



Royal Australasian College  
of Dental Surgeons

*Let knowledge conquer disease*

**RACDS**

# ***My OMS Logbook*** **Supervisor User Guide**

**ORAL AND MAXILLOFACIAL SURGERY**



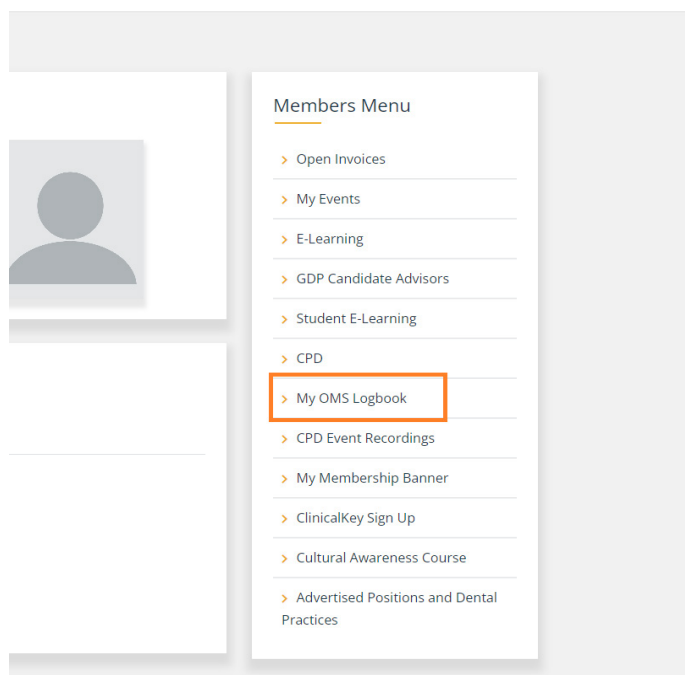


## Accessing the logbook

1. Sign in to your membership account on the [College Website](#).

The screenshot shows the RACDS website header with the logo and tagline 'Let knowledge conquer disease'. Below the header is a navigation bar with 'Home > Sign in' and a 'Return to Main RACDS Site' button. The main content area is titled 'Sign in' and includes a message: 'If you have an account, please use the sign in area below. If you are not a member, please create a non-member account or review the membership options.' The sign-in form has fields for 'Username' and 'Password', a 'Sign In' button, and links for 'Forgot username?' and 'Forgot password?'. A 'Please note' section states: 'After 5 failed login attempts your account will be locked out. To prevent this from happening, please click the Forgot username or Forgot password links. If you have been locked out of your account please contact us.' To the right of the form is a 'Not a member?' section with a description of membership benefits, a 'Membership Options' button, a link to 'Create a non-member account', and a link to 'contact us' for access issues.

