



iFOUR LIMITED

四端資訊科技有限公司

College of Ophthalmologists of Hong Kong ePortfolio

COS/Trainer 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 the To Do List 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 left, there is a logo for 'The College of Ophthalmologists of Hong Kong' with the text '香港眼科醫學院' and 'The College of Ophthalmologists of Hong Kong'. To the right, a user is logged in as 'LEE, Ka Keung', with a 'Last Login' of '21 Jun 2023 11:58'. Below the user name are links for 'Change Password' and a red 'Logout' button. A navigation bar below the header contains 'To Do List', 'View/verify for a trainee', and 'Mass view/verify'. The main content area is titled 'To Do List' and contains a table of tasks:

Task	Count	Action
Basic Training Application	1	>
Logbook Checking	0	>
Active Assessments	0	>
Part B Examination	0	>
Part C Examination	0	>
Part D Examination	0	>
Higher Training Application	0	>

At the bottom of the page, there is a footer with the email 'cohk@netnavigator.com' and the copyright notice '© 2022 The 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

香港眼科醫學院
College of Ophthalmologists of Hong Kong

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 To Do List

香港眼科醫學院
The College of Ophthalmologists of Hong Kong

Welcome LEE, Ka Keung, Last Login: 21 Jun 2023 11:58
Change Password Logout

To Do List View/verify for a trainee Mass view/verify

To Do List

Basic Training Application	1	>	Logbook Checking	0	>
Active Assessments	0	>			
Part B Examination	0	>			
Part C Examination	0	>			
Part D Examination	0	>			
Higher Training Application	0	>			


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Steps

1. Select “To Do List” from the menu.
2. Number of records which pending for endorsement/inspection will be indicated next to the corresponding section.
3. Click on the section to go to the corresponding section directly.

6 View/Verify for a Trainee

View/verify for a trainee
Batch Update Training Rotation



香港眼科醫學院
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
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.

6.1 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
 - Leave Records
8. Enquiry a record
 - a. Press  in front of the desired record.
 - b. It goes to the dedicated page for enquiry.

7 Mass View/Verify

7.1 Basic Training Application

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The College of Ophthalmologists of Hong Kong

Welcome LEE, Ka Keung, Last Login: 21 Jun 2023 11:58
Change Password Logout

To Do List View/verify for a trainee Mass view/verify

Quick Access

Basic Training Application | Simulated Surgical Training | Active Assessment | Logbook Checking | Exam Application ▲

Higher Training Application

Basic Training Application

Submission Date ~ Parent Hospital

Application Status Payment Status

Search Reset

Search Result


Submission Date	Parent Hospital	Applicant Name	Payment Status	Paid By	Application Status
21/06/2023	Kowloon Central Cluster	Wong Kam	Paid	Bank Transfer	Submitted

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Steps

1. Select “Mass View/Verify – Basic Training Application” from the menu.
2. Selected trainer is responsible for the basic training application endorsement.
3. Pending application endorsement will be listed by default.
4. Applications will be listed by submission date in descending order.
5. User can search for the desired record with the pre-defined search criteria.
6. Enquiry a record
 - a. Click on the desired application.
 - b. It goes to the enquiry page.

7.1.1 Application Endorsement



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The College of Ophthalmologists of Hong Kong

Welcome LEE, Ka Keung, Last Login: 21 Jun 2023 11:58

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

To Do List [View/verify for a trainee](#) [Mass view/verify](#)

Basic Training Application Form - Kam Wong (黃金)

Personal particular

Surname in English: Given Name in English:

Name in Chinese (optional): Gender: Male Female

HKID / Passport No.: HKID: Passport: MCHK NO.:

Home Address:

Home Telephone No. (optional): Home Fax (optional):

Mobile No.: Email Address:

Office Address:

Current Position: Office Telephone No.:

Office Fax (optional): Pager No. (optional):

Academic Qualifications

Medical School	Medical Degree	Awarding Date
1 HKU	MBBS	15/06/2021

Professional Qualifications

Qualification	Passing Examination Date / Awarding Date
No Data	

Training Experience

Current Training Post

Training Center	Title of Post	Training Period From
1 Kowloon Central Cluster	Resident	01/01/2023

Previous Training Posts

Training Center	Title of Post	Specialty
No Data		

Supporting Documents

Document	Description
1 <input type="button" value="Click to upload"/>	<input type="text" value="Certificate"/>

COS/Trainer Endorsement

Please select your COS/Trainer:

Declaration

I apply to register as Basic Ophthalmic Trainee of the College of Ophthalmologists of Hong Kong. I agree to be abided by the Training Curriculum and Rules and Regulations of the College.

