

# EAE Certification TEE eLogbook



This presentation will give you an overview on the TEE eLogbook platform.

# 1<sup>st</sup> step: access to the platform

Candidates will be granted access to the platform upon exam results

Sign In - Windows Internet Explorer

http://elogbookeae.escardio.org/\_layouts/login.aspx?ReturnUrl=%2f

Sign In

## Sign In

User name:

Password:


Sign me in automatically

My ESC Login & password

# 2<sup>nd</sup> step: the platform

- Create the logbook
- candidates platform user guide

EAE electronic log book Welcome EAELB Candidate [372487] ▾

 **EAE electronic log book**  
EUROPEAN ASSOCIATION OF Echocardiography

**EAE electronic log book**

**Log Books**

- My log books
- Recycle Bin

**Welcome Dear Candidate**

Welcome to the eLobook platform. Congratulations for having successfully passed the written part of the Certification Process.

You may now follow the 4 steps of the platform to submit your eLogbook.

ESC Certification Office


**My Logbooks**

Created	Exam	Candidate number	Sub-specialty	Date sent by post	Date received by post	Status
<b>Status: Draft (1)</b>						
25/03/2011 11:13	TEE TEST 9mars	TEE11030003-Nic	TEE			Draft

**I want to...**

URL	Notes
<a href="#">Create a new logbook ...</a>	
<a href="#">Sign out</a>	

**Type Name**

	<a href="#">TTE E-log book candidate user guide 1101</a>
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# 3<sup>rd</sup> Step: Section 1 - initiate the creation of the logbook

EAE electronic log book > Log books

## New log book

1. Create logbook



2. Attach recommendation

letters



3. Upload clinical cases



4. Logbook summary



### Logbook info

Status: Creation

1) Create your log book by filling the "General Information" section below.  
2) Once done, click on "Next" or on the sign "2. Attach mandatory documents" to move further with the creation of your log book.

Please NOTE that :

- At any stage of the creation of the log book, you can :
  - a. Exit (and come back to it at a later stage) by clicking on "Save as draft"
  - b. Come back to a previous section by clicking on "Back".
- All information are saved automatically upon entry.

Please contact EAE Accreditation Office at [ee@escardio.org](mailto:ee@escardio.org) for any question.

Next

Save as draft

### General information

Subject *	TTE
Exam *	Demo ESC
Language for logbook submission *	French
Institute *	Demo ESC
Name *	JP
Address *	JP

1 Click on the arrow and select TTE or TEE

2 Choose the exam session you have attended

3 Select the language in which your documents and the logbook is submitted: it will be sent to graders able to review in this language

4 Please indicate the name of your institute/hospital

5 Indicate your name (small letters) and SURNAME (capital letters) for printing the certificate.

6 Indicate the address where you wish to receive your certificate

# 4<sup>th</sup> step: Section 2 - Attach recommendation letters (templates on EAE TEE Certification web page

The screenshot shows the 'EAE electronic log book' interface. The main navigation bar includes: 1. Create logbook, 2. Attach recommendation letters (highlighted with a red box), 3. Upload clinical cases, and 4. Logbook summary. Below this, the 'Logbook info' section shows 'Status: Draft' and 'Created: 05/02/2009'. The 'Step 2 - Attach recommendation letters' section contains instructions: 1. Attach documents listed below (authorised formats are .pdf, .tif, .xls, .doc). All documents are mandatory. One file maximum per document can be uploaded. Templates can be found at the web site: [www.escardio.org/communities/EAE/accreditation/TEE](http://www.escardio.org/communities/EAE/accreditation/TEE); 2. Once done, click on "Next" or the sign "3. Upload clinical cases" to move to step 3. Navigation buttons for 'Back', 'Next', and 'Save as draft' are visible. The 'Attachments' table below lists three items:

Attachment #	Description	Action
Attachment #0	Letter from the supervisor testifying that the candidate has performed and reported 250 clinical transthoracic cases	Browse... Attach
Attachment #1	Letter from the supervisor documenting training and the review of studies undertaken by the candidate	Browse... Attach
Attachment #2	Summary sheet of the cases submitted	Browse... Attach

Upload the 3 requested documentation – templates available on:  
<http://www.escardio.org/communities/EAE/certification/TEE/Pages/aims.aspx>  
Section STEP 2 – Documents to submit with your logbook.




