HEALTHCARE CHAPLAINCY BOARD

The Healthcare Chaplaincy Board (HCB) is a Sub-Committee of the
Council for Healthcare of the Irish Catholic Bishop's Conference

Continuing Education Hours Management

Web Application

User Manual

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1. Register

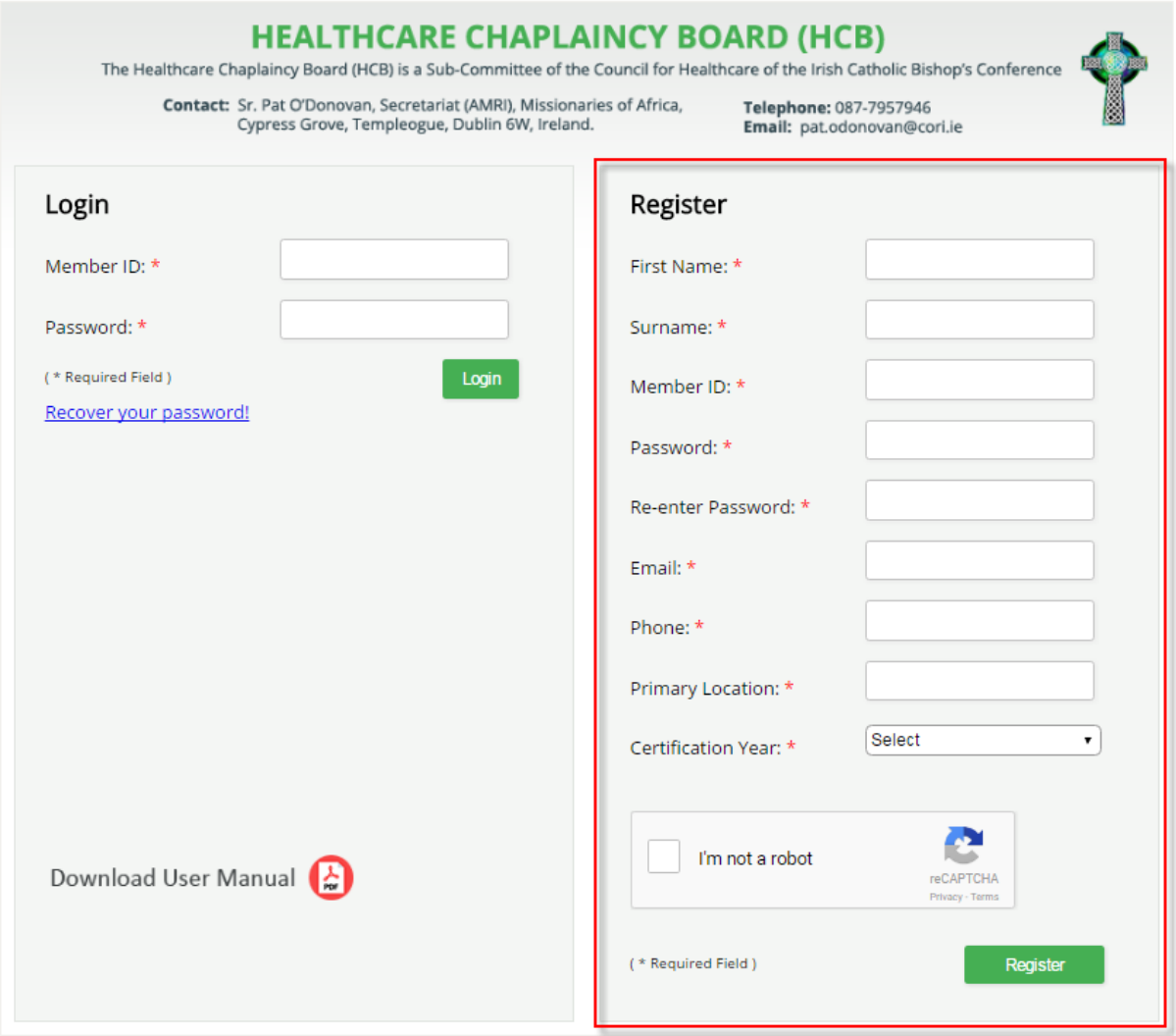


Fig 1

The application can be opened by going to the healthcare page on the Catholic Bishops website (http://www.catholicbishops.ie/healthcare/) and clicking the link as highlighted below.