Application Fee

Application Fee:

Payment

Payment Method: Bank-in Slip:

Please transfer to The College of Ophthalmologists of Hong Kong, Account no. 350-82-02899-8 at Shanghai Commercial Bank and upload proof of transfer in PDF/JPEG format (max file size: 1MB) etc.

I certify that

- This applicant has applied to be admitted to Basic Ophthalmology Training in my department.
- The recruitment process for trainee admission has been conducted in a fair and open manner and complied with the human resource policy of my hospital/ institution.
- The trainer to trainee ratio of 1:2 is satisfied. A trainer should have at least 2 years working experience in COHK-recognized training centres after obtaining FCOpth(HK) or the status of Specialist in Ophthalmology from the Medical Council of Hong Kong.
- The submitted supporting documents are true copies.

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Steps

1. Select “Mass View/Verify – Basic Training Application” from the menu.
2. Select the desired application.
3. Endorse an application
 - a. Press <Endorse>.
 - b. Application will be endorsed upon user confirmation.
4. Reject an application
 - a. Press <Reject>.
 - b. Application will be rejected upon user confirmation.

7.2 Simulated Surgical Training

The screenshot shows the user interface for Simulated Surgical Training. At the top, there is a header with the COHK logo and name, and a user welcome message for CHAN, Mars. Below the header is a navigation bar with options like 'To Do List', 'View/verify for a trainee', and 'Mass view/verify'. A 'Quick Access' section contains links for 'Basic Training Application', 'Simulated Surgical Training' (highlighted), 'Active Assessment', 'Logbook Checking', 'Logbook Inspection', 'Exam Application', and 'Higher Training Application'. The main section is titled 'Simulated Surgical Training' and features search filters for 'Training Period', 'Parent Hospital', 'Type', and 'Recommendation'. There are 'Search' and 'Reset' buttons. Below the filters is a 'Search Result' table with columns for Type, Parent Hospital, Trainee, Lecture Date and Time, Venue of Lecture, Practical Time, Venue of Practical, and Recommendation. The table contains five rows of data. At the bottom, there is a footer with contact information and a copyright notice.

Quick Access

Basic Training Application | **Simulated Surgical Training** | Active Assessment | Logbook Checking | Logbook Inspection ▲

Exam Application | Higher Training Application

Simulated Surgical Training

Training Period: -- Please select -- | Parent Hospital: -- Please select --

Type: -- Please select -- | Recommendation: -- Please select --

Search [] Reset []

Search Result


Type	Parent Hospital	Trainee	Lecture Date and Time	Venue of Lecture	Practical Time	Venue of Practical	Recommendation
☑ Cataract Extraction	Kowloon Central Cluster	WONG, Kelly	13/05/2023 00:00	5	20/05/2023 00:00	9	Pending
☑ Basic surgical Skill	Hong Kong East Cluster	LAI, Marvin	16/03/2023 10:10	dasf	16/03/2023 10:10	dsada	☑
☑ Cataract Extraction	Hong Kong East Cluster	LAI, Marvin	28/02/2023 03:00	2	15/03/2023 07:00	3	☑
☑ Basic surgical Skill	Kowloon East Cluster	YUNG, Alan	01/02/2023 10:00	Hong Kong Eye Hospital	01/02/2023 13:30	Hong Kong Eye Hospital	Pending
☑ Basic surgical Skill	Kowloon East Cluster	YUNG, Alan	16/01/2023 14:00	Hong Kong Eye Hospital	16/01/2023 15:00	Hong Kong Eye Hospital	☑

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Steps

1. Select “Mass View/Verify – Simulated Surgical Training” from the menu.
2. Selected trainer is responsible for the simulated surgical training assessment.
3. Records will be listed by submission date in descending order.
4. User can search for the desired record with the pre-defined search criteria.
5. Enquiry a record
 - a. Click on the desired application.
 - b. It goes to the enquiry page.

