

National Ophthalmology Training & Education Database (NOTeD) User Guide

Helpdesk support

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

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NOTeD Application General Overview

NOTeD

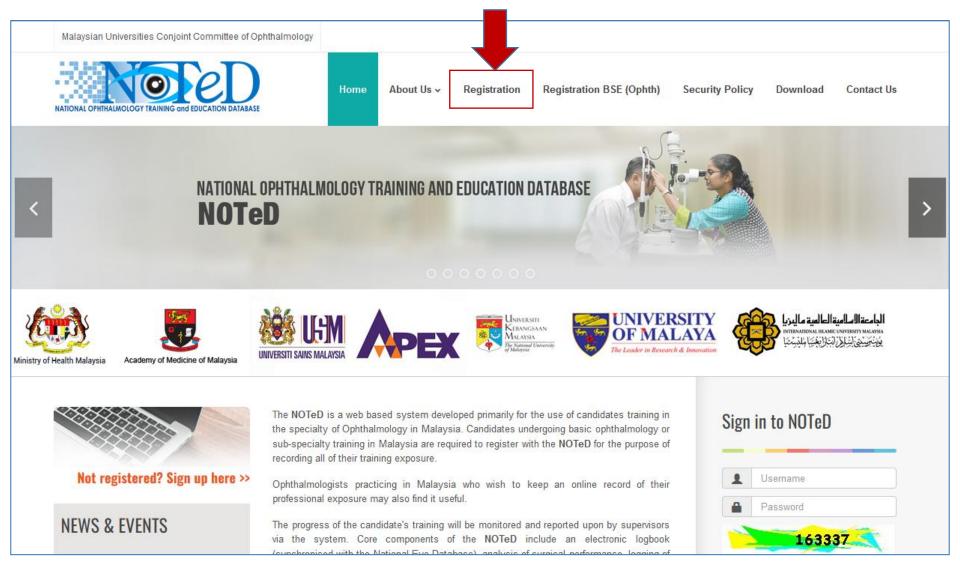
- 1. The NOTeD is a web based system developed primarily for the use of candidates training in the specialty of Ophthalmology in Malaysia. Candidates undergoing basic ophthalmology or sub-specialty training in Malaysia are required to register with the NOTeD for the purpose of recording all of their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

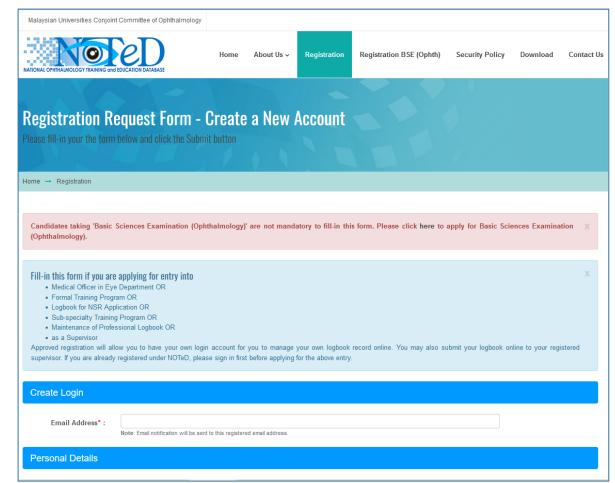
www.noted.org.my



• At the home page, click <u>Registration</u> menu



- Registration to create new account.
- If email already exist, that means you have already registered before. Click the 'Forgot Password' link to retrieve back you username and password. Login first if you wish to register for new program or BSE (if any).
- Candidates taking 'Basic Sciences Examination (Ophthalmology)' are not mandatory to fill-in this form but will need to apply for Basic Sciences Examination (Ophthalmology) in a separate form.



