Royal Australasian College
of Dental Surgeons
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RACDS

My OMS Logbook
Supervisor User Guide

ORAL AND MAXILLOFACIAL SURGERY

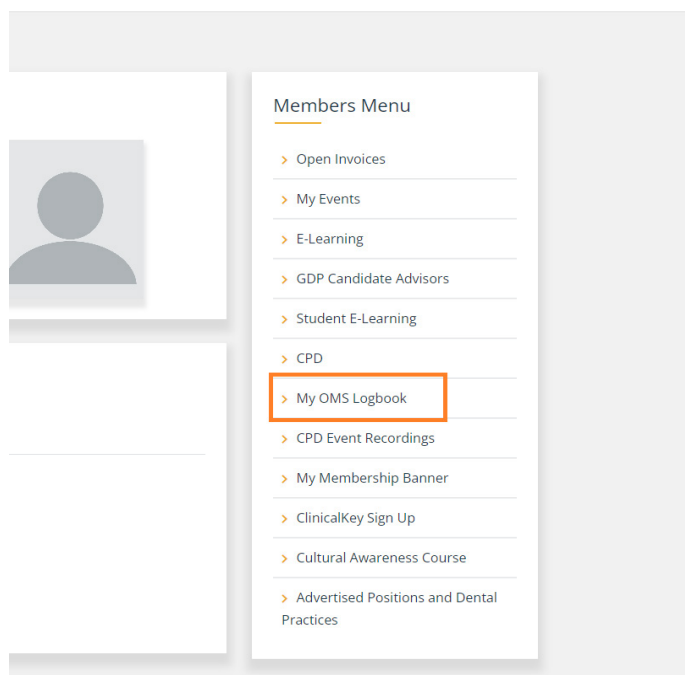# Accessing the logbook

1. Sign in to your membership account on the **College Website**.

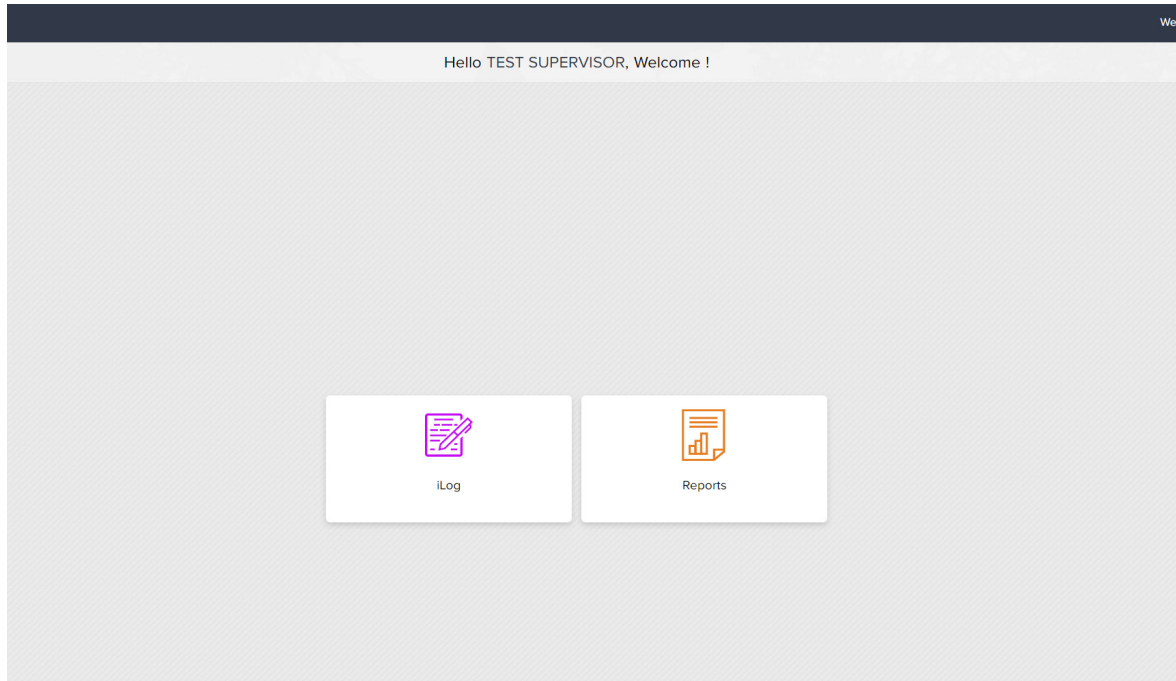2. Go to **My OMS Logbook** in the members menu, the panel to the right of your dashboard.