2. Go to **My OMS Logbook** in the members menu, the panel to the right of your dashboard.



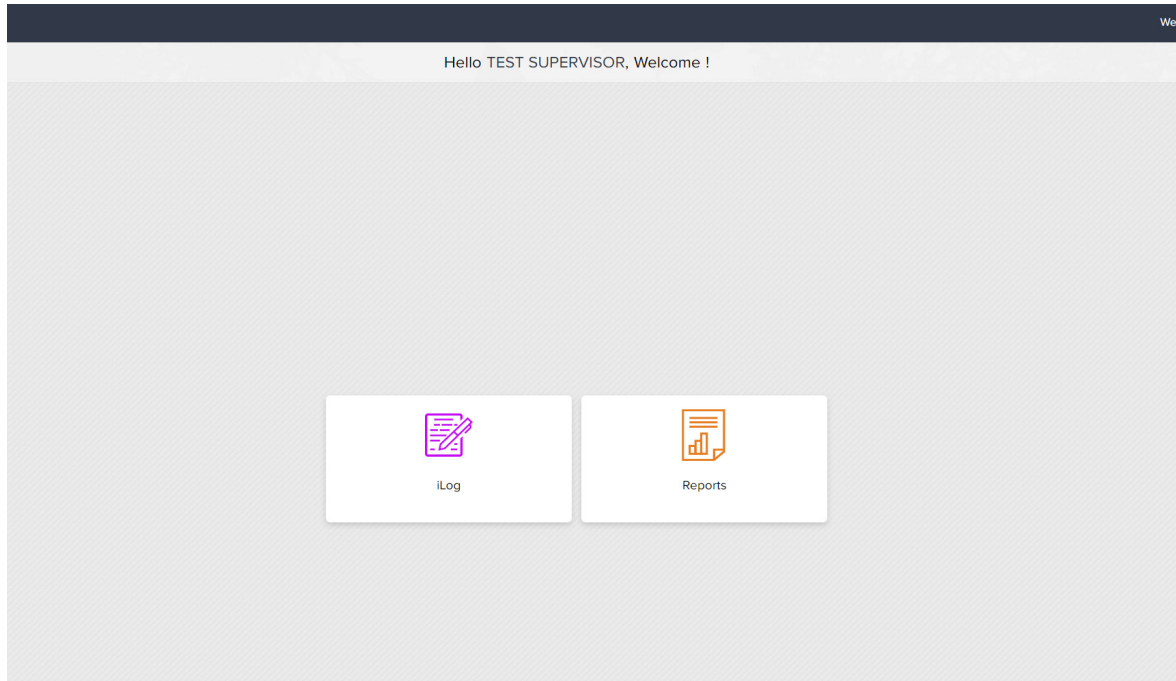
This will take you to the *My OMS Logbook* welcome page that has additional videos, user instructions and direct access to your individual *My OMS Logbook*.

*\*If you are accessing this page for the first time, you will be requested to accept the **Terms of Use** to enter the logbook.*

