

# National Ophthalmology Training & Education Database (NOTeD) User Guide

#### Helpdesk support

Office hour: Mon – Fri 9am to 8pm (excl Public Holiday)

- Tel: 03 4041 8615 / 4042 8615
- Fax: 03 4041 1615

Off office hour, please contact:

Amy – 019-2732568

**NOTeD** Application General Overview

# NOTeD

#### NOTeD :

- The NOTeD is a web based system developed primarily for the use of candidates training in the specialty of Ophthalmology in Malaysia. Candidates undergoing basic ophthalmology or sub-specialty training in Malaysia are required to register with the NOTeD for the purpose of recording all of their training exposure.
- 2. Ophthalmologists practicing in Malaysia who wish to keep an online record of their professional exposure may also find it useful.

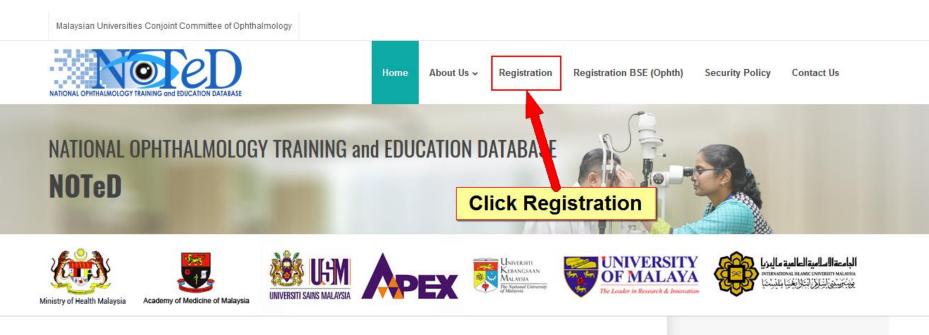
# NOTeD

- 3. The progress of the candidate's training will be monitored and reported upon by supervisors via the system. Core components of the NOTeD include an electronic logbook (synchronised with the National Eye Database), analysis of surgical performance, logging of ophthalmology activities and training milestones as well as assessments by supervisors.
- 4. Registration for the Basic Sciences Examination (Ophthalmology) will be available on the website.
- 5. Information relevant for training will also be posted on this website.

### Website

# www.noted.org.my

#### At the home page, click Registration menu





#### Not registered? Sign up here >> Apply BSE (Ophthalmology) >>

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The progress of the candidate's training will be monitored and reported upon by supervisors via the system. Core components of the NOTeD include an electronic loopbook (synchronised with the

#### Sign in to NOTeD



NEWS & EVENTS

Complete the Registration Form. Asterisk (\*) indicates compulsory field. Incomplete data, file upload and payment will not be processed by Secretariat.

	equest Form - Create a below and click the Submit button	a New Account		
Home → Registration				
Create Login				
Email Address* :	Note: Email notification will be sent to this registered	email address.		
Personal Details				
Photo :				
Full Name* :				
MyKad* :		Passport* :		
Medical Council Registration No :		Current year APC No. :		
Date of birth* :	dd-mm-yyyy	Gender* :	⊚ Male    ⊚ Female	
Address for correspondence :				
Telephone No :	(eg: 03-98765432)	Mobile No :	(eg: 0198765432)	

• Different purpose of submission will require different information to be completed

Purpose of Submiss	ion							
This submission is for the following purpose* :	<ul> <li>Medical Officer in Eye Department</li> <li>Formal Training Program</li> <li>Sub-specialty Training Program</li> <li>Maintenance of Professional Logbook</li> <li>Include as Supervisor</li> </ul>							
Category of Ophthalmology Training* :								
Date Passed BSE* :	dd-mm-yyyy	Estimated Day						
Date of Admission* :	dd-mm-yyyy	Estimated Day						
University* :		•						
System* :	💿 In Campus 💿 Out Campus 💿 Fl	oaters						

• Click • ADD to add new Professional Qualifications and Posting record. You can add one or more records for these sections

