

# **Professional Registration System (Provider) User Manual**

**Version 1.0**

## REVISION HISTORY

Version	Effective Date	Summary of Changes	Author

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## **1. INTRODUCTION**

### **1.1. Overview**

The Professional Registration System (PRS) is a common registration system for Healthcare Professionals in Singapore. It supports the Healthcare Professionals (HCP), Human Resources Personnel (HR) and Healthcare Professional Entities (HPE) in the execution of the key business functions of the HPEs, such as professional registration, renewal, disciplinary and continuing professional education (CPE).

The PRS is a web-based application that is hosted in the Medinet Hosting Environment.

### **1.2. Scope**

The objective of this document is to provide step-by-step guidelines on the proper usage of the system by CPE Provider.

The targeted users of this document shall be the Account Holder of CPE Provider.

Users of the online application functionalities should have the basic knowledge of using an internet web browser, such as the Internet Explorer (IE), to navigate from one page to another.

The chapters in this manual are organised in a logically functional manner. They may not necessarily reflect the order, which the users would normally adopt to use the system.

The reader of this manual may study its content in any order. He/She may read the specific sections that illustrate the functions being encountered or study the specific section that he/she is interested in.

### **1.3. Definitions, Acronyms and Abbreviations**

This manual uses the following typographic conventions:

- A “\*” character next to a field indicates a mandatory field.
- **[Button Name]** refers to a button.
  - **[Proceed]** button indicates that the system will be displaying the next web page after the current page.
  - **[Confirm]** button indicates that the system will update or insert records in the database and will display the acknowledgment page..

The following format is used by the PRS system:

- DD/MM/YYYY as a Date Format
- hh:mm (24 hour format) as a time Format

The manual uses the following abbreviations

- CP: Course Provider
- CPE: Continuing Professional Education
- HCP: Healthcare Professional
- HPE: Healthcare Professional Entity
- IE: Internet Explorer
- PRS: Professional Registration System
- SDC: Singapore Dental Council

## **1.4. Installation/Setup**

### **a) Basic PC setup with Modem or Broadband**

Browser:

Internet Explorer 7.0 or

Internet Explorer 8.0

The user needs to configure the web page caching behaviour of his web browser before he launches the PRS web application.

To configure the IE web page caching behaviour:

- From the IE Menu bar, go to **[Tools]** and select **[Internet Options]**
- Click on **[Settings]** found on the **[General]** tab
- Select **[Every visit to the page]**

### **b) Page Setup of the browser**

The user needs to configure the Page Setup of his web browser, in order to achieve the best result for printing on-line letter/report. Configuration is not necessary if there had been no issues with your usual internet browsing

To configure the IE page setup

- From the IE Menu bar, go to **[View]**
- Click on **[Text size]**
- Select **[Medium]** (to ensure that each letter fits into one A4 size paper when printed)
- From the IE Menu bar, select **[File]** and then **[Page Setup]**

Page

- Select 'A4' for the Size

Header and Footer

- Leave the Header and Footer blank

Paper Orientation and Margin

- Portrait ( for on-line letter printing )
- Margins (inches)
  - Left : 0.25"
  - Right : 0.25"
  - Top : 0.75"
  - Bottom : 0.75"
- Landscape ( for on-line report printing )
- Margins (inches)
  - Left : 0.75"
  - Right : 0.75"
  - Top : 0.75"
  - Bottom : 0.75"

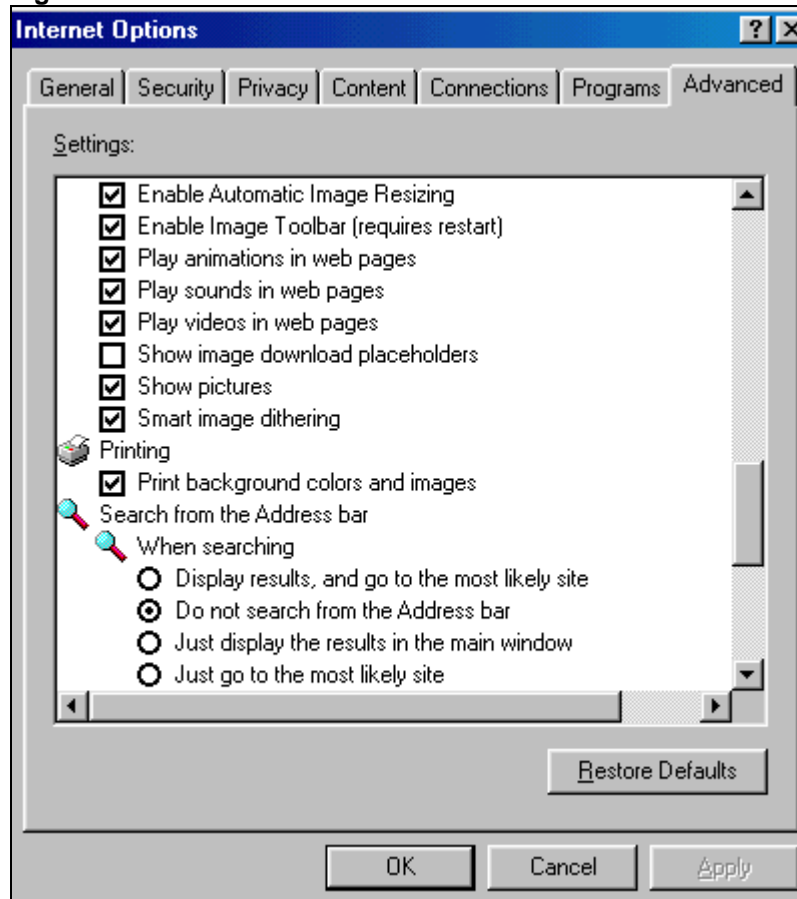
### **c) Printing Configuration of the browser**

In addition, it is good to set the web browser Printing Option for better printing result.

To setup the IE printing option

- From the IE Menu bar, go to **[Tools]** and select **[Internet Options]**
- Select the **[Advanced]** tab
- The following dialog box will be shown

Figure 1



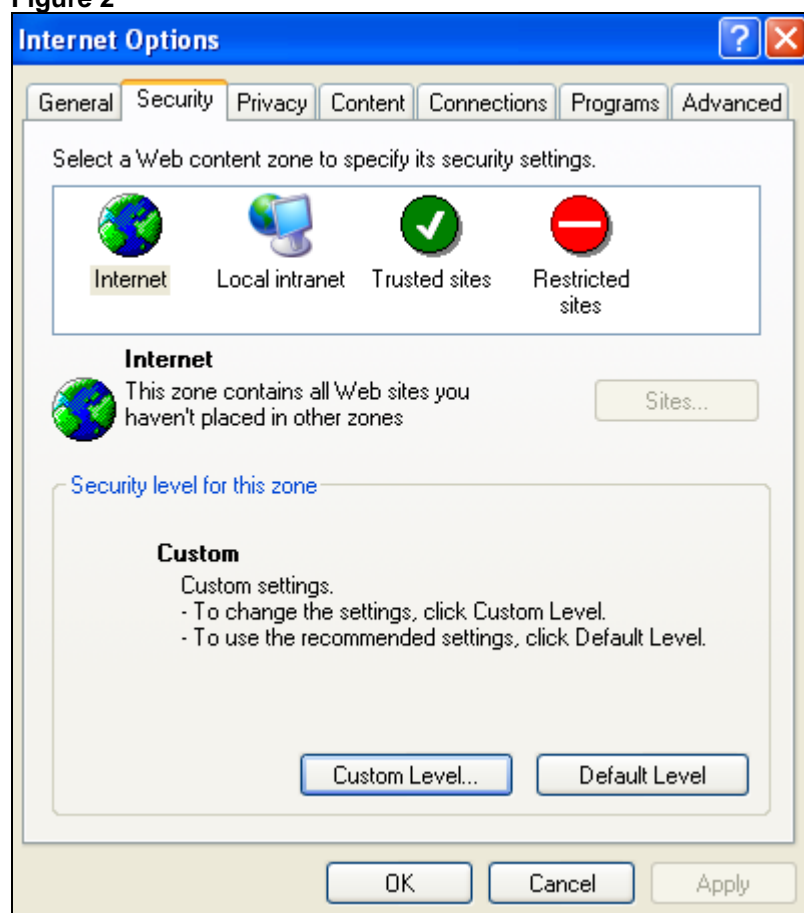
- Tick the checkbox next to the **[Print Background Colours And Images]**
- Click on the **[OK]** button to close the dialog box

d) Other settings of the browser

To ensure that scripting is enabled on the web browser:

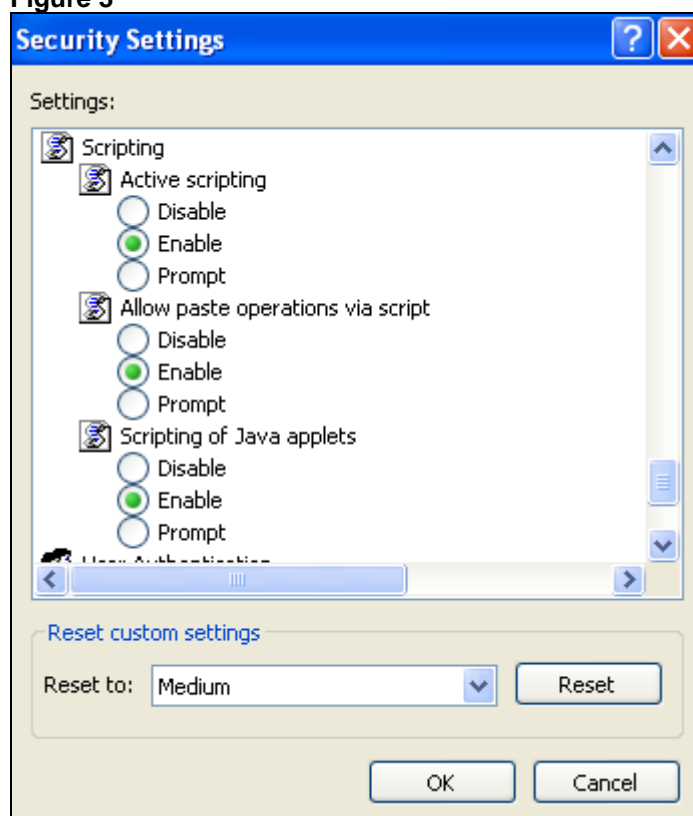
- From the IE Menu bar, go to **[Tools]** button and select **[Internet Options]**
- Select the **[Security]** tab
- The following dialog box will be shown

Figure 2



- Click on the **[Custom Level]** button
- The following dialog box will be shown

Figure 3



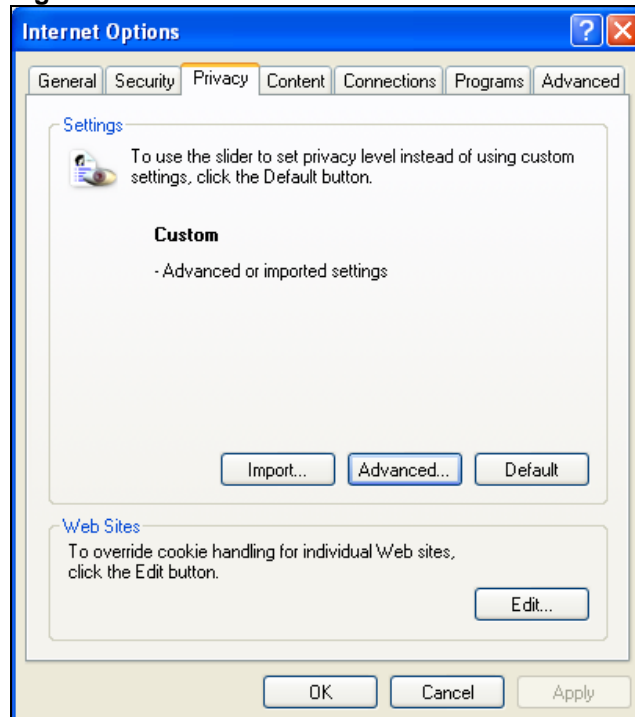
- Check to ensure that the 'Active Scripting' is enabled
- Click on the **[OK]** button to close the dialog box



To ensure that the cookies handling is enabled:

- From the IE Menu bar, go to **[Tools]** button and select **[Internet Options]** button
- Select the **[Privacy]** tab
- The following dialog box will be shown

Figure 4



- Click on the **[Advanced]** button
- Ensure that the setting for the 'Advanced Privacy Settings' is as shown

Figure 5



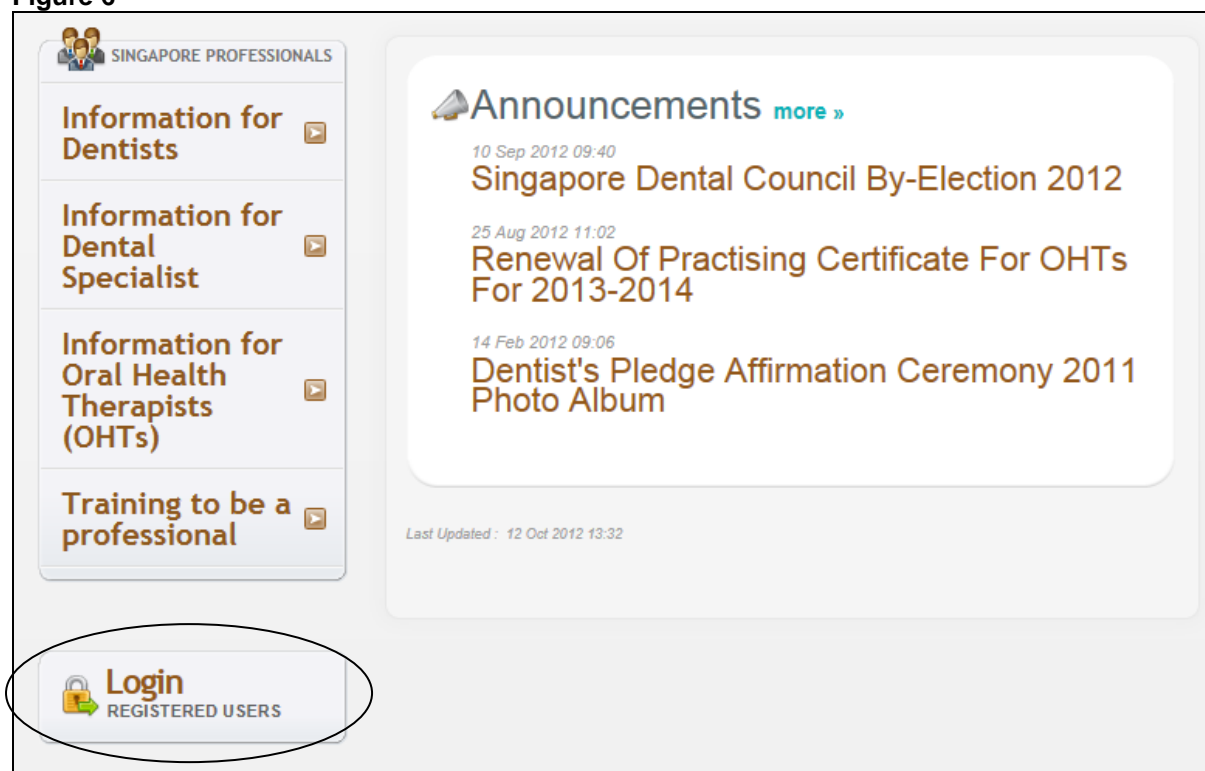
- Click on the **[OK]** button

## 2. FUNCTIONS

### 2.1. Submit Provider Application

To access the PRS, click on the [\[Login\]](#) button on the SDC's website (URL: <http://www.sdc.gov.sg> ).