7.2.1 Record Endorsement


香港眼科醫學院
The College of Ophthalmologists of Hong Kong
Welcome CHAN, Mars, Last Login: 21 Jun 2023 12:33
[Change Password](#) [Logout](#)

To Do List View/verify for a trainee Mass view/verify ▾

Simulated Surgical Training

Type	<input type="text" value="Basic surgical Skill"/>	Covered Modules	<input type="text" value="Glaucoma (for laser)"/>
Lecture Date and Time	<input type="text" value="01/02/2023 10:00"/>	Venue of Lecture	<input type="text" value="Hong Kong Eye Hospital"/>
Practical Date and Time	<input type="text" value="01/02/2023 13:30"/>	Venue of Practical	<input type="text" value="Hong Kong Eye Hospital"/>
Trainer	<input type="text" value="CHAN Mars"/>	Trainee	<input type="text" value="YUNG, Alan"/>

Assessment (completed by COS/Trainer)


Recommendation	Date
<input type="text" value="Pending"/>	<input type="text" value="07/06/2023"/>
Comments/Suggested areas for Improvement (if any)	
<input style="width: 100%; height: 100%;" type="text"/>	

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Steps

1. Select “Mass View/Verify – Simulated Surgical Training” from the menu.
2. Select the desired record.
3. Endorse a record
 - a. Press <Endorse>.
 - b. Record will be endorsed upon user confirmation.
4. Reject a record
 - a. Press <Reject>.
 - b. Record will be rejected upon user confirmation.

7.3 Logbook Inspection



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College of Ophthalmologists of Hong Kong

Welcome CHAN, Mars, Last Login: 13 Jun 2023 18:25

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

[To Do List](#) | [View/verify for a trainee](#) | [Mass view/verify](#)

Quick Access

Basic Training Application
Simulated Surgical Training
Active Assessment
Logbook Checking
Logbook Inspection
▲

Exam Application
Higher Training Application

Logbook Inspection

Training Period: Parent Hospital:


Checking Status:

Search Result


Type	Parent Hospital	Trainee	MCHK No.	Reason	Status	
<input checked="" type="checkbox"/>	Higher Trainee	Kowloon Central Cluster	WONG, Kelly	M1234	Logbook Inspection for Part D Exam Application	Pending
<input checked="" type="checkbox"/>	Higher Trainee	Kowloon Central Cluster	WONG, Kelly	M1234	Logbook Inspection for Part D Exam Application	Pending
<input checked="" type="checkbox"/>	Higher Trainee	Hong Kong East Cluster	ZHANG, John	M2234	Logbook Inspection for Part D Exam Application	Pending
<input checked="" type="checkbox"/>	Basic Trainee	Kowloon East Cluster	YUNG, Alan	M9001	Logbook Inspection for Higher Training Application	Pending

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Steps

1. Select “Mass View/Verify – Logbook Inspection” from the menu.
2. Selected trainer is responsible for the higher training application and Part D examination logbook inspection.
3. Pending logbook inspection will be listed by default.
4. User can search for the desired record with the pre-defined search criteria.
5. Enquiry a record
 - a. Press  in front of the desired record.
 - b. It goes to the enquiry page.

7.3.1 Logbook Inspection


香港眼科醫學院
College of Ophthalmologists of Hong Kong
Welcome CHAN, Mars, Last Login: 13 Jun 2023 18:25
Change Password Logout

To Do List View/verify for a trainee Mass view/verify ▾

Logbook Inspection

Type:	<input type="text" value="Basic Trainee"/>	MCHK No.:	<input type="text" value="M9001"/>
English Name:	<input type="text" value="YUNG, Alan"/>	Chinese Name:	<input type="text" value="龔亞倫"/>
Parent Hospital:	<input type="text" value="Kowloon East Cluster"/>	Current Position:	<input type="text" value="Resident"/>
Basic Training Start Date:	<input type="text" value="01/05/2021"/>	Higher Training Start Date:	<input type="text"/>

Items	Checked
• Training Experience	<input type="checkbox"/>
• Surgical Records	<input type="checkbox"/>
• Simulated Surgical Training	<input type="checkbox"/>
• Active Assessments	<input type="checkbox"/>
• Examinations	<input type="checkbox"/>
• Employment History	<input type="checkbox"/>
• Posts	<input type="checkbox"/>
• Courses, Meetings and Workshops	<input type="checkbox"/>
• Research Projects	<input type="checkbox"/>
• Audit Activities	<input type="checkbox"/>
• Presentations	<input type="checkbox"/>
• Papers	<input type="checkbox"/>
• Teaching Experiences	<input type="checkbox"/>
• Membership	<input type="checkbox"/>
• Leave Records	<input type="checkbox"/>

Cancel
Save

▲

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Steps

1. Select “Mass View/Verify – Logbook Inspection” from the menu.
2. Select the desired record.
3. Examination history and training experience summary will be shown for reference.
4. Inspect a record
 - a. Check the checkboxes.
 - b. Press <Save>.
 - c. <Submit> will be shown when all the checkboxes are checked and record is saved.
 - d. Press <Submit> to confirm the inspection.