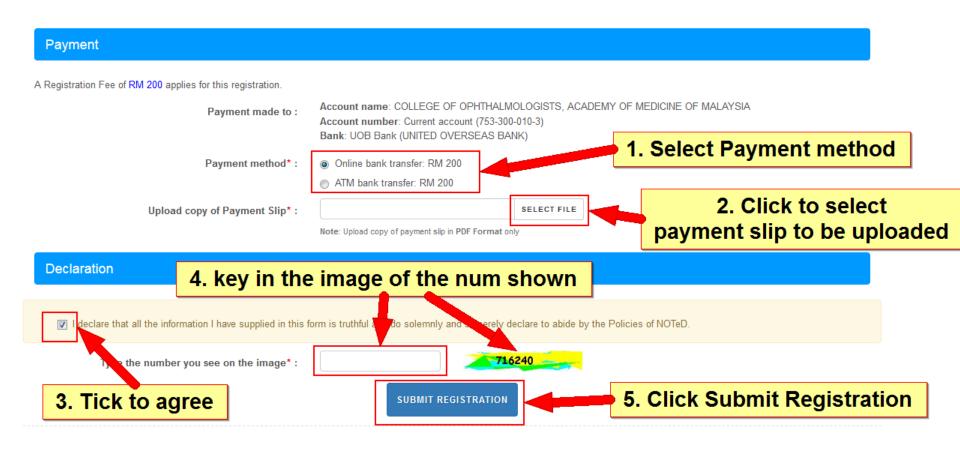
Pr	Professional Qualifications									
						🖕 ADD				
No.	Qualification Type	Specify qualification (e.g: Bachelor of Medicine, MBBS, MD, etc)	University / Institution	Year of Graduation	Certificate					
1	•				Browse No file selected.	REMOVE				

#### Posting

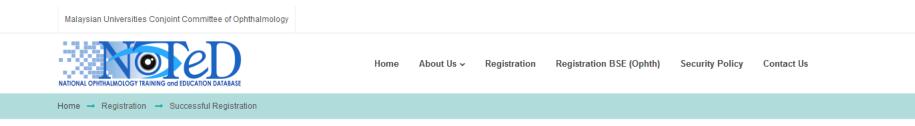
Note: Kindly specify your postings since housemanship

No.	University / Institution	Date From	Date To	Supervisor's Full Name (1)	Supervisor's Full Name (2)		
1						REMOVE	

Payment is applicable for each purpose of submission (\*\*subject to change) irrespective whether you have paid previously for the hardcopy logbook.



#### Registration has completed successfully.



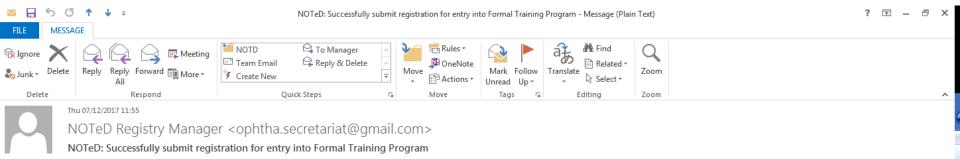
#### SUCCESSFUL REGISTRATION!

You have successfully completed the registration form. Your registration will be submitted for approval by MUCCO. Kindly await for the status of your application via your registered email at .com.my

👌 номе



#### An autoemail will be sent to you to acknowledge receipt of your registration



TEST LIM

To

#### Dear TEST LIM

You have successfully submitted your application for entry into Formal Training Program. Your application will be reviewed as soon as possible. We will inform you through this email once your application has been approved.

#### Thank you.

National Ophthalmology Training and Education Database (NOTeD)

(This is an auto generated email, thus no reply required)

Upon approval by NOTeD manager, you will receive an autoemail to indicate successful registration.



NOTeD: Registration for entry into Formal Training Program has been approved

To TEST LIM

#### Dear TEST LIM

Thank you for submitting your registration to the National Ophthalmology Training and Education Database (NOTeD) for entry into Formal Training Program.

Your registration has been approved.

Thank you

With warm regards, National Ophthalmology Training and Education Database (NOTeD)

(This is an auto generated email, thus no reply required)

#### You will also receive another email that provide you the login information.

Welcome to NOTeD (Autoemail) - Message (Plain Text)



Thu 07/12/2017 12:36

NOTeD Registry Manager <ophtha.secretariat@gmail.com>

Welcome to NOTeD (Autoemail)

To TEST LIM

ы

#### Dear TEST LIM,

Re: NOTeD First Time Login access information

NOTeD management would like to welcome your participation and contribution to the success of National Ophthalmology Training and Education Database (NOTeD).

