

### **Internet address of ECVO ERC Online Forms:**

[forms.ecvo.org](https://forms.ecvo.org)

or

[www.ecvo.org](https://www.ecvo.org) → RESIDENTS-Tab → FORM-SYSTEM (This will open a new Browser-tab/window). Remember that you have to be logged into the ECVO homepage to see the link.

### **Login with Username and Password:**

Your username:

Your password:

### **First-time Login**

In the case you have never been logged in before, you first have to choose the year of residency you are currently in, otherwise you can't start to work with the forms. Once you have chosen the year of residency, you are directly forwarded to the **General Form**, which is the form you have to start with.

*Hint: Initially Residents are not visible to their Programme Directors 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).*

### **Normal Login**

Once logged in, you will see a list of all available forms.

- ≡ 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**

Most forms show an "Add record" button as long as no information or datasets have been stored in the specific form. Use this button to add datasets to the forms. In some forms the "Add record" button disappears once data has been stored, because there is only one dataset to work with:

*e.g.*

*Programme evaluation form*  
*Progress evaluation form*

Other forms have the possibility to add more than one dataset, consequently the "Add record" will be available permanently.

e.g.

*Surgery entry*

*Training entry*

*Presentation log*

*Research project*

### **The "Edit"-button**

To change information in the chosen form click on "Edit". Once you have stored multiple datasets in specific forms, an "Edit"-button will be available for each dataset.

Some forms don't have an "Edit"-button, because they are supposed to show the data you entered in other forms (e.g. *Summary surgery log, Summary*).

### **The "Delete"-button**

Forms in which multiple datasets are stored show the "Delete"-button for each dataset. By a click on the corresponding "Delete"-button the desired dataset will be deleted.

### **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 you have more than one year of residency entered 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**

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 you have to start with, otherwise it would not be possible to go on with the other forms. Please fill in all the requested fields.

### **Species case entry**

Table-based form. Please use the "Edit"-button to enter the specific cases. The table summarizes all your cases and shows your requirements.

### **Surgery entry**

This form is intended to collect all your surgical cases.

### **Summary surgery log**

All your cases entered in the surgery entry are summarized and displayed here.

### **Training entry**

Log your training hours and type of training here.

### **Presentation log**

Log your presentation times here.

### **Research project**

Log your research projects 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 your Programme Director has not filled in his 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 your Programme Director has not filled in his part of this form.

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 your 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**

Here it is possible to download the "Signature form" as a PDF-file. The completed and scanned forms can be uploaded and stored in the system.

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