

# 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

Application development by:

Paul Kieran

Dan Gheorghe

## Table of Contents

### **Accessing the system**

1. Register
2. Log in
3. Recover Password

### **Using the system**

4. Add a record
5. Edit an existing record
6. Delete an existing record
7. Edit profile information

### **Administration**

8. User Management
9. Activity Reports

# 1. Register

## HEALTHCARE CHAPLAINCY BOARD (HCB)

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

**Contact:** Sr. Pat O'Donovan, Secretariat (AMRI), Missionaries of Africa, Cypress Grove, Templeogue, Dublin 6W, Ireland. **Telephone:** 087-7957946 **Email:** pat.odonovan@cori.ie



### Login

Member ID: \*

Password: \*

(\* Required Field)

[Recover your password!](#)

Download User Manual 

### Register

First Name: \*

Surname: \*

Member ID: \*

Password: \*

Re-enter Password: \*

Email: \*

Phone: \*

Primary Location: \*

Certification Year: \*

I'm not a robot  reCAPTCHA  
Privacy - Terms

(\* Required Field)

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.



IRISH CATHOLIC BISHOPS' CONFERENCE  
COMHDHÁIL EASPAG CAITLICEACH ÉIREANN

Welcome A

Home News Features Publications Multimedia Calendar eZine Finance Search for:

## Healthcare

Catholic Healthcare Council of the Irish Catholic Bishops' Conference

This Council comes under the Episcopal Commission for Pastoral Care

Please click [here](#) for the CPD Programme

Contact details

Sister Pat O'Donovan, CORI Secretariat, Saint Mary's, Bloomfield Avenue, Donnybrook, Dublin 4. Tel: +353 (0) 1 6677343 or + 353 (0) 1 6677322. Email: pat.odonovan@cori.ie

Welcome  
About Us  
Contact Us  
Apostolic Nuncio  
Safeguarding

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.

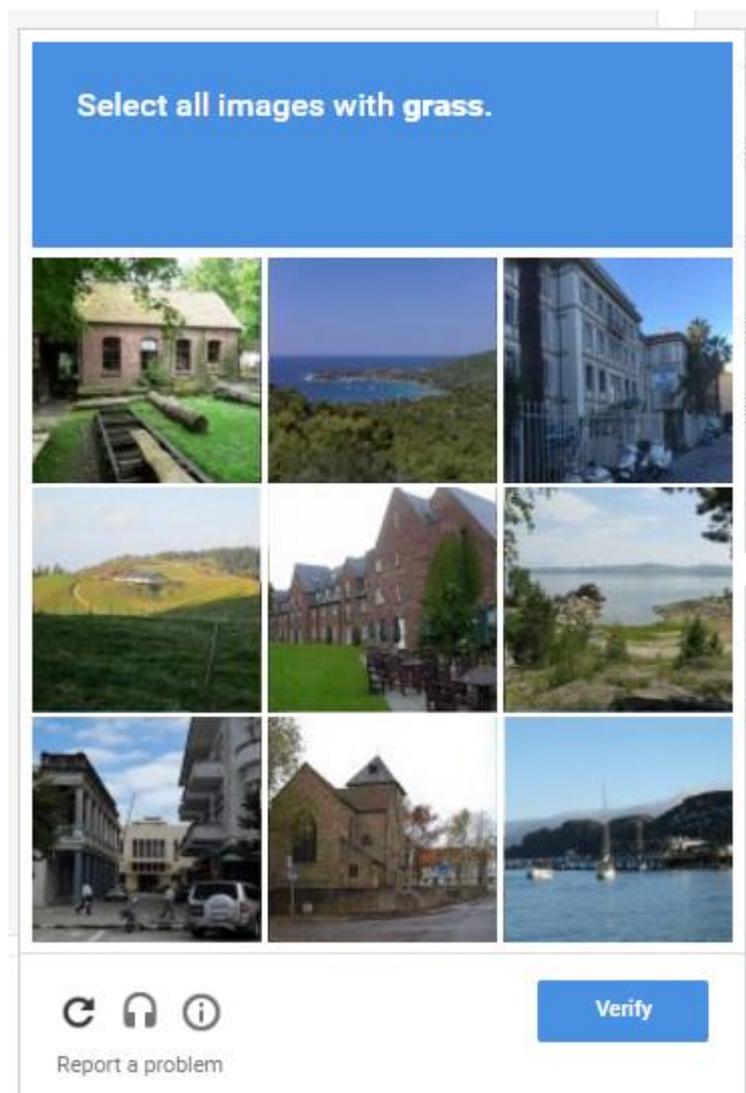
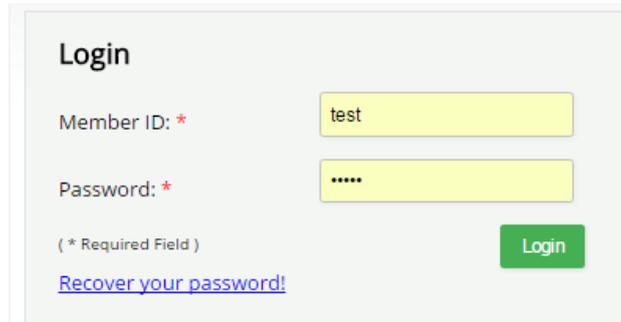


