
Professional Registration System (Provider) User Manual

Version 1.4

REVISION HISTORY

Version	Effective Date	Summary of Changes	Author
1.2	19/02/2014	Submit Attendance for Approved In-Service Programmes	
1.3	27/10/2017	Include CropPass in the submission for Provider application	
1.4	12/05/2021	Remove CropPass and include SingPass in submission of Provider application	

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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.
 - **[Print]** button displays the letter on the browser and the system will update the record in the database.

The following format is used by the PRS system:

- DD/MM/YYYY as a Date Format

The manual uses the following abbreviations

- CP: Course Provider
- CPE: Continuing Professional Education
- HCP: Healthcare Professional
- HPE: Healthcare Professional Entity
- IE: Internet Explorer
- PC: Practicing Certificate
- PRS: Professional Registration System
- SNB: Singapore Nursing Board

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.

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

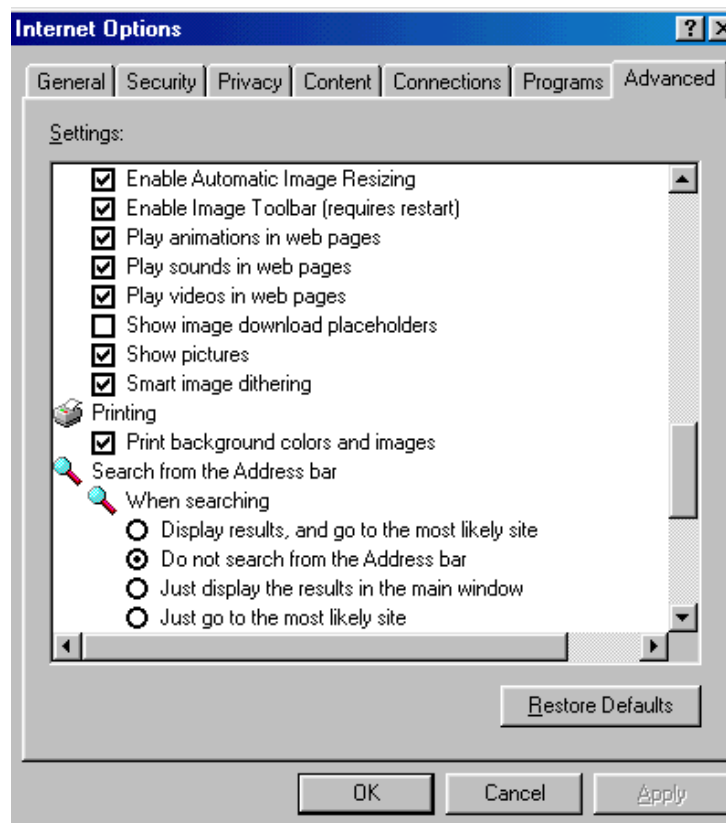
- Portrait (for on-line letter printing)
- Margins (inches)
 - Left : 0.25"
 - Right : 0.25"
 - Top : 0.75"
 - Bottom : 0.75"
- Landscape (for on-line report printing)
- Margins (inches)
 - Left : 0.75"
 - Right : 0.75"
 - Top : 0.75"
 - Bottom : 0.75"

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

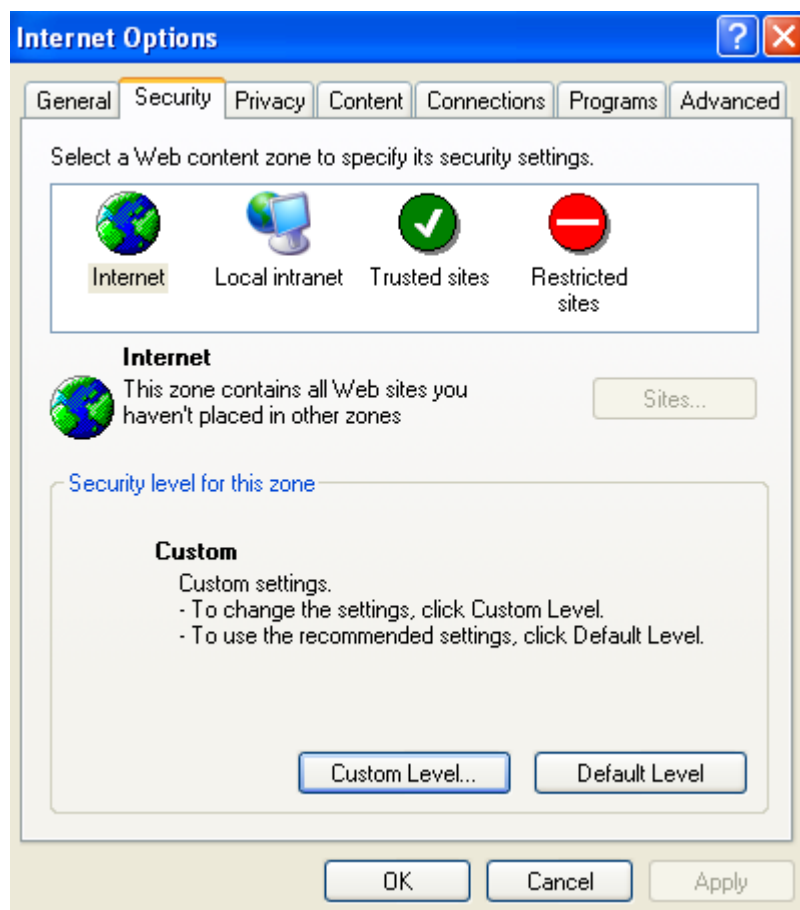


- Tick the checkbox next to the **[Print Background Colours And Images]**
- Click on the **[OK]** button to close the dialog box

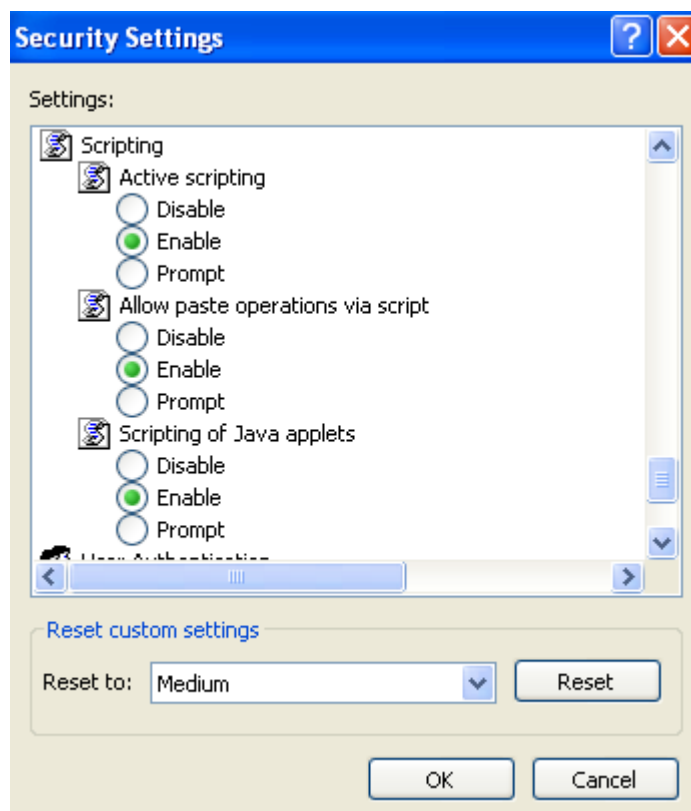
d) Other settings of the browser

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



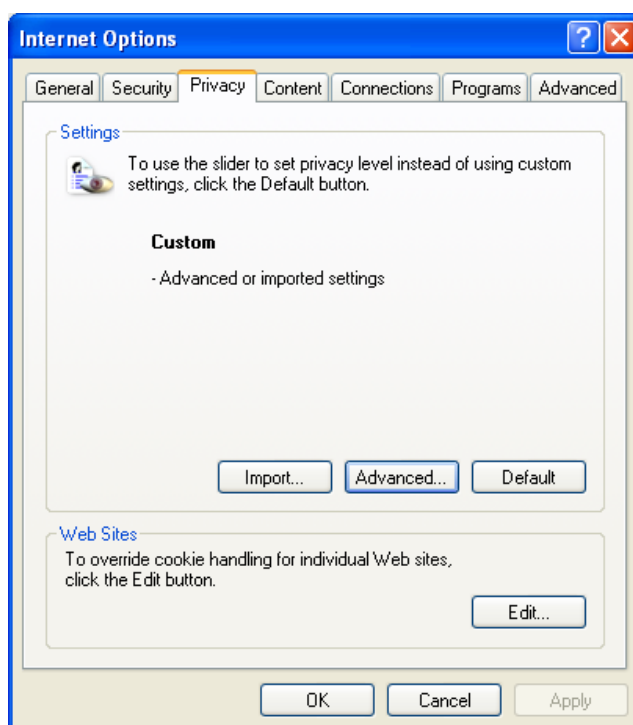
- Click on the **[Custom Level]** button
- The following dialog box will be shown



