EACVI Certification

Logbook creation guide
1st Step:

Ensure that you are using Internet Explorer as your browser

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
2nd step: Create the logbook

Please ignore this user-guide:
It is out of date
3rd step: Section 1

Complete the first general info of logbook

1. Create logbook

2. Attach recommendation letters

3. Upload clinical cases

4. Logbook summary

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)

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

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.
5th step: Section 3 (cont)

Remember to ignore this

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.
REMEMBER:

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:

<table>
<thead>
<tr>
<th>Authorised media formats:</th>
</tr>
</thead>
<tbody>
<tr>
<td>.avi</td>
</tr>
<tr>
<td>.mpg</td>
</tr>
<tr>
<td>.mepg</td>
</tr>
<tr>
<td>.wmv</td>
</tr>
<tr>
<td>.jpeg</td>
</tr>
<tr>
<td>.bmp</td>
</tr>
<tr>
<td>.tiff</td>
</tr>
</tbody>
</table>

   (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

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Naming files:
Better to name the file: e.g. Case1video2, case3report, case4image3 etc.
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!
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 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 is now ready for submission
7th step: Submitted eLogbook summary

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

![Status: Submitted (1)]

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

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