Fig 2

## 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.



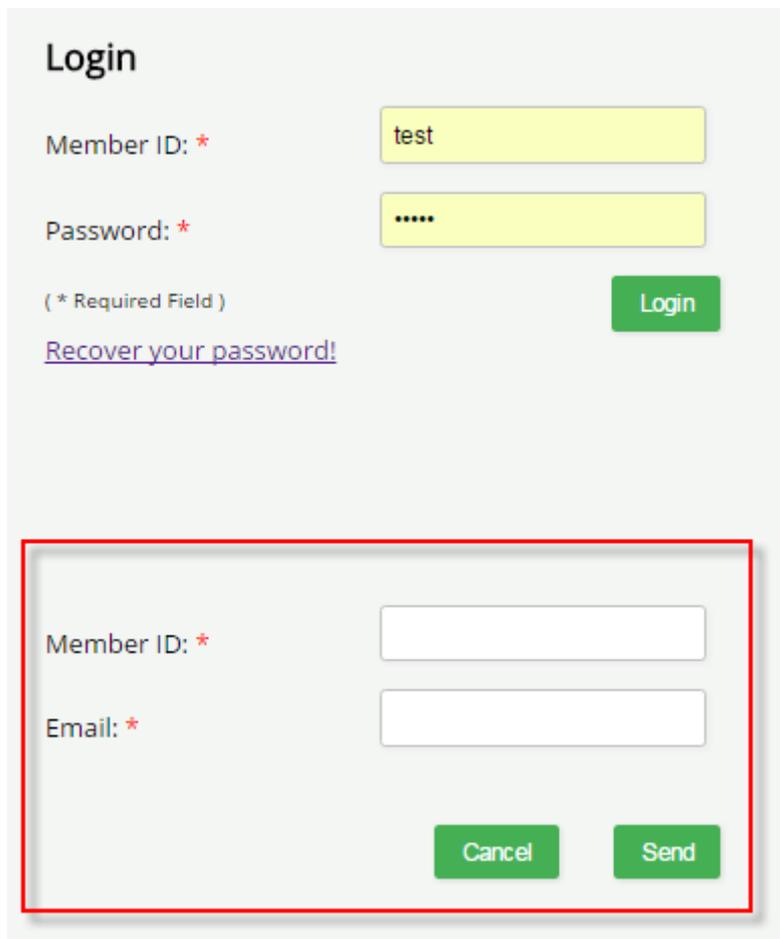
The screenshot shows a login form with the following elements:

- Header:** "Login"
- Member ID:** Labeled "Member ID: \*", with a text input field containing "test".
- Password:** Labeled "Password: \*", with a password input field containing "\*\*\*\*\*".
- Required Field Note:** "( \* Required Field )"
- Buttons:** A green "Login" button and a blue "[Recover your password!](#)" link.