- 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



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



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

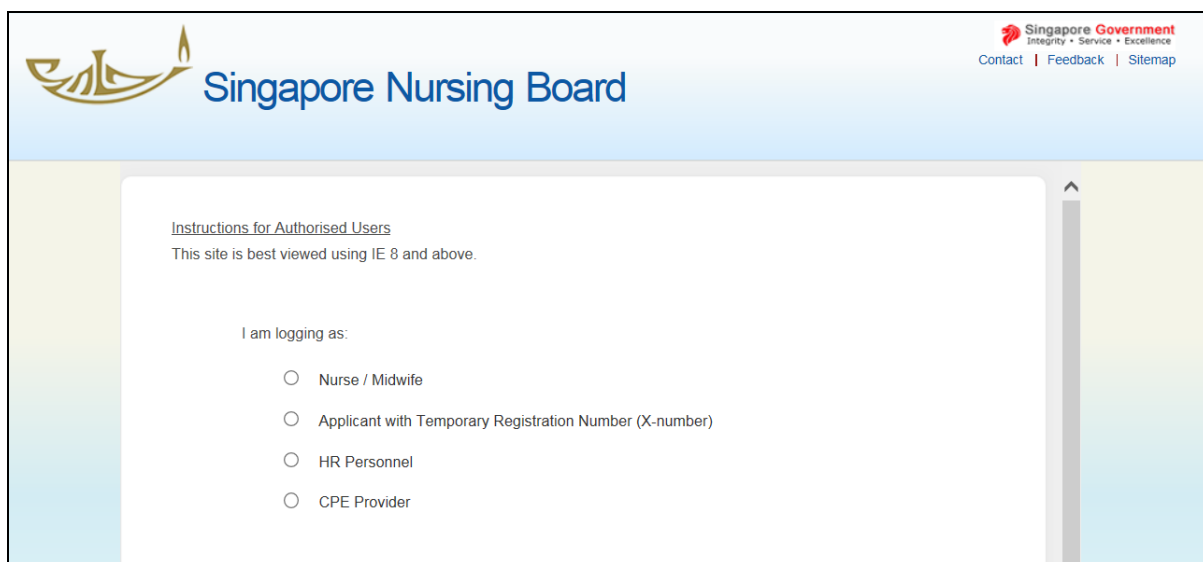
2. FUNCTIONS

2.1. Submit Provider Application

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

The screenshot shows the Singapore Nursing Board (SNB) website. The header includes the SNB logo, the text 'Singapore Nursing Board', and a search bar. Below the header is a navigation menu with links: Home, About SNB, CNE Activities, Announcements, Downloads, Useful Links, and Contact Info. A large 'Welcome' banner features a photo of a nurse and text stating the SNB's role as the regulatory authority for nurses and midwives in Singapore. On the left side, there is a sidebar with links for 'Nurses and Midwives' including Registration/Enrolment, Renewal of Practising Certificate(s), Advanced Practice Nurse, Accreditation of Nursing Education Programmes, and Continuing Nursing Education (CNE). Below this sidebar are buttons for 'Login FOR NURSES / REGISTERED USERS', 'Search FOR NURSES/MIDWIVES', and 'Search CNE EVENTS'. The main content area contains several news items: 'Online Applications will be unavailable due to change of system from 14 Jan 2014 to 03 Feb 2014', 'Mailing of practising certificates', 'Announcements' (including Office Open for Half Day on Christmas Eve and New Year's Eve, and Announcement of Fee Increases effective on 1 April 2013), and 'Important Publications for Nurses'. On the right side, there is a 'Quick Links' section with links to the Nurses and Midwives Act (Chapter 209), Registration/Enrolment, Renewal of Practising Certificate(s), Renewal of APN Practising Certificate, and Accredited Nursing Programmes. At the bottom, there is an 'Address Update Request' section and a 'Renewal of Practising Certificate(s) for Year 2014' section with a warning that it is an offence to practise without a valid practising certificate.

Select to login as a CPE Provider



HR Personnel:

If you do not have an HR Personnel account, please complete the [HR account application form](#) and email the signed form to SNB@spb.gov.sg.

CPE Providers:

If you do not have a CPE Provider account, please complete the [CPE Provider application form](#) and upload it as a supporting document when applying for the [online account](#).

Click here
to login
by
SingPass

For Business
Users

Log in with Singpass

Note: From 11 Apr 2021, all users will login with their Singpass details to access all digital services

To create a CPE Provider's account if you do not have one:

- Click on the [\[online account\]](#) link under [CPE Providers] section.

The Application for Provider page will be displayed as follows.

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

--Select Here--

*Organisation

--Select Here--

Department / Ward

--Select Here--

Website URL

Additional Remarks

(0/500)

Provider Address

*Postal Code

Block/House No.

Level - Unit No.

Street Name

Building Name

Account Holder Details

Name	Designation	Email Address	Role	Delete

Add Account Holder

Proceed

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

- 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** starts with "http://..."
- 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.

Account Holder Details

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

*NRIC No./FIN	<input type="text"/>
Designation	<input type="text"/>
*Name	<input type="text"/>
*Gender	<input type="radio"/> Female <input type="radio"/> Male
*Telephone No.	<input type="text"/>
Fax No.	<input type="text"/>
Mobile No.	<input type="text"/>
*Email Address	<input type="text"/>
*Role	<input type="radio"/> Admin <input type="radio"/> Operational
*UEN of CorpPass Account	<input type="text"/>
*Institute Name issued CorpPass Account	<input type="text"/> (0/400)

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 SNB and Provider for this Provider application. Any email notifications will be sent to Admin user's Email Address
- Enter **UEN of CorpPass Account**
- Enter **Institute Name issued CorpPass Account**
- 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.

Application for Accreditation of Provider

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

Provider Information

*Provider Type	Ad-hoc ▼
*Organisation Type	Private Hospital ▼
*Organisation	Others ▼
*Organisation (Others)	ABC Pte Ltd
Department / Ward	--Select Here-- ▼
Website URL	
Additional Remarks	<div></div> (0/500)

Provider Address

*Postal Code	328836
Block/House No.	81
Level - Unit No.	-
Street Name	KIM KEAT ROAD
Building Name	NKF CENTRE

Account Holder Details

Name	Designation	Email Address	Role	Delete
DEF	-	def@abc.com.sg	Admin	Delete

[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.

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	<input type="text"/>	<input type="button" value="Browse.."/> <input type="button" value="Attach"/>

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.

If there are no supporting documents,

- 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.

Application for Accreditation of Provider

Provider Information

Provider Type	Ad-hoc
Organisation Type	Private Hospital
Organisation Type (Others)	-
Organisation	Others
Organisation (Others)	ABC Pte Ltd
Department / Ward	-
Department / Ward (Others)	-
Website URL	-
Additional Remarks	-

Provider Address

Postal Code	328836
Block/House No.	81
Level - Unit No.	-
Street Name	KIM KEAT ROAD
Building Name	NKF CENTRE

Account Holder Details

Account Holder 1	
NRIC No./FIN	S7221251G
Designation	-
Name	DEF
Gender	Male
Telephone No.	12345678
Fax No.	-
Mobile No.	-
Email Address	def@abc.com.sg
Role	Admin

Documents Attached

No document attached.

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.