Alternatively, you can open the application by clicking this link. http://cpd.catholicbishops.ie/

In order to use the system you must first register using the registration form shown above. All fields are mandatory.

The “Member ID” is the ID which was sent to you by email.

The “I’m not a robot” box is a security measure to prevent unauthorised access to the system. When you tick the box, a screen may appear showing a number of images with a question such as “Select all images with grass”. See Fig 2 Click all the matching images and then ‘Verify’

Once you have completed all fields, click “Register”. Once you have successfully registered, you proceed to the main screen (fig 5). On all subsequent visits, you must log into the system with your Member ID and your password.

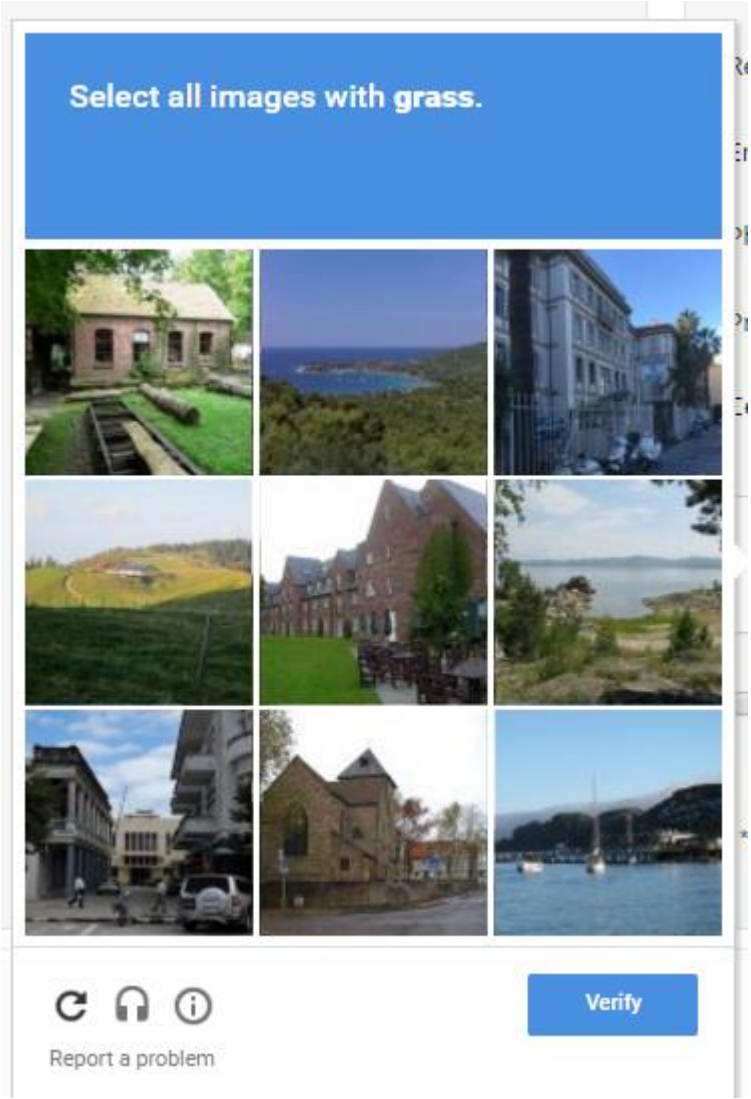


Fig 2

2. Log in

Each time you return to use the application, you must log in using your Member ID and Password. Simply click “Login” once you have entered your details.

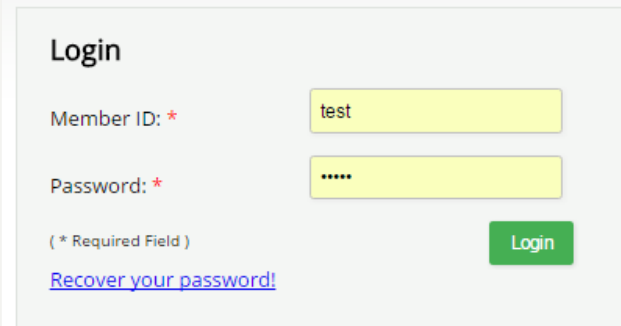


Fig 3

3. Recover Password

If you forget your password you may retrieve it by clicking the “Recover your password” link. A new section will appear prompting you to enter your Member ID and email address. Click “Send” and soon after you will receive an email containing your password.