Notes

1. Record cannot be updated after submission.

7.4 Exam Application


香港眼科醫學院
 College of Ophthalmologists of Hong Kong

 Welcome CHAN, Mars, Last Login: 12 Jun 2023 17:28
[Change Password](#) [Logout](#)

To Do List
View/verify for a trainee
Mass view/verify ▾

Quick Access

Basic Training Application
Simulated Surgical Training
Active Assessment
Logbook Checking
Logbook Inspection ▲

Exam Application
Higher Training Application

Exam Application

Submission Date - Parent Hospital

Exam Intake Application Status


Parent Hospital	Trainee	Submission Date	Examination	Type	Payment Status	Application Status	Result
KEC	YUNG, Alan	12/06/2023	AFCOphthHK Part B Examination 2022	Full Examination	Pending	Submitted	N/A
HKEC	ZHANG, John	17/03/2023	FCOphthHK Part D Examination 2023	Full Examination	Paid	Approved by College	Pass
HKEC	ZHANG, John	17/03/2023	AFCOphthHK Part C Examination 2022	All sections	Paid	Approved by College	Pass
HKEC	ZHANG, John	17/03/2023	AFCOphthHK Part B Examination 2022	Full Examination	Paid	Approved by College	Pass
HKEC	ZHANG, John	17/03/2023	AFCOphthHK Part B Examination 2022	Full Examination	Paid	Approved by College	Fail
KCC	WONG, Kelly	17/03/2023	AFCOphthHK Part B Examination 2022	Full Examination	Paid	Approved by College	Pass
KCC	WONG, Kelly	17/03/2023	AFCOphthHK Part B Examination 2022	Full Examination	Paid	Approved by College	Partially Pass
HKEC	LAI, Marvin	13/03/2023	AFCOphthHK Part B Examination 2022	Full Examination	Paid	Approved by College	Pass

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Steps

1. Select “Mass View/Verify – Exam Application” from the menu.
2. Selected trainer is responsible for the Part B, C and D examinations endorsement.
3. Applications will be listed by submission date in descending order.
4. User can search for the desired record with the pre-defined search criteria.
5. Enquiry a record
 - a. Click on the desired application.
 - b. It goes to the enquiry page.

7.4.1 Application Endorsement



香港眼科醫學院
College of Ophthalmologists of Hong Kong

Welcome CHAN, Mars, Last Login: 12 Jun 2023 17:28

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

[To Do List](#) [View/verify for a trainee](#) [Mass view/verify](#)

AFCOphthHK Part B Examination 2022

Application Form

Surname in English	<input type="text" value="YUNG"/>	Given Name in English	<input type="text" value="Alan"/>
Name in Chinese(optional)	<input type="text" value="龔亞倫"/>	MCHK No.	<input type="text" value="M9001"/>
Mobile No.	<input type="text" value="55443322"/>	Fax No.	<input type="text"/>
Parent Hospital	<input type="text" value="Kowloon East Cluster"/>	Email Address	<input type="text" value="carmanlam+cohk@i4deas.com"/>
Corresponding Address	<input type="text" value="3/F, 111 King's Road"/>		
	<input type="text" value="North Point"/>		
	<input type="text" value="Hong Kong"/>		

Examination History

Examination	Date	Fee (HK\$)	Payment Status	Paid By	Equivalent	Result	Status
AFCOphthHK Part A	27/02/2022	500	Paid	Bank Transfer	N/A	Pass	Rejected by College
AFCOphthHK Part A	05/03/2021	0			Part A	Pass	Approved by College

Past Ophthalmic Training

Type	Hospital	Start Date	End Date	No. of months
Basic Trainee	Kowloon East Cluster	01/01/2022	31/12/2022	11
Basic Trainee	Kowloon East Cluster	01/01/2023	31/12/2023	11

Total:22

Declaration

I have read and understood the information and shall comply with the regulations relating to the examination I wish to apply for.

