

# Electronic Logbook Submission Process

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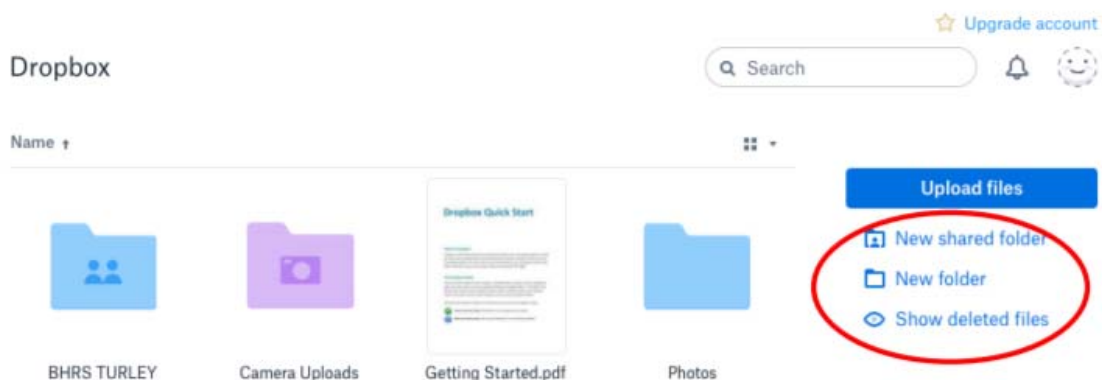
## Step by Step Process: CANDIDATES

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](https://www.dropbox.com)

Then click on the “SIGN UP” box

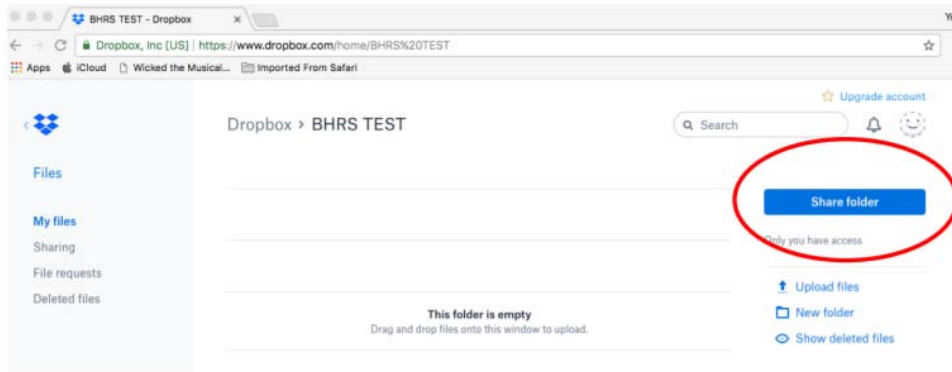
If they select the basic option this is free to get and comes with 2GB of data which should be ample for the logbook.

The candidate then “CREATES” a folder by clicking on “NEW FOLDER” as circled.



They then name the folder “CANDIDATEnumber\_SURNAME”.

*(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-logbook@bhirs.com](mailto:exam-logbook@bhirs.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” subfolders, clearly labelled. The main folder is called “CANDIDATE NUMBER\_SURNAME”.

The candidate “RENAMES” the folder and puts their surname and exam registration/candidate number in the folder title. DO NOT USE YOUR BHRS REGISTRATION NUMBER Example: 00012345\_SMITH.

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 OR 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-logbook@bhirs.com](mailto:exam-logbook@bhirs.com).