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.



The screenshot shows the "Recover Password" form, which is highlighted with a red border. It includes the following elements:

- Header:** "Login"
- Member ID:** Labeled "Member ID: \*", with a text input field containing "test".
- Password:** Labeled "Password: \*", with a password input field containing "\*\*\*\*\*".
- Required Field Note:** "( \* Required Field )"
- Buttons:** A green "Login" button and a blue "[Recover your password!](#)" link.
- Recover Password Section (highlighted with a red border):**
  - Member ID:** Labeled "Member ID: \*", with an empty text input field.
  - Email:** Labeled "Email: \*", with an empty text input field.
  - Buttons:** A green "Cancel" button and a green "Send" button.

Fig 4

Continuing Education Hours
HEALTHCARE CHAPLAINCY BOARD (HCB) 

Activity date \*  

Activity category \*

Hours completed \*

Activity description \*

[Admin view](#) [My Account](#) [Exit](#)

[Save](#) [Reset](#)

---

Select Year:

Number	Category	Date	Hours	Action	
1	Theology	2016-08-01	1	<a href="#">Update</a>	<a href="#">Delete</a>
2	Spiritual Development	2016-07-21	4	<a href="#">Update</a>	<a href="#">Delete</a>
3	Specialised field of ministry	2016-07-04	4	<a href="#">Update</a>	<a href="#">Delete</a>
4	Ethics	2016-07-15	5	<a href="#">Update</a>	<a href="#">Delete</a>
5	Theology / Practice of pastoral care	2016-07-15	6	<a href="#">Update</a>	<a href="#">Delete</a>
6	Reading books / articles	2016-07-22	4	<a href="#">Update</a>	<a href="#">Delete</a>

**Total Hours**

Theory of pastoral care	6	Conference/workshops	0	<b>Total</b>
Theology	1	Professional care/Supervision	5	<b>49</b>
Specialised field of ministry	4	Reading books/articles	12	
Ethics	17	Spiritual development	4	

Member ID: test | Name: Dan Gheorghe | Last logged in date: 2016-08-18 17:39:06

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.

Select Year:

Number	Category	Date	Hours	Action	
1	Theology	2016-08-01	1	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
2	Spiritual Development	2016-07-21	4	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
3	Specialised field of ministry	2016-07-04	4	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
4	Ethics	2016-07-15	5	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
5	Theology / Practice of pastoral care	2016-07-15	6	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
6	Reading books / articles	2016-07-22	4	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

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.

Continuing Education Hours HEALTHCARE CHAPLAINCY BOARD (HCB) 

**Updating record Number: 4**

Activity date \*

Activity category \*

Hours completed \*

Activity description \*

Select Year:

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 an existing record

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

5	Theology / Practice of pastoral care	2016-07-15	6	<input type="button" value="Update"/>	<input type="button" value="Delete"/>
6	Reading books / articles	2016-07-22	4	<input type="button" value="Update"/>	<input type="button" value="Delete"/>

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.