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*.
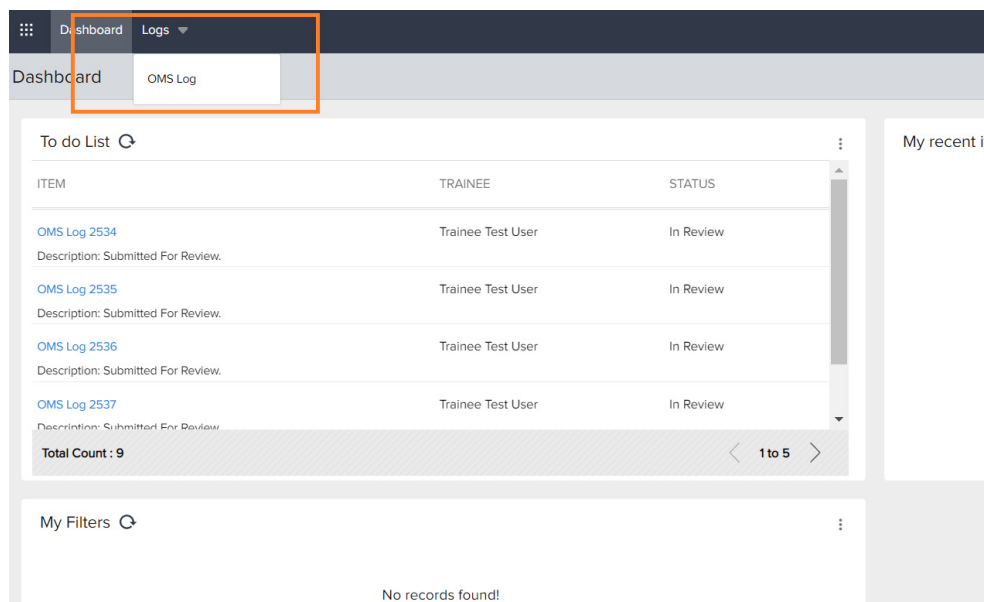
Hello TEST SUPERVISOR, Welcome !

iLog

Reports

Approving Trainee Logs

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

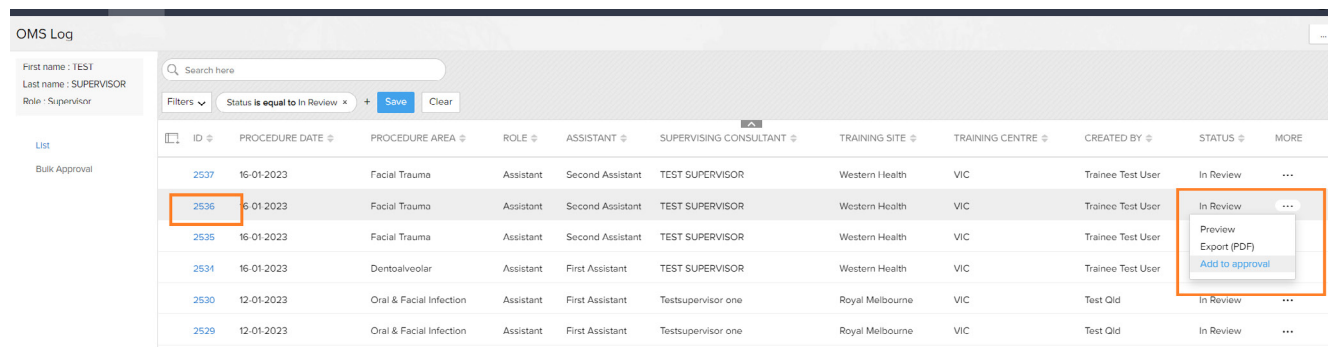2. All Trainee logs ready for review and approval will be listed in your **To do list**.

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

Dashboard	Logs ▼		
Dashboard	OMS Log		

To do List ↻

ITEM	TRAINEE	STATUS
OMS Log 2534	Trainee Test User	In Review
Description: Submitted For Review.		
OMS Log 2535	Trainee Test User	In Review
Description: Submitted For Review.		
OMS Log 2536	Trainee Test User	In Review
Description: Submitted For Review.		
OMS Log 2537	Trainee Test User	In Review
Description: Submitted For Review.		

Total Count : 9   ‹ 1 to 5 ›

My recent i

My Filters ↻

No records found!

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.

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.

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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