Figure 6



The PRS Login screen will be displayed as follows.

**Figure 7**

The screenshot displays the PRS Login interface. At the top, there is a link for [Instructions for Authorised Users](#). Below this, instructions are provided for three user categories: Healthcare Professionals, HR Personnel, and CPE Providers / Professional Bodies. Each category includes a brief description of login methods and links to documentation or application forms. The central part of the screen features a login form with fields for 'User ID ?' and 'Password', a 'Login' button, and a [Reset Password](#) link. At the bottom of the form, there is an alternative login option using the SingPass logo.

[Instructions for Authorised Users](#)

**Healthcare Professionals:**  
You may login via SingPass or your User ID and password. For first time login users, please click [here](#) to view the documentation required for processing.


**HR Personnel:**  
You may login via your User ID and password. If you do not have an account, please click [here](#) to download the form and mail the signed form to prsncsi+sit+sdg@gmail.com.

**CPE Providers / Professional Bodies**  
You may login via your User ID and password. If you do not have an account, please click [here](#) to submit your application for an online account.

User ID ?

Password

[Login](#) [Reset Password](#)

Alternatively, you can login using 

To apply for a provider account if you do not have one:

- Click on the [\[here\]](#) link under [CPE Providers / Professional Bodies] section.

The Application for Provider page will be displayed as follows.

Figure 8

The screenshot shows a web application interface for 'Application for Accreditation of Provider'. At the top, there are five tabs: 'Application' (active), 'Documents', 'Confirmation', 'Payment', and 'Acknowledgement'. Below the tabs is the title 'Application for Accreditation of Provider'. A note states: 'Note: All Fields marked with asterisk (\*) are mandatory.' The form is divided into three main sections: 'Provider Information', 'Provider Address', and 'Account Holder Details'. The 'Provider Information' section contains fields for 'Provider Type', 'Organisation Type', 'Organisation', 'Department / Ward', 'Website URL', and 'Additional Remarks' (with a character count of 0/500). The 'Provider Address' section contains fields for 'Postal Code', 'Block/House No.', 'Level - Unit No.', 'Street Name', and 'Building Name'. The 'Account Holder Details' section contains a table with columns 'Name', 'Designation', 'Email Address', 'Role', and 'Delete'. Below the table are buttons for 'Add Account Holder' and 'Proceed'.

Name	Designation	Email Address	Role	Delete

**Add Account Holder**

**Proceed**

To proceed to the next stage of the application (i.e.: Documents)

- Select a **Provider Type**  
The Singapore Dental Council evaluates and approves institutions and organizations that provide Continuing Professional Education (CPE). CPE Providers may apply to SDC either as Accredited Providers or Ad-hoc Providers. Please refer to SDC's
  - **Accredited Provider.** An Accredited Provider will have to adhere strictly to the standards and procedures. Only accredited providers, granted SDC approval, are authorized to use the approval statement on their publications. Once approved, CPE providers are held accountable for maintaining those high standards. Event applications submitted by Accredited Providers, will be auto approved by the system.
  - **Ad-hoc Provider.** Providers who do not wish to apply for accreditation but are interested in organising one-time events can apply as Ad-hoc Provider with 6 months validity period. Event application submitted by Ad-hoc Provider is subject to approvals.
- Select an **Organisation Type**.
  - If **"Others"**, enter the name of other Organisation Type in the provided textbox.
- Select an **Organisation**.
  - If **"Others"**, enter the name of other Organisation in the provided textbox.
- Optional: Select a **Department/Ward**.
  - If **"Others"**, enter the name of other Department/Ward in the provided textbox.
- Optional: Enter **Website URL**

- Optional: Enter **Additional Remarks** if any.
- Enter **Postal Code**
- Optional: Enter **Level – Unit No.**
- Click [\[Add Account Holder\]](#) button at the bottom of the page to launch Add Account Holder page.

The Account Holder Details page will be displayed as follows.

Figure 9

**Account Holder Details**

Note: All Fields marked with asterisk (\*) are mandatory.

\*NRIC No./FIN

Designation

\*Name

\*Gender ☒ Male ☐ Female

\*Telephone No.

Fax No.

Mobile No.

\*Email Address

\*Role ☒ Admin ☐ Operational

To add account holder:

- Enter **NRIC No./FIN**
- Optional: Enter **Designation**
- Enter **Name**
- Select **Gender**
- Enter **Telephone No.**
- Optional: Enter **Fax No.**
- Optional: Enter **Mobile No.**
- Enter **Email Address**
  - Upon approval of Provider Application, this Email Address will become the Account Holder Permanent User ID
- Select **Role**
  - Admin user is the main point of contact between SDC and Provider for this Provider application. Any email notifications will be sent to Admin user's Email Address
- Click [\[Save\]](#) button at the bottom of the page to proceed on adding account holder to provider.

Back to the Application for Provider page,  
The details of Account Holder have been added to the table upon clicking on the [\[Save\]](#) button.

**Figure 10**

Application Documents Confirmation Payment Acknowledgement

### Application for Accreditation of Provider

Note: All Fields marked with asterisk (\*) are mandatory.

#### Provider Information

*Provider Type	Ad-hoc
*Organisation Type	Society
*Organisation	Singapore Dental Health Foundation
Department / Ward	--Select Here--
Website URL	
Additional Remarks	(0/500)

#### Provider Address

*Postal Code	079716
Block/House No.	15
Level - Unit No.	04 - 01/04
Street Name	Enggor Street
Building Name	Realty Centre

#### Account Holder Details

Name	Designation	Email Address	Role	Delete
<a href="#">Nicholas Ong</a>	-	nicholasong@ncs.com.sg	Admin	<a href="#">Delete</a>

[Add Account Holder](#)

[Proceed](#)

To proceed to the next stage of the application (i.e.: Documents)

- Click [\[Proceed\]](#) button at the bottom of the page to proceed to the Documents page.

The Documents page for Application of Provider will be displayed as follows.

Figure 11

Application Documents Confirmation Payment Acknowledgement

### Application for Accreditation of Provider

**Note:**

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

**Supporting Documents**

Document Title --Select Here--

File

**Documents Attached**

No document attached.

To proceed to the next stage of the application (i.e.: Confirmation)

If there are supporting documents,

- Select a **Document Title**
  - If **"Others"**, enter other document title in the provided textbox.
- Click **[Browse]** button to browse documents for uploading
- Click **[Attach]** button to attach uploaded document
- Click **[Proceed]** button at the bottom of the page to proceed to the Confirmation page.

The Confirmation page for Application of Provider will be displayed as follows.

Figure 12

Application	Documents	Confirmation	Payment	Acknowledgement
-------------	-----------	--------------	---------	-----------------

### Application for Accreditation of Provider

---

#### Provider Information

Provider Type	Ad-hoc
Organisation Type	Society
Organisation Type (Others)	-
Organisation	Singapore Dental Health Foundation
Organisation (Others)	-
Department / Ward	-
Department / Ward (Others)	-
Website URL	-
Additional Remarks	-

#### Provider Address

Postal Code	079716
Block/House No.	15
Level - Unit No.	04-01/04
Street Name	Enggor Street
Building Name	Realty Centre

#### Account Holder Details

<b>Account Holder 1</b>	
NRIC No./FIN	S0834822G
Designation	-
Name	Nicholas Ong
Gender	Male
Telephone No.	99999999
Fax No.	-
Mobile No.	-
Email Address	nicholasong@ncs.com.sg
Role	Admin

#### Documents Attached

<a href="#">Document Title 1</a>
----------------------------------

Confirm

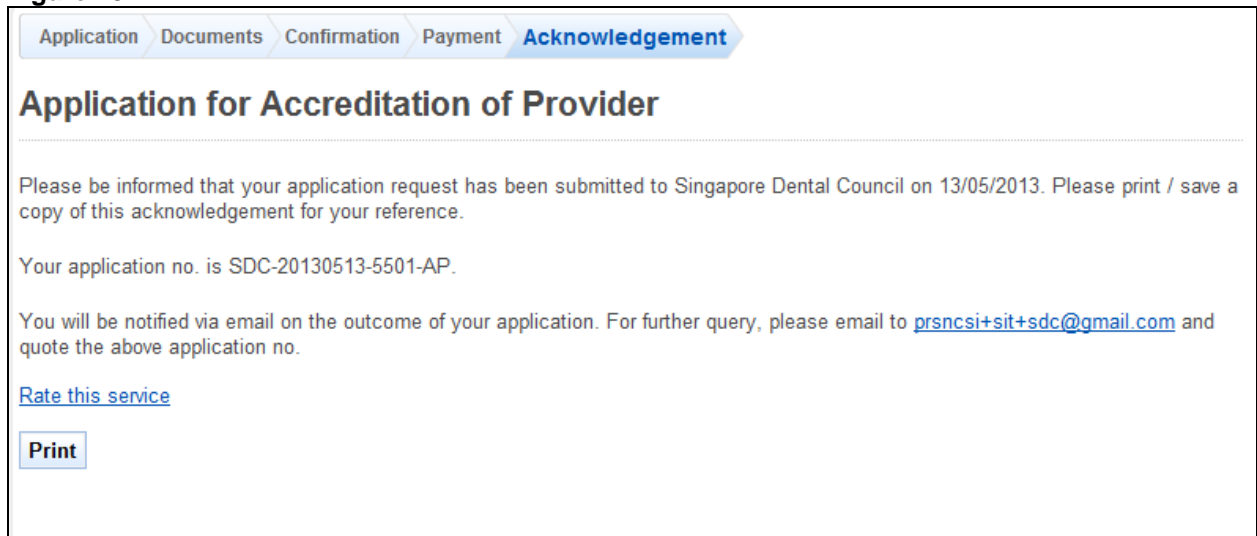
To proceed to the next stage of the application (i.e.: Acknowledgement)

- Click **Confirm** button at the bottom of the page to proceed to the Acknowledgement page.



The Acknowledgement page for Application of Provider will be displayed as follows.

Figure 13



The screenshot shows a web interface with a navigation bar at the top containing five tabs: 'Application', 'Documents', 'Confirmation', 'Payment', and 'Acknowledgement'. The 'Acknowledgement' tab is selected and highlighted in blue. Below the navigation bar, the main heading is 'Application for Accreditation of Provider'. A horizontal dotted line separates the heading from the body text. The body text includes a notification that the application request has been submitted to the Singapore Dental Council on 13/05/2013, a request to print or save a copy, the application number SDC-20130513-5501-AP, and information about email notification and a contact email address. There is a blue hyperlink 'Rate this service' and a blue 'Print' button at the bottom left of the content area.

Application Documents Confirmation Payment **Acknowledgement**

### Application for Accreditation of Provider

---

Please be informed that your application request has been submitted to Singapore Dental Council on 13/05/2013. Please print / save a copy of this acknowledgement for your reference.

Your application no. is SDC-20130513-5501-AP.

You will be notified via email on the outcome of your application. For further query, please email to [prsncsi+sit+sdcc@gmail.com](mailto:prsncsi+sit+sdcc@gmail.com) and quote the above application no.

[Rate this service](#)

[Print](#)

- Click [\[Print\]](#) button at the bottom of the page to print the Acknowledgement page, if necessary.
- Click [\[Rate this service\]](#) hyper link to rate this service

An acknowledgement email will be sent to Admin user's email address. It contains Application No., Temporary User ID and Temporary Password for user to login to the system, check the application status and upload more supporting document, if necessary.

Upon provider application approval by HPE, the Account Holder's email address will become the permanent User ID.

## 2.2. Enquire Provider Application

The PRS Login screen will be displayed as follows.

**Figure 14**

The screenshot displays the PRS Login interface. At the top, there is a link for 'Instructions for Authorised Users'. Below this, instructions are provided for three user categories: Healthcare Professionals, HR Personnel, and CPE Providers / Professional Bodies. Each category includes a brief description of login methods and links to documentation or application forms. The central part of the screen features a login form with fields for 'User ID ?' and 'Password', a 'Login' button, and a 'Reset Password' link. At the bottom, there is an alternative login option using 'SingPass', accompanied by the SingPass logo.

[Instructions for Authorised Users](#)

**Healthcare Professionals:**  
You may login via SingPass or your User ID and password. For first time login users, please click [here](#) to view the documentation required for processing.