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

NoveD	Home	About Us 🗸	Registration	Registration BSE (Ophth)	Security Policy	Download	Contact Us
Create Login							
Email Address* :	Note: Email notification will be sent to this regis	tered email address.					
Personal Details							
Photo :							
	144×192 SELECT PHC	то					
Full Name* :	Note: i) Passport sized photo must be in jpg / jpeg / pr ii) Photo file name can't contain any of the follow	ig format only. ving character: \ / : + ?	?"<>I				
MyKad* :			Passport* :				
Medical Council Registration No :	Click here to search.	Curre	ent year APC No. :				
Date of birth* :	dd-mm-yyyy		Gender* :	O Male O Fema	le		
Address for correspondence :							
Telephone No* :	(eg: 03-98765432)		Mobile No :	(eg: 0198765432)			

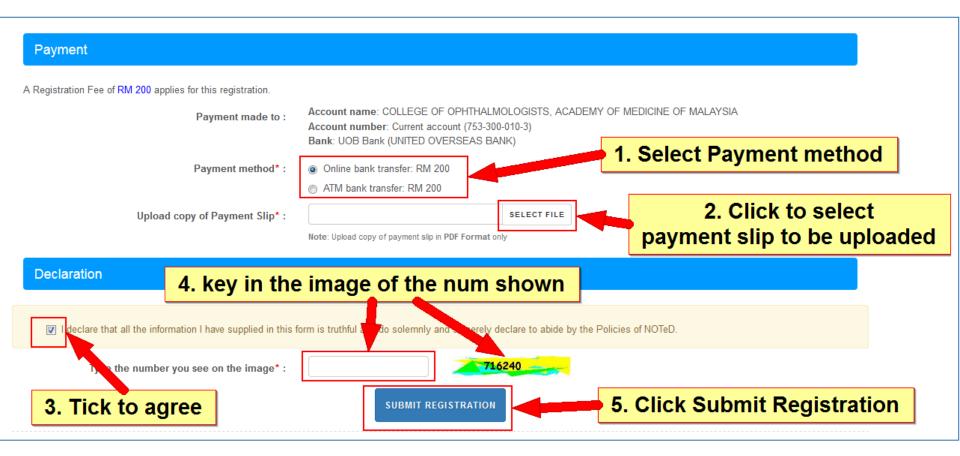
• Different purpose of submission will require different information to be completed

Purpose of Submissi	on			
This submission is for the following purpose* :	 Medical Officer in Eye Departm Formal Training Program Logbook for NSR Application Sub-specialty Training Program Maintenance of Professional Lo Include as Supervisor 			
Category of Ophthalmology Training* :	O Master (Ophthalmology)	FRCOphth	O Others	
Date Passed BSE* : Date of Admission* : University / Institution* :	dd-mm-yyyy dd-mm-yyyy	Estimated Day		~
System* :	O In Campus	O Out Campus	O Floaters	

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

Pr	ofessional Qualification	IS				
						ADD
No.	Qualification Type	Specify qualification (e.g: Bachelor of Medicine, MBBS, MD, etc)	University / Institution	PDF file	cate certificate in PDF Format only. name can't contain any of the ng character: \/: * ? " <> I ').	
1	~ ·			Brows	e No file selected.	REMOVE
	Medical Degree House Officer Training Postgraduate Degree Others					_
Pc	osting					$\mathbf{+}$
						💠 ADD
No.	University / Institution	Date From	n 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.

Malaysian Universities Conjoint Committee of Ophthalmology
NATIONAL OPHTHALMOLOGY TRAINING and EDUCATION DATABASE
Home About Us - Registration Registration BSE (Ophth) Security Policy Download Contact Us
Home → Registration → Successful Registration
SUCCESSFUL REGISTRATION! You have successfully completed the registration form. Your registration will be submitted for approval by MUCCO secretariat. Kindly await for the status of your application via your registered email at demonoted@gmail.com. TO HOME

An email will be sent to you to acknowledge receipt of your registration.

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	🚽 🖻 🖉 📥 🖣	▶) ₹	NOTe	D: Successf	fully submit registration fo	or entry into Formal	Training Pr	rogram - Mess	age (Plain Text)		_		×
	Message												0
Reply	Reply Forward to All Respond			Other Actions •	Block Not Junk Sender	Categorize Follow Up + Options	/ Mark as Unread	 A Find A Related ▼ Select ▼ Find 					
From: To: Cc: Subject:	DEMO SUTDE				into Formal Training Prog	ram				Sent	: Mon 12	2/06/2023	8:57 PM
Dear You as s Than Nati	DEMO SUTDEN have success oon as possil k you.	T A fully submi ble. We wil nology Trai											