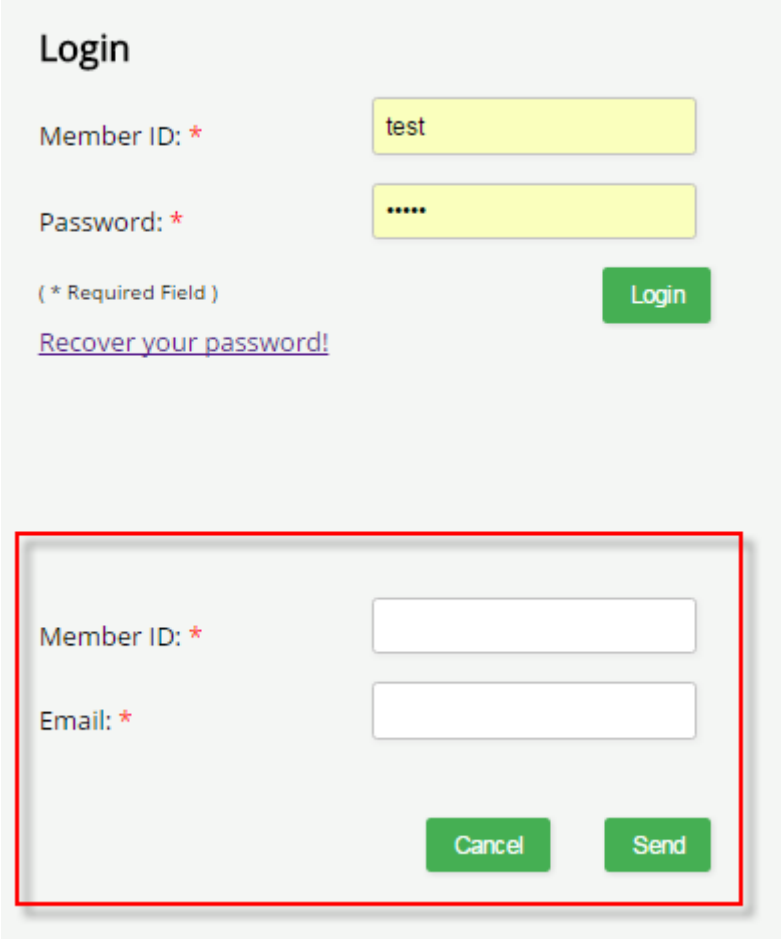


Fig 4

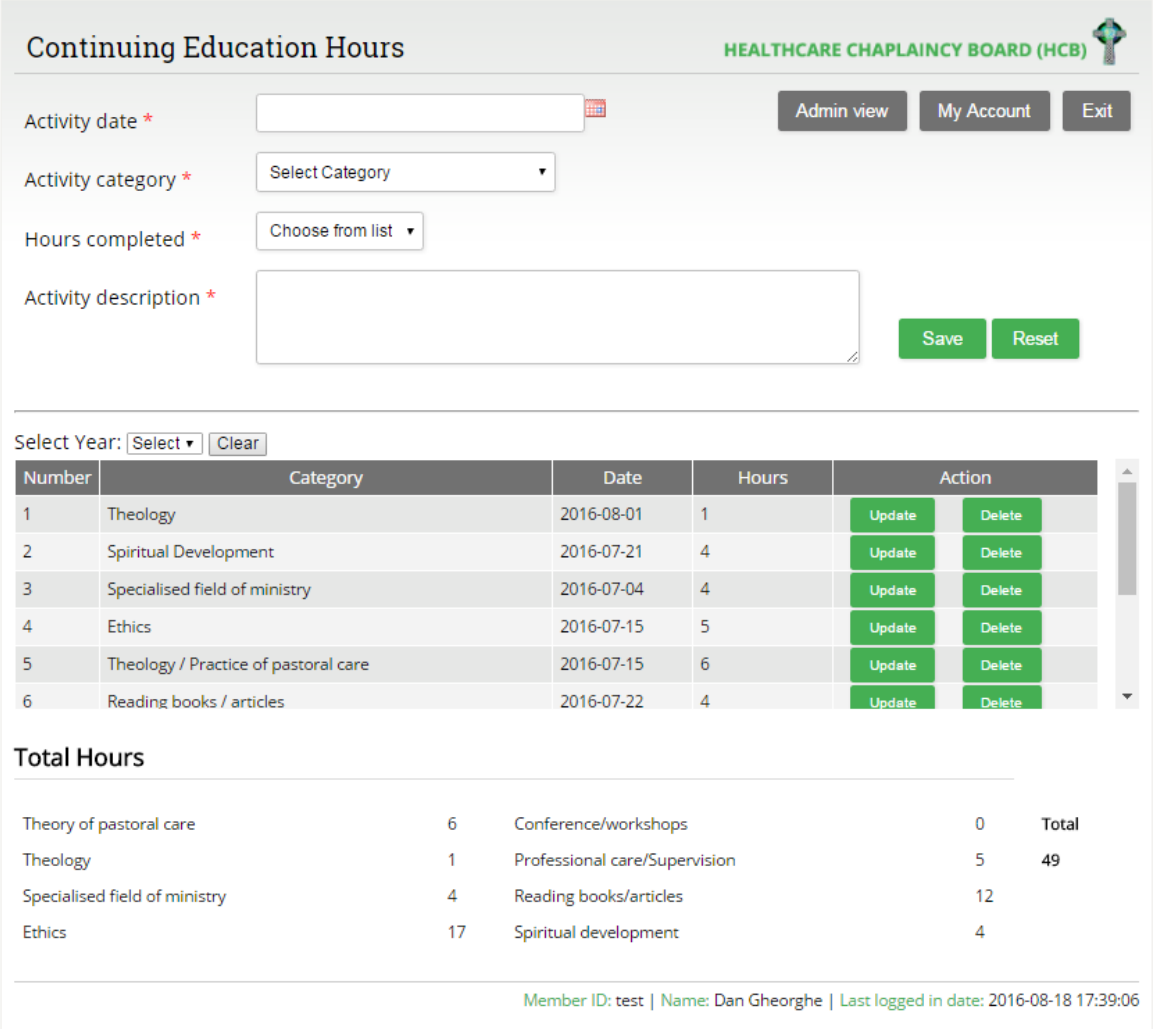


Fig 5

4. Add a record

To make an entry in the database, enter a date by clicking the icon next to the “Activity Date” field. Choose a date from the pop up calendar.

Next choose a category from the dropdown box.

Select the number of hours completed.

Enter a brief description in the “Activity Description”.

Once you click the “Save” button, the record will be saved in the database and will appear in the table in the centre of the screen.