**HR Personnel:**  
You may login via your User ID and password. If you do not have an account, please click [here](#) to download the form and mail the signed form to prsncsi+sit+sdcc@gmail.com.

**CPE Providers / Professional Bodies**  
You may login via your User ID and password. If you do not have an account, please click [here](#) to submit your application for an online account.

User ID ?

Password

[Login](#) [Reset Password](#)

Alternatively, you can login using 

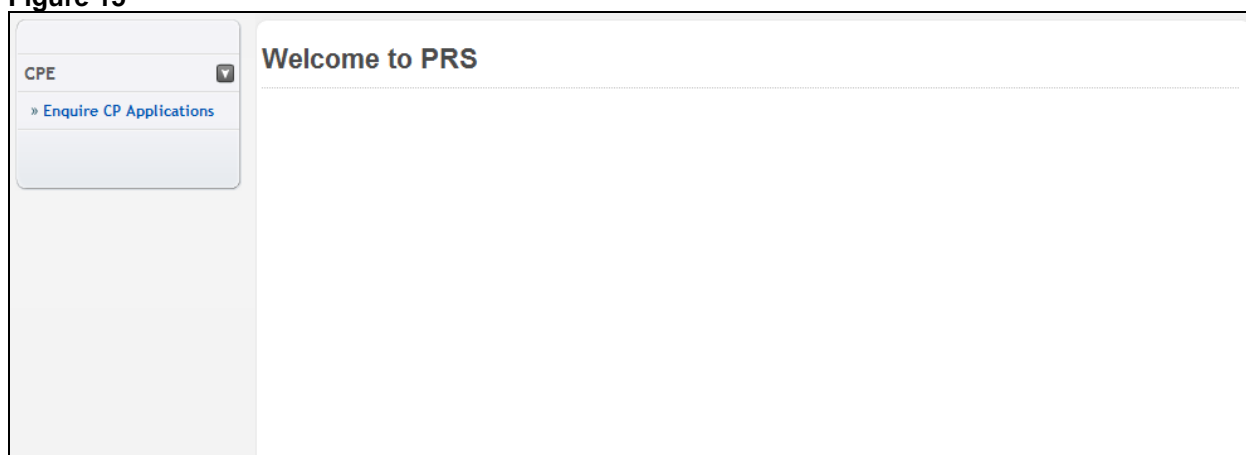
To enquire provider application, admin user required to login to the system.

- Enter **User ID** with Temporary User ID
- Enter **Password** with Temporary Password
- Click [\[Login\]](#) button to login to PRS

Both Temporary User ID and Temporary Password are found in the Acknowledgement email of Provider Application sent to Admin User.

The PRS landing page will be displayed as follows. The menu on the left displays the functions you have access to

Figure 15



To Enquire CP Application,

- Click on the **[CPE]** menu item
- Click on **[Enquire CP Applications]** link to open Enquire CP Application page

The Enquire CP Application page will be displayed as follows.

Figure 16

The screenshot shows the 'Enquire CP Applications' page. The left sidebar is identical to Figure 15. The main content area has a heading 'Application Submitted' and 'Total record(s) found: 1'. Below this is a table with the following data:

Application No.	Date of Submission	Organisation	Department / Ward	Application Status	Remarks
<a href="#">SDC-20130513-5501-AP</a>	13/05/2013	Singapore Dental Health Foundation	-	Application Submitted	-

Below the table, it says 'Page 1' and '[First] | [Previous] | [Next] | [Last]'.

The Enquire CP Applications function allow you to

- View Provider Application
- Upload More Supporting Document for submitted Provider Application

### 2.2.1. View Provider Application Details

To proceed to the Application Details page:

- Click on [\[Application No.\]](#) link

The Application Details page will be displayed as follows.

Figure 17

Application No.	SDC-20130513-5501-AP
Application Status	Application Submitted
Submission Date	13/05/2013
Outcome Date	

#### Provider Information

Provider Type	Ad-hoc
Organisation Type	Society
Organisation Type (Others)	-
Organisation	Singapore Dental Health Foundation
Organisation (Others)	-
Department / Ward	-
Department / Ward (Others)	-
Website URL	-
Additional Remarks	-

#### Provider Address

Postal Code	079716
Block/House No.	15
Level - Unit No.	04-01/04
Street Name	Enggor Street
Building Name	Realty Centre

#### Account Holder Details

<b>Account Holder 1</b>	
NRIC No./FIN	S0834822G
Designation	-
Name	Nicholas Ong
Gender	Male
Telephone No.	99999999
Fax No.	-
Mobile No.	-
Email Address	nicholasong@ncs.com.sg
Role	Admin

#### Documents Attached

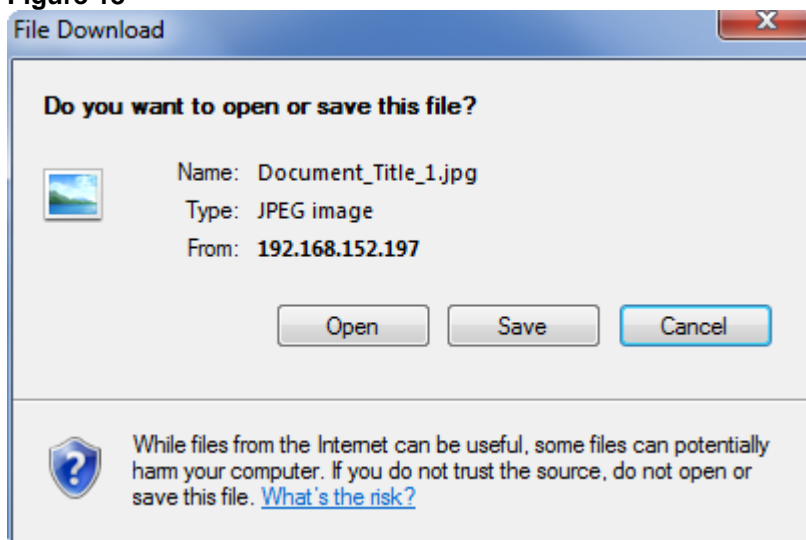
<a href="#">Document Title 1</a>
----------------------------------

To download the document attached:

- Click on [\[Document Title\]](#) link

The pop-up box to download document will be displayed as follows.

Figure 18

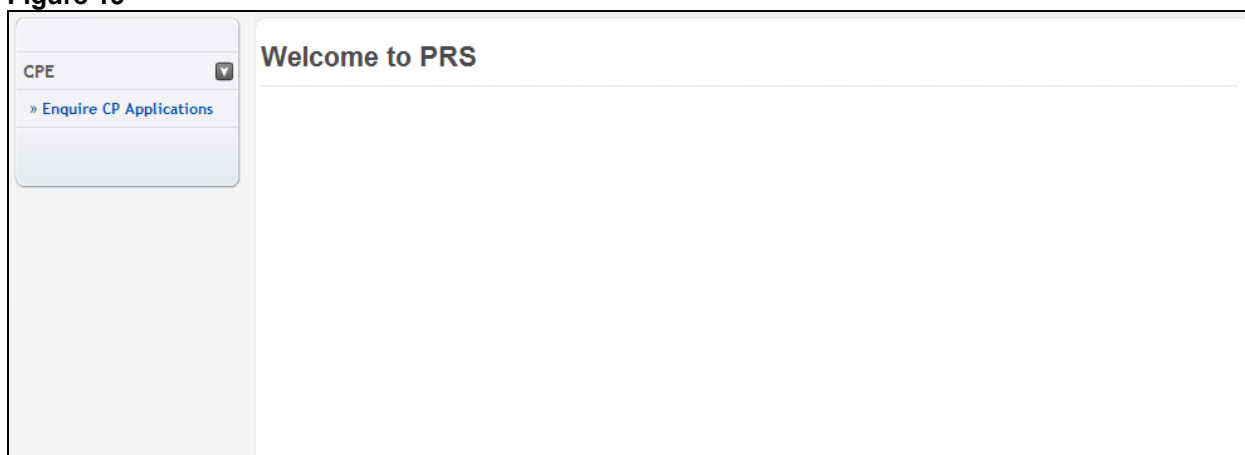


### 2.2.2. Upload More Supporting Documents

If more supporting documents required for the provider application, an email will be sent to the admin account holder. The admin account holder should login to the PRS system using the temporary User ID and password and submit the requested documents to HPE.

Upon successful login, the PRS landing page will be displayed as follows. The menu on the left displays the function you have access to.

Figure 19

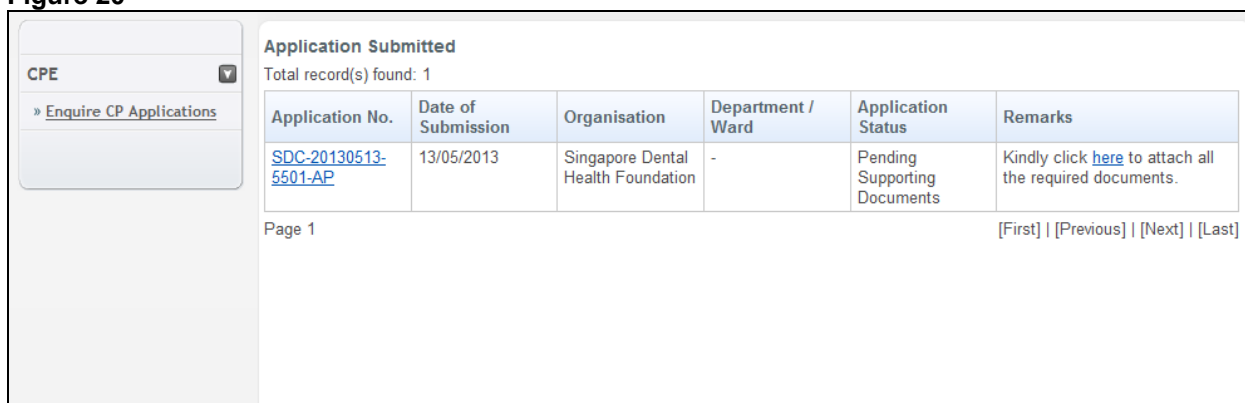


To Enquire CP Application,

- Click on the **[CPE]** menu item.
- Click on **[Enquire CP Applications]** link to open Enquire CP Application page.

The Enquire CP Application page will be displayed as follows.

Figure 20



To proceed to attach required documents:

- Click on the **[here]** link found on Remarks column of Application with Application Status = "Pending Supporting Documents"

The Upload Supporting Document page will be displayed as follows.

**Figure 21**

**Note:**

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

**Remarks**  
Company History is required

**Supporting Documents**

Document Title	--Select Here--	
File	<input type="text"/>	<input type="button" value="Browse.."/> <input type="button" value="Attach"/>

Documents Attached		
Document Title 1		

To attach documents:

- Select the **Document Title**
  - If "Others", enter other **Title of Document**
- Click on the [\[Browse\]](#) button
- Select the document to attach
- Click on the [\[Attach\]](#) button

The document is added to the table upon clicking on the [\[Attach\]](#) button.

**Figure 22**

**MESSAGES**  
Upload successfully

**Note:**

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

**Remarks**  
Company History is required

**Supporting Documents**

Document Title

--Select Here--

File

Browse..

Attach

Documents Attached

<a href="#">Document Title 1</a>		
<a href="#">Company History</a>	<a href="#">Replace</a>	<a href="#">Delete</a>

Submit



Should the need arise to replace the attached document:

- Click [\[Replace\]](#) link

The Replace Document page is displayed as follows.

Figure 23

**Replace Additional Document**

---

**Replace Document**

**Note:**

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

Document Title	Company History
File	<input type="text"/> <a href="#">Browse..</a>

[Attach](#) [Cancel](#)

To replace document attached:

- Click on the [\[Browse\]](#) button
- Select the document to attach
- Click on the [\[Attach\]](#) button

Back to the Upload Supporting Document page,

The document to replace the previous document is added to the table upon clicking on the [\[Attach\]](#) button.

Should the need arise to delete the attached document:

- Click on the [\[Delete\]](#) button

Confirmation box for deletion is displayed as follows.

Figure 24

Note:

- File must be in JPEG(
- Each file size must not

Remarks

Company History is required

Supporting Documents

Document Title --Select Here--

File  [Browse..](#) [Attach](#)

Documents Attached		
<a href="#">Document Title 1</a>		
<a href="#">Company History</a>	<a href="#">Replace</a>	<a href="#">Delete</a>

[Submit](#)

To delete the document attached:

- Click on the [\[OK\]](#) button

Back to the Upload Supporting Document page,

The document is deleted from the table upon clicking on the [\[OK\]](#) button.

Figure 25

Note:

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

Remarks

Company History is required

Supporting Documents

Document Title --Select Here--

File  [Browse..](#) [Attach](#)

Documents Attached		
<a href="#">Document Title 1</a>		

[Submit](#)

After all necessary documents are attached, submit the documents back to HPE:

- Click on the [\[Submit\]](#) button

The Enquire CP Application page after application has submitted the pending supporting document is displayed as follows.

