Improving and extending lives by treating arrhythmias

Electronic Logbook Submission Process

Step by Step Process: Candidates

Candidates

The candidates need to register for a free Dropbox account (maximum size 2GB).

This is easy – click on following link or enter into web browser: **Dropbox.com - Dropbox™ Official Website - Secure File Sharing**
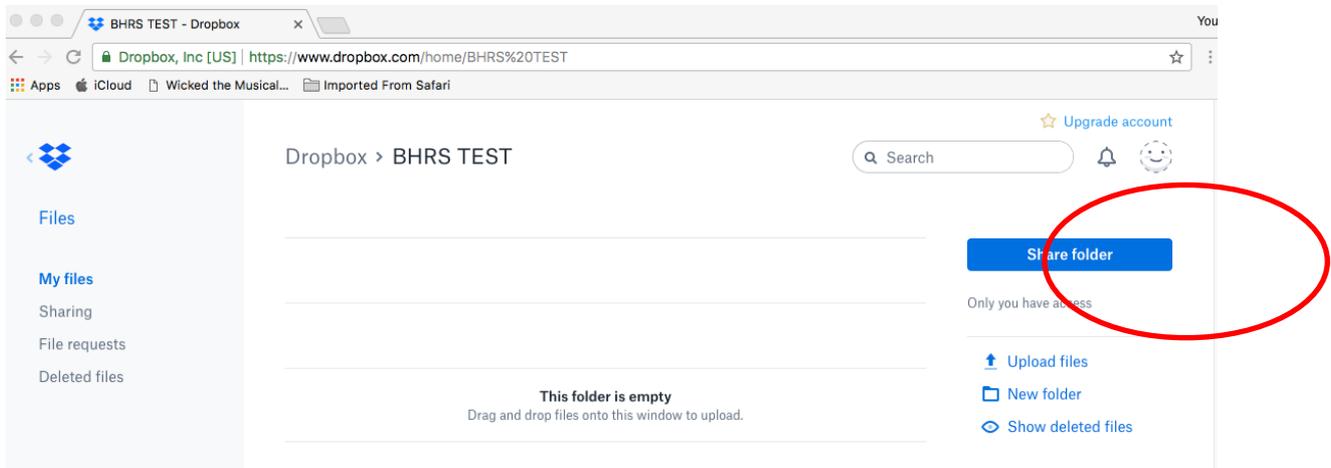
Then click on the "sign up" box

If they select the basic option this is free to get and comes with 2GB of data which should be ample for the logbook.

The candidate then creates a folder by clicking on New Folder as circled
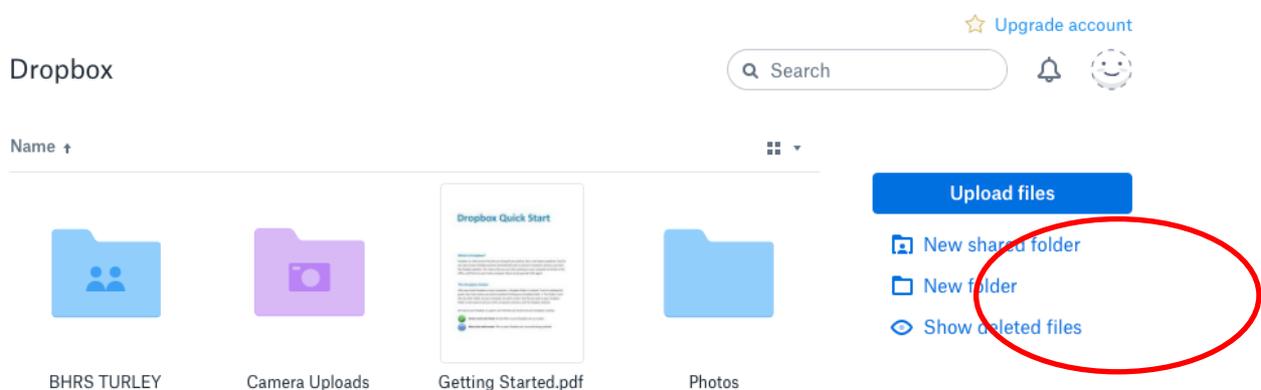
They then name the folder "BHRS"

(In the example below the folder is named BHRS TEST)

Once they have created this folder they share the folder with "BHRS admin" who will then upload the logbook file structure – Click on red circle "Share folder". Follow the on-screen instructions

E Mail: exam-logbooks@bhrs.com

Once BHRS receive email notification then we will upload the logbook template. This will appear in the candidate's folder as a compressed (Zip) folder. The candidate can then download the zip folder onto their own computer and open the "BHRS Exam Logbooks" folder. Within the "BHRS Exam Logbooks" folder there will be the Device and EP logbook sub-folders, clearly labelled. The main folder is called SURNAME_CANDIDATE NUMBER. The candidate renames the folder and puts their surname and exam registration/candidate number in the folder title. DO NOT USE YOUR BHRS REGISTRTION NUMBER
Example: SMITH_ 00012345. Every candidate must use the same format.

The candidate then within that folder will see the relevant logbook sections labelled Device / EP logbook and Sections 1, 2, 3 and 4.

The candidate can then add/upload any supporting information to the relevant sections that are required (if any – **follow/read logbook instructions and FAQ on website**). The folder

structure follows the layout of the logbooks in that both the Device and EP logbook have 4 sections.

Once the candidate has saved/entered all the supporting information into the folder(s) and they are ready to submit their logbook for marking they need to re-contact BHRS via the following email address exam-logbooks@bhrs.com.