This screenshot shows the 'Attachments' table after files have been uploaded. Each row includes a 'Delete' button:

Attachment #	File Name	Description	Action
Attachment #0	Letter N°1.doc	Letter from the supervisor testifying that the candidate has performed and reported 250 clinical transthoracic cases	Delete
Attachment #1	Letter N°2.doc	Letter from the supervisor documenting training and the review of studies undertaken by the candidate	Delete
Attachment #2	Letter N°3.doc	Summary sheet of the cases submitted	Delete

# 5<sup>th</sup> step: Section 3 - Upload the 6 clinical cases

EAE electronic log book > Log books > TTE09020025-MUN

## New log book

1. Create logbook  2. Attach recommendation letters  **3. Upload clinical cases**  4. Logbook summary 

**Logbook info**  
Status: Draft  
Created: 05/02/2009

**Step 3 - Upload clinical cases**

- Upload 6 clinical cases whose split is as follows: **1 case of Isc LV, 1 case of AS, 1 case of MR, 1 case of AR, 1 normal case and 1 case at the choice of the candidate**  
**IMPORTANT:** Each clinical case should be documented accordingly with anonymised video, pictures and the related report (see requirements [here](#)). Authorised videos, picture formats: .avi, .mpg, .mpeg, .wmv, .jpg, .jpeg, .bmp, .tiff (**.DICOM not valid**)
- Upon completion, click on "Next" or "4. Logbook summary"

**Tip**  
TO REDUCE UPLOAD TIME, PLEASE MAKE SURE TO COMPRESS THE VIDEOS ON YOUR COMPUTER BEFORE UPLOADING THEM.

*For guidance, please refer to the user guide or contact [EAE@escardo.org](mailto:EAE@escardo.org)*

Back Next Save as draft

**Video cases**

Select clinical case  **Please ensure you select the right case**

New clinical case (at least one video (max size 25 MB) and one report)

Uploaded clinical cases [Refresh]

There are no items to show in this view.

Browse... Attach...

1 Click on the arrow and choose the right case number.

2 Browse your documents and find the appropriate case  
3 Click on Attach document



Uploading in progress...



Please wait while your file is being uploaded  
**0% done**

Cancel

# Review of uploaded videos

**Video cases**

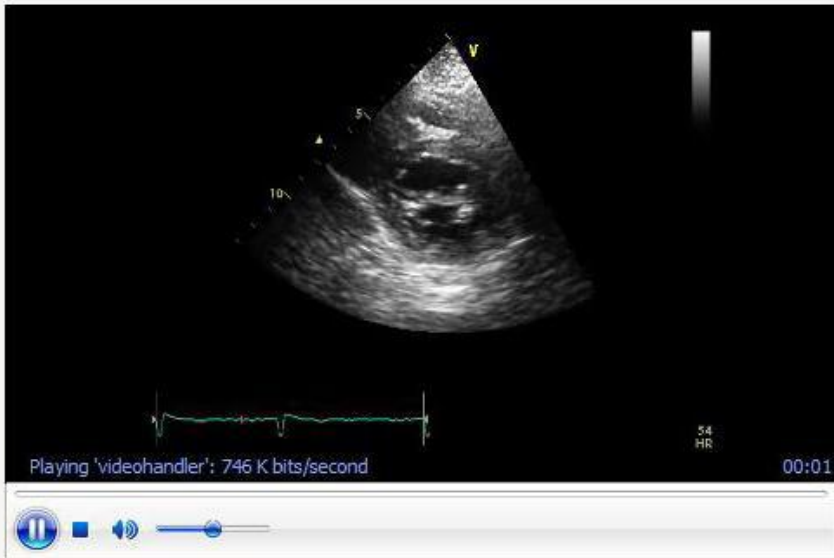
Select clinical case #6 ▾  
**Please ensure you select the right case**