The “Total Hours” section in the lower third of the screen will be adjusted to reflect the information you’ve just entered.

5. Edit an existing record

To edit a record which you have already added to the database, locate the record in the table and click the “Update” button for that row. See example below.

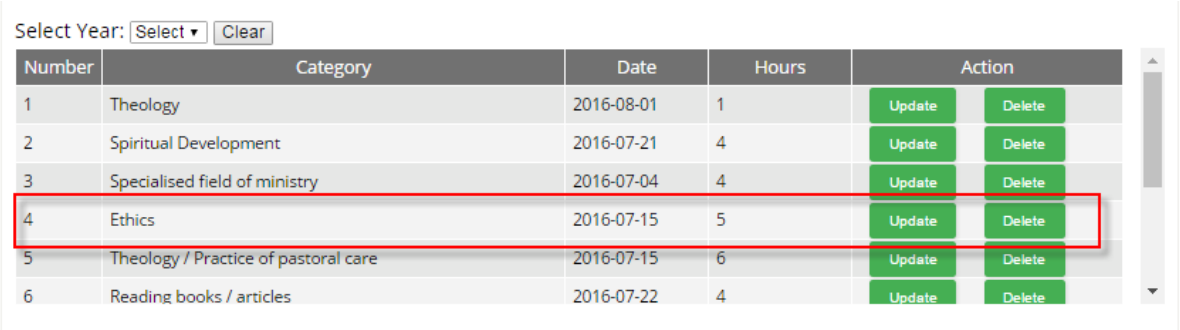


Fig 6

Once you click “Update”, the details of the selected record will appear in the fields above. You’ll also see a message to indicate the ID of the record you are updating.