To upload the logbook back into Dropbox the candidate needs to compress the folder "BHRS Exam Logbooks" on their computer. They can then drag the compressed / zip folder direct into the Dropbox "BHRS" Folder.

# To compress a folder and upload to Dropbox follow the following instructions

It is recommended that the candidates use google chrome - they should be able to just drag and drop the folder into the Dropbox shared folder.

Windows

Select folder and right click on chosen folder

> Drop down menu appears, click on "Send to"

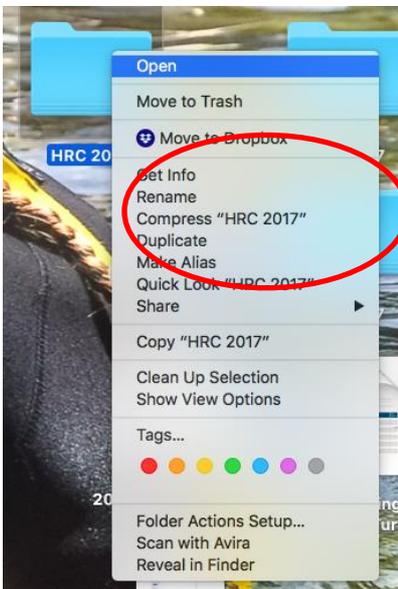> Click on Compressed (zipped) folder (circled red below)
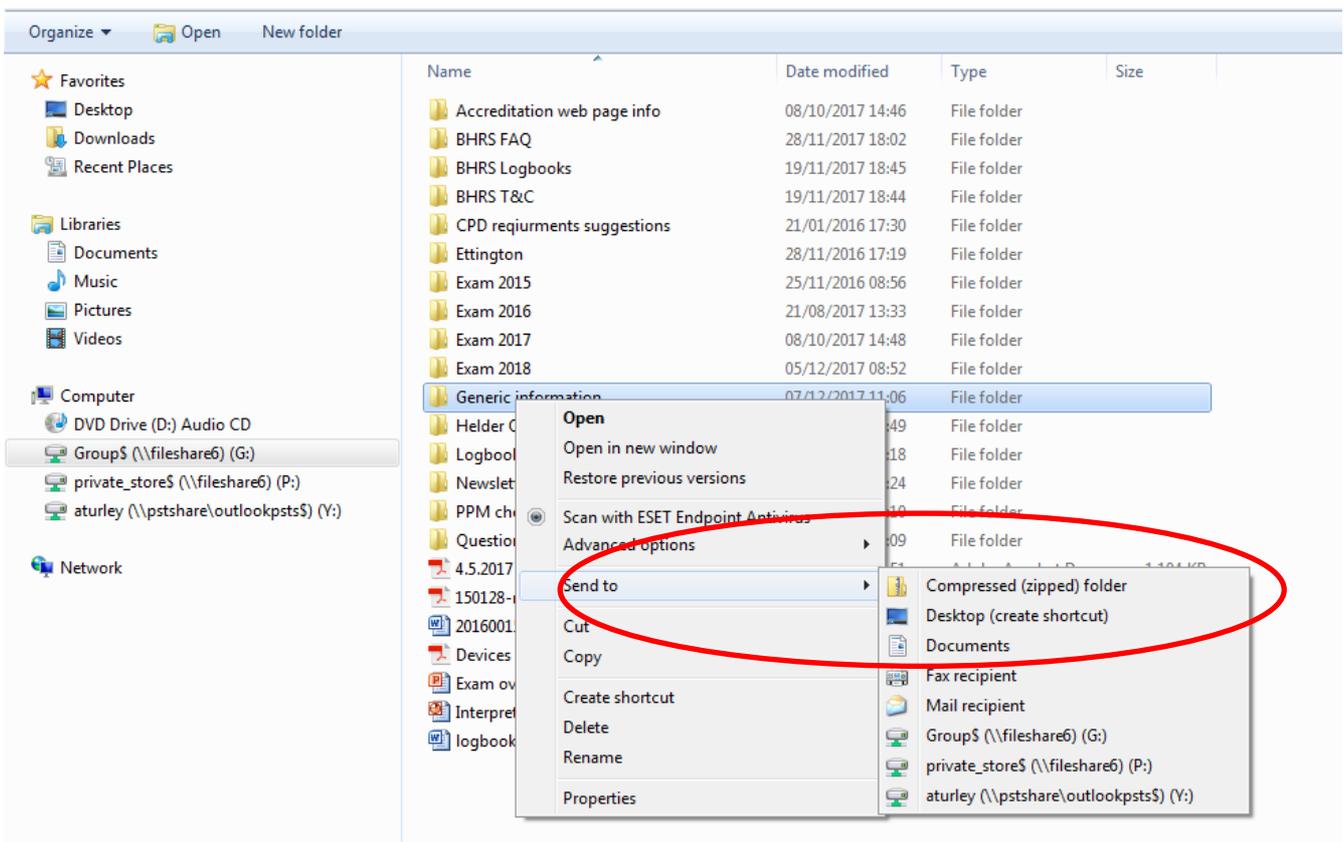
Mac

Select folder and right click on chosen folder

> Drop down menu appears

> Click on Compress

In the example below Compress "HRC 2017"

A compressed / ZIP folder will appear as shown below

Then Drag the entire zip folder into your Dropbox "BHRS" folder and all contents will automatically upload.

BHRS can then download the entire logbook plus supporting information and share it with the relevant examiner for marking.

At no point will the candidate lose any information regarding their logbook.