This is the 'First Time Login' access information for you to access NOTeD. For information security you are to change your access information immediately upon receiving this letter

1. Login to www.noted.org.my

2. Enter the 'Username' and 'Password' given below to activate your NOTeD account.

Username : com.my Password : (Case Sensitive)

3. Update your own identity that you could remember; new 'Username' and new 'Password'.

You shall be responsible to NOTeD information confidentiality. You shall not at anytime or under any circumstances reveal your identity that you just created to any unauthorized party and shall take all steps to prevent discovery and/or disclosure of your access right to any unauthorized party. The password can be changed regularly.

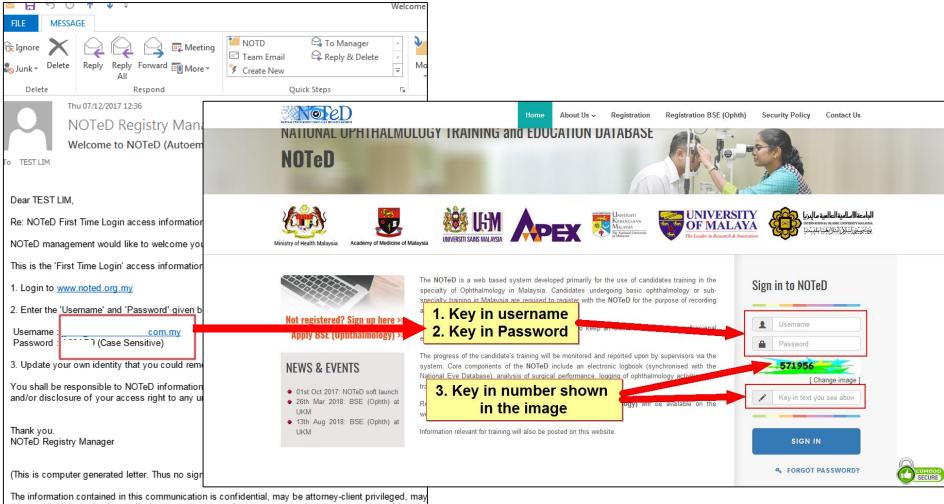
Thank you. NOTeD Registry Manager

(This is computer generated letter. Thus no signature required.)

The information contained in this communication is confidential, may be attorney-client privileged, may constitute inside information, and is intended only for the use of the addressee. It is the property of the company of the sender of this e-mail. Unauthorized use, disclosure, or copying of this communication or any part thereof is strictly prohibited and may be unlawful. If you have received this communication in error, please notify us immediately by return e-mail and destroy this communication and all copies thereof, including all attachments.

# Sign In

#### Go to <u>www.noted.org.my</u> and key in the username and password specified in the email to login.



The information contained in this communication is confidential, may be attorney-client privileged, may this e-mail. Unauthorized use, disclosure, or copying of this communication or any part thereof is strict and destroy this communication and all copies thereof, including all attachments.

# First Time Login

#### Complete the details required to create your login account

NATIONAL OPHTHALMOLOGY TRAINING and EDUCATION D	ATABASE (NOT	eD)	& Welcome TEST LIM ( Trainee / Doctor )	Hom
First Time Login				update
Note: This screen is for the first time us Red asterisk (*) indicates the field is many Please update your user information. Your 'New User Name' only can be created onc 'New Password' and 'Retype New Password' 'New Password' and 'New User Name' can 'New Password' and old Password' canno 'New Password' and should contain at lea	datory and must be fill r email address will be e and should contain ord' must match. nnot be same. ot be same.	e used to reset back your password if you forgot your password in future.		X
User Information				
	Title : Full Name * : Email * :	Ms TEST I com.my Note: Email notification will be sent to this registered email address.		
Login Information				
	Old User Name : Old Password * : ew User Name * :	com.my  •••••  tes  Note: New User Name for first time login only. You will not be able to change it again.		
	Jser Password* : Jser Password* :	e.g: MyPassword123		
			ck Submit changes	

# First Time Login

#### Successful first time login. Click to continue.

59:35 NATIONAL OPHTHA	LMOLOGY TRAINING and EDUCATION DATABASE (NOTeD)	Welcome Ms TEST LIM ( Trainee / Doctor )
Activity     My Account	First Time Login Success	
Personal Details Training Milestone • Posting • Log Book • CCA Record Examination Record BSE (Ophthalmology)	User information, new username and password updated! Please use new username and new password for next login. Click to continue Click to continue Click to continue Click to continue	
Image: Report / Statistics         Image: Data Download         Image: Change Password         Image: Support         Image: Change: Data Download		

