

Intern Online LogBook System

User Manual for Supervisors

Faculty of Medicine
Chinese University of Hong Kong &
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If you are new to the system, you need to register first at <http://www.hkwebmed.org/intern>



Intern Supervisors' Registration Page

This web site has been tested with Internet Explorer only.

If you are using this system for the first time, register below:

Medical Registration#:	<input type="text"/>
<input type="button" value="Reset"/>	<input type="button" value="Login"/>

For registered users to register/sign logbooks:

Medical Registration#	<input type="text"/>
Password:	<input type="text"/>
<input type="button" value="Reset"/>	<input type="button" value="Login"/>

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After you login, you will see the following:



Supervisor Main Page

Student ID	Name	Email	Rotation	Sign	Return
XXXX	xxx.xx, xxxx	xxxx@edu.hk	1	Not ready View Only	

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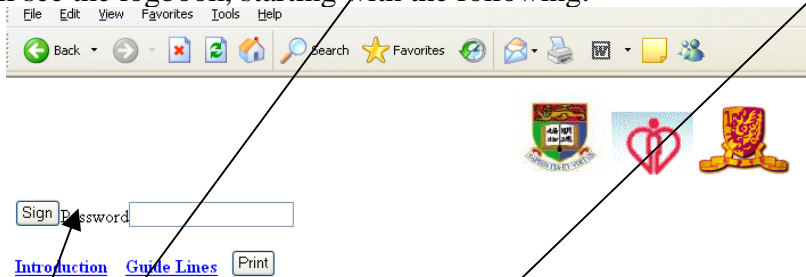
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Suppose you have a student by the name “xxxx” and he/she had registered you as the supervisor responsible for signing the logbook, you will see an entry as above. In this case, the intern has not completed the logbook and has not submitted to you to have it signed electronically, but you can look at the logbook.

After your student submitted his/her logbook to be signed by you, you will receive an email, in addition, when you login, you see the following.

Student ID	Name	Email	Rotation	Sign	Return
XXXX	xxx xx, xxxx	xxxx@edu.hk	1	View /Sign	Return LogBook

You can then click ‘view/sign’.
You will see the logbook, starting with the following.



If you are satisfied with the logbook, you put in your password, (the same password that you use to login, then click ‘Sign’. After you signed, you will see:

[View / Un-Signed](#)

If for some reasons, you want the student to make changes, you can talk with him/her or email your intern. You also need to return the logbook to the student by clicking the ‘Return logBook’ button before your student can make changes.

If for some reason, your student needs to make changes to the logbook after you signed, you need to un-sign and return the logbook to your student before your student can make changes.