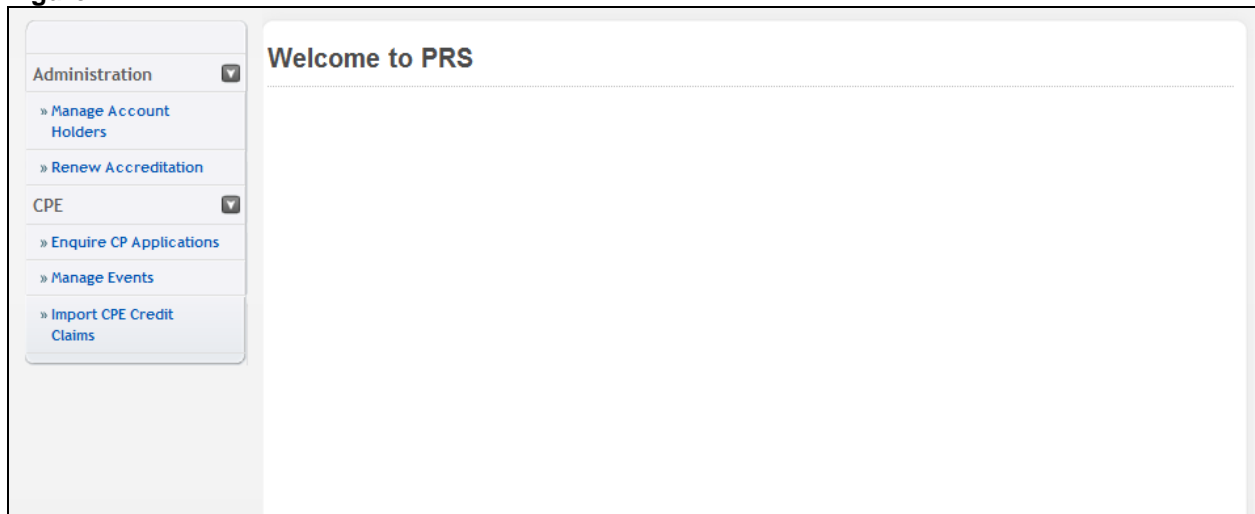
Figure 26

<b>CPE</b> » <a href="#">Enquire CP Applications</a>	<b>Application Submitted</b>				
	Total record(s) found: 1				
	<b>Application No.</b>	<b>Date of Submission</b>	<b>Organisation</b>	<b>Department / Ward</b>	<b>Application Status</b>
	<a href="#">SDC-20130513-5501-AP</a>	13/05/2013	Singapore Dental Health Foundation	-	Supporting Documents Furnished
Page 1					<a href="#">[First]</a>   <a href="#">[Previous]</a>   <a href="#">[Next]</a>   <a href="#">[Last]</a>

## 2.3. Manage Account Holders

Upon successful login, the PRS landing page will be displayed as follows. The menu on the left displays the functions you have access to. Manage Account Holder function is only accessible by **Admin User of an approved provider**.

Figure 27



To Manage Account Holders,

- Click on the [\[Administration\]](#) menu item
- Click on [\[Manage Account Holders\]](#) link

The Manage Account Holders page will be displayed as follows.

Figure 28

**Manage Account Holder**

Validity Start Date	Validity End Date
14/11/2012	14/05/2013

**Account Holder Details**

<input type="checkbox"/>	Name	Designation	Email Address	Role	Status	Terminated Date
<input type="checkbox"/>	<a href="#">Nicholas Ong</a>	-	nicholasong@ncs.com.sg	Admin	Active	-

The Manage Account Holder function allow you to

- Create/update Account Holder details
- Terminate an Account Holder

To update Account Holder details:

- Click on the [\[Account Holder Name\]](#) link

The Update Account Holder details page is displayed as follows.

Figure 29

**Manage Account Holder**

---

**Update Account Holder**

Note: All Fields marked with asterisk (\*) are mandatory.

*NRIC No./FIN	S0834822G
Designation	<input type="text"/>
*Name	Nicholas Ong
*Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female
*Telephone No.	99999999
Fax No.	<input type="text"/>
Mobile No.	<input type="text"/>
*Email Address	nicholasong@ncs.com.sg
*Role	<input checked="" type="radio"/> Admin <input type="radio"/> Operational

To update Account Holder details:

- Optional: Enter **Designation**
- Enter **Name**
- Select **Gender**
- Enter **Telephone No.**
- Optional: **Enter Fax No.**
- Optional: **Enter Mobile No.**
- Enter **Email Address**
- Select **Role**
- Click [\[Save\]](#) button

Back to the Manage Account Holder page,  
The Account Holder details are being updated upon clicking on the [\[Save\]](#) button.

Figure 30

### Manage Account Holder

Validity Start Date	Validity End Date
14/11/2012	14/05/2013

#### Account Holder Details

<input type="checkbox"/>	Name	Designation	Email Address	Role	Status	Terminated Date
<input type="checkbox"/>	<a href="#">Nicholas Ong</a>	-	nicholasong@ncs.com.sg	Admin	Active	-

Add Account HolderTerminate User

To Add Account Holder:

- Click on the [\[Add Account Holder\]](#) button

The Add Account Holder page is displayed as follows.

Figure 31

The screenshot shows a web interface titled "Manage Account Holder". Below the title is a section "Add Account Holder" with a note: "Note: All Fields marked with asterisk (\*) are mandatory." The form contains several input fields and radio buttons:

- \*NRIC No./FIN: Text input field
- Designation: Text input field
- \*Name: Text input field
- \*Gender: Radio buttons for Male and Female
- \*Telephone No.: Text input field
- Fax No.: Text input field
- Mobile No.: Text input field
- \*Email Address: Text input field
- \*Role: Radio buttons for Admin and Operational (Operational is selected)

At the bottom of the form are two buttons: "Save" and "Cancel".

To Add Account Holder:

- Enter **NRIC No./FIN**
- Optional: Enter **Designation**
- Enter **Name**
- Select **Gender**
- Enter **Telephone No.**
- Optional: Enter **Fax No.**
- Optional: Enter **Mobile No.**
- Enter **Email Address**
  - **This Email Address will become the Account Holder Permanent User ID**
- Select **Role**
  - Note: Only 1 (one) admin user is allowed for a provider. Should the need arise to change Admin User, please contact SDC for assistance.
- Click **[Save]** button at the bottom of the page to proceed on adding account holder
  - An email will be sent to new account holder's Email Address to inform user for successful creation of provider account holder. It contains password for login to PRS system



Back to the Manage Account Holder page,  
The new Account Holder is added in the table upon clicking on the [\[Save\]](#) button.

Figure 32

### Manage Account Holder

Validity Start Date	Validity End Date
14/11/2012	14/05/2013

#### Account Holder Details

<input type="checkbox"/>	Name	Designation	Email Address	Role	Status	Terminated Date
<input type="checkbox"/>	<a href="#">Nicholas Ong</a>	-	nicholasong@ncs.com.sg	Admin	Active	-
<input type="checkbox"/>	<a href="#">Thomas Dall</a>	-	ThomasD@ncs.com.sg	Operational	Active	-

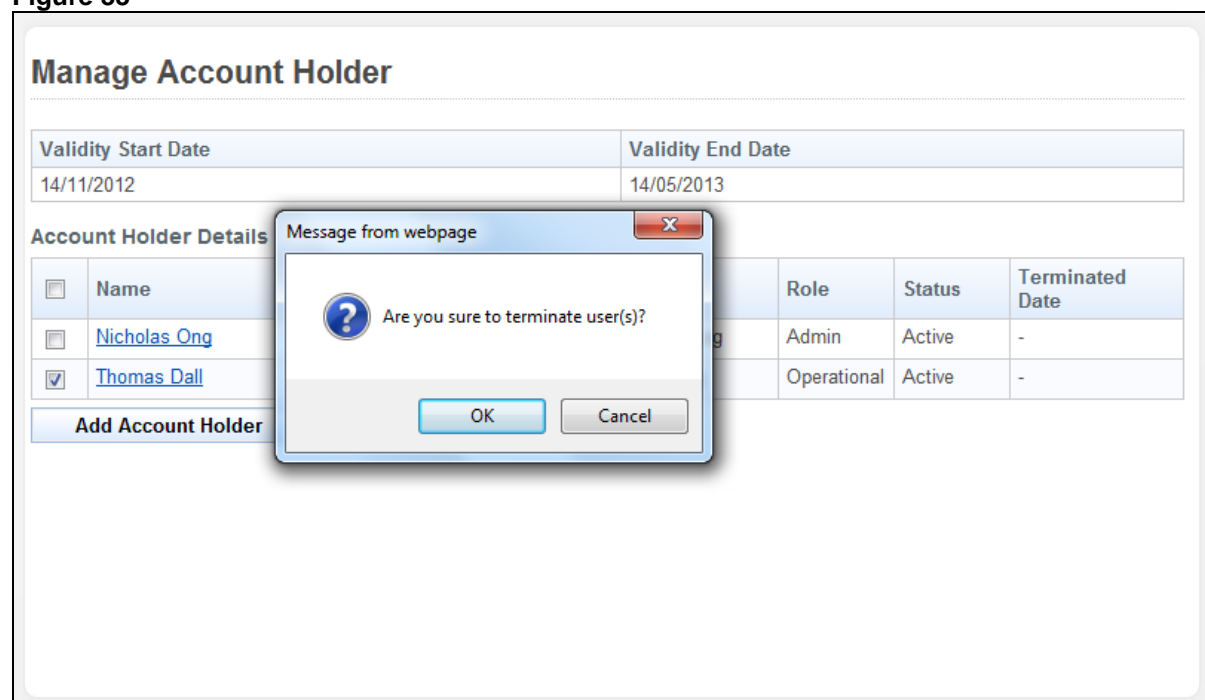
Add Account HolderTerminate User

To Terminate User:

- Select the checkbox of **Account Holder** for termination
- Click on the [\[Terminate User\]](#) button

Confirmation box for termination of user is displayed as follows.

Figure 33



To confirm termination of user:

- Click on the [\[OK\]](#) button

Back to the Manage Account Holder page,  
The selected Account Holder's record is being terminated with an "Inactive" status, upon clicking on the **[OK]** button.

Figure 34

**MESSAGES**  
The record(s) terminated successfully.

### Manage Account Holder

Validity Start Date	Validity End Date
14/11/2012	14/05/2013

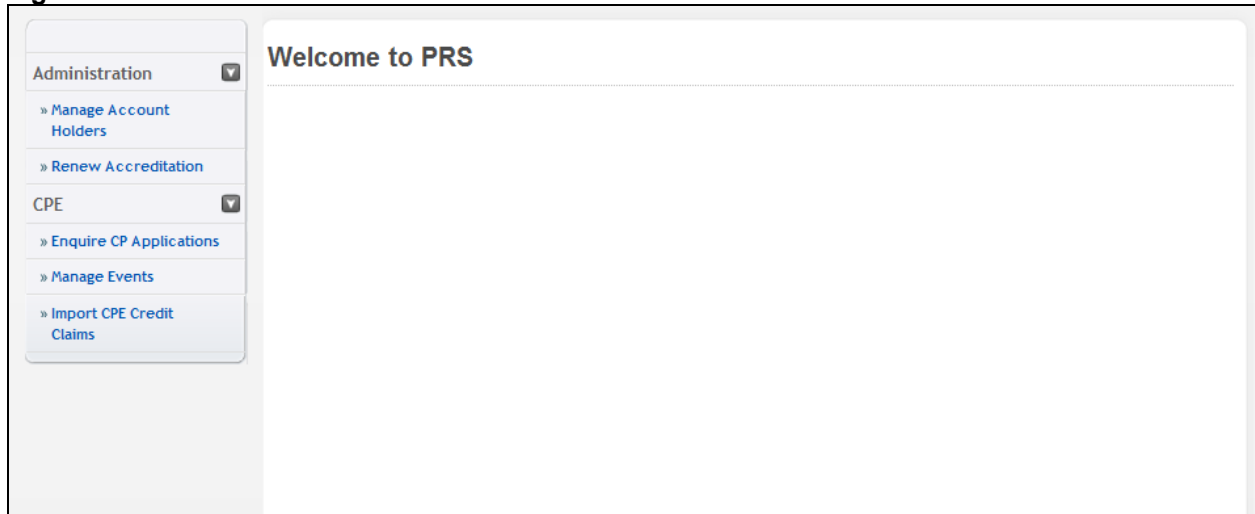
#### Account Holder Details

<input type="checkbox"/>	Name	Designation	Email Address	Role	Status	Terminated Date
<input type="checkbox"/>	<a href="#">Nicholas Ong</a>	-	nicholasong@ncs.com.sg	Admin	Active	-
<input type="checkbox"/>	<a href="#">Thomas Dall</a>	-	ThomasD@ncs.com.sg	Operational	Inactive	14/11/2012

## 2.4. Manage Events

Upon successful login, the PRS landing page will be displayed as follows. The menu on the left displays the functions you have access to as **an approved provider's account holder**.

**Figure 35**



To Manage Events,

- Click on the **[CPE]** menu item
- Click on **[Manage Events]** link

The Manage Events page will be displayed as follows.

**Figure 36**

The screenshot shows the 'Manage' page. It has a left-hand menu similar to Figure 35, with 'Manage Events' highlighted. The main content area is titled 'Manage' and contains a search form. The form has fields for 'Event ID', 'Application Status' (a dropdown menu), 'Submission Date From' and 'Submission Date To' (date pickers), 'Event Date From' and 'Event Date To' (date pickers), 'Event Title', and 'Category' (a dropdown menu). Below the form are 'Search' and 'New Event' buttons. Underneath is a 'Search Result' section with a table.

Event ID	Event Title	Organisation	Event Start Date	Application Status	Attendance Status	Remarks
----------	-------------	--------------	------------------	--------------------	-------------------	---------

The Manage Events function allow you to

- Create/update/submit/search an event Application
- Upload More Supporting Document for submitted Event Application
- Update an approved Event
- Submit Event Attendance for an approved Event

### 2.4.1. Create Events Application

To add New Events:

- Click on [\[New Event\]](#) button

The Application of Event page will be displayed as follows.

Figure 37

[Category](#) > [Event](#) > [Documents](#) > [Confirmation](#) > [Payment](#) > [Acknowledgement](#)

## Application for Accreditation of Event

Note: All fields marked with asterisk (\*) are mandatory

Copy details from another event? ☐ Yes ☒ No

\*Category

[Proceed](#)

Category	Activities Involved
1A	Pre-approved Established Programmes
1B	Local Events

To proceed to the next stage of the application (i.e.: Events):

- Select **Category**
- Click [\[Proceed\]](#) button to proceed with the application

### 2.4.1.1 Submit Pre-approved Established Programmes Application

If Category selected is "1A", the Application of Event for category 1A is displayed as follows.