# Alert / Pending Task

# Click the link at pending task to confirm your posting and rotation information

9:47 NATIONAL OPHTHAL	MOLOGY TRAINING and EDUCATION DATABASE (NOTeD)	8 Welcome Ms TEST LIM ( Trainee / Doctor )
E Activity		
My Account	♠ Activity	
Personal Details	My Milestone : Master (Ophthalmology)	
Training Milestone <ul> <li>Posting</li> </ul>	ACTIVITY	Formal Training Program - Master (Ophthalmology)
<ul> <li>Log Book</li> <li>CCA Record</li> <li>Examination Record</li> <li>BSE (Ophthalmology)</li> </ul>	<ul> <li>Alert &amp; Pending Task!</li> <li>Please click here to confirm your Posting in Formal Training Program - Master (Ophthalmology).</li> </ul>	X
Report / Statistics     Data Download	Cataract Surgery CUSUM Chart (Under Construction)	
<ul><li>Change Password</li><li>Support</li></ul>	Click have	
🖒 Log Out	Click here	

# Posting

# Click on the current posting location for the logbook purpose. Then click Save & Add Rotation

6:55 NATIONAL OPHTHALM	10LOGY TRAINING and	EDUCATION DATABASE	(NOTeD)			👗 V	Velcome TEST LIM ( Trainee / Doctor
Activity     My Account     Personal Details     Training Milestone	Activity <b>1. Cl</b> Doctor Nam Programme	It will auto-f	a row below to ould like to cro ill into the bla to add rotation	eate the log nk form be	gbook for. Iow for you		arch:
	Posting History List						
		o-fill into the form below. Only save	Date From	ogbook purpose, else set	the posting as history in the	2nd Supervisor	<b></b>
	70 H	Hospital Kuala Lumpur	01-01-2012	31-12-2017	Dr ABC		
	72 t	est	01-01-201	31-12-2011	Dr DEF		
	POSTING Posting Date Postin		Non SDP)	To : 31-12-2017		T	Complete
	Supervis	or : 1st Supervisor : TEST SUPERVISOR A		•	specify FULL Name: Iame NOT appear in the drop dow me	n list, please specify 1st	data where applicable
		2nd Supervisor :		•	specify FULL Name: name NOT appear in the drop doo me	wn list, please specify 2nd	
	3. Click Sa	ave & Add Rota	ation	ave & Add Rotation			

#### Posting Rotation • Key in the rotation details and click Save Changes

59:47 NATIONAL OPHTHAL	MOLOGY TRAINING and ED	UCATION DATABASE (NO	OTeD)			B Welcome TEST LIM (Trainee / Doctor )
Activity     My Account	$\clubsuit$ $\rangle$ Activity $\rangle$ Posting List $\rangle$ Rotati	on - Update Record	Key in rota	tion details		
Personal Details Training Milestone	Doctor Name Programme	TEST LIM Formal Training Program		University Category	University of Malaya Master (Ophthalmology)	
<ul> <li>Posting</li> <li>Log Book</li> </ul>	ROTATION			,		Update Record
<ul> <li>CCA Record</li> <li>Examination Record</li> </ul>	Posting :	Hospital Kuala Lumpur on 01-0	1-2012 to 31-12-2017			
BSE (Ophthalmology)	Rotation at* :	Hospital Kuala Lumpur				
In Report / Statistics	Subspecialty* : 📽	Vitreo-retinal Surgery		✓ If others, please s subsp		
🛓 Data Download	Date Start* :	01-01-2012		Date	e End : 31-12-2012	
Change Password	1st Supervisor :					•
Support	2nd Supervisor :					•
🖒 Log Out						
	2. Click	Save Change	s <b>ener</b>	Save changes		

#### Posting Rotation You can add more than 1 rotation by clicking Add Rotation button.

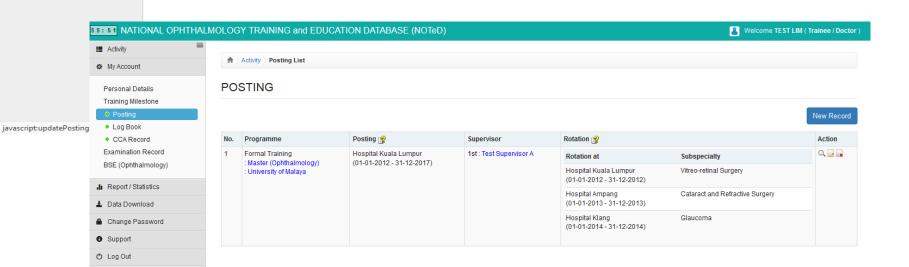
Once you have completed, click Save Changes