Application Documents Confirmation Payment **Acknowledgement**

Application for Accreditation of Provider

Please be informed that your application request has been submitted to Singapore Nursing Board on 16/01/2014. Please print / save a copy of this acknowledgement for your reference.

Your application no. is SNB-20140116-7771-AP.

You will be notified via email on the outcome of your application. For further query, please email to prsncsi+sit+snb+cpe@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.

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, the Account Holder's email address will become the permanent User ID.

For application with Operational users, each of them will receive an email informing them of their User ID and password.

2.2. Enquire Provider Application

The PRS Login screen will be displayed as follows.

[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 prsnsci+sit+snb@gmail.com.

CPE Providers

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.

Note: On this site, any reference to Continuing Professional Education (CPE) is equivalent to Continuing Nursing Education (CNE)

User ID ?	<input type="text"/>
Password	<input type="password"/>
	<input type="button" value="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.

<div>Administration </div> <div>CPE </div> <div>» Enquire CP Applications</div> <div>» Manage Events</div>	<h2>Welcome to PRS</h2>
--	-------------------------

The menu on the left displays the functions you have access to. To Enquire CP Application, click on the [\[CPE\]](#) menu item. Click on [\[Enquire CP Applications\]](#) link to open Enquire CP Application page.

2.2.1. View Provider Application Details

The Enquire CP Application page will be displayed as follows.

<div>Administration</div> <div>CPE</div> <div>» Enquire CP Applications</div> <div>» Manage Events</div>	Application Submitted					
	Total record(s) found: 1					
	Application No.	Date of Submission	Organisation	Department / Ward	Application Status	Remarks
	SNB-20121023-0426-AP	23/10/2012	NCS Pte. Ltd.	-	Approved	-
Page 1						[First] [Previous] [Next] [Last]

To proceed to the Application Details page:

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

The Application Details page will be displayed as follows.

Application No.	SNB-20121023-0426-AP
Application Status	Approved
Submission Date	23/10/2012
Outcome Date	23/10/2012

Provider Information

Provider Type	Ad-hoc
Organisation Type	Private Hospital
Organisation Type (Others)	-
Organisation	NCS Pte. Ltd.
Organisation (Others)	-
Department / Ward	-
Department / Ward (Others)	-
Website URL	http://www.ncs.com.sg
Additional Remarks	-

Provider Address

Postal Code	569141
Block/House No.	5
Level - Unit No.	-3
Street Name	Ang Mo Kio Street 62
Building Name	NCS Hub

Account Holder Details

Account Holder 1	
NRIC No./FIN	S8224381Z
Designation	-
Name	Hock Guan
Gender	Male
Telephone No.	99999999
Fax No.	-
Mobile No.	-
Email Address	hgtok@ncs.com.sg
Role	Admin

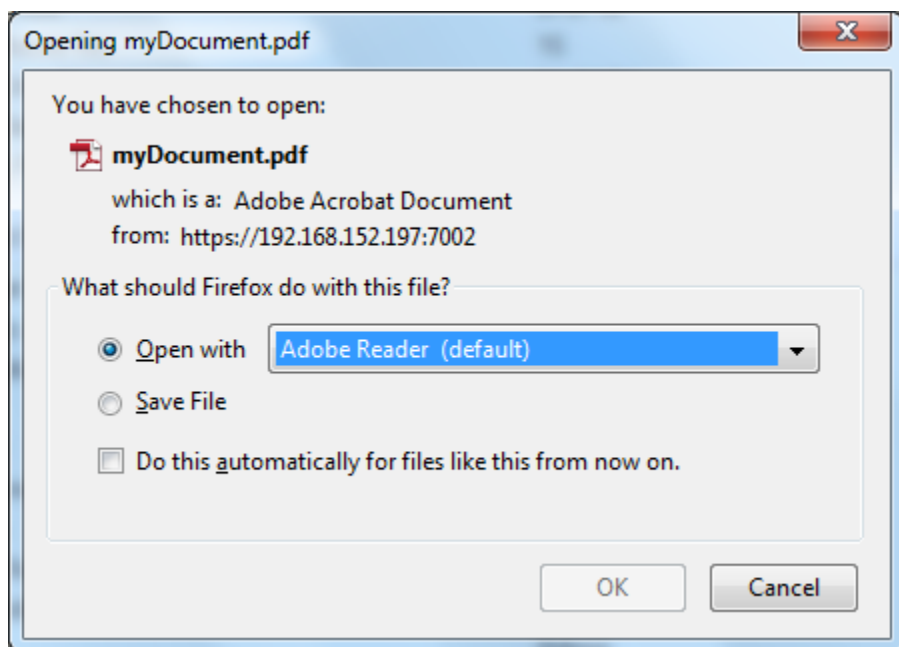
Documents Attached

No document attached.

To download the document attached:

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

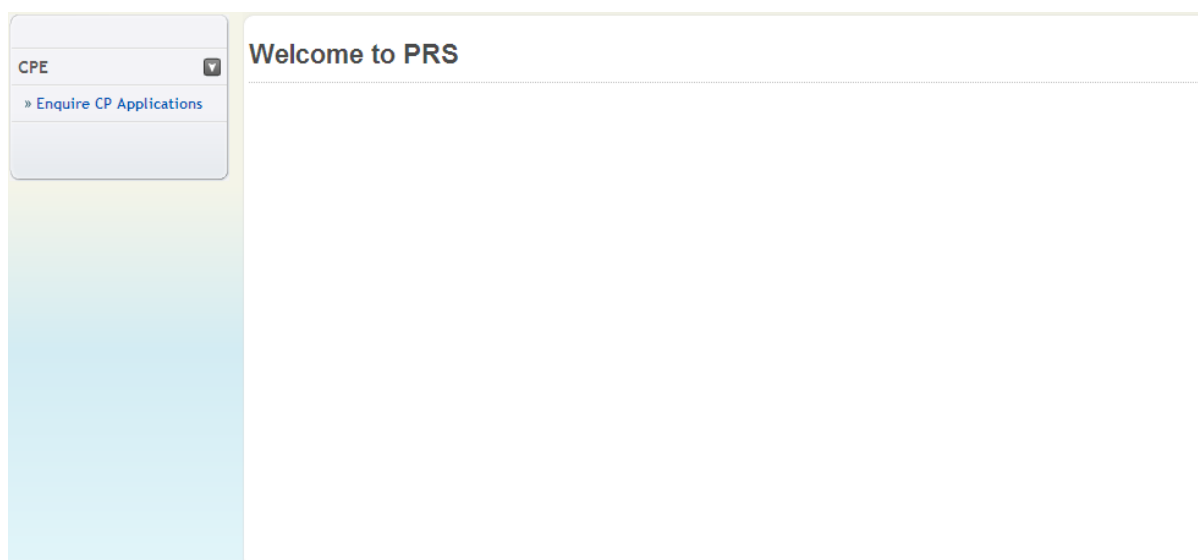
The pop-up box to download document will be displayed as follows.



2.2.2. Upload More Supporting Document

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 functions you have access to. To Enquire CP Application, click on the **[CPE]** menu item. Click on **[Enquire CP Applications]** link.

The Enquire CP Application page will be displayed as follows.

CPE
» Enquire CP Applications

Application Submitted

Total record(s) found: 1

Application No.	Date of Submission	Organisation	Department / Ward	Application Status	Remarks
SNB-20140116-7771-AP	16/01/2014	NCS Pte. Ltd.	Cardiology(Others)	Pending Supporting Documents	Kindly click here 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.

Note:

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

Remarks
Document1

Supporting Documents

Document Title
--Select Here--

File

Documents Attached

No document attached.

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.

MESSAGES
Upload successfully

Note:

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

Remarks
Document1

Supporting Documents

Document Title	--Select Here--		
File		Browse..	Attach

Documents Attached		
Document Title 1	Replace	Delete

Submit

Should the need arise to replace the attached document:

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

The Replace Document page is displayed as follows.

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	Document Title 1
File	<input type="text"/> Browse..

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.