3. Once on the *My OMS Logbook* welcome page click on **Access My Logbook**.

**Access My Logbook**

4. You will then be brought to the welcome page of your *My OMS Logbook*.

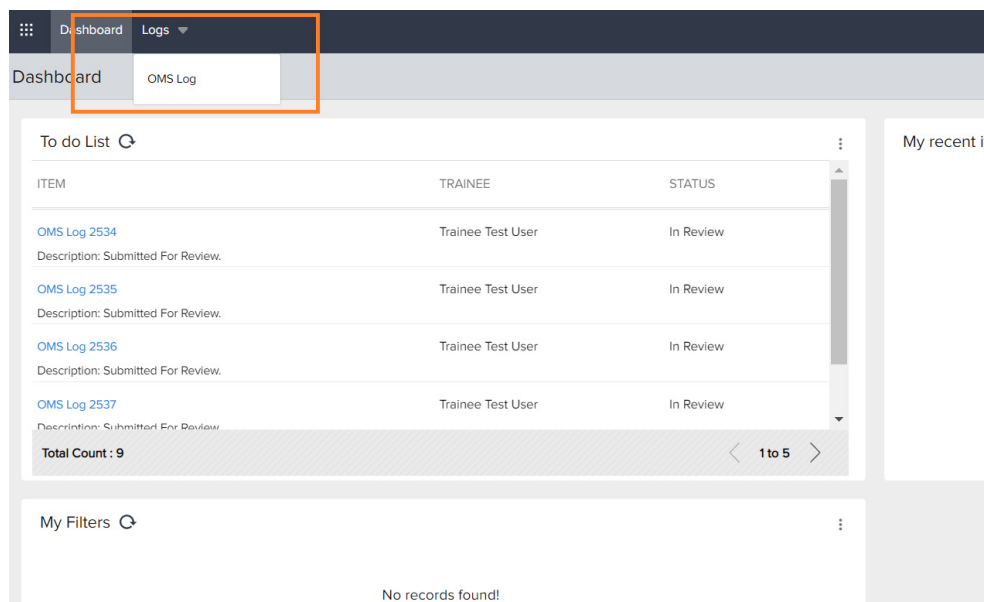


## Approving Trainee Logs

1. Click on the **iLog** icon.

2. All Trainee logs ready for review and approval will be listed in your **To do list**.

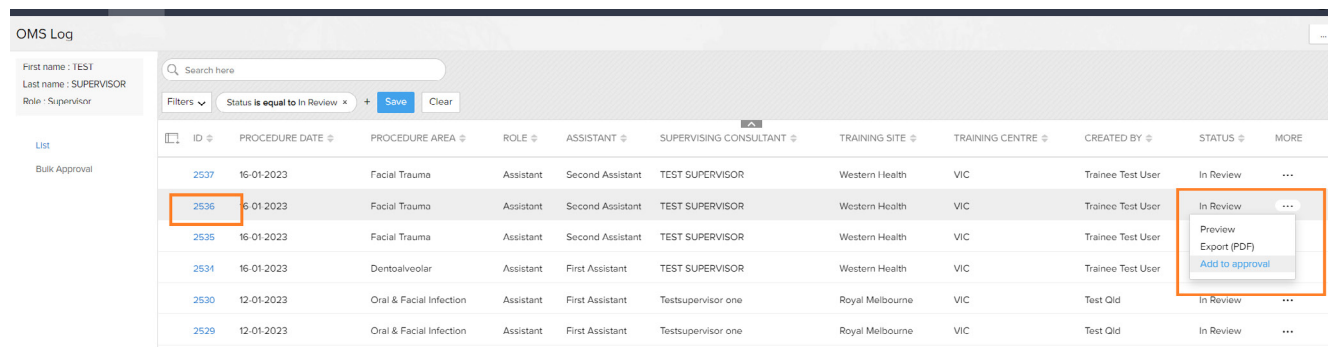
3. To review and approve logs, click on the dropdown arrow next to **Logs** and select **OMS Log**.



4. This will go to a page showing all logs submitted to you (including those you have previously approved or currently in Trainee draft).

5. Use the filter to identify cases that have the status **In Review**.

6. From here logs can be reviewed and approved individually by clicking on their individual **ID number**, or selected for bulk approval by clicking on the **three dots** on the far right of the log.



The screenshot shows the 'OMS Log' interface. On the left, there's a sidebar with 'List' and 'Bulk Approval' options. The main area has a search bar and a filter dropdown set to 'Status is equal to In Review'. Below this is a table of logs. The log with ID 2536 is highlighted. A dropdown menu for the 'three dots' on the right of this log shows options: 'In Review', 'Preview', 'Export (PDF)', and 'Add to approval'.

ID	PROCEDURE DATE	PROCEDURE AREA	ROLE	ASSISTANT	SUPERVISING CONSULTANT	TRAINING SITE	TRAINING CENTRE	CREATED BY	STATUS	MORE
2537	16-01-2023	Facial Trauma	Assistant	Second Assistant	TEST SUPERVISOR	Western Health	VIC	Trainee Test User	In Review	...
2536	16-01-2023	Facial Trauma	Assistant	Second Assistant	TEST SUPERVISOR	Western Health	VIC	Trainee Test User	In Review	...
2535	16-01-2023	Facial Trauma	Assistant	Second Assistant	TEST SUPERVISOR	Western Health	VIC	Trainee Test User	In Review	...
2534	16-01-2023	Dentoalveolar	Assistant	First Assistant	TEST SUPERVISOR	Western Health	VIC	Trainee Test User	In Review	...
2530	12-01-2023	Oral & Facial Infection	Assistant	First Assistant	Testsupervisor one	Royal Melbourne	VIC	Test Old	In Review	...
2529	12-01-2023	Oral & Facial Infection	Assistant	First Assistant	Testsupervisor one	Royal Melbourne	VIC	Test Old	In Review	...

7. Once multiple logs have been added to approve, the **Bulk Approval** option can be selected.

## Individual Approval

1. Click on the **ID number** to view that log.

2. Review the case to ensure that it reflects the correct details.

3. Click the **Feedback** link in the left-side panel to leave the Trainee feedback on the log.

4. Click the **Approve** button to confirm the log. Alternatively, you can click the **Reject** button if the log is not approved. This will send the log back to the Trainee to review.