Figure 38

Category
Event
Documents
Confirmation
Payment
Acknowledgement

## Application for Accreditation of Event

### Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Society
Organisation	Singapore Dental Health Foundation
Department/Ward	-
Address	15 Enggor Street #04-01/04 Realty Centre SINGAPORE 079716

### Contact Person(s)

S/N	Name	Telephone No.	Email Address
*1			
2			

### Event Details

Category	1A		
*Event Specialty	Cert. Ped. Dent. Conservative Dentistry Dental Material	>> <<	
*Type of Event	--Select Here--		<input type="checkbox"/> Lump Sum Attendance
*Event Title			
*Target Audience	Dental Specialists Division I Division II	>> <<	
Target Audience Specialty	Cert. Ped. Dent. Conservative Dentistry Dental Material	>> <<	
*Start Date	dd/mm/yyyy		*Start Time hh : mm
*End Date	dd/mm/yyyy		*End Time hh : mm
*Event Duration	--Select Here--		
Frequency			
*Venue			
Event URL			
Previous Event ID			
Copied from Event ID			
Additional Remarks			

(0/500)

Save
Proceed

To proceed to the next stage of the application (i.e.: Documents):

- Enter **Name** of Contact Person
- Enter **Telephone No.** of Contact Person
- Enter **Email Address** of Contact Person

- Select **Event Specialty**
  - For Cat 1A Event, the specified Event Specialty will determine the Point Type awarded to Professionals. It also used as one of the search criteria in “CPE Event Search” available for public
- Select **Type of Event**
- Enter **Event Title**
- Select **Target Audience**
- Optional: Select **Target Audience Specialty**
- Select **Start Date**
- Enter **Start Time**
- Select **End Date**
- Enter **End Time**
- Select **Event Duration**
  - For Cat 1A Event, the specified Event Duration will determine the Points awarded to Professionals
- Optional: Enter **Frequency**
- Enter **Venue**
- Optional: Enter **Event URL**
- Optional: Enter **Previous Event ID**
- Optional: Enter **Additional Remarks**
- Click [\[Proceed\]](#) button at the bottom of the page to proceed to the Documents page

The Documents page for Application of Event will be displayed as follows.

Figure 39

The screenshot shows a web interface for the 'Documents' page. At the top, there is a navigation bar with tabs: 'Category', 'Event', 'Documents' (highlighted), 'Confirmation', 'Payment', and 'Acknowledgement'. Below the navigation bar, the title 'Application for Accreditation of Event' is displayed. A 'Note:' section contains two bullet points: 'File must be in JPEG(.jpg or .jpeg), PDF (.pdf).' and 'Each file size must not exceed 1MB'. The 'Supporting Documents' section includes a 'Document Title' dropdown menu with '--Select Here--' as the selected option, a 'File' input field, and two buttons: 'Browse..' and 'Attach'. Below this, a 'Documents Attached' section shows 'No document attached.' At the bottom of the form, there is a 'Proceed' button.

To proceed to the next stage of the application (i.e.: Confirmation):

If there are supporting documents,

- Select a **Document Title**,
  - If "**Others**", enter the other **Document Title**
- Click **[Browse]** button to browse documents for uploading
- Click **[Attach]** button to attach uploaded document
- Click **[Proceed]** button at the bottom of the page to proceed to the Confirmation page



The Confirmation page for Application of Event will be displayed as follows.

Figure 40

Category
Event
Documents
**Confirmation**
Payment
Acknowledgement

## Application for Accreditation of Event

### Provider Details & Address

Provider Type	Ad-hoc		
Organisation Type	Society		
Organisation	Singapore Dental Health Foundation		
Department/Ward	-		
Address	15 Enggor Street #04-01/04 Realty Centre SINGAPORE 079716		

### Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99998888	nicholasong@ncs.com.sg
2			

### Event Details

Category	1A		
Event Specialty	Oral Medicine		
Type of Event	Grand Ward Round	Lump Sum Attendance	No
Event Title	Oral Medicine Title		
Target Audience	General Dental Practitioners, Dental Specialists		
Target Audience (Others)			
Target Audience Specialty	-		
Start Date	01/01/2013	Start Time	10:00
End Date	31/12/2013	End Time	12:00
Event Duration	02 Hr		
Frequency	Once a month		
Venue	SDC		
Event URL	https://www.sdc.gov.sg/	<input checked="" type="checkbox"/> Display in Calendar	
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	2		

### Documents Attached

Document Title 1

Confirm

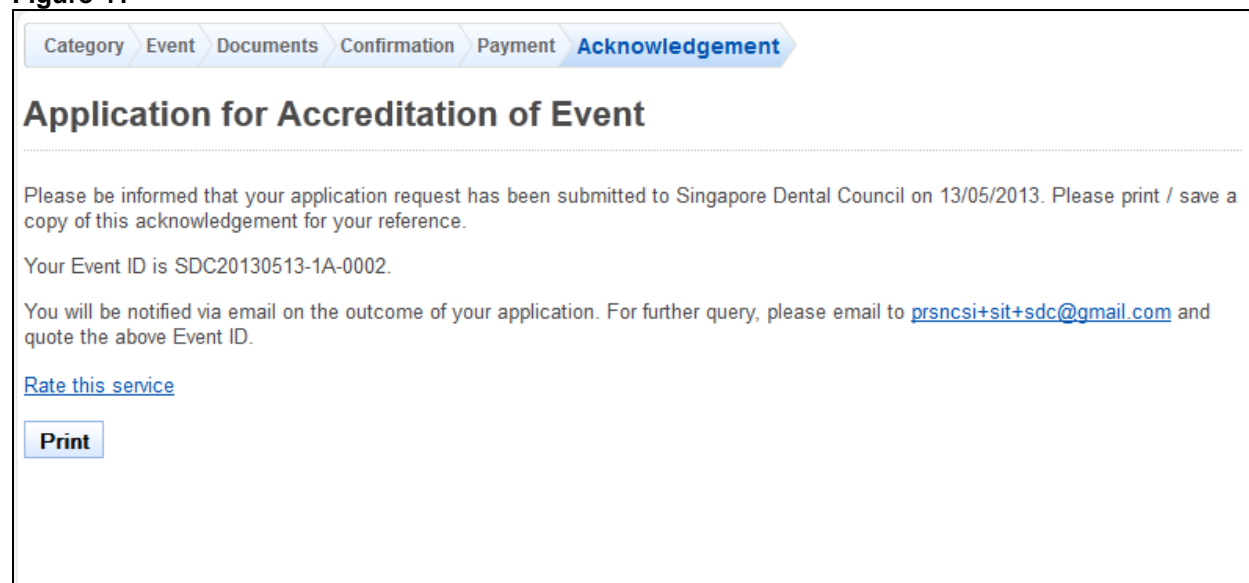
To proceed to the next stage of the application (i.e.: Acknowledgement)

- Click **Confirm** button at the bottom of the page to proceed to the Acknowledgement page

The Acknowledgement page for Application of Event will be displayed as follows.  
An acknowledgement email will be sent to account holder email and event's contact person email.

Note: For Accredited Provider, there will be immediate approval of event application.

**Figure 41**



The screenshot displays a web interface for the 'Acknowledgement' stage of an event accreditation process. At the top, a horizontal navigation bar contains six tabs: 'Category', 'Event', 'Documents', 'Confirmation', 'Payment', and 'Acknowledgement', with the last tab being highlighted. Below the navigation bar, the main heading 'Application for Accreditation of Event' is followed by a horizontal dotted line. The content area contains three paragraphs of text: the first informs the user that their application was submitted to the Singapore Dental Council on 13/05/2013 and advises them to print or save the page; the second provides the Event ID 'SDC20130513-1A-0002'; the third states that the user will be notified via email and provides an email address for further queries. Below the text, there is a blue hyperlink 'Rate this service' and a blue 'Print' button.

Category Event Documents Confirmation Payment **Acknowledgement**

### Application for Accreditation of Event

---

Please be informed that your application request has been submitted to Singapore Dental Council on 13/05/2013. Please print / save a copy of this acknowledgement for your reference.

Your Event ID is SDC20130513-1A-0002.

You will be notified via email on the outcome of your application. For further query, please email to [prsncsi+sit+sdcc@gmail.com](mailto:prsncsi+sit+sdcc@gmail.com) and quote the above Event ID.

[Rate this service](#)

[Print](#)

### 2.4.1.2 Submit Local Events Application

If Category selected is "1B", the Application of Event for category 1B is displayed as follows.

Figure 42

Category
Event
Documents
Confirmation
Payment
Acknowledgement

## Application for Accreditation of Event

### Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Society
Organisation	Singapore Dental Health Foundation
Department/Ward	-
Address	15 Enggor Street #04-01/04 Realty Centre SINGAPORE 079716

### Contact Person(s)

S/N	Name	Telephone No.	Email Address
*1			
2			

### Event Details

Category	1B
*Event Specialty	<div> Cert. Ped. Dent. Conservative Dentistry Dental Material </div> <div>&gt;&gt;&lt;&lt;</div> <div></div>
*Type of Event	--Select Here--
*Event Title	
*Target Audience	<div> Dental Specialists Division I Division II </div> <div>&gt;&gt;&lt;&lt;</div> <div></div>
Target Audience Specialty	<div> Cert. Ped. Dent. Conservative Dentistry Dental Material </div> <div>&gt;&gt;&lt;&lt;</div> <div></div>
*Start Date	dd/mm/yyyy
*End Date	dd/mm/yyyy
*Event Duration	--Select Here--
Frequency	
*Venue	
Event URL	
Previous Event ID	
Copied from Event ID	
Additional Remarks	

Start Time

hh : mm

End Time

hh : mm

☒ Display in Calendar

Add Session

Save Proceed

To proceed to the next stage of the application (i.e.: Documents):

- Enter **Name** of Contact Person
- Enter **Telephone No.** of Contact Person
- Enter **Email Address** of Contact Person
- Select **Event Specialty**
  - For Cat 1B Event, the specified Event Specialty is for information only. It used as one of the search criteria in “CPE Event Search” available for public
- Select **Type of Event**
- Enter **Event Title**
- Select **Target Audience**
- Optional: Select **Target Audience Specialty**
- Select **Start Date**
- Enter **Start Time**
- Select **End Date**
- Enter **End Time**
- Select **Event Duration**
  - For Cat 1B Event, the specified Event Duration is for information only
- Optional: Enter **Frequency**
- Enter **Venue**
- Optional: Enter **Event URL**
- Optional: Enter **Previous Event ID**
- Optional: Enter **Additional Remarks**
- Click [\[Add Session\]](#) button to add session to the event


The Add Session page will be displayed as follows.

Figure 43

### Session Details

Note: All Fields marked with asterisk (\*) are mandatory.

**Session 1**

\*Date   \*Start Time  :

\*Duration

\*Specialty    >>>

**Speaker 1** [Delete Speaker](#)

Reg No.

\*Name  \*Duration

\*Designation  \*Institution

Topics [Add Topic](#)

\*Topic  [Delete Topic](#)

To add session:

- Select **Date**
- Enter **Start Time**
- Select **Duration**
  - For Cat 1B Event, the specified Session Duration will determine the Points awarded to Professionals
- Select **Specialty**
  - For Cat 1B Event, the specified Session Specialty will determine the Point Type awarded to Professionals
- Optional: Enter **Reg No.** of speaker
- Enter **Name** of speaker
- Select **Duration** of speaker
- Enter **Designation** of speaker
- Enter **Institution** of speaker
- Enter **Topic** of speaker
- Click [\[Save\]](#) button

Back to the Application of Event page,

The Session has been added to the table upon clicking on the [\[Save\]](#) button.

To proceed to the next stage of the application (i.e.: Documents):

- Click [\[Proceed\]](#) button at the bottom of the page to proceed to the Documents page

The Documents page for Application of Event will be displayed as follows.

Figure 44

Category > Event > **Documents** > Confirmation > Payment > Acknowledgement

### Application for Accreditation of Event

Note:

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

**Supporting Documents**

Document Title: --Select Here--

File:  [Browse..](#) [Attach](#)

**Documents Attached**

No document attached.

[Proceed](#)

To proceed to the next stage of the application (i.e.: Confirmation):

If there are supporting documents,

- Select a **Document Title**,
  - If “**Others**”, enter the other document title
- Click [\[Browse\]](#) button to browse documents for uploading
- Click [\[Attach\]](#) button to attach uploaded document
- Click [\[Proceed\]](#) button at the bottom of the page to proceed to the Confirmation page

The Confirmation page for Application of Event will be displayed as follows.

Figure 45

Category
Event
Documents
**Confirmation**
Payment
Acknowledgement

## Application for Accreditation of Event

### Provider Details & Address

Provider Type	Ad-hoc		
Organisation Type	Society		
Organisation	Singapore Dental Health Foundation		
Department/Ward	-		
Address	15 Enggor Street #04-01/04 Realty Centre SINGAPORE 079716		

### Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99998888	nicholasong@ncs.com.sg
2			

### Event Details

Category	1B		
Event Specialty	Oral Surgery		
Type of Event	Lecture		
Event Title	Lecture on Oral Surgery		
Target Audience	General Dental Practitioners, Dental Specialists, Division I, Division II, Oral Health Therapists		
Target Audience (Others)			
Target Audience Specialty	-		
Start Date	01/01/2013	Start Time	08:00
End Date	31/12/2013	End Time	10:00
Event Duration	03 Hrs		
Frequency	-		
Venue	SDC		
Event URL	- <input checked="" type="checkbox"/> Display in Calendar		
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	3		

### Session Details

<b>Session 1</b>			
Date	02/01/2013	Start Time	10:00
Duration	02 Hrs		
Specialty	Oral Surgery		
<b>Speaker 1</b>			
Reg No.	-	Specialty	-
Name	John Smith	Duration	02 Hr
Designation	Surgeon	Institution	University of ABC
Topics	Oral Surgery Topic		

<b>Session 2</b>			
Date	03/01/2013	Start Time	14:00
Duration	01 Hr		
Specialty	Oral Surgery		
<b>Speaker 1</b>			
Reg No.	-	Specialty	-
Name	Mary Jane	Duration	01 Hr
Designation	Surgeon	Institution	University of ABC
Topics	Oral Surgery Topic 2		

**Documents Attached**

[Document Title 1](#)

**Confirm**

To proceed to the next stage of the application (i.e.: Acknowledgement)

- Click [\[Proceed\]](#) button at the bottom of the page to proceed to the Acknowledgement page

The Acknowledgement page for Application of Event will be displayed as follows.