NATIONAL OPHTHALM	DLOG	Y TRAINING and EDU	JCATION DATABASE (NOTeD)							🔒 Welcome TEST L	IM ( Trainee / Doctor )
vity	$ \uparrow\rangle$	Activity $ angle$ Posting List $ angle$ Postin	g - Update Record								
		or Name ramme	TEST LIM Formal Training Program			University Category		University o Master (Op		у)	
	POS	TING									Update Record
		Posting* : Date Posting : Supervisor :	Hospital Kuala Lumpur From* : 01-01-2012 1st Supervisor : 2nd Supervisor :		•	If 1st Super Supervisor's 2nd Supe	visor, specify FULL Na visor's name NOT appear s full name rvisor, specify FULL N rvisor's name NOT appea	r in the drop dov	Add if y ro	Click Rotation ou have more tations	
	Rotati	ion List							🔶 Add	Rotation	
	No.	University / Institution	Subspecialty	Date Start	Date E	ind	1st Supervisor	2nd Supervi	isor /	Action	
	1	Hospital Kuala Lumpur	Vitreo-retinal Surgery	01-01-2012	31-12-	-2012			1		
	2	Hospital Ampang	Cataract and Refractive Surgery	01-01-2013	31-12-	-2013			i	2 🖍	
	3	Hospital Klang	Glaucoma	01-01-2014	31-12-	-2014			i	<b>2 x</b>	



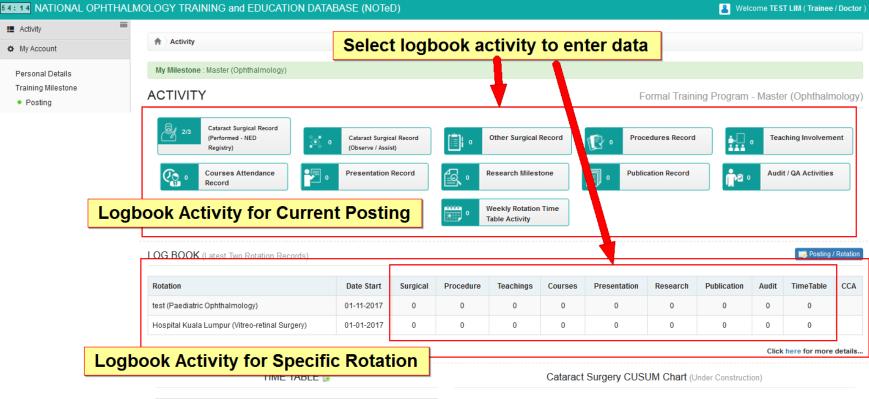
# Posting List At the posting list, set all past postings as posting history After you've set, the record will disappear from Posting list

59:10 NATIONAL OPHTHALI	MOLOG	Y TRAINING and EDUC	ATION DATABASE (NOTeD)			👗 Welcome TEST LIM	( Trainee / Doctor )
E Activity							
My Account		Activity Posting List					
Personal Details Training Milestone	PO	STING					
Posting							New Record
Log Book     OOA Bassard	No.	Programme	Dopting (4)	Supervisor	Potation (1)		Action
<ul> <li>CCA Record</li> </ul>	NO.	Programme	Posting 🧝	Supervisor	Rotation 😭		ACUON
Examination Record	1	Formal Training : Master (Ophthalmology)	Hospital Kuala Lumpur (01-01-2012 - 31-12-2017)	1st : Test Supervisor A	Rotation at	Subspecialty	Q. 🖉 🗙
BSE (Ophthalmology)		: University of Malaya	(01-01-2012 - 31-12-2017)		Hospital Kuala Lumpur (01-01-2012 - 31-12-2012)	Vitreo-retinal Surgery	
I Report / Statistics					Hospital Ampang	Cataract and Refractive Surgery	
🛓 Data Download					(01-01-2013 - 31-12-2013)		
Change Password					Hospital Klang (01-01-2014 - 31-12-2014)	Glaucoma	
<ul> <li>Support</li> </ul>						Click to set as	as posting history
එ Log Out	2		test (01-01-2010 - 31-12-2011)	1st : Dr DEF		Posting History	- <b>-----</b>



#### Begin Logbook Return to Dashboard page to begin entering your logbook.

#### Please refer to the Logbook User Guide for more details



DAY	AM	РМ
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		