Programme Director's Guidelines for usage of **ECVO ERC Online Forms**
(Vers. 1.1 – 12.02.2015)

Internet address of ECVO ERC Online Forms:
forms.ecvo.org
or
www.ecvo.org → RESIDENTS-Tab → FORM-SYSTEM (This will open a new Browser-tab/window). Remember that you have to be logged in to the ECVO homepage to see the link.

Login with Username and Password:
Your username:
Your password:

Starting

Once you logged in, you are able to choose your Resident's forms from the Resident list. Please click on the year that you would like to view and to work with.

Hint: Your Residents are not visible to you as long as they haven't filled in their "General Form". In the "General Form" they have to choose their corresponding Programme Director. Once chosen, the system "knows" the connection between "Directors" and "Residents" and shows the right dataset(s).

Once you have chosen the year, you will see a list of all available forms. The 2 forms marked green in this document are the forms you have to fill in. All other forms are shown only for viewing purposes.

- ≅ General Form
- ≅ Species case entry
- ≅ Surgery entry
- ≅ Summary surgery log
- ≅ Training entry
- ≅ Presentation log
- ≅ Research project
- ≅ Programme evaluation form
- ≅ Progress evaluation form
- ≅ Summary
- ≅ Signature Forms

General usage:

Choosing the desired form:
Clicking on the forms will open the desired form in a "view"-mode, where all stored information is displayed.

Adding information to the forms:

The "Add record"-button
The 2 forms you can work with show an "Add record" button as long as no information or datasets have been stored in the specific form. Use this button to add the dataset to the form. The "Add record" button disapears once data has been stored.

The "Edit"-button
To change information in the choosen form click on "Edit".

The "Save"-button
The "Save"-button is used to store the information you entered to the database. This button is located at the bottom of each form once you have started to edit them. It is recommended to save the form you work with from time to time or if you stop working with the forms to prevent lost data. This could happen if the server stops your session for security reasons.

The "Logout"-button
To end your form session please use the "Logout"-button

The "Change year" - drop-down menu
If there is more than one year of resideny of your Resident available in the form-system, you can choose the desired year. The years that are not your current year of residency can only be displayed in a view mode and can not be edited.

The "Lock and Submit Forms"-button (Available for Resident only)
This button is used once the Resident AND the Supervisor have filled their individual parts of the forms completely and are ready to finish this specific year of residency. Once hit, the forms for this year will be locked and confirmation-emails will be sent to the Resident, the Programme director and the Chair of ERC.

If the forms are locked by mistake, the only possibility to unlock them is to use the "Request unlock"-button, which starts a process to unlock them if necessary.

The forms itself

General Form
The "General Form" is the form your Resident has to start with, otherwise it would not be possible to go on with the other forms. All the requested fields have to be populated

Species case entry
Table-based form. The table summarizes your Resident's cases and shows the ECVO yearly requirements.

Surgery entry
This form is intended to collect your Resident's surgical cases.

Summary surgery log
Table-based form. All cases entered in the surgery entry are summarized and displayed here.

Training entry
Your Resident's training log.

Presentation log
Your Resident's presentation log.

Research project
Your Resident's research projects are shown here.

Programme evaluation form
This form has to be filled in by the Resident and Programme Director separately and individually.
You will see a notice as long as you have not filled in your part of this form.
Fields marked yellow are mandatory.
In order to lock and submit the forms the Resident AND the Programme Director must have completed their part of this form.

Progress evaluation form
This form has to be filled in by the Resident and Programme Director separately and

individually.
You will see a notice as long as you have not filled in your part of this form.
Fields marked yellow are mandatory.
In order to lock and submit the forms the Resident AND the Programme Director must have completed their part of this form.

Summary
This section summarizes all forms in order to have an overview and the possibility to print the forms completely.

The "Summary"-section has a "Print" option. The Print-Button is located at the top-left of the "Summary". Once clicked, it opens a menu in which you can choose the print options and initiate the printing of all summarized documents. The menu varies from computer to computer but it is usually the same menu as if chosen from the browser's printing option.

Signature forms
The completed , scanned and uploaded signature forms can be viewed here.

→ **Please don't forget to click "SAVE" while filling in the forms** ←