An acknowledgement email will be sent to account holder email and event's contact person email.

Note: For Accredited Provider, there will be immediate approval of event application.

**Figure 46**

Category > Event > Documents > Confirmation > Payment > **Acknowledgement**

### Application for Accreditation of Event

Please be informed that your application request has been submitted to Singapore Dental Council on 13/05/2013. Please print / save a copy of this acknowledgement for your reference.

Your Event ID is SDC20130513-1B-0002.

You will be notified via email on the outcome of your application. For further query, please email to [prsncsi+sit+sdcc@gmail.com](mailto:prsncsi+sit+sdcc@gmail.com) and quote the above Event ID.

[Rate this service](#)

**Print**



### 2.4.2. Enquire Event Application Status

The Manage Events page will be displayed as follows.

Figure 47

The screenshot shows the 'Manage' section of the Professional Registration System. On the left is a sidebar with 'Administration' and 'CPE' sections. The 'CPE' section includes links for 'Enquire CP Applications', 'Manage Events', and 'Import CPE Credit Claims'. The main area has a 'Manage' tab and a search form with fields for Event ID, Application Status, Submission Date From/To, Event Date From/To, Event Title, and Category. Below the form are 'Search' and 'New Event' buttons. A 'Search Result' table is displayed with columns: Event ID, Event Title, Organisation, Event Start Date, Application Status, Attendance Status, and Remarks.

To proceed and enquire events:

- Click [\[Search\]](#) button to display all event applications

The Manage Events page with search results will be displayed as follows.

Figure 48

This screenshot shows the same 'Manage' section as Figure 47, but with search results displayed. The 'Search' button has been clicked, and the 'Search Result' table now contains 5 records. The table has columns: Event ID, Event Title, Organisation, Event Start Date, Application Status, Attendance Status, and Remarks. The records are as follows:

Event ID	Event Title	Organisation	Event Start Date	Application Status	Attendance Status	Remarks
<a href="#">SDC20130513-1A-0002</a>	Oral Medicine Title	Singapore Dental Health Foundation	01/01/2013	Application Submitted	-	-
<a href="#">SDC20130513-1B-0002</a>	Lecture on Oral Surgery	Singapore Dental Health Foundation	01/01/2013	Application Submitted	-	-
<a href="#">SDC20130514-1A-0004</a>	Tutorial about Prosthodontics	Singapore Dental Health Foundation	01/03/2013	Pending Supporting Documents	-	Kindly click <a href="#">here</a> to attach all the required documents.
<a href="#">SDC20130514-1B-0002</a>	Seminar about Oral Pathology and Oral Surgery	Singapore Dental Health Foundation	01/01/2013	Approved	Pending Submission	-
<a href="#">SDC20130514-1A-0002</a>	Tutorial about Dental Public Health	Singapore Dental Health Foundation	01/01/2013	Approved	Pending Submission	-

Below the table, it says 'Page 1' and navigation links: '[First] | [Previous] | [Next] | [Last]'.

### 2.4.2.1 View Non Approved Event Application Details

Note: For Event with Application Status = "Draft", the event application form, with the previously saved inputs (if any), will be displayed instead. Provider can continue with the Event Application submission if necessary.

To proceed and view the details of non approved event application submitted:

- Click on the [\[Event ID\]](#) link of application which Application Status is not Approved

The details of selected non approved event application will be displayed as follows.

Figure 49

Event Attendance

## Application for Accreditation of Event

Event ID	SDC20130513-1B-0002
Application Status	Application Submitted
Applicant Name	Nicholas Ong
Applicant ID	nicholasong@ncs.com.sg
Submission Date	13/05/2013
Outcome Date	
Attendance Status	-

### Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Society
Organisation	Singapore Dental Health Foundation
Department/Ward	-
Address	15 Enggor Street #04-01/04 Realty Centre SINGAPORE 079716

### Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99998888	nicholasong@ncs.com.sg
2			

**Event Details**

Category	1B		
Event Specialty	Oral Surgery		
Type of Event	Lecture		
Event Title	Lecture on Oral Surgery		
Target Audience	General Dental Practitioners, Dental Specialists, Division I, Division II, Oral Health Therapists		
Target Audience (Others)			
Target Audience Specialty	-		
Start Date	01/01/2013	Start Time	08:00
End Date	31/12/2013	End Time	10:00
Event Duration	03 Hrs		
Frequency	-		
Venue	SDC		
Event URL	-	<input checked="" type="checkbox"/> Display in Calendar	
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	3		

**Session Details**

Session #	Date	Start Time	Duration	Specialty	Status	Last Approval Date
<a href="#">Session 1</a>	02/01/2013	10:00	02 Hrs	Oral Surgery	-	-
<a href="#">Session 2</a>	03/01/2013	14:00	01 Hr	Oral Surgery	-	-

[View All Session Details](#)

**Documents Attached**

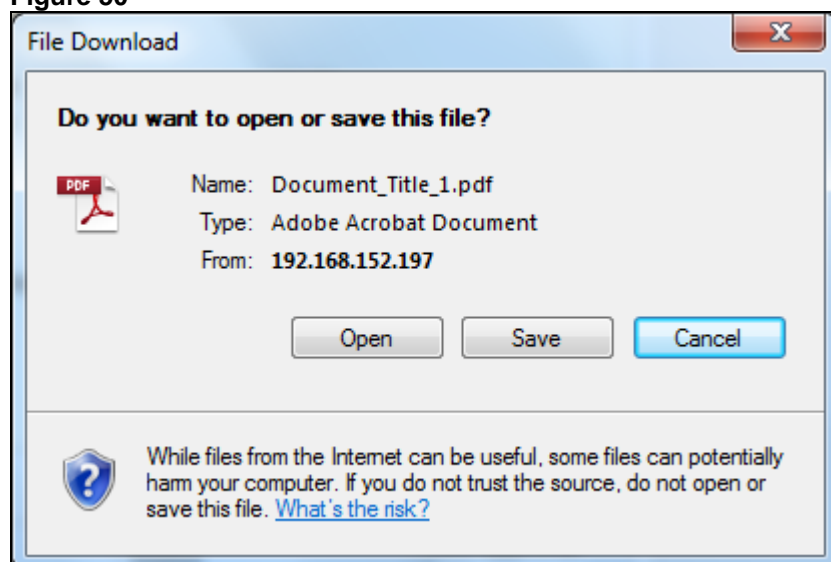
<a href="#">Document Title 1</a>
----------------------------------

To download the document attached:

- Click on [\[Document Title\]](#) link

The pop-up box to download document will be displayed as follows.

Figure 50



### 2.4.2.2 Upload More Supporting Documents

If more supporting documents required for the event application, an email will be sent to the account holder who create the event. The account holder should login to the PRS system and submit the requested documents to HPE.

The Manage Event page with search results will be displayed as follows.

Figure 51

Manage

Event ID

Application Status

Submission Date From

Event Date From

Event Title

Category

--Select Here--

01/05/2013

dd/mm/yyyy

dd/mm/yyyy

--Select Here--

Submission Date To

Event Date To

dd/mm/yyyy

dd/mm/yyyy

Search

New Event

Search Result

Total record(s) found: 5

Event ID	Event Title	Organisation	Event Start Date	Application Status	Attendance Status	Remarks
<a href="#">SDC20130513-1A-0002</a>	Oral Medicine Title	Singapore Dental Health Foundation	01/01/2013	Application Submitted	-	-
<a href="#">SDC20130513-1B-0002</a>	Lecture on Oral Surgery	Singapore Dental Health Foundation	01/01/2013	Application Submitted	-	-
<a href="#">SDC20130514-1A-0004</a>	Tutorial about Prosthodontics	Singapore Dental Health Foundation	01/03/2013	Pending Supporting Documents	-	Kindly click <a href="#">here</a> to attach all the required documents.
<a href="#">SDC20130514-1B-0002</a>	Seminar about Oral Pathology and Oral Surgery	Singapore Dental Health Foundation	01/01/2013	Approved	Pending Submission	-
<a href="#">SDC20130514-1A-0002</a>	Tutorial about Dental Public Health	Singapore Dental Health Foundation	01/01/2013	Approved	Pending Submission	-

Page 1

[First] | [Previous] | [Next] | [Last]

To proceed to attach required documents:

- Click on the [here](#) link found on Remarks column of Application with Application Status = "Pending Supporting Documents"

The Upload Supporting Document page will be displayed as follows.

Figure 52

The screenshot displays a web form titled "Application for Accreditation of Event". Below the title is a "Remarks" section with the text "Please attach more documents". The "Supporting Documents" section contains a form with a "Document Title" dropdown menu (currently showing "--Select Here--"), a "File" input field, and two buttons: "Browse.." and "Attach". Below this is a table titled "Documents Attached" with one row containing the text "Document Title 1". At the bottom of the form is a "Submit" button.

Documents Attached		
Document Title 1		

Please refer to the steps found in 2.2.2 Upload More Supporting Documents for further instruction.

### 2.4.2.3 View Approved Event Application Details – Submit Attendance for Approved Pre-approved Established Programmes

To upload attendance for an approved Pre-approved Established Programmes event:

- Click on the [\[Event ID\]](#) link of Pre-approved Established Programmes event with an Application Status = "Approved"

The details of selected event will be displayed as follows.

Figure 53

Event

Attendance

## Application for Accreditation of Event

Event ID	SDC20130514-1A-0002		
Application Status	Approved		
Applicant Name	Nicholas Ong		
Applicant ID	nicholasong@ncs.com.sg		
Submission Date	14/05/2013		
Outcome Date	14/05/2013		
Attendance Status	Pending Submission		

### Provider Details & Address

Provider Type	Ad-hoc		
Organisation Type	Society		
Organisation	Singapore Dental Health Foundation		
Department/Ward	-		
Address	15 Enggor Street #04-01/04 Realty Centre SINGAPORE 079716		

### Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99998888	nicholasong@ncs.com.sg
2			

### Event Details

Category	1A		
Event Specialty	Dental Public Health		
Type of Event	Teaching / Tutorial Session	Lump Sum Attendance	No
Event Title	Tutorial about Dental Public Health		
Target Audience	General Dental Practitioners, Dental Specialists, Division I, Division II, Oral Health Therapists		
Target Audience (Others)			
Target Audience Specialty	Dental Public Health		
Start Date	01/01/2013	Start Time	15:00
End Date	31/12/2013	End Time	16:00
Event Duration	01 Hr		
Frequency	Once every two month		
Venue	SDC		
Event URL	- <input type="checkbox"/> Display in Calendar		
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	1		

Edit



Attendance Details				
Date	Duration	Status	Last Approval Date	
<a href="#">Add Attendance</a>				
Documents Attached				
<a href="#">Document Title 1</a>				

To create an attendance for the event:

- Click on the [\[Add Attendance\]](#) button

Add Attendance page will be displayed as follows.

**Figure 54**

Event <b>Attendance</b>	
Event ID	SDC20130514-1A-0002
Application Status	Approved
Applicant Name	Nicholas Ong
Applicant ID	nicholasong@ncs.com.sg
Submission Date	14/05/2013
Outcome Date	14/05/2013
Attendance Status	Pending Submission
Event Details	
Category	1A
Event Specialty	Dental Public Health
Type of Event	Teaching / Tutorial Session
Event Title	Tutorial about Dental Public Health
Start Date / Start Time	01/01/2013 15:00
End Date / End Time	31/12/2013 16:00
Event Attendance	
*Date	<input type="text" value="dd/mm/yyyy"/> 
*Duration	<input type="text" value="01 Hr"/> 
Attendance Details	
Attendance Status	Pending Submission
Last Approval Date	-
<input type="checkbox"/> No Attendance	

Add More Rows  [Add](#)

☐	S/N	Reg No.	Name of Professional	Role	CPE Points	Status	
				Speaker Duration			
☐	1	<input type="text"/>		Participant ▼	1	Draft	
☐	2	<input type="text"/>		Participant ▼	1	Draft	
☐	3	<input type="text"/>		Participant ▼	1	Draft	
☐	4	<input type="text"/>		Participant ▼	1	Draft	
☐	5	<input type="text"/>		Participant ▼	1	Draft	
☐	6	<input type="text"/>		Participant ▼	1	Draft	
☐	7	<input type="text"/>		Participant ▼	1	Draft	
☐	8	<input type="text"/>		Participant ▼	1	Draft	
☐	9	<input type="text"/>		Participant ▼	1	Draft	
☐	10	<input type="text"/>		Participant ▼	1	Draft	

[Delete](#)

Note:

- File must be in EXCEL (.xls or .xlsx)

**Upload Attendance File**

*Upload attendance Excel sheet, if participants are more than 20.*

*Click [here](#) to download attendance excel template. Click [here](#) to view sample of attendance upload excel*

Specify the event attendance details:

- Select **Date of event attendance**
- Select **Duration of event attendance**

To enter the attendance manually,

- Enter **Registration No.** of professional attending event
- Select **Role** of professional

Should the need arise to add more attendance rows,

- Enter the number of rows to be added in **Add More Rows** textbox
- Click [\[Add\]](#) link to add the attendance rows

Mass upload of attendance function is available to facilitate the uploading of attendance list. A certain format of attendance template must be used for successful uploading.

To view template of attendance excel sheet:

- Click the first [\[here\]](#) link



For Pre-approved Established Programmes event, the attendance excel template will be displayed as follow:

	A	B	C	D	E
1	Event ID	<Enter Event ID here>			
2	Date (dd/mm/yyyy)	<Enter Attendance Date here>			
3	Reg No.	Role			
4	<Enter Reg No.>	<Enter Role as 'P' for participant and 'S' for speaker>			
5					

To view sample of attendance excel sheet with data:

- Click the second [\[here\]](#) to link

For Pre-approved Established Programmes event, the sample of attendance excel sheet will be displayed as follow:

	A	B	C
1	Event ID	SDC20121012-1A-9073	
2	Date (dd/mm/yyyy)	30/06/2012	
3	Reg No.	Role	
4	D00001A	S	
5	D00002B	P	
6			
7			

To mass upload of attendances using excel file,

- Select [\[Browse\]](#) button to browse attendance excel sheet for uploading
- Click [\[Attach\]](#) button to attach excel sheet

Upon successful upload, attendance list is displayed on the screen

At any point of time, attendance page can be saved as draft:

- Click [\[Save\]](#) button at the bottom of the page to save the attendance without submitting
- For newly created attendance page, the attendance is added to the Event page with Status = "Attendance Updated". Please note that the professionals' attendances are saved as draft and have not submitted for approval.

