



EACVI
European Association of
Cardiovascular Imaging

EACVI Certification

Logbook creation guide



ESC
European Society
of Cardiology

1st Step:

Ensure that you are using Internet Explorer as your browser

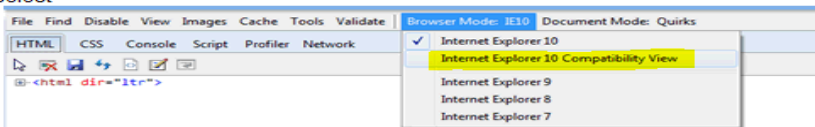


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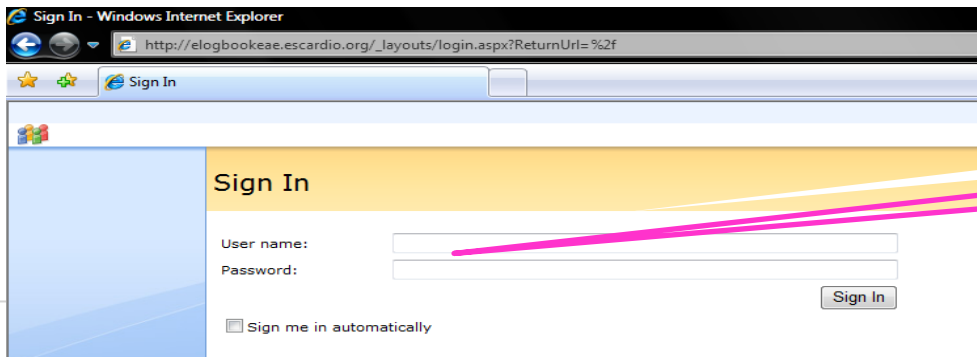
Sometimes you have to do the following to ensure that the browser is in compatible mode with the platform (this depends on your version of IE):

To put into compatible mode follow these steps:

1. Go to the home page of the elogbook platform (this is sent to you in your pass results letter)
2. Before you sign in . Press F12 on your keyboard.
3. Select:



4. Press F12 again
5. Sign into the logbook session – **Access is granted upon reception of exam results**



My ESC Login & password



2nd step: Create the logbook



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EAE electronic log book

Welcome JuliePoirey

EAE electronic log book

Log Books

- My log books
- Recycle Bin

Welcome Dear Candidate

Welcome to your EAE E-logbook platform. Congratulations for having successfully passed the written part of the TTE Accreditation.

You may now follow the 4 steps of the platform to submit your E-logbook.

EAE Accreditation Office

My log books follow-up

Edit	Candidate number	Sub-specialty	Exam	Date sent by post	Date received by post	Status
There are no items to show in this view of the "Log books" list.						

I want to...

- Create a new logbook ...
- Sign out
- Add new link

Type	Name
TTE E-log book can	the user guide 0509 V.JP

Please ignore this user-guide:
It is out of date

3rd step: Section 1

Complete the first general info of logbook



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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 eae@escardio.org for any question.

1 Click on the arrow and select TTE

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

6 Indicate the address where you wish to receive your diploma

General information

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

Address for diploma delivery

Ensure that you select the correct Exam!!



4th step: Section 2

Attach letters and case logbook lists

TTE – 250 cases over 1 year

TOE – 125 cases over 2 years (75 if already TTE certified)

The screenshot displays the EACVI (European Association of Cardiovascular Imaging) logbook interface. At the top right, the EACVI logo and name are visible. The main content area is titled 'Logbook info' and shows the status as 'Draft' and the creation date as '05/02/2009'. Below this, 'Step 2 - Attach recommendation letters' is highlighted. It contains two numbered 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/TTE. 2. Once done, click on 'Next' or the sign '3. Upload clinical cases' to move to step 3. A note at the bottom of the step instructions says: 'For guidance, please refer to the user guide or contact EAE@escardio.org'. To the right of the instructions are three buttons: 'Back', 'Next', and 'Save as draft'. Below the instructions is an 'Attachments' section with two rows. Each row has a text input field, a 'Browse...' button, and an 'Attach' button. The first row is for 'Attachment #0' and the second for 'Attachment #1'. The text for Attachment #0 is 'Letter from the supervisor testifying that the candidate has performed and rep...' and for Attachment #1 is 'Letter from the supervisor documenting training and the review of studies unde...'. A red-bordered box on the right side of the screenshot contains the text 'Upload the 2 requested documents'.