Application Fee

Full Examination
 5-7 sections
 1-4 sections

COS / Trainer Endorsement

Please select your COS/Trainer

Cancel
Reject
Endorse


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Steps

1. Select "Mass View/Verify – Exam Application" from the menu.
2. Select the desired application.
3. Examination history and training experience summary will be shown for reference.
4. Endorse an application
 - a. Press <Endorse>.
 - b. Application will be endorsed upon user confirmation.
5. Reject an application
 - a. Press <Reject>.
 - b. Application will be rejected upon user confirmation.

7.5 Higher Training Application



香港眼科醫學院
College of Ophthalmologists of Hong Kong

Welcome CHAN, Mars, Last Login: 13 Jun 2023 16:54

Change Password Logout

To Do List View/verify for a trainee Mass view/verify

Quick Access

Basic Training Application | Simulated Surgical Training | Active Assessment | Logbook Checking | Logbook Inspection ▲

Exam Application | **Higher Training Application**

Higher Training Application

Submission Date ~

Application Status

Parent Hospital

Payment Status

Search


Submission Date	Parent Hospital	Application Name	Payment Status	Paid by	Application Status
13/06/2023	Kowloon East Cluster	YUNG Alan	Pending	N/A (unpaid)	Submitted
17/03/2023	Hong Kong East Cluster	ZHANG John	Paid	Cheque	Approved by College
13/03/2023	Hong Kong East Cluster	LAI Marvin	Paid	Bank Transfer	Approved by College
13/03/2023	Kowloon Central Cluster	WONG Kelly	Paid	Cheque	Approved by College

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Steps

1. Select “Mass View/Verify – Higher Training Application” from the menu.
2. Selected trainer is responsible for the higher training application endorsement.
3. Applications will be listed by submission date in descending order.
4. User can search for the desired record with the pre-defined search criteria.
5. Enquiry a record
 - a. Click on the desired application.
 - b. It goes to the enquiry page.

7.5.1 Application Endorsement



香港眼科醫學院
College of Ophthalmologists of Hong Kong

Welcome CHAN, Mars, Last Login: 13 Jun 2023 16:54

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To Do List
View/verify for a trainee
Mass view/verify ▼

Higher Training Application Form

Personal particular

Surname in English <input type="text" value="YUNG"/>	Given Name in English <input type="text" value="Alan"/>
Name in Chinese(optional) <input type="text" value="龔亞倫"/>	MCHK No. <input type="text" value="M9001"/>
Mobile No. <input type="text" value="55443322"/>	Email Address <input type="text" value="carmanlam+cohk@i4deas.com"/>
Parent Hospital <input style="font-size: 0.8em; border: none; background: none; border-bottom: 1px solid #ccc;" type="text" value="Kowloon East Cluster"/>	Current Position <input type="text" value="Resident"/>
Corresponding Address <input type="text" value="3/F, 111 King's Road"/>	
<input type="text" value="North Point"/>	
<input type="text" value="Hong Kong"/>	

Supporting Document

Document	Description	
1 <input type="button" value="Click to upload"/>	Museum_Origl. <input type="text" value="Certificate"/>	

COS / Trainer Endorsement

Endorsed by <input style="font-size: 0.8em; border: none; background: none; border-bottom: 1px solid #ccc;" type="text" value="CHAN, Mars"/>	Endorsed Date <input style="font-size: 0.8em; border: none; background: none; border-bottom: 1px solid #ccc;" type="text" value="-- Please select --"/>
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Application Status

Payment Status <input style="font-size: 0.8em; border: none; background: none; border-bottom: 1px solid #ccc;" type="text" value="Pending"/>	Application Result <input style="font-size: 0.8em; border: none; background: none; border-bottom: 1px solid #ccc;" type="text" value="Submitted"/>
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Declaration

I apply to register as Higher Ophthalmic Trainee of the College of Ophthalmologists of Hong Kong. I agree to be abided by the Training Curriculum and Rules and Regulations of the College.

Cancel
Reject
Endorse

▲

Email: cohk@netvigator.com
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Steps

1. Select “Mass View/Verify – Higher Training Application” from the menu.
2. Select the desired application.
3. Endorse an application
 - a. Press <Endorse>.
 - b. Application will be endorsed upon user confirmation.
4. Reject an application
 - a. Press <Reject>.
 - b. Application will be rejected upon user confirmation.