The screenshot displays the 'Supporting Documents' interface. At the top, a 'MESSAGES' box shows 'Upload successfully'. Below it, a 'Note' section lists requirements: 'File must be in JPEG(.jpg or .jpeg), PDF (.pdf or .pdf)' and 'Each file size must not exceed 1MB'. The 'Remarks' section shows 'Document1'. The 'Supporting Documents' section includes a 'Document Title' dropdown (set to '--Select Here--'), a 'File' input field, and 'Browse..' and 'Attach' buttons. Below this is a table titled 'Documents Attached' with one row: 'Document Title 1', 'Replace', and 'Delete' buttons. A 'Submit' button is at the bottom left. A modal dialog box is centered, asking 'Confirm to delete this record?' with 'OK' and 'Cancel' buttons.

Documents Attached		
Document Title 1	Replace	Delete

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.

Note:

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

Remarks

Document1

Supporting Documents

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

Documents Attached

No document attached.

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.

CPE

» Enquire CP Applications

Application Submitted

Total record(s) found: 1

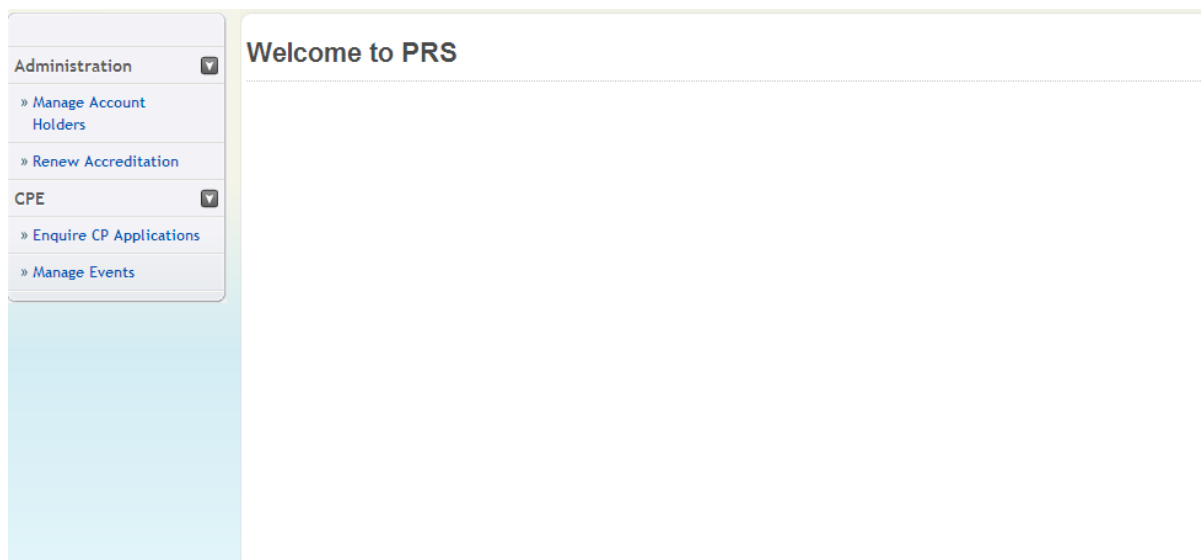
Application No.	Date of Submission	Organisation	Department / Ward	Application Status	Remarks
SNB-20140116-7771-AP	16/01/2014	NCS Pte. Ltd.	Cardiology(Others)	Supporting Documents Furnished	-

Page 1

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

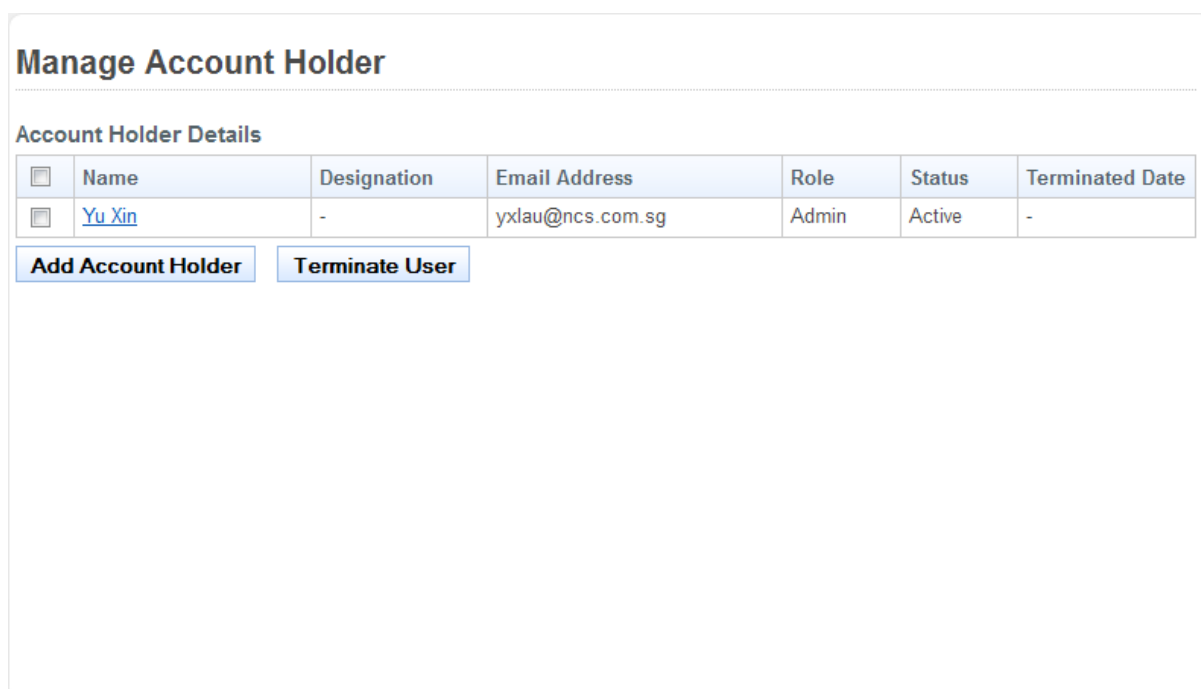
2.3. Manage Account Holders

Upon successful login, the PRS landing page will be displayed as follows.



Manage Account Holder function is only accessible by Admin User of approved provider. 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.



To update Account Holder details:

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

The Update Account Holder details page is displayed as follows.

Manage Account Holder

Update Account Holder

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

*NRIC No./FIN	S9238306G
Designation	<input type="text"/>
*Name	Yu Xin
*Gender	<input type="radio"/> Male <input checked="" type="radio"/> Female
*Telephone No.	88888888
Fax No.	<input type="text"/>
Mobile No.	<input type="text"/>
*Email Address	yxlau@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.

Manage Account Holder

Account Holder Details

<input type="checkbox"/>	Name	Designation	Email Address	Role	Status	Terminated Date
<input type="checkbox"/>	Yu Xin	-	yxlau@ncs.com.sg	Admin	Active	-

[Add Account Holder](#)

[Terminate User](#)

To Add Account Holder:

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

The Add Account Holder page is displayed as follows.

Manage Account Holder

Add Account Holder

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

*NRIC No./FIN	<input type="text"/>
Designation	<input type="text"/>
*Name	<input type="text"/>
*Gender	<input type="radio"/> Male <input type="radio"/> Female
*Telephone No.	<input type="text"/>
Fax No.	<input type="text"/>
Mobile No.	<input type="text"/>
*Email Address	<input type="text"/>
*Role	<input type="radio"/> Admin <input checked="" type="radio"/> Operational

[Save](#)

[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**
- Select **Role**
- Click **[Save]** button at the bottom of the page to proceed on adding account holder