## Bulk Approval

1. Click on **Bulk Approval** on the left hand side of the page. The logs added for approval will be listed. Click **Approve** when ready.



The screenshot shows the 'Bulk Approval' interface. On the left, there's a sidebar with 'List' and 'Bulk Approval' options. The main area has a search bar and a table of logs. The log with ID 2534 is highlighted. An 'Approve' button is visible in the top right corner.

ID	PROCEDURE DATE	PROCEDURE AREA	ROLE	ASSISTANT	SUPERVISING CONSULTANT	TRAINING SITE	TRAINING CENTRE	CREATED BY	STATUS	MORE
2534	16-01-2023	Dentoalveolar	Assistant	First Assistant	TEST SUPERVISOR	Western Health	VIC	Trainee Test User	In Review	...
2536	16-01-2023	Facial Trauma	Assistant	Second Assistant	TEST SUPERVISOR	Western Health	VIC	Trainee Test User	In Review	...
2537	16-01-2023	Facial Trauma	Assistant	Second Assistant	TEST SUPERVISOR	Western Health	VIC	Trainee Test User	In Review	...

2. The Bulk approval pop-up will open to enter feedback. Add your comments and click **Approve** to save.
3. A confirmation message will appear at the top of the screen to confirm the bulk approval.



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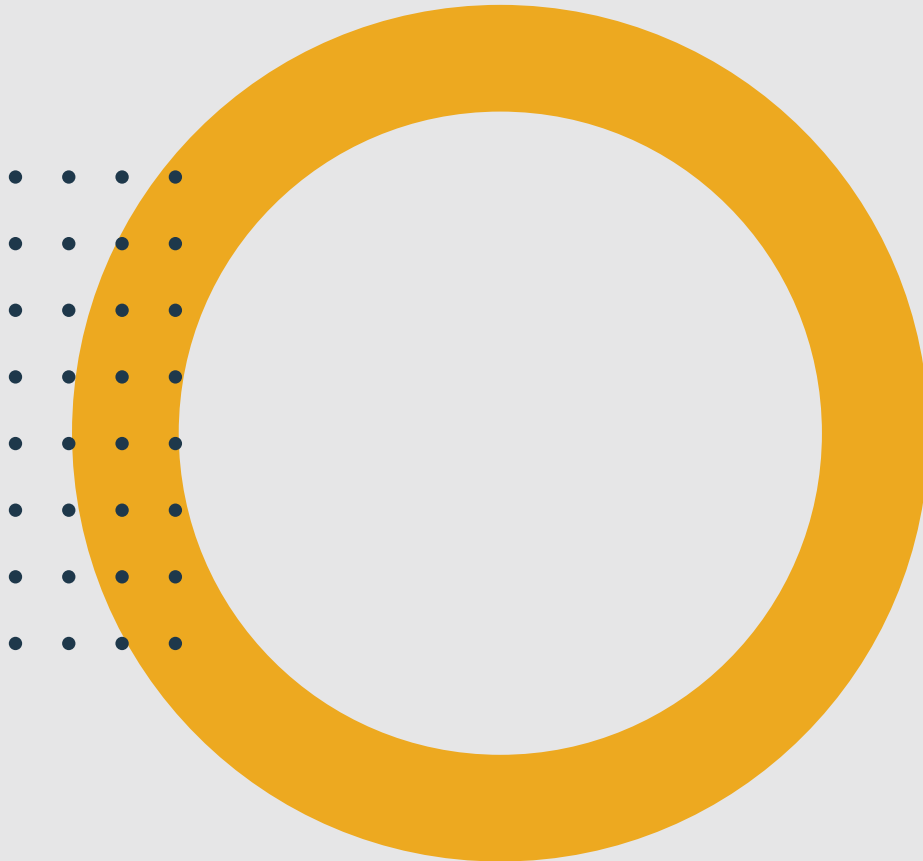
- Accredited Training in OMS Handbook

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