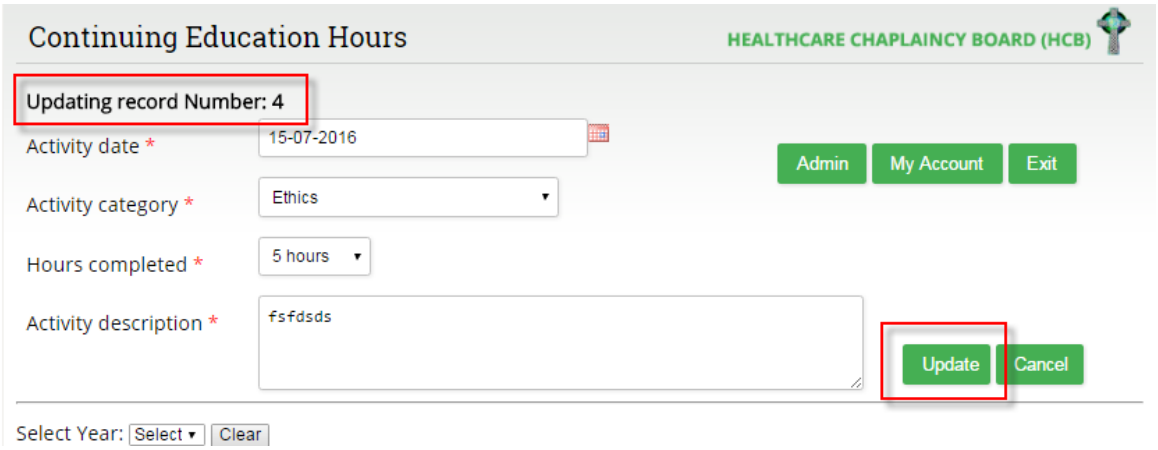


Fig 7

Make whatever changes you like to the information and click “Update”.

The updated information will be reflected in the main table and in the “Total Hours” section.

6. Delete and existing record

To delete an existing record, select the record you wish to delete and click the corresponding “Delete” button.

Fig 8

The details of the record will be displayed in the upper section as well as a message to indicate the ID of the record you are about to delete. Click the “Delete” button to remove the record from the

database. The record will be removed from the central table and the information in the “Total Hours” section will be adjusted accordingly.

Fig 9

7. Edit your profile information

To edit the information which you submitted when registering, click the “My Account” button in the upper section.

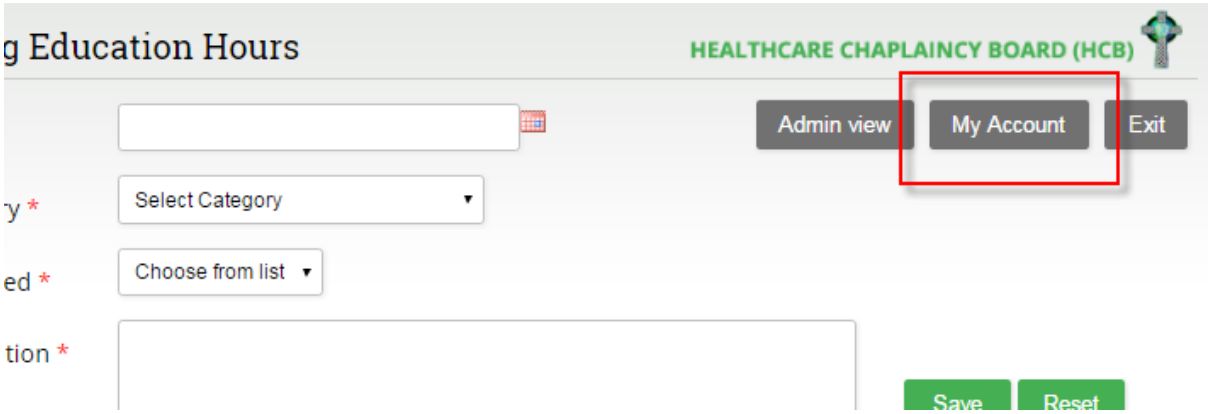


Fig 10

This will launch the profile screen where you may edit your personal information. Once you have finished editing your personal information, click “Save Changes”. If you just want to change your password, you may do so by entering your existing password as well as your new password and clicking “Change Password”.