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

Manage Account Holder

Account Holder Details

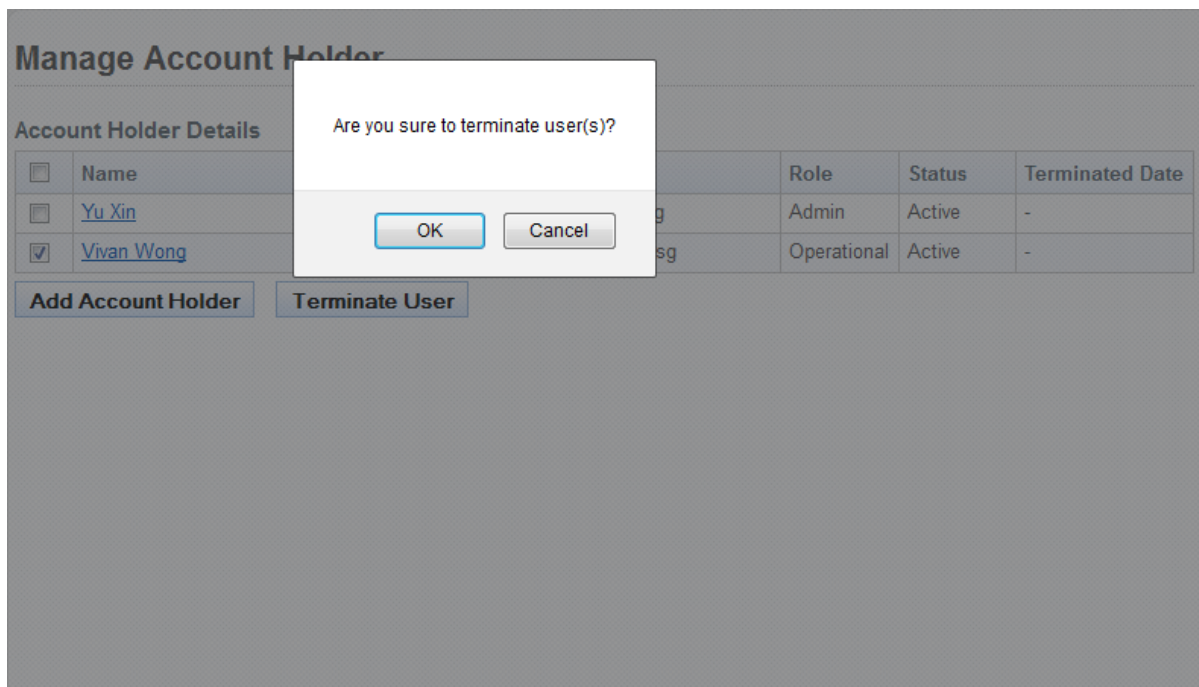
<input type="checkbox"/>	Name	Designation	Email Address	Role	Status	Terminated Date
<input type="checkbox"/>	Yu Xin	-	yxlau@ncs.com.sg	Admin	Active	-
<input type="checkbox"/>	Vivan Wong	-	vivianw@ncs.com.sg	Operational	Active	-

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.

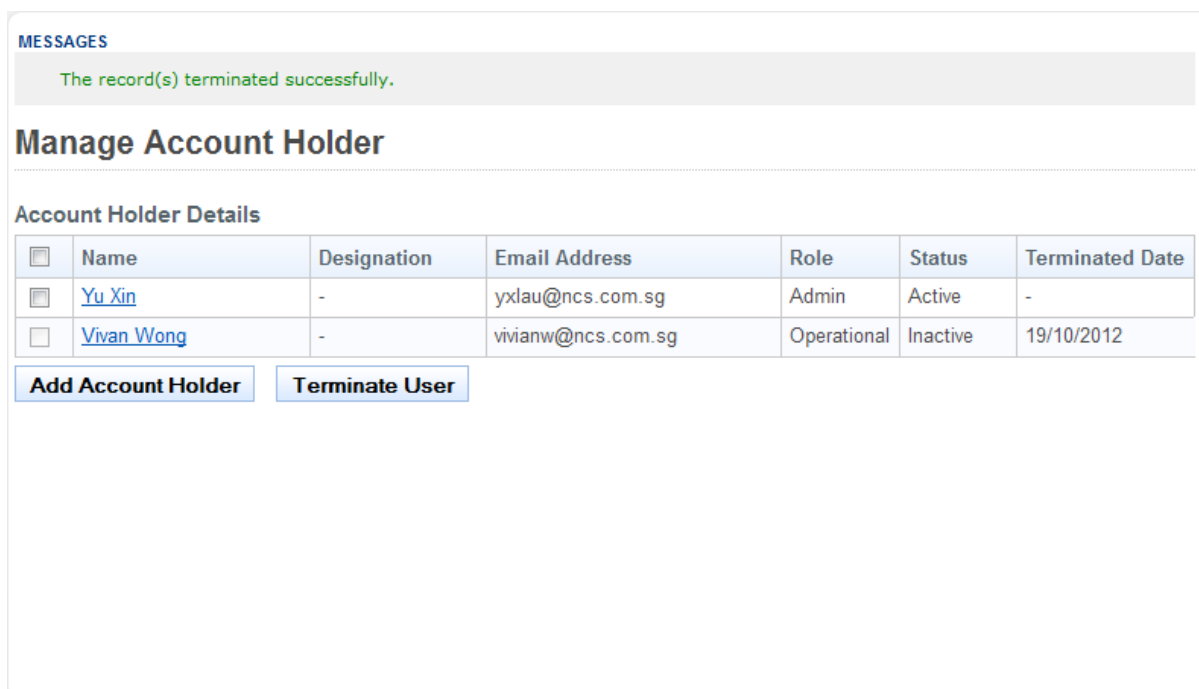


To confirm termination of user:

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

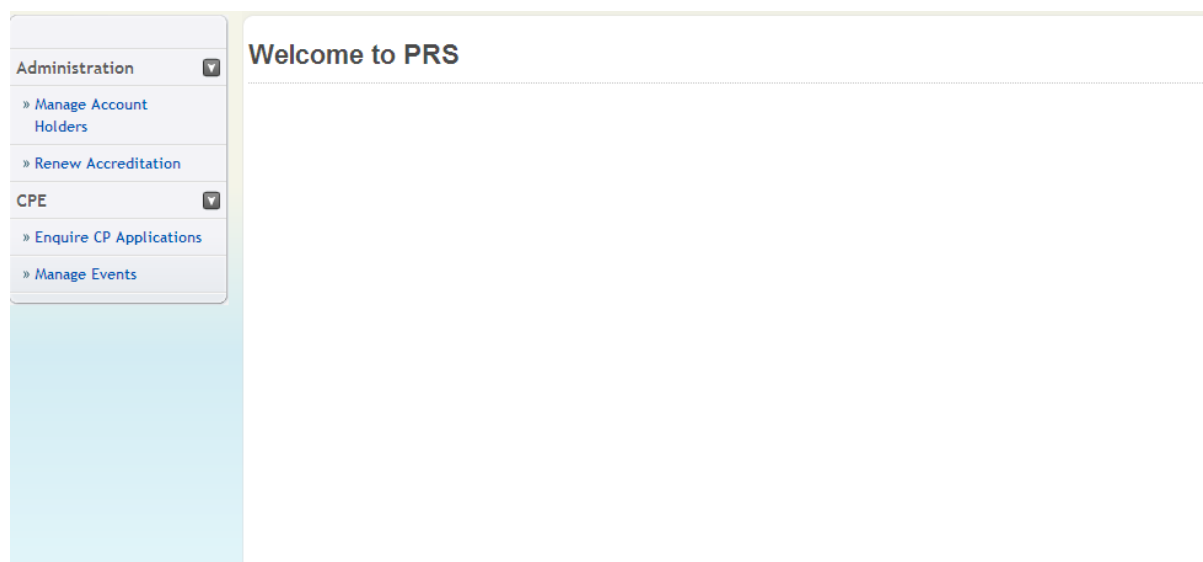
Back to the Manage Account Holder page,

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



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. To create/update/submit/search an event Application, click on the **[CPE]** menu item. Click on **[Manage Events]** link.

The Manage Events page will be displayed as follows.

Manage

Event ID:

Application Status:

Submission Date From: Submission Date To:

Event Date From: Event Date To:

Event Title:

Category:

Search Result
Total record(s) found: 2

Event ID	Event Title	Organisation	Event Start Date	Application Status	Attendance Status	Remarks
SNB20130110-IA-3589	1 day 1 session – 10 Jan	NCS Pte. Ltd.	01/01/2013	Approved	Attendance Approved	-
SNB20130110-IA-3587	All sessions in 1 day – 10 Jan	NCS Pte. Ltd.	01/01/2013	Approved	Attendance Approved	-

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

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.