The templates can be found on the website:

TTE: <https://www.escardio.org/Education/Career-Development/Certification/Adult-Transthoracic-Echo>

TOE: <https://www.escardio.org/Education/Career-Development/Certification/Adult-Transoesophageal-Echo>

5th step: Section 3

Upload the 6 clinical cases



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Ignore the guides to cases written IN the platform itself:



Instead you must use **the pdf media guides** that can be found on the website at the top of the following pages:

TTE: <https://www.escardio.org/Education/Career-Development/Certification/Adult-Transthoracic-Echo>

TOE: <https://www.escardio.org/Education/Career-Development/Certification/Adult-Transoesophageal-Echo>

Naming Files:

When you name the files it is best to avoid putting in any symbols or spaces

→ Avoid: ^&*()_-=~#.?/ and so on.

New log book



letters



Created: 05/02/2009

Step 3 - Upload Cases

1. Upload the following: 1 case of Isc IV, 1 case of AR, 1 normal case and 1 candidate
IMPORTANT! The candidate should be documented accordingly with related report (see requirements here).
Anonymise the files (e.g., .avi, .mpg, .mpeg, .wmv, .jpg, .png, .tif) and add the extension (id).
2. Upon completion click on "View 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@escandio.org

Remember to ignore this

[← Back](#)

 Next

 Save as draft

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

Video cases

Select clinical case

Please ensure you select the right case

#1 ▼

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...

Uploading in progress...



Please wait while your file is being uploaded
0% done

Cancel

REMEMBER:



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Reports:

1. Must be anonymous
2. Must be the originals
3. Must not contain patient's names

You may need to use a marker to remove the names

Media:

1. Must be only from the approved media formats:

Authorised media formats:	.avi
	.mpg
	.mepg
	.wmv
	.jpeg
	.bmp
	.tiff

(.DICOM and .rar are **NOT** valid)

2. Try to be between 5-20MB
3. NOT be uploaded in zip files
4. Do not put any symbols, icons or spaces in the file names

Naming files:

Better to name the file:

e.g. Case1video2, case3report,
case4image3 etc.

Recommendation 5
> save cases on a hard disk or external storage (computer/USB key...)
> Name each case using the following format: case#_videoX, case#_report (ie. Case1_videosA, case3_report etc.)
> Try and keep video files below 5 MB

Review of uploaded videos



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Video cases

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

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

Uploaded clinical cases [Refresh]

Case #	Report	Video
Case # : 1 (2)	Report case 1.doc	Video1.avi
Case # : 2 (2)	Report case 2.doc	video2.avi
Case # : 3 (2)	Report case 3.doc	video 3.avi
Case # : 4 (2)	Report case 4.doc	video 4.avi
Case # : 5 (2)		

Context menu for Case # 4:

- Play
- Download
- Delete

If you need to delete anything you can easily delete as seen above Often you will need to:

1. Delete
2. refresh the browser (at the top of the internet explorer browser page)
3. Delete again

→ The process of deletion is not always instantaneous!



6th step: Section 4

Logbook Summary



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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.

The screenshot shows the 'EAE electronic log book' interface. At the top, there's a navigation bar with 'EAE electronic log book' and a search bar. Below it, a breadcrumb trail reads 'EAE electronic log book > Log books > CHD081000 12-Lys'. The main heading is 'New log book'. A progress bar at the top shows four steps: 1. Create logbook (plus icon), 2. Attach recommendation letters (stack of papers icon), 3. Upload clinical cases (film strip icon), and 4. Logbook summary (document with arrow icon). Below this, a 'Logbook info' box shows 'Status: Draft' and 'Created: 02/10/2008'. A message states: 'Before submitting your log book, ENSURE that all sections are completed (a "✓" sign should appear beside each section of the log book in the screen 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.' To the right are buttons for 'Back', 'Submit', and 'Save as draft'. Below this is a 'Log book summary / résumé' section with a table:

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

A red box highlights the 'Task status' column, specifically the '✗' status for Section 3. A text box at the bottom right states: '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.



ESC

Elogbook is now ready for submission



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EAE electronic log book

Welcome eaelb_candidate

This Site: EAE electronic log bo

EAE electronic log book

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

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	✓

7th step: Submitted eLogbook summary



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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

1. The EACVI Certification office will receive an automatic email mentioning that you have submitted your logbook

2. You will receive an automatic email to inform you that it has been received by the certification office.

Note: from now on you will be able to view your logbook as “read only” and no further changes can be made.

Please note: Your logbook is checked first by administrative staff at the European Heart House and then, all being well, will be sent to reviewers to grade.

The grading process can take up to 3 months

→ If anything is missing the logbook will be returned to you and you must make the requested changes within 2 weeks. **Remember: you will need to “submit” the logbook again once the changes are made.**

Thank you



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For further information please either refer to the website:

TTE:

<https://www.escardio.org/Education/Career-Development/Certification/Adult-Transthoracic-Echo>

TOE:

<https://www.escardio.org/Education/Career-Development/Certification/Adult-Transoesophageal-Echo>

Or use the ESC Contact us:

<https://www.escardio.org/Contact>