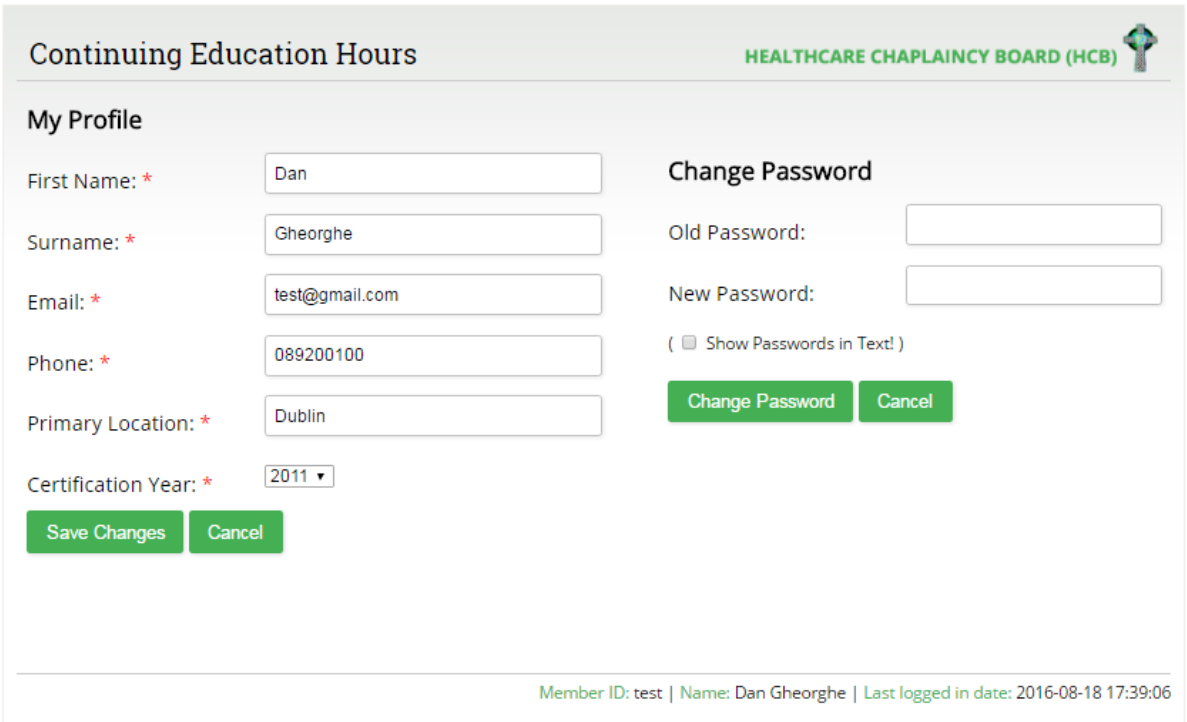


Fig 11

Administration Section

Only designated administrators will have access to the administration section of the system. Most users will not see the button highlighted below. To access the administration section, click the button.