If there was no attendance for the session, please check the **No Attendance** checkbox, select the **Reason** and enter the **Remarks**.

**Attendance Details**

Attendance Status Pending Submission  
Last Approval Date -  
☒ No Attendance  
Reason No participants  
Remarks No dentists/QHTs attended the session  
(37/500)

Once the attendance page is done and ready, submit the attendance to the system

- Click [\[Submit\]](#) button at the bottom of the page to proceed with the submission

For newly created attendance page, the attendance is added to the Event page with Status = "Attendance Submitted". Otherwise, if the attendance page has been saved before, the Status will be update from "Attendance Updated" to "Attendance Submitted".

Figure 55

**Event** Attendance

### Application for Accreditation of Event

Event ID	SDC20130514-1A-0002		
Application Status	Approved		
Applicant Name	Nicholas Ong		
Applicant ID	nicholasong@ncs.com.sg		
Submission Date	14/05/2013		
Outcome Date	14/05/2013		
Attendance Status	Attendance Updated		

#### Provider Details & Address

Provider Type	Ad-hoc		
Organisation Type	Society		
Organisation	Singapore Dental Health Foundation		
Department/Ward	-		
Address	15 Enggor Street #04-01/04 Realty Centre SINGAPORE 079716		

#### Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99998888	nicholasong@ncs.com.sg
2			

#### Event Details

Category	1A		
Event Specialty	Dental Public Health		
Type of Event	Teaching / Tutorial Session	Lump Sum Attendance	No
Event Title	Tutorial about Dental Public Health		
Target Audience	General Dental Practitioners, Dental Specialists, Division I, Division II, Oral Health Therapists		
Target Audience (Others)			
Target Audience Specialty	Dental Public Health		
Start Date	01/01/2013	Start Time	15:00
End Date	31/12/2013	End Time	16:00
Event Duration	01 Hr		
Frequency	Once every two month		
Venue	SDC		
Event URL	-	<input type="checkbox"/> Display in Calendar	
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	1		

#### Attendance Details

Date	Duration	Status	Last Approval Date
04/04/2013	01 Hr	<a href="#">Attendance Submitted</a>	-

[Add Attendance](#)

#### Documents Attached

[Document Title 1](#)

A scheduled job will run to approve the attendance and set the attendance status to "Attendance Approved". At this point of time, the CPE points have been awarded to the Professional's.

#### 2.4.2.4 View Approved Event Application Details – Submit Attendance for Local Events

To upload attendance for a Local Event:

- Click on the [\[Event ID\]](#) link of Local Event with an Application Status = “Approved”

The details of selected event will be displayed as follows.

**Figure 56**

Event

Attendance

### Application for Accreditation of Event

Event ID	SDC20130514-1B-0002		
Application Status	Approved		
Applicant Name	Nicholas Ong		
Applicant ID	nicholasong@ncs.com.sg		
Submission Date	14/05/2013		
Outcome Date	14/05/2013		
Attendance Status	Pending Submission		

#### Provider Details & Address

Provider Type	Ad-hoc		
Organisation Type	Society		
Organisation	Singapore Dental Health Foundation		
Department/Ward	-		
Address	15 Enggor Street #04-01/04 Realty Centre SINGAPORE 079716		

#### Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99998888	nicholasong@ncs.com.sg
2			

#### Event Details

Category	1B		
Event Specialty	Oral Pathology, Oral Surgery		
Type of Event	Seminar		
Event Title	Seminar about Oral Pathology and Oral Surgery		
Target Audience	Dental Specialists, Division I, Division II		
Target Audience (Others)			
Target Audience Specialty	Oral Pathology, Oral Surgery		
Start Date	01/01/2013	Start Time	13:00
End Date	31/12/2013	End Time	15:00
Event Duration	05 Hrs		
Frequency	-		
Venue	SDC		
Event URL	- <input type="checkbox"/> Display in Calendar		
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	5		

Edit

### Session Details

Session #	Date	Start Time	Duration	Specialty	Status	Last Approval Date
<a href="#">Session 1</a>	03/03/2013	13:00	03 Hrs	Oral Pathology	<a href="#">Pending Submission</a>	-
<a href="#">Session 2</a>	05/03/2013	13:30	02 Hrs	Oral Surgery	<a href="#">Pending Submission</a>	-

[View All Session Details](#)

### Documents Attached

<a href="#">Document Title 1</a>
----------------------------------

To submit attendance for the event session:

- Click on the [\[Status\]](#) link of the selected Session

Session Attendance page will be displayed as follows.

Figure 57

Event
Attendance

Event ID SDC20130514-1B-0002  
Application Status Approved  
Applicant Name Nicholas Ong  
Applicant ID nicholasong@ncs.com.sg  
Submission Date 14/05/2013  
Outcome Date 14/05/2013  
Attendance Status Pending Submission

### Event Details

Category 1B  
Event Specialty Oral Pathology , Oral Surgery  
Type of Event Seminar  
Event Title Seminar about Oral Pathology and Oral Surgery  
Start Date / Start Time 01/01/2013 13:00  
End Date / End Time 31/12/2013 15:00

### Session Details

Session 1			
Date	03/03/2013	Start Time	13:00
Duration	03 Hrs		
Specialty	Oral Pathology		

### Speaker 1

Reg No.	-	Specialty	-
Name	John Smith	Duration	03 Hr
Designation	Designation ABC	Institution	University of ABC
Topics	Oral Pathology		

### Attendance Details

Attendance Status Pending Submission  
Last Approval Date -  
☐ No Attendance

Add More Rows 20 <a href="#">Add</a>						
<input type="checkbox"/>	S/N	Reg No.	Name of Professional	Role Speaker Duration	CPE Points	Status
<input type="checkbox"/>	1	<input type="text"/>		Participant ▼	1	Draft
<input type="checkbox"/>	2	<input type="text"/>		Participant ▼	1	Draft
<input type="checkbox"/>	3	<input type="text"/>		Participant ▼	1	Draft
<input type="checkbox"/>	4	<input type="text"/>		Participant ▼	1	Draft
<input type="checkbox"/>	5	<input type="text"/>		Participant ▼	1	Draft
<input type="checkbox"/>	6	<input type="text"/>		Participant ▼	1	Draft
<input type="checkbox"/>	7	<input type="text"/>		Participant ▼	1	Draft
<input type="checkbox"/>	8	<input type="text"/>		Participant ▼	1	Draft
<input type="checkbox"/>	9	<input type="text"/>		Participant ▼	1	Draft
<input type="checkbox"/>	10	<input type="text"/>		Participant ▼	1	Draft

[Delete](#)

Note:  
• File must be in EXCEL (.xls or .xlsx)

**Upload Attendance File**

Upload attendance Excel sheet, if participants are more than 20.  
Click [here](#) to download attendance excel template. Click [here](#) to view sample of attendance upload excel

To enter the attendance manually,

- Enter **Registration No.** of professional attending event
- Select **Role** of professional

Should the need arise to add more attendance rows,

- Enter the number of rows to be added in **Add More Rows** textbox
- Click [\[Add\]](#) link to add the attendance rows

Mass upload of attendance function is available to facilitate the uploading of attendance list. A certain format of attendance template must be used for successful uploading.

To view template of attendance excel sheet:

- Click the first [\[here\]](#) link

The Local Event attendance excel template will be displayed as follow:

	A	B	C	D	E
1	Event ID	<Enter Event ID here>			
2	Session #	<Enter Session # here>			
3	Date (dd/mm/yyyy)	<Enter Session Date here>			
4	Start Time (hh24:mi)	<Enter Session Start Time here>			
5	Reg No.	Role			
6	<Enter Reg No.>	<Enter Role as 'P' for participant and 'S' for speaker>			
7					

To view sample of attendance excel sheet with data:

- Click the second [\[here\]](#) to link, under "Upload Attendance File"

The sample of Local Event attendance excel sheet will be displayed as follow:

	A	B	C	D	E
1	Event ID	SDC20100527-1B-7528			
2	Session #	1			
3	Date (dd/mm/yyyy)	14/06/2012			
4	Start Time (hh24:mi)	09:00			
5	Reg No.	Role			
6	D00001A	P			
7	D00002B	S			
8					
9					

To mass upload of attendances using excel file,

- Select [\[Browse\]](#) button to browse attendance excel sheet for uploading
- Click [\[Attach\]](#) button to attach excel sheet

Upon successful upload, attendance list is displayed on the screen

At any point of time, attendance page can be saved as draft:

- Click [\[Save\]](#) button at the bottom of the page to save the session attendance without submitting

The Session's Attendance Status is set to "Attendance Updated".

Please note that the professionals' attendances are saved as draft and have not submitted for approval.

If there was no attendance for the session, please check the **No Attendance** checkbox, select the **Reason** and enter the **Remarks**.

**Attendance Details**

Attendance Status Pending Submission  
Last Approval Date -  
☒ No Attendance  
Reason No participants  
Remarks No dentists/QHTs attended the session (37/500)

Once the attendance page is done and ready, submit the attendance to the system

- Click [\[Submit\]](#) button at the bottom of the page to proceed with the submission

The Session's Attendance Status is set to "Attendance Submitted".

If the attendance session has been saved before, the Status will be update from "Attendance Updated" to "Attendance Submitted".

The updated attendance page will be displayed as follows:

Figure 58

**Event** Attendance

### Application for Accreditation of Event

Event ID	SDC20130514-1B-0002		
Application Status	Approved		
Applicant Name	Nicholas Ong		
Applicant ID	nicholasong@ncs.com.sg		
Submission Date	14/05/2013		
Outcome Date	14/05/2013		
Attendance Status	Attendance Updated		

#### Provider Details & Address

Provider Type	Ad-hoc		
Organisation Type	Society		
Organisation	Singapore Dental Health Foundation		
Department/Ward	-		
Address	15 Enggor Street #04-01/04 Realty Centre SINGAPORE 079716		

#### Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99998888	nicholasong@ncs.com.sg
2			

#### Event Details

Category	1B		
Event Specialty	Oral Pathology, Oral Surgery		
Type of Event	Seminar		
Event Title	Seminar about Oral Pathology and Oral Surgery		
Target Audience	Dental Specialists, Division I, Division II		
Target Audience (Others)			
Target Audience Specialty	Oral Pathology, Oral Surgery		
Start Date	01/01/2013	Start Time	13:00
End Date	31/12/2013	End Time	15:00
Event Duration	05 Hrs		
Frequency	-		
Venue	SDC		
Event URL	- <input type="checkbox"/> Display in Calendar		
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	5		

#### Session Details

Session #	Date	Start Time	Duration	Specialty	Status	Last Approval Date
<a href="#">Session 1</a>	03/03/2013	13:00	03 Hrs	Oral Pathology	<a href="#">Attendance Submitted</a>	-
<a href="#">Session 2</a>	05/03/2013	13:30	02 Hrs	Oral Surgery	<a href="#">Pending Submission</a>	-

[View All Session Details](#)

#### Documents Attached

<a href="#">Document Title 1</a>
----------------------------------

A scheduled job will run to approve the attendance and set the attendance status to "Attendance Approved". At this point of time, the CPE points have been awarded to the Professional's.

#### 2.4.2.5 Edit and Resubmit Approved Event Application Details

An account holder is able to edit an approved event details as long as no attendance tied to the event with either of the following condition is satisfied

- Display in Calendar = No, OR
- Display in Calendar = Yes and current date is at least 2 weeks before Event Start Date

Should the need arise to update an approved event which not fulfil the above conditions, please contact SDC for assistance.

To update the details of an approved event:

- Click on the [\[Event ID\]](#) link of event with an Application Status = "Approved"

The details of selected event with an [\[Edit\]](#) button will be displayed as follows.

Figure 59

Event Attendance

### Application for Accreditation of Event

Event ID	SDC20130514-1A-0007
Application Status	Approved
Applicant Name	Nicholas Ong
Applicant ID	nicholasong@ncs.com.sg
Submission Date	14/05/2013
Outcome Date	14/05/2013
Attendance Status	Pending Submission

#### Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Society
Organisation	Singapore Dental Health Foundation
Department/Ward	-
Address	15 Enggor Street #04-01/04 Realty Centre SINGAPORE 079716

#### Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Nicholas Ong	99998888	nicholasong@ncs.com.sg
2			



**Event Details**

Category	1A		
Event Specialty	Dental Public Health		
Type of Event	Teaching / Tutorial Session	Lump Sum Attendance	No
Event Title	Tutorial about Dental Public Health Part 2		
Target Audience	General Dental Practitioners		
Target Audience (Others)			
Target Audience Specialty	-		
Start Date	01/01/2013	Start Time	15:00
End Date	31/12/2013	End Time	16:00
Event Duration	02 Hr		
Frequency	Once every two month		
Venue	SDC		
Event URL	-	<input type="checkbox"/> Display in Calendar	
Previous Event ID/Title	-		
Copied from Event ID/Title	<a href="#">SDC20130514-1A-0002</a> - Tutorial about Dental Public Health		
Additional Remarks	-		
Max CPE Points	2		

Edit

**Attendance Details**

Date	Duration	Status	Last Approval Date
------	----------	--------	--------------------

[Add Attendance](#)
**Documents Attached**

<a href="#">Document Title 1</a>
----------------------------------

To proceed to edit details of event application:

- Click on the [\[Edit\]](#) button

The edit details of event application will be displayed as follows.

