫)	KEC (01/01/2023 ~ 31/12/2023)	CHAN, Mars

At the bottom of the page, there is a footer bar with the email 'cohk@netvigator.com' and the copyright notice '© 2022 College of Ophthalmologists of Hong Kong | All Rights Reserved'.

Steps

1. <Logout> locates at the top right-hand corner.
2. Press <Logout>.

Notes

1. System goes back to the login screen after logout.

Special button

Button	Description
Logout	<ul style="list-style-type: none"> ➤ It triggers the logout procedure upon user confirmation. ➤ System goes back to the login screen.

3 Change Password

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Welcome Leung, Wai Wah, Last Login: 09 Jun 2023 12:57

Change Password Logout

View/verify for a trainee Batch Update Training Rotation

Change Password

Old Password

New Password

Confirm Password

Cancel Submit

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Steps

1. “Change Password” locates before <Logout>.
2. Input the current Password, new Password and the confirmed Password.
3. Press <Submit>.

Notes

1. Validation will be applied. Appropriate error/warning message will be prompted when necessary.
2. New password must fulfill the password policy.

4 Forgot Password



Forgot Password

Email Address

Instruction for reset the password will be sent to the registered email address.

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Steps


1. Click on the “Forgot Password” from the login page.
2. Input the registered email address.
3. Press <Submit>.

Notes

1. Validation will be applied. Appropriate error/warning message will be prompted when necessary.
2. URL to reset the password will be sent to the registered email.

5 View/Verify for a Trainee

View/verify for a trainee
Batch Update Training Rotation



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College of Ophthalmologists of Hong Kong

Welcome Leung, Wai Wah, Last Login: 09 Jun 2023 12:57

Change Password Logout

Search Trainee

Training Period	<input type="text" value="2023"/>	Parent Hospital	<input type="text" value="-- Please select --"/>
Working Hospital	<input type="text" value="-- Please select --"/>	Email	<input type="text"/>
Surname	<input type="text"/>	Given Name	<input type="text"/>
MCHK No.	<input type="text"/>	Status	<input type="text" value="Active"/>


Search
Reset

Trainee List


Type	Parent Hospital	Basic Training start date	Higher Training start date	Trainee Name	Working Hospital	Trainer
<input checked="" type="checkbox"/> Basic Trainee	Kowloon East Cluster	01/01/2022	09/06/2023	YUNG Alan(龔亞倫)	KEC (01/01/2023 – 31/12/2023)	CHAN, Mars

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Steps

1. Select “View/Verify for a Trainee” from the menu.
2. Default training period is the current year.
3. Available trainees will be listed for reference.
4. User can search for the desired trainee with the pre-defined search criteria.
5. Enquiry a trainee
 - a. Press  in front of the desired record.
 - b. It goes to the training log book of the selected trainee.

5.1 Training Experience



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Welcome Leung, Wai Wah, Last Login: 09 Jun 2023 12:57

[Change Password](#) [Logout](#)

[View/verify for a trainee](#) [Batch Update Training Rotation](#)

Training Log Book

Type:	Basic Trainee	MCHK No.:	M9001
English Name:	YUNG Alan	Chinese Name:	翁亞倫
Parent Hospital:	Kowloon East Cluster	Current Position:	Resident

Quick Access

Training Experience
Surgical Records
Simulated Surgical Training
Active Assessment
Examinations ▲

Posts
Courses, Meetings and Workshops
Research Projects
Audit Activities
Presentations
Publications

Teaching Experiences
Membership
Leave Records


Posts held during Basic Training

Start Date	End Date	Training Center	Core Area	Trainer	Logbook Checking
01/01/2022	31/12/2022	Kowloon East Cluster	General	CHAN, Mars	☑
01/01/2023	31/12/2023	Kowloon East Cluster	Glaucoma	CHAN, Mars	

[Back to Trainee List](#)
[View Trainee Profile](#)

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Steps

1. Select “View/Verify for a Trainee” from the menu.
2. Select the desired trainee.
3. It goes to the Training Log Book – Training Experience by default.
4. Trainee general information will be shown throughout the log book.
5. Section Quick Access is the shortcuts to the corresponding menus. It will be shown throughout the log book.
6. ☑ will be indicated if the logbook checking has been completed.
7. User will be able to enquiry the following information when necessary.
 - Trainee Profile
 - Training Experience
 - Surgical Records
 - Simulated Surgical Training
 - Active Assessment
 - Examinations
 - Posts
 - Courses, Meetings and Workflows
 - Research Projects
 - Presentations
 - Publications
 - Teaching Experiences
 - Membership
8. Enquiry a record
 - a. Press  in front of the desired record.
 - b. It goes to the dedicated page for enquiry.

5.2 Leave Records

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Welcome Leung, Wai Wah, Last Login: 15 Jun 2023 11:10
Change Password Logout

View/verify for a trainee Batch Update Training Rotation

Training Log Book

Type:	Higher Trainee	MCHK No.:	M9001
English Name:	YUNG Alan	Chinese Name:	翁亞倫
Parent Hospital:	Kowloon East Cluster	Current Position:	Resident

Quick Access

Training Experience | Surgical Records | Simulated Surgical Training | Active Assessment | Examinations

Leave Records



Date	Leave Type/Deployment	No. of Leave Days
07/03/2022 ~ 11/03/2022	Annual Leave	5

Add

Back to Trainee List View Trainee Profile

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Steps


1. Select “Leave Records” from the quick access.
2. Available records will be listed for reference.
3. Add record
 - a. Press <Add>.
 - b. It goes to the blank page for data input.
 - c. Input the mandatory information.
 - d. Press <Submit>.
4. Edit a record
 - a. Press  in front of the desired record.
 - b. It goes to the edit page.
 - c. Apply the necessary change(s).
 - d. Press <Save>.
5. Delete a record
 - a. Press  at the end of the desired record.
 - b. Record will be deleted upon user confirmation.

Notes

1. Validation will be applied. Appropriate error/warning message will be prompted when necessary.

6 Batch Update Training Rotation

View/verify for a trainee
Batch Update Training Rotation



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Welcome Leung, Wai Wah, Last Login: 09 Jun 2023 12:57

[Change Password](#) [Logout](#)

Batch Update Training Rotation

Training Period: Training Center:

Training Rotation Records
*Trainer entry is optional for basic training

Trainee Type	Trainee	Start Date	End Date	Training Center	Core Area	Trainer	Status
<input type="checkbox"/> Basic Trainee	YUNG, Alan	<input type="text" value="01/01/2023"/>	<input type="text" value="31/12/2023"/>	<input type="text" value="Kowloon East Cl"/>	<input type="text" value="-- Please select -"/>	<input type="text" value="-- Please select -"/>	Pending <input style="float: right;" type="button" value="+"/>

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Steps

1. Select “Batch Update Training Rotation” from the menu.
2. Default training period is the current year.
3. Available rotation records will be listed for reference.
4. User can search for the desired trainee with the pre-defined search criteria.
5. Rotation information should be provided for the pending trainee.
6. Update rotation
 - a. Select the desired trainee and input/update the rotation information.
 - b. Press <Update>.
 - c. Status will be updated to Confirmed after successful update.
7. Add a new rotation
 - a. Press at the end of the desired trainee.
 - b. It creates a new line with the trainee information copied.
 - c. Select the record.
 - d. Press <Update>.
8. Delete a rotation
 - a. Select the desired record.
 - b. Press <Delete>.
 - c. Record will be deleted upon user confirmation.

Notes

1. Validation will be applied. Appropriate error/warning message will be prompted when necessary.