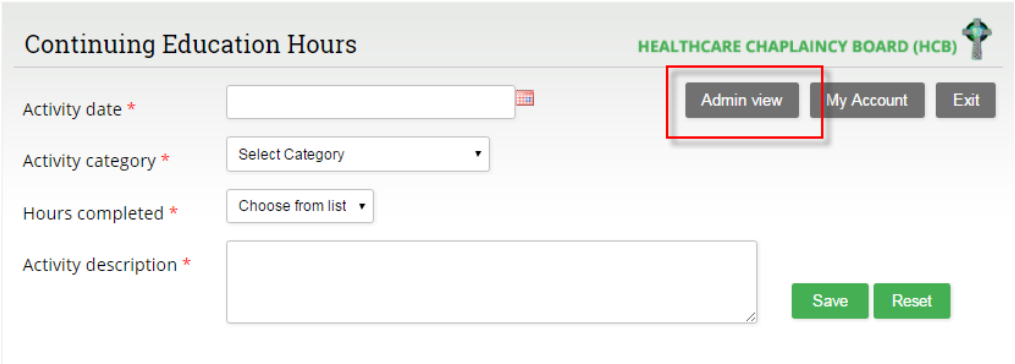


Fig 12

8. User Management

This is the first screen you'll see when you access the admin section. Here you will see a list of all registered users of the system. This is the User Management screen.