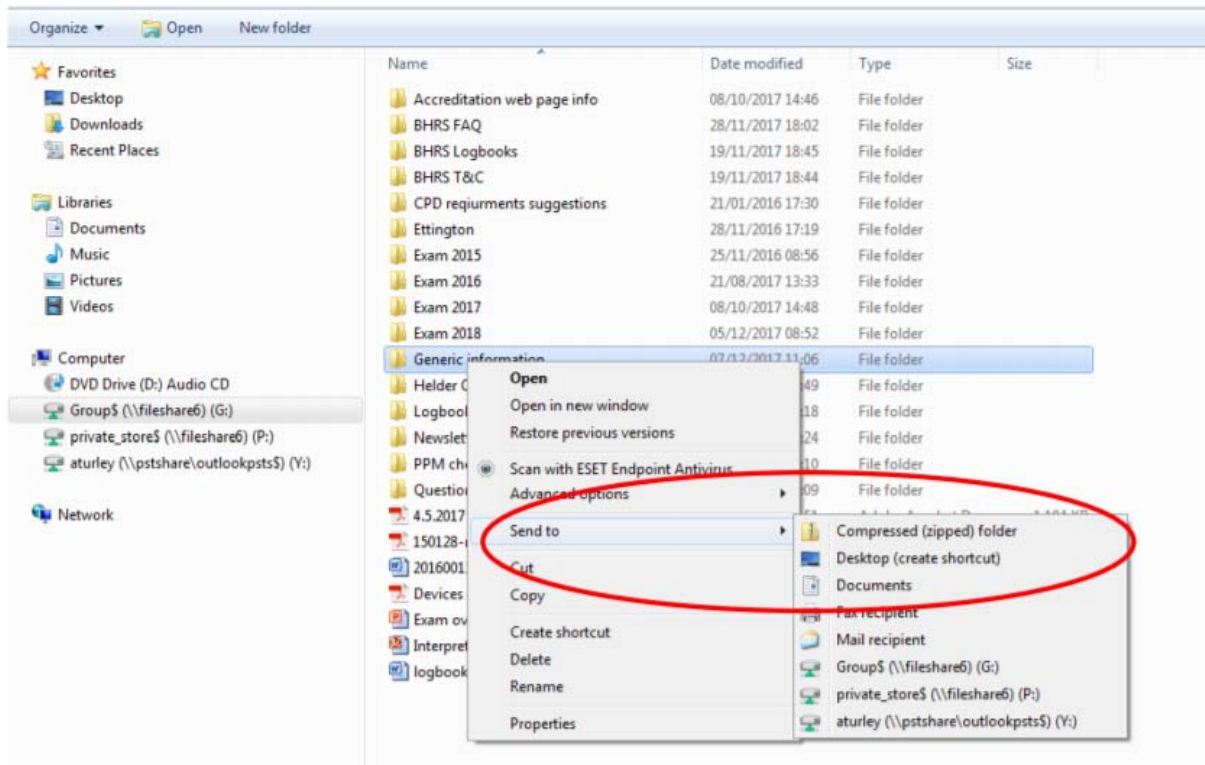
To upload the logbook back into Dropbox the candidate needs to “COMPRESS” the folder “BHRS EXAM LOGBOOKS” on their computer. They can then “DRAG” the compressed / zip folder direct into the Dropbox “BHRS” Folder.

**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*)

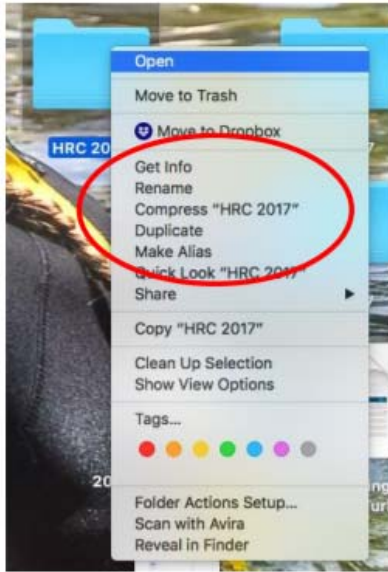


## Mac

- “SELECT” folder and “RIGHT CLICK” on chosen folder
- Drop down menu appears
- Click on “COMPRESS”

*In the example below Compress “HRC 2017”*

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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.

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