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

--Select Here--

Proceed

Category	Activities Involved
I	In-Service Programmes
II-A	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 In-Service Programmes Application

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

Category **Event** Documents Confirmation Payment Acknowledgement

Application for Accreditation of Event

Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Private Hospital
Organisation	NCS Pte. Ltd.
Department/Ward	-
Address	5 Ang Mo Kio Street 62-3 NCS Hub SINGAPORE 569141

Contact Person(s)

S/N	Name	Telephone No.	Email Address
*1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

Event Details

Category	I		
*Event Specialty	Others (Non-core)	>> <<	<input type="text"/>
*Type of Event	--Select Here--		
*Event Title	<input type="text"/>		
*Target Audience	All Nurses and Midwives Enrolled Nurses Midwives	>> <<	<input type="text"/>
Target Audience Specialty	Others (Non-core)	>> <<	<input type="text"/>
*Start Date	dd/mm/yyyy		*Start Time
*End Date	dd/mm/yyyy		*End Time
*Event Duration	--Select Here--		hh : mm
Frequency	<input type="text"/>		hh : mm
*Venue	<input type="text"/>		
Event URL	<input type="text"/>		<input checked="" type="checkbox"/> Display in Calendar
Previous Event ID	<input type="text"/>		
Copied from Event ID	<input type="text"/>		
Additional Remarks	<input type="text"/>		

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**
- 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**
- Optional Enter **Frequency**
- Enter **Venue**
- Uncheck the **Display in Calendar** field when it is not open to professional from other institutions
- 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.

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	File
--Select Here--	<input type="text"/> 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

If there are no supporting documents,

- 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.

Category Event Documents **Confirmation** Payment Acknowledgement

Application for Accreditation of Event

Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Private Hospital
Organisation	NCS Pte. Ltd.
Department/Ward	-
Address	5 Ang Mo Kio Street 62-3 NCS Hub SINGAPORE 569141

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Sheng Jie	61234567	hellenbao@ncsi.com.cn
2			

Event Details

Event ID	SNB20140116-I-0002		
Category	I		
Event Specialty	Others (Non-core)		
Type of Event	Case Study		
Event Title	user maunal		
Target Audience	All Nurses and Midwives		
Target Audience (Others)			
Target Audience Specialty	Others (Non-core)		
Start Date	01/01/2014	Start Time	08:00
End Date	31/01/2014	End Time	20:00
Event Duration	1 to 2 hours		
Frequency	-		
Venue	test		
Event URL	- <input checked="" type="checkbox"/> Display in Calendar		
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	1		

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.

Category Event Documents Confirmation Payment Acknowledgement

Application for Accreditation of Event

Please be informed that your application request has been submitted to Singapore Nursing Board on 16/01/2014. Please print / save a copy of this acknowledgement for your reference.

Your Event ID is SNB20140116-I-0002.

You will be notified via email on the outcome of your application. For further query, please email to prsncsi+sit+snb+cpe@gmail.com and quote the above Event ID.

[Rate this service](#)

[Print](#)

2.4.1.2 Submit Local Events Application

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

Category **Event** Documents Confirmation Payment Acknowledgement

Application for Accreditation of Event

Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Private Hospital
Organisation	NCS Pte. Ltd.
Department/Ward	-
Address	5 Ang Mo Kio Street 62-3 NCS Hub SINGAPORE 569141

Contact Person(s)

S/N	Name	Telephone No.	Email Address
*1	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>

Event Details

Category	II-A		
*Event Specialty	Others (Non-core)	>> <<	<input type="text"/>
*Type of Event	--Select Here--		
*Event Title	<input type="text"/>		
*Target Audience	All Nurses and Midwives Enrolled Nurses Midwives	>> <<	<input type="text"/>
Target Audience Specialty	Others (Non-core)	>> <<	<input type="text"/>
*Start Date	dd/mm/yyyy	*Start Time	hh : mm
*End Date	dd/mm/yyyy	*End Time	hh : mm
*Event Duration	--Select Here--		
Frequency	<input type="text"/>		
*Venue	<input type="text"/>		
Event URL	<input type="text"/>		<input checked="" type="checkbox"/> Display in Calendar
Previous Event ID	<input type="text"/>		
Copied from Event ID	<input type="text"/>		
Additional Remarks	<input type="text"/> (0/500)		

Session Details

Session 1 Add Speaker		Delete Session	
*Date	<input type="text" value="dd/mm/yyyy"/>	*Start Time	<input type="text" value="hh"/> : <input type="text" value="mm"/>
*Duration	--Select Here--		
*Specialty	Others (Non-core)	>>	<input type="text"/>
		<<	<input type="text"/>
Speaker 1 Delete Speaker			
Reg No.	<input type="text"/>	Specialty	
*Name	<input type="text"/>	*Duration	--Select Here--
*Designation	<input type="text"/>	*Institution	<input type="text"/>
Topics		Add Topic	
*Topic	<input type="text"/>	Delete Topic	

[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**
- 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**
- 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.

To add session:

- Select **Date**
- Enter **Start Time**
- Select **Duration**
- Select **Specialty**
- 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

The Session has been added to the table upon clicking on the **[Save]** button.

Note: Each session is to be created for each day. If you have an event that is 3 days then you will need to create 3 sessions.

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.

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	<input type="text"/>	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

If there are no supporting documents,

- 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.

Category Event Documents **Confirmation** Payment Acknowledgement

Application for Accreditation of Event

Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Private Hospital
Organisation	NCS Pte. Ltd.
Department/Ward	-
Address	5 Ang Mo Kio Street 62-3 NCS Hub SINGAPORE 569141

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Sheng Jie	61234567	hellenbao@ncsi.com.cn
2			

Event Details

Event ID	SNB20140116-IIA-0002		
Category	II-A		
Event Specialty	Others (Non-core)		
Type of Event	Workshop		
Event Title	test user manual		
Target Audience	Enrolled Nurses		
Target Audience (Others)			
Target Audience Specialty	-		
Start Date	01/01/2014	Start Time	08:00
End Date	31/01/2014	End Time	20:00
Event Duration	1 day to 2 days		
Frequency	-		
Venue	test		
Event URL	- <input checked="" type="checkbox"/> Display in Calendar		
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	4		

Session Details

Session 1			
Date	16/01/2014	Start Time	08:00
Duration	1 day		
Specialty	Others (Non-core)		
Speaker 1			
Reg No.	-	Specialty	-
Name	Sheng Jie	Duration	1 day
Designation	test	Institution	test
Topics	test		

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.

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

Application for Accreditation of Event

Please be informed that your application request has been submitted to Singapore Nursing Board on 16/01/2014. Please print / save a copy of this acknowledgement for your reference.

Your Event ID is SNB20140116-IIA-0002.

You will be notified via email on the outcome of your application. For further query, please email to prsncsi+sit+snb+cpe@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.

Administration
CPE
» Enquire CP Applications
» Manage Events

Manage

Event ID
Application Status
Submission Date From
Event Date From
Event Title
Category

--Select Here--
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: 4

Event ID	Event Title	Organisation	Event Start Date	Application Status	Attendance Status	Remarks
SNB20140116-IA-0002	test user manual	NCS Pte. Ltd.	01/01/2014	Application Submitted	-	-
SNB20140116-I-0002	user maunal	NCS Pte. Ltd.	01/01/2014	Application Submitted	-	-
SNB20130110-IA-3587	All sessions in 1 day – 10 Jan	NCS Pte. Ltd.	01/01/2013	Approved	Attendance Approved	-
SNB20130110-IA-3589	1 day 1 session – 10 Jan	NCS Pte. Ltd.	01/01/2013	Approved	Attendance Approved	-

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

To proceed and enquire events:

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

The Manage Events page with all event applications will be displayed as follows.

Manage

Event ID
Application Status
Submission Date From
Event Date From
Event Title
Category

--Select Here--
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: 4

Event ID	Event Title	Organisation	Event Start Date	Application Status	Attendance Status	Remarks
SNB20140116-IA-0002	test user manual	NCS Pte. Ltd.	01/01/2014	Application Submitted	-	-
SNB20140116-I-0002	user maunal	NCS Pte. Ltd.	01/01/2014	Application Submitted	-	-
SNB20130110-IA-3587	All sessions in 1 day – 10 Jan	NCS Pte. Ltd.	01/01/2013	Approved	Attendance Approved	-
SNB20130110-IA-3589	1 day 1 session – 10 Jan	NCS Pte. Ltd.	01/01/2013	Approved	Attendance Approved	-

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

2.4.2.1 View Non Approved Event Application Details

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.