Figure 60

Event Documents Confirmation Acknowledgement

## Application for Accreditation of Event

### Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Society
Organisation	Singapore Dental Health Foundation
Department/Ward	-
Address	15 Enggor Street #04-01/04 Realty Centre SINGAPORE 079716

### Contact Person(s)

S/N	Name	Telephone No.	Email Address
*1	Nicholas Ong	99998888	nicholasong@ncs.com.sg
2			

### Event Details

Category	1A		
*Event Specialty	Cert Ped. Dent. Conservative Dentistry Dental Material	>> <<	Dental Public Health
*Type of Event	Teaching / Tutorial Session		<input type="checkbox"/> Lump Sum Attendance
*Event Title	Tutorial about Dental Public Health Part		
*Target Audience	Dental Specialists Division I Division II	>> <<	General Dental Practitioner
Target Audience Specialty	Cert Ped. Dent. Conservative Dentistry Dental Material	>> <<	
*Start Date	01/01/2013	*Start Time	15 : 00
*End Date	31/12/2013	*End Time	16 : 00
*Event Duration	02 Hr		
Frequency	Once every two month		
*Venue	SDC		
Event URL			<input type="checkbox"/> Display in Calendar
Previous Event ID			
Copied from Event ID	SDC20130514-1A-0002		
Additional Remarks	(0/500)		

Save Proceed Cancel

To save the event without submitting it to HPE:

- Click **Save** button at the bottom of the page to save any updated changes without submitting it back to HPE

Upon successful saved, Event's Application Status is updated to "Revising" and will be taken off from the HPE CPE Event Calendar.

To submit the updated event back to HPE:

- Click [\[Proceed\]](#) button at the bottom of the page to proceed to Documents page

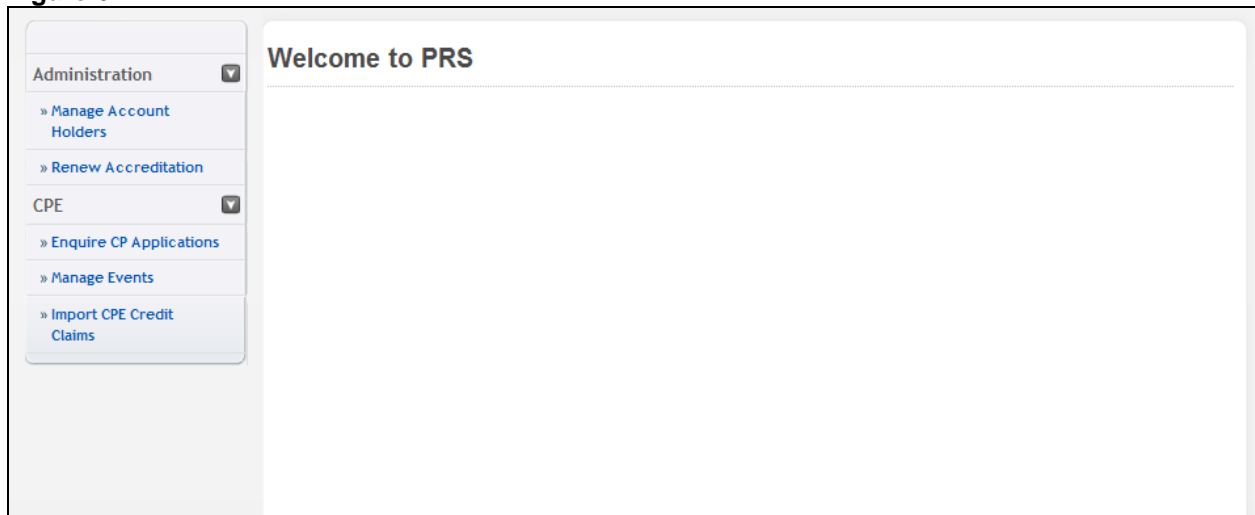
The steps are similar to creation of new event step. Please refer to the steps found in 2.4.1

Create Events Application for further instruction.  
Upon successful submission, Event's Application Status is updated to "Application Submitted" and will be taken off from the HPE CPE Event Calendar.

## 2.5. Import CPE Credit Claims

Upon successful login, the PRS landing page will be displayed as follows. The menu on the left displays the functions you have access to as **an approved provider's account holder**.

Figure 61



To go to Import CPE Credit Claims function,

- Click on the **[CPE]** menu item
- Click on **[Import CPE Credit Claims]** link

The Import CPE Credit Claims page will be displayed as follows.

Figure 62

The screenshot shows the 'Import CPE Credit Claims' page. On the left is the same navigation menu as in Figure 61. The main content area has a 'Search Tool' section with the following fields: 'Application No.' (text input), 'Application Status' (dropdown menu with '--Select Here--'), 'Submission Date From' (date input with calendar icon), 'Submission Date To' (date input with calendar icon), 'Activity Date From' (date input with calendar icon), 'Activity Date To' (date input with calendar icon), and 'Activity Title' (text input). Below these fields are two buttons: 'Search' and 'Import CPE Credit Claims'. Below the buttons is a table with the following columns: 'Application No.', 'Activity Title', 'Organisation', 'Activity Date', 'Application Status', and 'Remarks'.

The Import CPE Credit Claims function allow you to

- Create/submit/search CPE Credit Claims
- Upload More Supporting Document for submitted CPE Credit Claims Application

### 2.5.1 Create CPE Credit Claims Application

To Import CPE Credit Claims,

- Click on the [\[Import CPE Credit Claims\]](#) button

The Import CPE Credit Claims page will be displayed as follows.

Figure 63

**Attendance** Documents Confirmation Acknowledgement

## Import CPE Credit Claims

**Activity Details**

Category

3B

\*Type of Activity


Distance Learning ▾

\*Programme Specialty

--Select Here-- ▾

\*Programme Title / Topic

\*Assessment Date

dd/mm/yyyy 

Assessment Results

--Select Here-- ▾

Module / Volume No

**Attendance Details**

Add More Rows **20** [Add](#)

<input type="checkbox"/>	S/N	Reg No.	Name of Professional	Role Speaker Duration	CPE Points	Status	
<input type="checkbox"/>	1			Participant ▾	1	Draft	
<input type="checkbox"/>	2			Participant ▾	1	Draft	
<input type="checkbox"/>	3			Participant ▾	1	Draft	
<input type="checkbox"/>	4			Participant ▾	1	Draft	
<input type="checkbox"/>	5			Participant ▾	1	Draft	
<input type="checkbox"/>	6			Participant ▾	1	Draft	
<input type="checkbox"/>	7			Participant ▾	1	Draft	
<input type="checkbox"/>	8			Participant ▾	1	Draft	
<input type="checkbox"/>	9			Participant ▾	1	Draft	
<input type="checkbox"/>	10			Participant ▾	1	Draft	

[Delete](#)

Note:

- File must be in EXCEL (.xls or .xlsx)

**Upload Attendance File**

Upload attendance Excel sheet, if participants are more than 20.  
Click [here](#) to download attendance excel template. Click [here](#) to view sample of attendance upload excel

**Browse..** **Attach**

**Save** **Proceed**

To proceed to the next stage of the submission (i.e.: Documents):

- Select **Programme Specialty**
  - The specified Programme Specialty will determine the Point Type awarded to Professionals
- Enter **Programme Title/Topic**
- Enter **Assessment Date**
- Optional: Select **Assessment Results**
- Optional: Enter **Module/Volume No.**

To enter the attendance manually,

- Enter **Registration No.** of professional
- Select **Role** of professional

Should the need arise to add more attendance rows,

- Enter the number of rows to be added in **Add More Rows** textbox
- Click **[Add]** link to add the attendance rows

Mass upload of attendance function is available to facilitate the uploading of attendance list. A certain format of attendance template must be used for successful uploading.

To view template of attendance excel sheet:

- Click the first **[here]** link

The Import CPE Credit Claims excel template will be displayed as follow:

Figure 64

Date (dd/mm/yyyy)	<Enter Session Date here>	
Reg No.	Role	CPE Points
<Enter Reg No.>	<Enter Role as 'P' for participant and 'S' for speaker>	<Enter CPE points>

To view sample of attendance excel sheet with data:

- Click the second **[here]** to link

The sample of Import CPE Credit Claims excel sheet will be displayed as follow:

Figure 65

Date (dd/mm/yyyy)	14/06/2012	
Reg No.	Role	CPE Points
D00001A	S	2
D00002B	P	1

To mass upload of Import CPE Credit Claims using excel file,

- Select **[Browse]** button to browse attendance excel sheet for uploading
- Click **[Attach]** button to attach excel sheet

Upon successful upload, attendance list is displayed on the screen

At any point of time, attendance page can be saved as draft:

- Click **[Save]** button at the bottom of the page to save the attendance without submitting

Once the attendance page is done,

- Click **[Proceed]** button to proceed to the next stage of submission

The Documents page will be displayed as follows.

Figure 66

Attendance Documents Confirmation Acknowledgement

## Import CPE Credit Claims

**Note:**

- File must be in JPEG(.jpg or .jpeg), PDF (.pdf).
- Each file size must not exceed 1MB

**Supporting Documents**

Document Title --Select Here--

File

Documents Attached
No document attached.

To proceed to the next stage of the submission (i.e.: Confirmation):

If there are supporting documents to upload,

- Select **Document Title**
  - If “**Others**”, enter the other document title
- Click **[Browse]** button to browse documents for uploading
- Click on the **[Attach]** button to upload the attendance
- Click on the **[Proceed]** button to proceed to the next stage of submission

The Confirmation page will be displayed as follows.

Figure 67

Attendance Documents **Confirmation** Acknowledgement

## Import CPE Credit Claims

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### Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Society
Organisation	Singapore Dental Health Foundation
Department/Ward	-
Address	15 Enggor Street #04-01/04 Realty Centre SINGAPORE 079716

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### Activity Details - Distance Learning

Category	3B
Type of Activity	Distance Learning
Programme Specialty	Pedodontics
Programme Title / Topic	Distance Learning for Pedodontics
Assessment Date	03/03/2013
Assessment Results	-
Module / Volume No	-

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### Attendance Details

S/N	Reg No.	Name of Professional	Role	CPE Points	Status
			Speaker Duration		
1	D11263A	Zeus Div 1	Participant	1	Draft
2	D11264Z	Hera Div 1	Participant	1	Draft
3	D11265H	Ceres Div 1	Participant	1	Draft
4	D11268B	Ares Div 1	Participant	1	Draft

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### Documents Attached

<a href="#">Document Title 1</a>
----------------------------------

Confirm

To proceed to the next stage of submission (i.e.: Acknowledgement):

- Click on the **[Confirm]** button to proceed to the next stage of submission



The Acknowledgment page will be displayed as follows.  
An acknowledgement email will be sent to account holder email.

Figure 68

Attendance Documents Confirmation **Acknowledgement**

## Import CPE Credit Claims

Please be informed that your submission of CPE Credit Claims for 3B has been submitted on 14/05/2013. Please print / save a copy of this acknowledgement for your reference.

Your application no. is SDC20130514-3B-0015.

You will be notified via email on the outcome of your application. For further query, please email to [prsnsci+sit+sdg@gmail.com](mailto:prsnsci+sit+sdg@gmail.com) and quote the above application no.

[Rate this service](#)

**Print**

## 2.5.2 Upload More Supporting Documents

If more supporting documents required for the CPE Credit Claims application, an email will be sent to the account holder who create the application. The account holder should login to the PRS system and submit the requested documents to HPE.

The Import CPE Credit Claims page with search results will be displayed as follows.

Figure 69

### Search Tool

Application No.   
Application Status **--Select Here--**  
Submission Date From    
Activity Date From    
Activity Title

Submission Date To    
Activity Date To

**Search** **Import CPE Credit Claims**

Total record(s) found: 1

Application No.	Activity Title	Organisation	Activity Date	Application Status	Remarks
<a href="#">SDC20130514-3B-0015</a>	Distance Learning for Pedodontics	Singapore Dental Health Foundation	03/03/2013	Pending Supporting Documents	Kindly click <a href="#">here</a> to attach all the required documents

Page 1 [First] | [Previous] | [Next] | [Last]

To proceed to attach required documents:

- Click on the [here](#) link found on Remarks column of Application with Application Status = "Pending Supporting Documents"

The Upload Supporting Document page will be displayed as follows.

Figure 70

### Import CPE Credit Claims

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**Note:**

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- Each file size must not exceed 1MB

**Remarks**  
Please attach summary of activity

**Supporting Documents**

Document Title	--Select Here--	
File	<input type="text"/>	<input type="button" value="Browse.."/> <input type="button" value="Attach"/>

Documents Attached		
<a href="#">Document Title 1</a>		

Please refer to the steps found in 2.2.2 Upload More Supporting Documents for further instruction.

### 2.5.3. View CPE Credit Claims Application Details

To view details of CPE Credit Claims application:

- Click on the [\[Application No.\]](#) link of CPE Credit Claims Application

The details of selected CPE Credit Claims application will be displayed as follows.

Figure 71

### Import CPE Credit Claims

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Event ID	SDC20130514-3B-0015
Application Status	Supporting Documents Furnished
Applicant Name	Nicholas Ong
Applicant ID	nicholasong@ncs.com.sg
Submission Date	14/05/2013
Outcome Date	14/05/2013
Attendance Status	-

#### Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Society
Organisation	Singapore Dental Health Foundation
Department/Ward	-
Address	15 Enggor Street #04-01/04 Realty Centre SINGAPORE 079716

#### Activity Details

Category	3B
Programme Specialty	Pedodontics
Programme Title / Topic	Distance Learning for Pedodontics
Assessment Date	03/03/2013
Assessment Results	-
Module / Volume No	-

#### Attendance Details

S/N	Reg No.	Name of Professional	Role	CPE Points
			Speaker Duration	
1	D11263A	Zeus Div 1	Participant	1
2	D11264Z	Hera Div 1	Participant	1
3	D11265H	Ceres Div 1	Participant	1
4	D11268B	Ares Div 1	Participant	1

#### Documents Attached

<a href="#">Document Title 1</a>
<a href="#">Summary</a>