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

	🚽 🤊 Ŭ 🔺 🕇	₹	NOTeD: Registrat	tion for entry into Formal	Training Program ha	s been app	proved - Messa	ge (Plain Text)	—		×
9	Message										۲
Reply	Reply Forward to All Respond	Delete Move to C Folder ~	Rule Actions *	Block Not Junk Sender Junk E-mail 9	Categorize Follow Up + Options	Mark as Unread	 ♣ Find ♣ Related * ♣ Select * Find 				
From:		ply@altussolutions.co	om.my]					Sent:	Mon 12/	/06/2023 9	:14 PM
To: Cc:	DEMO SUTDE	INT A									
Subject:	NOTeD: Reg	istration for entry in	nto Formal Trainin	g Program has been appro	oved						
Dear	DEMO SUTDEN	ТА									
Than	k vou for su	bmitting your	registrati	on to the Nationa	1 Ophthalmolo	gv Trai	ning and F	ducation Database (NOT	eD) for	r entrv	,
	-	ning Program.	-			5,		(,	
Your	registratio	n has been ap	proved.								
Than	k you										=
	k jou										
	warm regard: onal Ophthali		ng and Educ	ation Database (N	OTeD)						
	-		-								
(Thi	s is an auto	generated em	ail, thus n	o reply required)							-

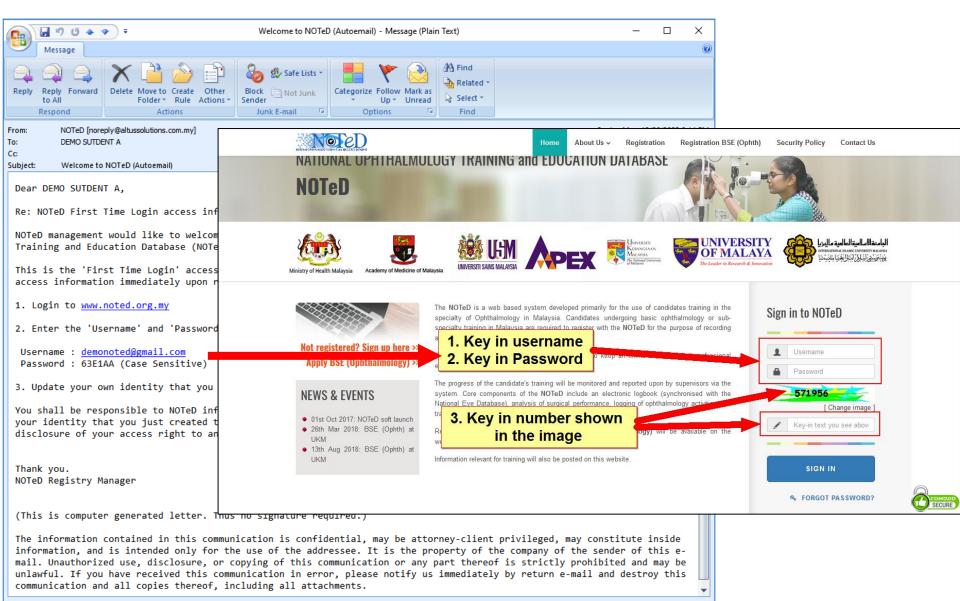
• You will also receive another email that provide you the login information.

communication and all copies thereof, including all attachments.

🖬 🗐 😈 🐟 🗇 🔻 Welcome to NOTeD (Autoemail) - Message (Plain Text) — 🗌	×
Message	0
Reply Reply Forward Polete Move to Create Other Block Not Junk Categorize Follow Mark as Related ~ Respond Actions Junk E-mail Options Find	
rom: NOTeD [noreply@altussolutions.com.my] Sent: Mon 12/06/2023 9:1 fo: DEMO SUTDENT A C: subject: Welcome to NOTeD (Autoemail)	4 PM
Dear DEMO SUTDENT A,	
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 : <u>demonoted@gmail.com</u> Password : 63E1AA (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	

Sign In

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



First Time Login

Complete the details required to create your login account.