Event Attendance

Application for Accreditation of Event

Event ID	SNB20140116-IIA-0002
Application Status	Application Submitted
Applicant Name	HOCK GUAN
Applicant ID	hgtok@ncs.com.sg
Submission Date	16/01/2014
Outcome Date	
Attendance Status	-

Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Private Hospital
Organisation	NCS Pte. Ltd.
Department/Ward	-
Address	5 Ang Mo Kio Street 62-3 NCS Hub SINGAPORE 569141

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Sheng Jie	61234567	hellenbao@ncsi.com.cn
2			

Event Details

Event ID	SNB20140116-IIA-0002		
Category	II-A		
Event Specialty	Others (Non-core)		
Type of Event	Workshop		
Event Title	test user manual		
Target Audience	Enrolled Nurses		
Target Audience (Others)			
Target Audience Specialty	-		
Start Date	01/01/2014	Start Time	08:00
End Date	31/01/2014	End Time	20:00
Event Duration	1 day to 2 days		
Frequency	-		
Venue	test		
Event URL	-	<input checked="" type="checkbox"/> Display in Calendar	
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	4		

Edit

Session Details

Session 1		Delete Session Edit Session	
Date	16/01/2014	Start Time	08: 00
Duration	1 day		
Specialty	Others (Non-core)		
Speaker 1			
Registration No.	-	Specialty	-
Name	Sheng Jie	Duration	1 day
Designation	test	Institution	test
Topics	test		

[Add Session](#)

[Save](#)

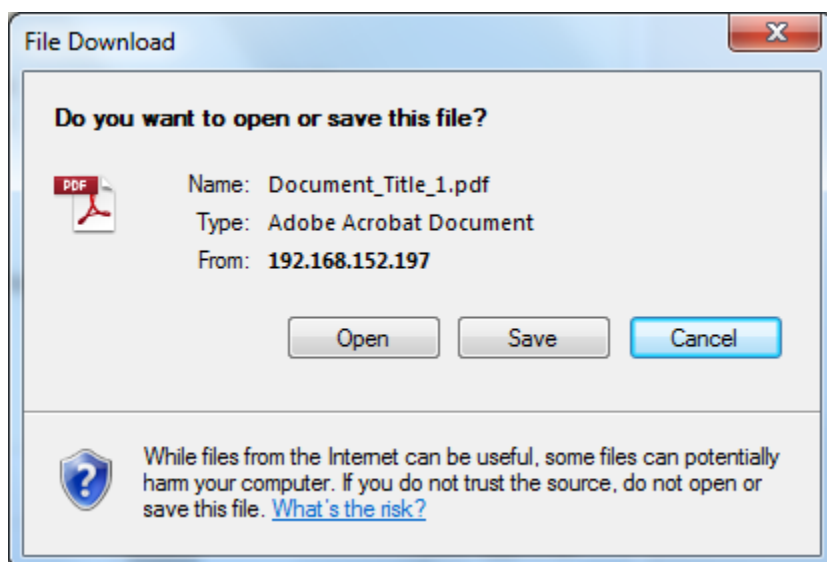
Documents Attached

[Document Title 1](#)

To download the document attached:

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

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



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 all event applications will be displayed as follows.

Manage

Event ID

Application Status

--Select Here--

Submission Date From

dd/mm/yyyy

Submission Date To

dd/mm/yyyy

Event Date From

dd/mm/yyyy

Event Date To

dd/mm/yyyy

Event Title

Category

--Select Here--

Search **New Event**

Search Result

Total record(s) found: 5

Event ID	Event Title	Organisation	Event Start Date	Application Status	Attendance Status	Remarks
SNB20140120-I-0002	tst	NCS Pte. Ltd.	01/01/2014	Pending Supporting Documents	-	Kindly click here to attach all the required documents.
SNB20140116-IIA-0002	test user manual	NCS Pte. Ltd.	01/01/2014	Approved	Attendance Approved	-
SNB20140116-I-0002	user maunal	NCS Pte. Ltd.	01/01/2014	Revising	Pending Submission	-
SNB20130110-IIA-3589	1 day 1 session – 10 Jan	NCS Pte. Ltd.	01/01/2013	Approved	Attendance Approved	-
SNB20130110-IIA-3587	All sessions in 1 day – 10 Jan	NCS Pte. Ltd.	01/01/2013	Approved	Attendance Approved	-

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.

Application for Accreditation of Event

Remarks
Document Title

Supporting Documents

Document Title

--Select Here--

File

Browse..

Attach

Documents Attached

Document Title 1		
----------------------------------	--	--

Submit

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

2.4.2.3 View Approved Event Application Details – Submit Attendance for Approved In-Service Programmes

To upload attendance for an approved In-Service Programmes event:

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

The details of selected event will be displayed as follows.

Event Attendance

Application for Accreditation of Event

Event ID	SNB20140116-I-0002
Application Status	Approved
Applicant Name	HOCK GUAN
Applicant ID	hgtok@ncs.com.sg
Submission Date	16/01/2014
Outcome Date	16/01/2014
Attendance Status	Pending Submission

Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Private Hospital
Organisation	NCS Pte. Ltd.
Department/Ward	-
Address	5 Ang Mo Kio Street 62-3 NCS Hub SINGAPORE 569141

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Sheng Jie	61234567	hellenbao@ncsi.com.cn
2			

Event Details

Event ID	SNB20140116-I-0002		
Category	I		
Event Specialty	Others (Non-core)		
Type of Event	Case Study		
Event Title	user maunal		
Target Audience	All Nurses and Midwives		
Target Audience (Others)			
Target Audience Specialty	Others (Non-core)		
Start Date	01/01/2014	Start Time	08:00
End Date	31/01/2014	End Time	20:00
Event Duration	1 to 2 hours		
Frequency	-		
Venue	test		
Event URL	-	<input checked="" type="checkbox"/> Display in Calendar	
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	1		

Edit

Attendance Details

Attendance Date	Duration	Status	Last Approval Date
20/01/2014	1 to 2 hours	Pending Submission	-

[Add Attendance](#)

[Delete All Attendances](#)

To submit an attendance for the event:

- Click on the **"Pending Submission"** link.

[Add Attendance] button is only used for event that has repeated session every month. New attendance will be added after each month.

Attendance Details

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

[Add Attendance](#)

Documents Attached

[Document Title 1](#)

To create a new attendance for the event:

- Click on the **[Add Attendance]** button

Add Attendance page will be displayed as follows:

Event Attendance

Event ID	SNB20140116-I-0002
Application Status	Approved
Applicant Name	HOCK GUAN
Applicant ID	hgtok@ncs.com.sg
Submission Date	16/01/2014
Outcome Date	16/01/2014
Attendance Status	Pending Submission

Event Details

Category	I
Event Specialty	Others (Non-core)
Type of Event	Case Study
Event Title	user maunal
Start Date / Start Time	01/01/2014 08:00
End Date / End Time	31/01/2014 20:00

Event Attendance

*Date	<input type="text" value="dd/mm/yyyy"/>		*Duration	<input type="text" value="1 to 2 hours"/>	
-------	---	---	-----------	---	---

Attendance Details

Attendance Status Pending Submission
Last Approval Date -
☐ No Attendance

Add More Rows [Add](#)

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

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					
6					
7					

To view sample of attendance excel sheet with data:

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

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

	A	B	C
1	Event ID	SMC20121012-1A-9073	
2	Date (dd/mm/yyyy)	30/06/2012	
3	Reg No.	Role	
4	M00001A	S	
5	M00002B	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.

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".