You are deleting record number: 6

Date: 2016-07-22

Activity Category: Reading books / articles

Hours Completed: 4

Activity Description: fsdfsdfsdfs

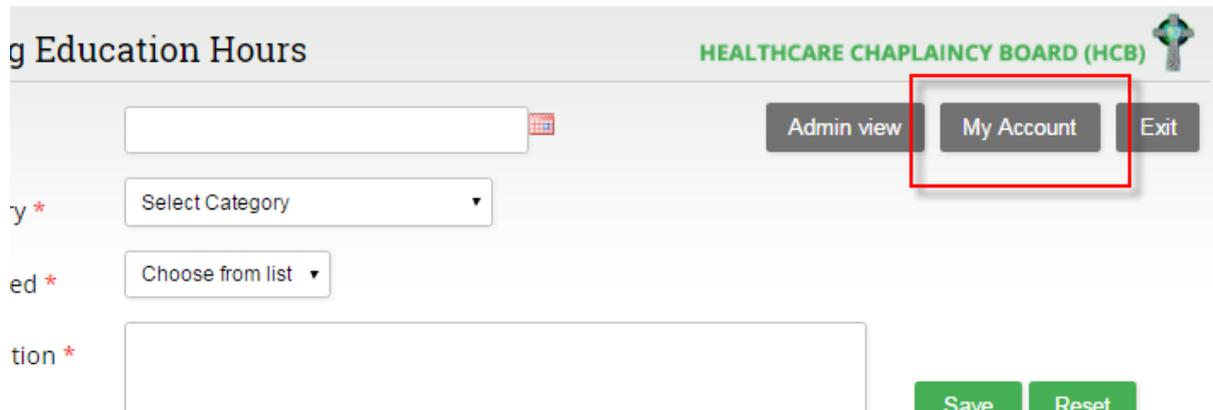
Admin My Account Exit

Delete Cancel

Fig 9

## 7. Edit your profile information

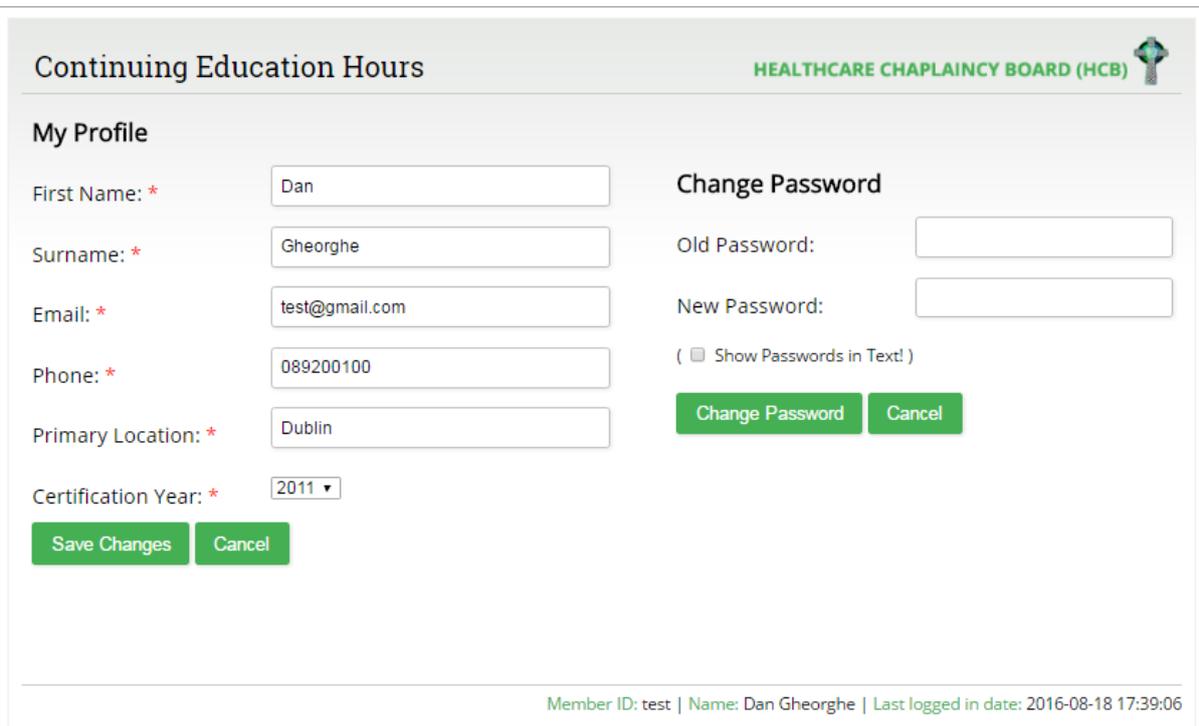
To edit the information which you submitted when registering, click the “My Account” button in the upper section.