56 NATIONAL OPHTHALMOLOGY TRAINING and EDUCAT	TION DATABASE (NOTeD)	Need help? 두	省 demonoted@gmail.com
Activity ∑ First Time Login			
irst Time Login			update
Note: This screen is for the first time user only.			х
 Red asterisk (*) indicates the field is mandatory and must be f Please update your user information. Your email address will b 'New User Name' only can be created once and should contair 'New Password' and 'Retype New Password' must match. 	e used to reset back your password if you forgot your password in future.		
 'New Password' and 'New User Name' cannot be same. 'New Password' and 'Old Password' cannot be same. 'New Password' and should contain at least 6 characters. 	1. Complete th	ne deta	ils.
User Information			
Title: Full Name [*] :	Dr DEMO SUTDENT A	~	
Email * :	demonoted@gmail.com Note: Email notification will be sent to this registered email address.		
Login Information			
Old User Name: New User Name *:	demonoted@gmail.com demo7671 Note: New User Name for first time login only. You will not be able to change it again.		
Confirm New User Name*: New Password * :	demo7671 2. Click button	'Submit	changes'.
Confirm New Password * :	e.g: MyPassword123		0
	Submit changes		

First Time Login

Successful first time login. Click to continue.

58:26 NATIONAL OPHTHALMO	LOGY TRAINING and EDUCATION DATABASE (NOTeD)	Need help? 🗭	👗 demo7671 🗸
NATIONAL OPHTHALMOLOGY TRAINING and EDUCATION DATABASE	First Time Login Success		
Welcome Dr DEMO SUTDENT A You are accessing your UKM Master (Ophthalmology) record.	User information, new username and password updated! Please use new username and new password for next login.		
L Activity	✓ Click to continue		
My Account			
Personal Details Training Milestone Posting Log Book CCA Record Examination Record LOGIN ACCOUNT Change Password			
I Report / Statistics			
🛓 Data Download			
Training Curriculum			
Support			
ථ Log Out			

Alert / Pending Task

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

58:05 NATIONAL OPHTHALMO	OGY TRAINING and EDUCATION DATABASE (NOTeD)	Need help? •	💄 demo7671 🗸
	Activity		
Welcome Dr DEMO SUTDENT A	My Milestone : Master (Ophthalmology)		
You are accessing your UKM Master (Ophthalmology) record.	ACTIVITY	UKM Maste	er (Ophthalmology)
E Activity			
My Account	Alert & Pending Task!		x
Personal Details	 Please click here to confirm your Posting in UKM Master (Ophthalmology). You vyour posting and rotation. 	will be able to add your logbook	record once you add
Training Milestone			
Posting	Posting/Rotation	Examination Result	
Log Book	- Pending Posting	Enternation Robert	
 CCA Record 	⁰ Confirmation ⁰		
Examination Record			
LOGIN ACCOUNT			
Change Password	_		
Report / Statistics			
🛓 Data Download			
Training Curriculum			
 Support 			
Ů Log Out			

Posting

59:43 NATIONAL OPHTHALMOLOGY TRAINING and EDUCATION DATABASE (NOTeD) Need help? 📮 🔏 demo7671 🗣 Activity > Posting List > Posting - New Record Doctor Name DEMO SUTDENT A Universiti Kebangsaan Malaysia University Welcome Dr DEMO SUTDENT A Programme Formal Training Program Category Master (Ophthalmology) You are accessing your UKM Master (Ophthalmology) record. Important! Activity 1. Click on the data row below to select your current posting that you would like to create the logbook for. It will auto-fill into the POSTING blank form below for you to proceed to add rotation record (if applicable). My Account 2. If the new posting is not on the Posting List data row, fill-in the POSTING form manually. 3. Click the Reset button in the POSTING form if you have accidentally click the Posting List data row to clear the hidden id. Personal Details Training Milestone Posting Search: Log Book Posting List (Click on the data row below to auto-fill into the form) CCA Record Posting ID Posting Date From Date To 1st Supervisor 2nd Supervisor Examination Record 5525 Test Hospital A 01-06-2023 LOGIN ACCOUNT Showing 1 to 1 of 1 entries Change Password Report / Statistics Lata Download POSTING New Record Training Curriculum Posting* : \sim Support Date Posting : To : From* C Log Out dd-mm-yyyy dd-mm-yyyy Note: If supervisor's name not appear in the drop down list, please email IT Admin or submit feedback @ (with supervisor's name, email and institution / hospital name) to request add supervisor in the drop down list. This is to make sure that your supervisor can access your logbook, else you can just fill-in your supervisor's name in the specify text below. Supervisor : 1st Supervisor : 1st Supervisor, specify FULL Name: \sim If 1st Supervisor's name NOT appear in the drop down list, please specify 1st Supervisor's full name 2nd Supervisor : 2nd Supervisor, specify FULL Name: \sim If 2nd Supervisor's name NOT appear in the drop down list, please specify 2nd Supervisor's full name Save & Add Rotation Reset