Event Attendance

Application for Accreditation of Event

Event ID	SNB20140116-I-0002
Application Status	Approved
Applicant Name	HOCK GUAN
Applicant ID	hgtok@ncs.com.sg
Submission Date	16/01/2014
Outcome Date	16/01/2014
Attendance Status	Attendance Updated

Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Private Hospital
Organisation	NCS Pte. Ltd.
Department/Ward	-
Address	5 Ang Mo Kio Street 62-3 NCS Hub SINGAPORE 569141

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Sheng Jie	61234567	hellenbao@ncsi.com.cn
2			

Event Details

Event ID	SNB20140116-I-0002		
Category	I		
Event Specialty	Others (Non-core)		
Type of Event	Case Study		
Event Title	user maunal		
Target Audience	All Nurses and Midwives		
Target Audience (Others)			
Target Audience Specialty	Others (Non-core)		
Start Date	01/01/2014	Start Time	08:00
End Date	31/01/2014	End Time	20:00
Event Duration	1 to 2 hours		
Frequency	-		
Venue	test		
Event URL	- <input checked="" 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
16/01/2014	< 2 hours (1/4 day)	Attendance Submitted	-

[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.

Event Attendance

Application for Accreditation of Event

Event ID	SNB20140116-IIA-0002		
Application Status	Approved		
Applicant Name	HOCK GUAN		
Applicant ID	hgtok@ncs.com.sg		
Submission Date	16/01/2014		
Outcome Date	16/01/2014		
Attendance Status	Pending Submission		

Provider Details & Address

Provider Type	Ad-hoc		
Organisation Type	Private Hospital		
Organisation	NCS Pte. Ltd.		
Department/Ward	-		
Address	5 Ang Mo Kio Street 62-3 NCS Hub SINGAPORE 569141		

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Sheng Jie	61234567	hellenbao@ncsi.com.cn
2			

Event Details

Event ID	SNB20140116-IIA-0002		
Category	II-A		
Event Specialty	Others (Non-core)		
Type of Event	Workshop		
Event Title	test user manual		
Target Audience	Enrolled Nurses		
Target Audience (Others)			
Target Audience Specialty	-		
Start Date	01/01/2014	Start Time	08:00
End Date	31/01/2014	End Time	20:00
Event Duration	1 day to 2 days		
Frequency	-		
Venue	test		
Event URL	- <input checked="" type="checkbox"/> Display in Calendar		
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	4		

Edit

Attendance Details

Session #	Date	Start Time	Topic	Status	Last Approval Date
Session 1	16/01/2014	08:00	test	Pending Submission	-

Session Details

Session 1			
Date	16/01/2014	Start Time	08: 00
Duration	1 day		
Specialty	Others (Non-core)		
Speaker 1			
Registration No.	-	Specialty	-
Name	Sheng Jie	Duration	1 day
Designation	test	Institution	test
Topics	test		

Documents Attached

[Document Title 1](#)

To submit attendance for the event session:

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

Session Attendance page will be displayed as follows.

Event
Attendance

Event ID	SNB20140116-IIA-0002
Application Status	Approved
Applicant Name	HOCK GUAN
Applicant ID	hgtok@ncs.com.sg
Submission Date	16/01/2014
Outcome Date	16/01/2014
Attendance Status	Pending Submission

Event Details

Category	II-A
Event Specialty	Others (Non-core)
Type of Event	Workshop
Event Title	test user manual
Start Date / Start Time	01/01/2014 08:00
End Date / End Time	31/01/2014 20:00

Session Details

Session 1			
Date	16/01/2014	Start Time	08:00
Duration	1 day		
Specialty	Others (Non-core)		
Speaker 1			
Reg No.	-	Specialty	-
Name	Sheng Jie	Duration	1 day
Designation	test	Institution	test
Topics	test		

Attendance Details

Attendance Status	Pending Submission
Last Approval Date	-
<input type="checkbox"/> No Attendance	

Add More Rows [Add](#)

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

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

	A	B	C	D	E
1	Event ID	SMC20100527-1B-7528			
2	Session #	1			
3	Date (dd/mm/yyyy)	14/06/2012			
4	Start Time (hh24:mi)	09:00			
5	Reg No.	Role			
6	M00001A	P			
7	M00002B	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.

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".

Event Attendance

Application for Accreditation of Event

Event ID	SNB20140116-IIA-0002
Application Status	Approved
Applicant Name	HOCK GUAN
Applicant ID	hgtok@ncs.com.sg
Submission Date	16/01/2014
Outcome Date	16/01/2014
Attendance Status	Attendance Updated

Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Private Hospital
Organisation	NCS Pte. Ltd.
Department/Ward	-
Address	5 Ang Mo Kio Street 62-3 NCS Hub SINGAPORE 569141

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Sheng Jie	61234567	hellenbao@ncsi.com.cn
2			

Event Details

Event ID	SNB20140116-IIA-0002		
Category	II-A		
Event Specialty	Others (Non-core)		
Type of Event	Workshop		
Event Title	test user manual		
Target Audience	Enrolled Nurses		
Target Audience (Others)			
Target Audience Specialty	-		
Start Date	01/01/2014	Start Time	08:00
End Date	31/01/2014	End Time	20:00
Event Duration	1 day to 2 days		
Frequency	-		
Venue	test		
Event URL	-	<input checked="" type="checkbox"/> Display in Calendar	
Previous Event ID/Title	-		
Copied from Event ID/Title	-		
Additional Remarks	-		
Max CPE Points	4		

Attendance Details

Session #	Date	Start Time	Topic	Status	Last Approval Date
Session 1	16/01/2014	08:00	test	Attendance Submitted	-

Session Details [+](#) [-](#)

Session 1			
Date	16/01/2014	Start Time	08: 00
Duration	1 day		
Specialty	Others (Non-core)		
Speaker 1			
Registration No.	-	Specialty	-
Name	Sheng Jie	Duration	1 day
Designation	test	Institution	test
Topics	test		

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.

2.4.2.5 Edit and Resubmit Approved Event Application Details

An account holder is able to edit an approved event details as long as there is no attendance tied to the event. Any changes done to an approved event might be subjected to HPE’s approval.

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.

Event Attendance

Application for Accreditation of Event

Event ID	SNB20140116-I-0002
Application Status	Approved
Applicant Name	HOCK GUAN
Applicant ID	hgtok@ncs.com.sg
Submission Date	16/01/2014
Outcome Date	16/01/2014
Attendance Status	Pending Submission

Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Private Hospital
Organisation	NCS Pte. Ltd.
Department/Ward	-
Address	5 Ang Mo Kio Street 62-3 NCS Hub SINGAPORE 569141

Contact Person(s)

S/N	Name	Telephone No.	Email Address
1	Sheng Jie	61234567	hellenbao@ncsi.com.cn
2			

Event Details

Event ID	SNB20140116-I-0002		
Category	I		
Event Specialty	Others (Non-core)		
Type of Event	Case Study		
Event Title	user maunal		
Target Audience	All Nurses and Midwives		
Target Audience (Others)			
Target Audience Specialty	Others (Non-core)		
Start Date	01/01/2014	Start Time	08:00
End Date	31/01/2014	End Time	20:00
Event Duration	1 to 2 hours		
Frequency	-		
Venue	test		
Event URL	-	<input checked="" 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	
16/01/2014	< 2 hours (1/4 day)	Pending Submission	16/01/2014	Delete

[Add Attendance](#)

Documents Attached

[Document Title 1](#)

To proceed to edit details of event application:

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

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

Event Documents Confirmation Acknowledgement

Application for Accreditation of Event

Provider Details & Address

Provider Type	Ad-hoc
Organisation Type	Private Hospital
Organisation	NCS Pte. Ltd.
Department/Ward	-
Address	5 Ang Mo Kio Street 62-3 NCS Hub SINGAPORE 569141

Contact Person(s)

S/N	Name	Telephone No.	Email Address
*1	Sheng Jie	61234567	hellenbao@ncsi.com.cn
2			

Event Details

Category	I		
*Event Specialty		>> <<	Others (Non-core)
*Type of Event	Case Study		
*Event Title	user maunal		
*Target Audience	Enrolled Nurses Midwives Nurses	>> <<	All Nurses and Midwives
Target Audience Specialty		>> <<	Others (Non-core)
*Start Date	01/01/2014	*Start Time	08 : 00
*End Date	31/01/2014	*End Time	20 : 00
*Event Duration	1 to 2 hours		
Frequency			
*Venue	test		
Event URL			<input checked="" type="checkbox"/> Display in Calendar
Previous Event ID			
Copied from Event ID			
Additional Remarks			

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.