New clinical case (at least one video (max size 25 MB) and one report)

Uploaded clinical cases [\[Refresh\]](#)

- Case # : 1 (2)
  - Report case 1.doc
  - Video 1.avi
- Case # : 2 (2)
  - Report case 2.doc
  - video 2.avi
- Case # : 3 (2)
  - Report case 3.doc
  - video 3.avi
- Case # : 4 (2)
  - Report case 4.doc
  - video 4.avi
- Case # : 5 (2)

**Video Player:**



Playing 'videohandler': 746 K bits/second 54 HR 00:01

# 6<sup>th</sup> step: Section 4 – Logbook summary

Once you have completed sections 1 to 3, you can access the section "4. Logbook summary" which summarises the status of the logbook creation as displayed on the following screen.

EAE electronic log book

Welcome eaelb\_candidate

This Site: EAE electronic log bo

EAE electronic log book

EAE electronic log book > Log books > CHD08100012-Lyo

## New log book

1. Create logbook
2. Attach recommendation letters
3. Upload clinical cases
4. Logbook summary

**i** **Logbook info**  
Status: Draft  
Created: 22/10/2008

Before submitting your log book, ENSURE that all sections are completed (a "y" sign should appear beside each section of the log book in the window below).  
Your log book will not be submitted for review until all sections are complete.  
Please note that once submitted, you will no longer be able to modify your log book.

Back Submit Save as draft

### Log book summary / résumé


Task description	Task status
Section 1 - General information - log book creation	✓
Section 2 - Recommendation letters	✓
Section 3 - Upload clinical cases	✗

This screen indicates that section 3 is not complete:  
**NOT OK to submit**

The sign "✓" means that the relevant section is complete and the sign "✗" means that this is incomplete. In order to be able to submit the log book, all sections should have a "✓" status.


# eLogbook ready for submission


EAE electronic log book Welcome eaelb\_candidate | ?


 **EAE electronic log book** This Site: EAE electronic log bc


EAE electronic log book > Log books > TTE09020025-MUN


## New log book

1. Create logbook 

2. Attach recommendation letters 

3. Upload clinical cases 

4. Logbook summary 

 **Logbook info**  
Status: Draft  
Created: 05/02/2009

**Step 4 - Logbook summary**

Before submitting your logbook, ENSURE that all sections are complete (a sign ✓ should appear beside each section of the logbook in the window below). If a cross ✗ appears, please update the relevant section by clicking on "Back" or the section number in the overhead menu.

Your logbook will not be submitted for review until all sections are complete.

Please note that once submitted, you will no longer be able to modify your logbook and you will be prompted on the E-logbook home page.

*For guidance, please refer to the user guide or contact [EAE@escardio.org](mailto:EAE@escardio.org)*

Back Submit Save as draft

**Log book summary / résumé**

Task description	Task status
Section 1 - General information - log book creation	✓
Section 2 - Recommendation letters	✓
Section 3 - Upload clinical cases	✓

## 7<sup>th</sup> step: Submitted eLogbook(s) summary

You will be prompted back on the E-Logbook home page. Your logbook will be indicated like this:

☰ Status : Submitted (1)

TTE09020025-MUN

TTE

TTE - ESC Munich 2008

Submitted

The ESC Certification Office will receive an automatic e-mail mentioning that a log book has been submitted.

In addition, you will also receive an automatic e-mail to inform you that the EAE Certification Office has received your logbook and that it will be reviewed within the next 2 weeks. **Note that from now on you will be able view the logbook in read-only but will not be able to make any changes.**

For further information, please refer to the [EAE TEE Certification web page](#).

[ESCcertification@escardio.org](mailto:ESCcertification@escardio.org)