Posting

			Posting List
NATIONAL OPHTHALMOLOGY TRAINING and EDUCATION DATABASE	Doctor Name	DEMO SUTDENT A	List of posting that you have entered upon registration.
You are accessing your UKM Master (Ophthalmology) record.	Programme	Formal Training Program	The record will disappear once you
Activity		w below to select your current post below for you to proceed to add rota	sting that have set as current posting in your
My Account	2. If the new posting is	not on the Posting List data row, f on in the POSTING form if you hav	, fill-in
Personal Details	5. Olick the Reset but		
Training Milestone Posting 			Search:
 Log Book 	Posting List (Click at		
 CCA Record 		n the data row below to auto-fill into osting	
Examination Record		est Hospital A 01-06-202	
LOGIN ACCOUNT	Showing 1 to 1 of 1 e		
Change Password	Showing I to I of I e	สนาขอ	
Report / Statistics			
🛓 Data Download	POSTING		New Record
Training Curriculum			
 Support 	Posting* :		~
C Log Out	Date Posting :	From* : dd-mm-yyyy	To : dd-mm-yyyy
	email and institutio	n / hospital name) to request add s	wn list, please email IT Admin or submit feedback ট (with supervisor's name, d supervisor in the drop down list. This is to make sure that your supervisor our supervisor's name in the specify text below.
	Supervisor :	1st Supervisor :	1st Supervisor, specify FULL Name:
			If 1st Supervisor's name NOT appear in the drop down list, please specify 1st Supervisor's full name
		2nd Supervisor :	2nd Supervisor, specify FULL Name:
			If 2nd Supervisor's name NOT appear in the drop down list, please specify 2nd Supervisor's full name
		Sat	ave & Add Rotation Reset

Posting

59:43 NATIONAL OPHTHALMOLO	GY TRAINING and E	EDUCATION DATAB	ASE (NOTeD)		Need help? 🖵	🔒 demo7671
NATIONAL OPHTHALMOLOGY TRAINING Grid EDUCATION DATABASE	Activity ≥ Post	ing List $ ight angle$ Posting - Nev	v Record			
Welcome Dr DEMO SUTDENT A You are accessing your UKM Master (Ophthalmology) record.	Doctor Name Programme	DEMO SUTDEN Formal Training		University Category	Universiti Kebangsaan Master (Ophthalmology	
Posting Form	POSTING blank for 2. If the new posting	orm below for you to pr ng is not on the Postir	oceed to add rotation g List data row, fill-in	record (if applicable). the POSTING form manual	e the logbook for. It will auto-fil ly. List data row to clear the hide	
. Click on the data row on he 'Posting List' to select our current posting that	Posting List (CII	ick on the data row belo	w to auto-fill into the t	orm)	Search:	
ou would like to create the	Posting ID	Posting	Oate From	○ Date To ○ 1st Supe	ervisor 🗘 2nd Superv	visor 🗘
ogbook for. It will auto-fill	5525	Test Hospital A	01-06-2023		•	
nto the POSTING blank form below for you to proceed to add rotation	Showing 1 to 1 o					
ecord (if applicable).	POSTING					New Record
2. If the new posting is not on the Posting List data row, ill-in the POSTING form nanually.	Posting* Date Posting			To : dd-mm-yyyy	`]	
3. Click the Reset button in he POSTING form if you	email and insti	tution / hospital name	to request add supe		submit feedback 곱 (with supe This is to make sure that you fy text below.	
have accidentally click the Posting List data row to clear the hidden id.	Supervisor	: 1st Supervisor :		1st Supervisor, s	pecify FULL Name:	
clear the hidden id.					ame NOT appear in the drop ecify 1st Supervisor's full	
 Click Save & Add Rotation o proceed. 		2nd Supervisor		2nd Supervisor, s	pecify FULL Name:	
					ame NOT appear in the drop ecify 2nd Supervisor's full	
			4 Save &	Add Rotation Reset		