The screenshot shows the 'Continuing Education Hours' registration page. At the top right, the 'HEALTHCARE CHAPLAINCY BOARD (HCB)' logo is visible. Below the header, there are three buttons: 'Admin view', 'My Account', and 'Exit'. The 'My Account' button is highlighted with a red rectangular box. Below the buttons, there are several form fields: a search bar, a 'Select Category' dropdown menu, a 'Choose from list' dropdown menu, and a large text input field. At the bottom right, there are 'Save' and 'Reset' buttons.

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”.

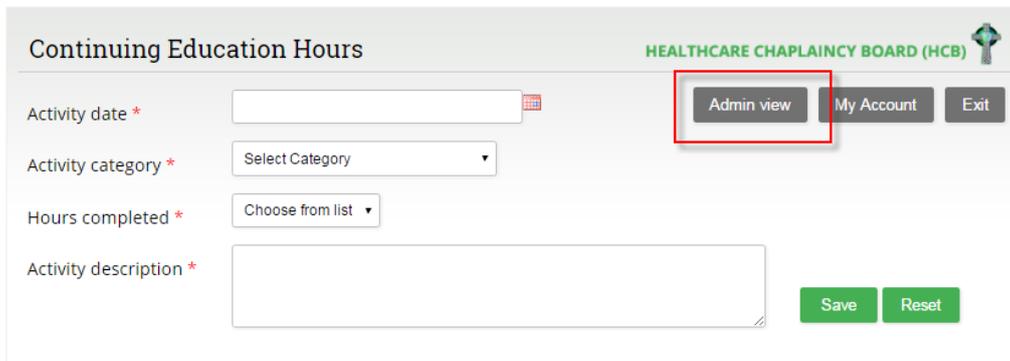


The screenshot shows the 'My Profile' and 'Change Password' sections of the 'Continuing Education Hours' page. The 'My Profile' section contains the following fields: First Name: \* (Dan), Surname: \* (Gheorghe), Email: \* (test@gmail.com), Phone: \* (089200100), Primary Location: \* (Dublin), and Certification Year: \* (2011). Below these fields are 'Save Changes' and 'Cancel' buttons. The 'Change Password' section contains the following fields: Old Password: (empty), New Password: (empty), and a checkbox for 'Show Passwords in Text!'. Below these fields are 'Change Password' and 'Cancel' buttons. At the bottom of the page, there is a footer with the text: 'Member ID: test | Name: Dan Gheorghe | Last logged in date: 2016-08-18 17:39:06'.

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.