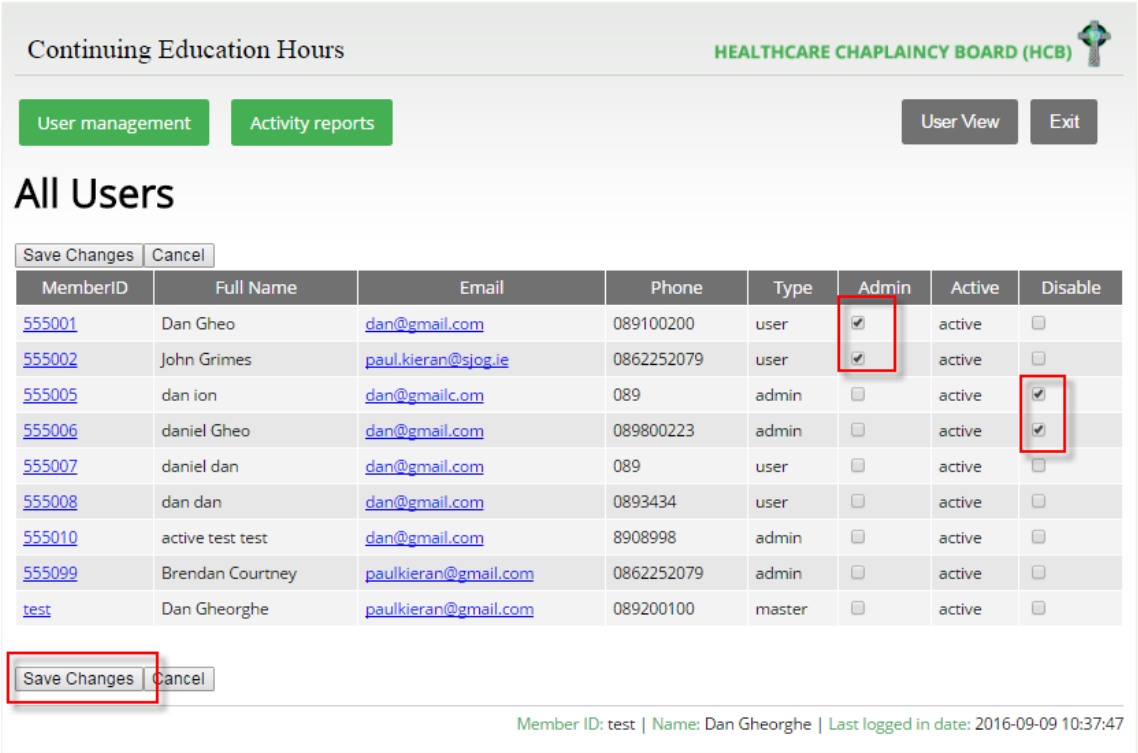


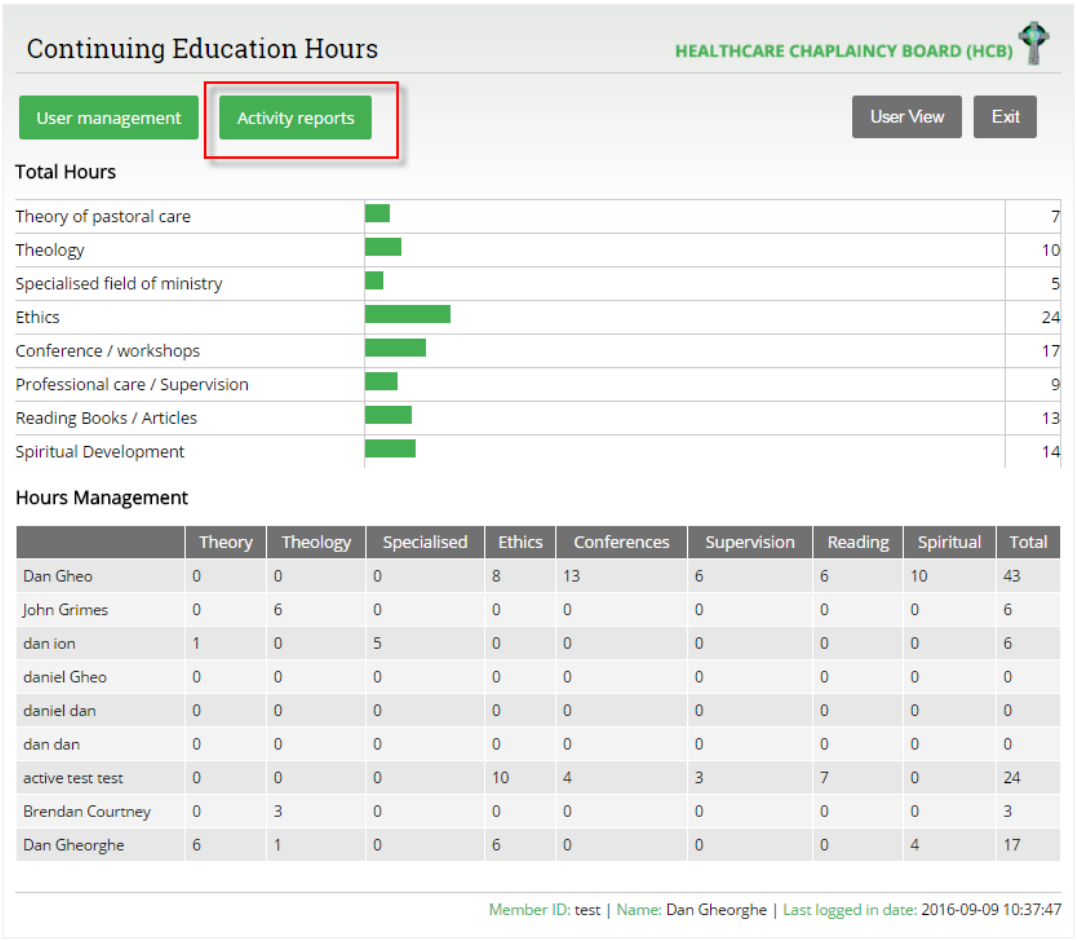
Fig 13

By clicking the appropriate text box in the above grid, you can choose to grant admin access to a user or to disable that user's account. In the example above I have granted Admin access to the first

two users and disabled the accounts of the next two. Once you have ticked all the appropriate boxes, click 'Save Changes'.

9. Activity Reports

The second screen in the admin section is the Activity Reports screen, shown below. It is accessed by clicking the 'Activity Reports' button.



	Theory	Theology	Specialised	Ethics	Conferences	Supervision	Reading	Spiritual	Total
Dan Gheo	0	0	0	8	13	6	6	10	43
John Grimes	0	6	0	0	0	0	0	0	6
dan ion	1	0	5	0	0	0	0	0	6
daniel Gheo	0	0	0	0	0	0	0	0	0
daniel dan	0	0	0	0	0	0	0	0	0
dan dan	0	0	0	0	0	0	0	0	0
active test test	0	0	0	10	4	3	7	0	24
Brendan Courtney	0	3	0	0	0	0	0	0	3
Dan Gheorghe	6	1	0	6	0	0	0	4	17

Fig 14

There are two key reports displayed on this screen. 'Total Hours' and 'Hours Management'

Total Hours report

This report shows the total completed by activity in a given year. At a glance you can see an overview of which activities users are focussing on. In the above example, 'Ethics' (24 hours) is most popular whereas 'Specialised Field of Ministry' (5 hours) is the activity on which least hours have been recorded.

Hours Management

The Hours Management offers a user by user breakdown of the first report. You can see at a glance the level of activity recorded by each person under each activity.