Posting Rotation

	POSTING					New Record
Posting Form						
	Posting* :	Test Hospital A ~				
Fill-in Posting form and	Date Posting :	From* :		To :		
click Save & Add Rotation to		01-06-2023		31-07-2023		
proceed.	Note: If supervisor's r	ame not appear in the drop down li	st, please email IT A	dmin or submit feedback ⊠ (w	ith supervisor's name, em	ail and institution /
		uest add supervisor in the drop dow ie in the specify text below.	n list. This is to mak	e sure that your supervisor ca	n access your logbook, e	lse you can just fill-in
Upon successful save,	Supervisor :	1st Supervisor : 1st Supervisor, specify FULL Nan			L Name:	
page will navigate to		TEST SUPERVISOR	~			
Rotation form.				If 1st Supervisor's name NOT ap please specify 1st Supervisor's		
		2nd Supervisor :		2nd Supervisor, specify FU	LL Name:	
	J		~	If 2nd Supervisor's name NOT a		
				please specify 2nd Supervisor's		
			Save & Add Rot	ation Reset		
			Save & Add Rot	Reset		
		,				
	1					
Rotation Form	ROTATION					New Record
Rotation Form ≻Fill-in Rotation form and		Test Hospital A on 01-06-2023 to 3	11-07-2023			New Record
➤Fill-in Rotation form and	Posting :	Test Hospital A on 01-06-2023 to 3	11-07-2023			New Record
➢ Fill-in Rotation form and click Save to proceed.		Test Hospital A on 01-06-2023 to 3 Test Hospital A	11-07-2023			New Record
 Fill-in Rotation form and click Save to proceed. Make sure you have 	Posting :		v 11-07-2023	lf others, please specify subspecialty		New Record
 Fill-in Rotation form and click Save to proceed. Make sure you have select your supervisor name 	Posting : Rotation at* :	Test Hospital A			30-06-2023	New Record
 Fill-in Rotation form and click Save to proceed. Make sure you have select your supervisor name so that your supervisor can 	Posting : Rotation at* : Subspecialty* : 😰 Date Start* :	Test Hospital A Cornea & Anterior Segment 01-06-2023	~	subspecialty Date End :		~
 Fill-in Rotation form and click Save to proceed. Make sure you have select your supervisor name 	Posting : Rotation at* : Subspecialty* : 🛱 Date Start* : If supervisor's name not a	Test Hospital A Cornea & Anterior Segment	∽ email IT Admin or sub	subspecialty Date End : mit feedback ☞ (with superviso		~
 Fill-in Rotation form and click Save to proceed. Make sure you have select your supervisor name so that your supervisor can access your logbook. 	Posting : Rotation at* : Subspecialty* : 🛱 Date Start* : If supervisor's name not a request add supervisor in	Test Hospital A Cornea & Anterior Segment 01-06-2023 ppear in the drop down list, please	∽ email IT Admin or sub	subspecialty Date End : mit feedback ☞ (with superviso		v
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 Fill-in Rotation form and click Save to proceed. Make sure you have select your supervisor name so that your supervisor can access your logbook. Upon successful save, page will navigate back to 	Posting : Rotation at* : Subspecialty* : 🛱 Date Start* : If supervisor's name not a request add supervisor in	Test Hospital A Cornea & Anterior Segment 01-06-2023 ppear in the drop down list, please of the drop down list. This is to make	∽ email IT Admin or sub	subspecialty Date End : mit feedback ☞ (with superviso		v ution / hospital name) to
 Fill-in Rotation form and click Save to proceed. Make sure you have select your supervisor name so that your supervisor can access your logbook. Upon successful save, page will navigate back to Posting form in update 	Posting : Rotation at* : Subspecialty* : 🛱 Date Start* : If supervisor's name not a request add supervisor in 1st Supervisor :	Test Hospital A Cornea & Anterior Segment 01-06-2023 ppear in the drop down list, please of the drop down list. This is to make	∽ email IT Admin or sub	subspecialty Date End : mit feedback ☞ (with superviso		v ution / hospital name) to
 Fill-in Rotation form and click Save to proceed. Make sure you have select your supervisor name so that your supervisor can access your logbook. Upon successful save, page will navigate back to 	Posting : Rotation at* : Subspecialty* : 🛱 Date Start* : If supervisor's name not a request add supervisor in 1st Supervisor :	Test Hospital A Cornea & Anterior Segment 01-06-2023 ppear in the drop down list, please of the drop down list. This is to make	∽ email IT Admin or sub	subspecialty Date End : mit feedback ☞ (with superviso		v ution / hospital name) to