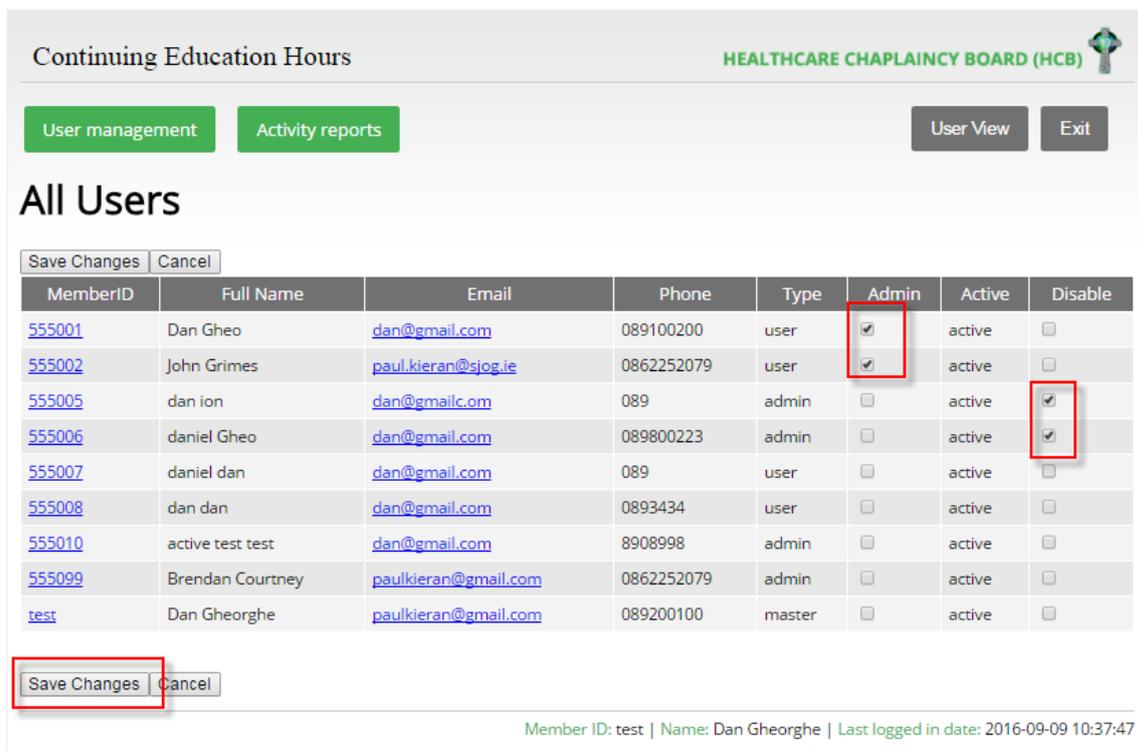


The screenshot shows a web form titled "Continuing Education Hours" for the "HEALTHCARE CHAPLAINCY BOARD (HCB)". The form includes fields for "Activity date", "Activity category", "Hours completed", and "Activity description". On the right side, there are three buttons: "Admin view", "My Account", and "Exit". The "Admin view" button is highlighted with a red box. Below the form are "Save" and "Reset" buttons.

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.



The screenshot shows the "User management" screen. At the top, there are buttons for "User management" and "Activity reports". Below that, there are buttons for "User View" and "Exit". The main heading is "All Users". Below the heading, there are "Save Changes" and "Cancel" buttons. The main content is a table of users with columns: MemberID, Full Name, Email, Phone, Type, Admin, Active, and Disable. The "Admin" and "Disable" columns have checkboxes. The first two rows have the "Admin" checkbox checked. The last two rows have the "Disable" checkbox checked. At the bottom, there are "Save Changes" and "Cancel" buttons. A footer shows "Member ID: test | Name: Dan Gheorge | Last logged in date: 2016-09-09 10:37:47".

MemberID	Full Name	Email	Phone	Type	Admin	Active	Disable
<a href="#">555001</a>	Dan Gheo	<a href="mailto:dan@gmail.com">dan@gmail.com</a>	089100200	user	<input checked="" type="checkbox"/>	active	<input type="checkbox"/>
<a href="#">555002</a>	John Grimes	<a href="mailto:paul.kieran@sjog.ie">paul.kieran@sjog.ie</a>	0862252079	user	<input checked="" type="checkbox"/>	active	<input type="checkbox"/>
<a href="#">555005</a>	dan ion	<a href="mailto:dan@gmail.com">dan@gmail.com</a>	089	admin	<input type="checkbox"/>	active	<input checked="" type="checkbox"/>
<a href="#">555006</a>	daniel Gheo	<a href="mailto:dan@gmail.com">dan@gmail.com</a>	089800223	admin	<input type="checkbox"/>	active	<input checked="" type="checkbox"/>
<a href="#">555007</a>	daniel dan	<a href="mailto:dan@gmail.com">dan@gmail.com</a>	089	user	<input type="checkbox"/>	active	<input type="checkbox"/>
<a href="#">555008</a>	dan dan	<a href="mailto:dan@gmail.com">dan@gmail.com</a>	0893434	user	<input type="checkbox"/>	active	<input type="checkbox"/>
<a href="#">555010</a>	active test test	<a href="mailto:dan@gmail.com">dan@gmail.com</a>	8908998	admin	<input type="checkbox"/>	active	<input type="checkbox"/>
<a href="#">555099</a>	Brendan Courtney	<a href="mailto:paulkieran@gmail.com">paulkieran@gmail.com</a>	0862252079	admin	<input type="checkbox"/>	active	<input type="checkbox"/>
<a href="#">test</a>	Dan Gheorge	<a href="mailto:paulkieran@gmail.com">paulkieran@gmail.com</a>	089200100	master	<input type="checkbox"/>	active	<input type="checkbox"/>

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.