Posting Rotation

- You can add more than 1 rotation by clicking 'Add Rotation' button.
- Once you have completed, click 'Save Changes' and it will navigate to Posting List

	NG							Update Record	
	Posting* :	Test Hos	spital A						
	Date Posting :	From* : 01-06-	2023	To : 31-07-20	023			≻Post	<u>e Record</u> ing form in
hosp		est add sup	pear in the drop down list, please openvisor in the drop down list. This cify text below.		· · ·				e mode.
	Supervisor :	1st Supe		1st Super	visor, specify FULL Name:				
TEST SUPERVISOR V				If 1st Superv	If 1st Supervisor's name NOT appear in the drop down list, please specify 1st Supervisor's full name				
		2nd Sup	ervisor :	2nd Super	visor, specify FULL Name:				
					visor's name NOT appear in the o ify 2nd Supervisor's full name	drop down list,		Click Ad	d Rotation
Rotat	tion List				🔶 A	dd Rotation		if you ha	ive more
No.	University / Ins	titution	Subspecialty	Date	Supervisor	Action		rotation	S.
1	Test Hospital A		Cornea & Anterior Segment	From : 01-06-2023 To : 30-06-2023	TEST SUPERVISOR		I		
	Test Hospital A		Glaucoma	From : 01-07-2023 To : 31-07-2023	TEST SUPERVISOR				
2									

Posting List

- At the posting list, you can update back your posting/rotation by clicking the update (pencil) button in the Action column.
- If the logbook has no record yet, button delete will appear in the Action list and you can delete the
 posting together with the rotation of that posting; if you have entered the wrong posting place
 (Hospital/University/Institution).
- Please make sure to have at least one Posting/Rotation, else you will not be able to view your logbook at the Activity page. Click button 'New Posting' to add new posting.

57:54 NATIONAL OPHTHALMO	LOGY TR	AINING and EDUCATION DATABA	SE (NOTeD)				Need help? 🏴	<mark> &</mark> demo7671 -
NATIONAL OPHTHALMOLOGY TRAINING ON dEDUCATION DATABASE	INDIAL OPHTHALMOLOGY TRAINING ond EDUCATION DATABASE							
Welcome Dr DEMO SUTDENT A You are accessing your UKM Master (Ophthalmology) record.	POSTING Click here to add							
H Activity		new posting.						New Posting
My Account	No	te: 😡 Update; 🙀 Delete;						
Personal Details	Personal Details UKM Master (Ophthalmology)							
Training Milestone	No.	No. Posting 👔 Date Rotation			tion 😭			Action
Posting	1	Test Hospital A 1st Supv : <i>TEST SUPERVISOR</i>	01-06-2023 to 31-07-2023	Rotation at		Subspecialty		
 Log Book CCA Record 				Test Hos				
Examination Record				Date : 01-06-2023 to 30-06-2023 Supv : TEST SUPERVISOR		J		
LOGIN ACCOUNT				Test Hos		Glaud	coma	
Change Password					-07-2023 to 31-07-2023 EST SUPERVISOR			
I Report / Statistics								
🛓 Data Download								
Training Curriculum						<u> </u>	<u>Action co</u>	lumn
Support						5	To update	e posting.
🖒 Log Out								

Begin Logbook

- Return to Dashboard/Activity page to begin entering your logbook.
- Please refer to the Logbook User Guide for more details