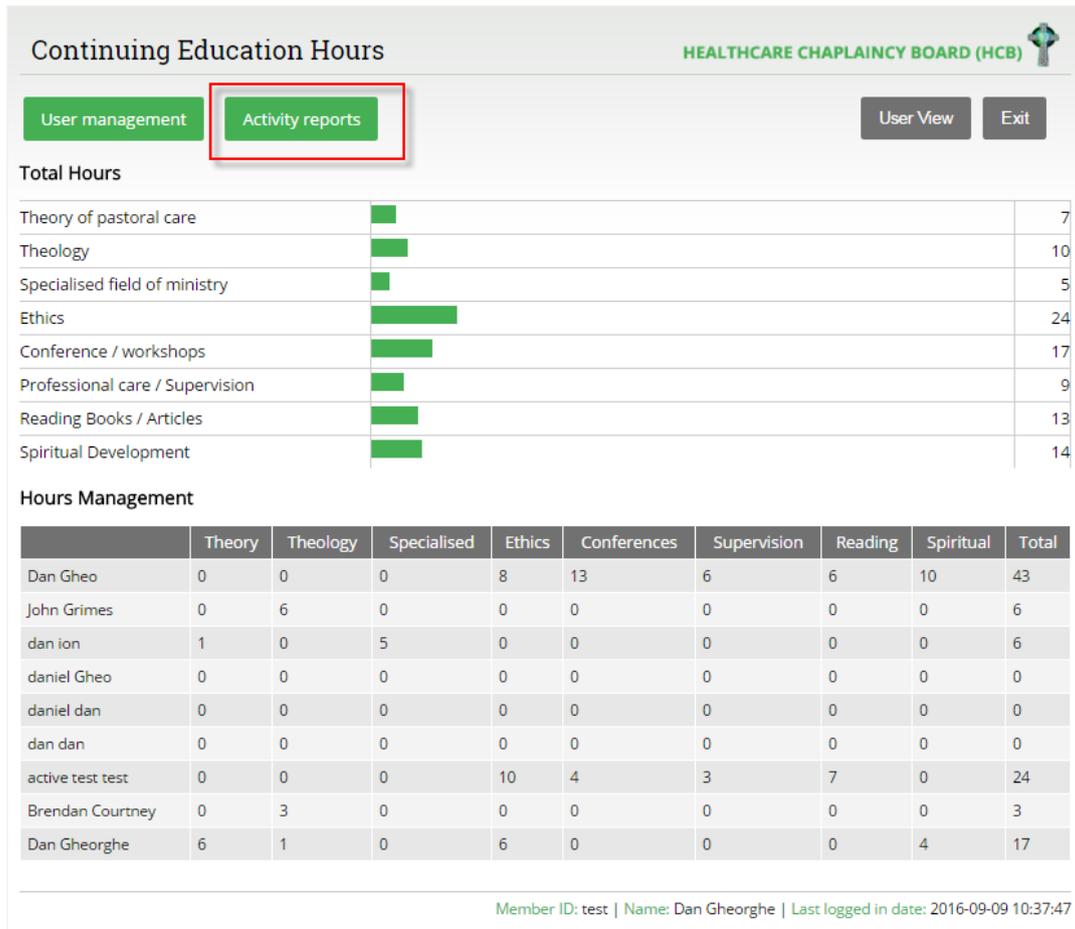


Fig 14

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.