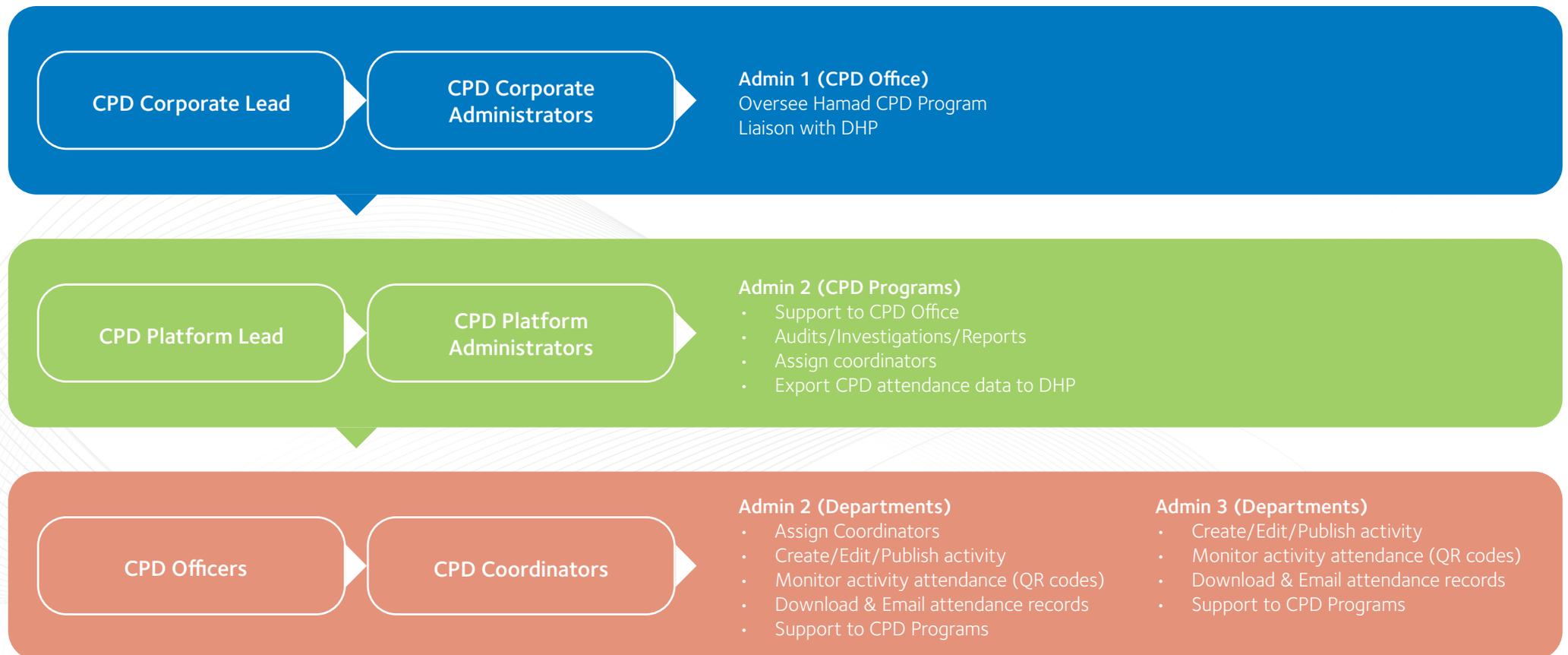


Training Session for HMC CPD Platform



CPD Platform Administrative Levels



Target Audience

Departments Admin 2 and 3

CPD Corporate Lead

CPD Corporate Administrators

CPD Platform Lead

CPD Platform Administrators

CPD Officers

CPD Coordinators

Admin 2 (Departments)

- Assign Coordinators
- Create/Edit/Publish activity
- Monitor activity attendance (QR codes)
- Download & Email attendance records
- Support to CPD Programs

Admin 3 (Departments)

- Create/Edit/Publish activity
- Monitor activity attendance (QR codes)
- Download & Email attendance records
- Support to CPD Programs

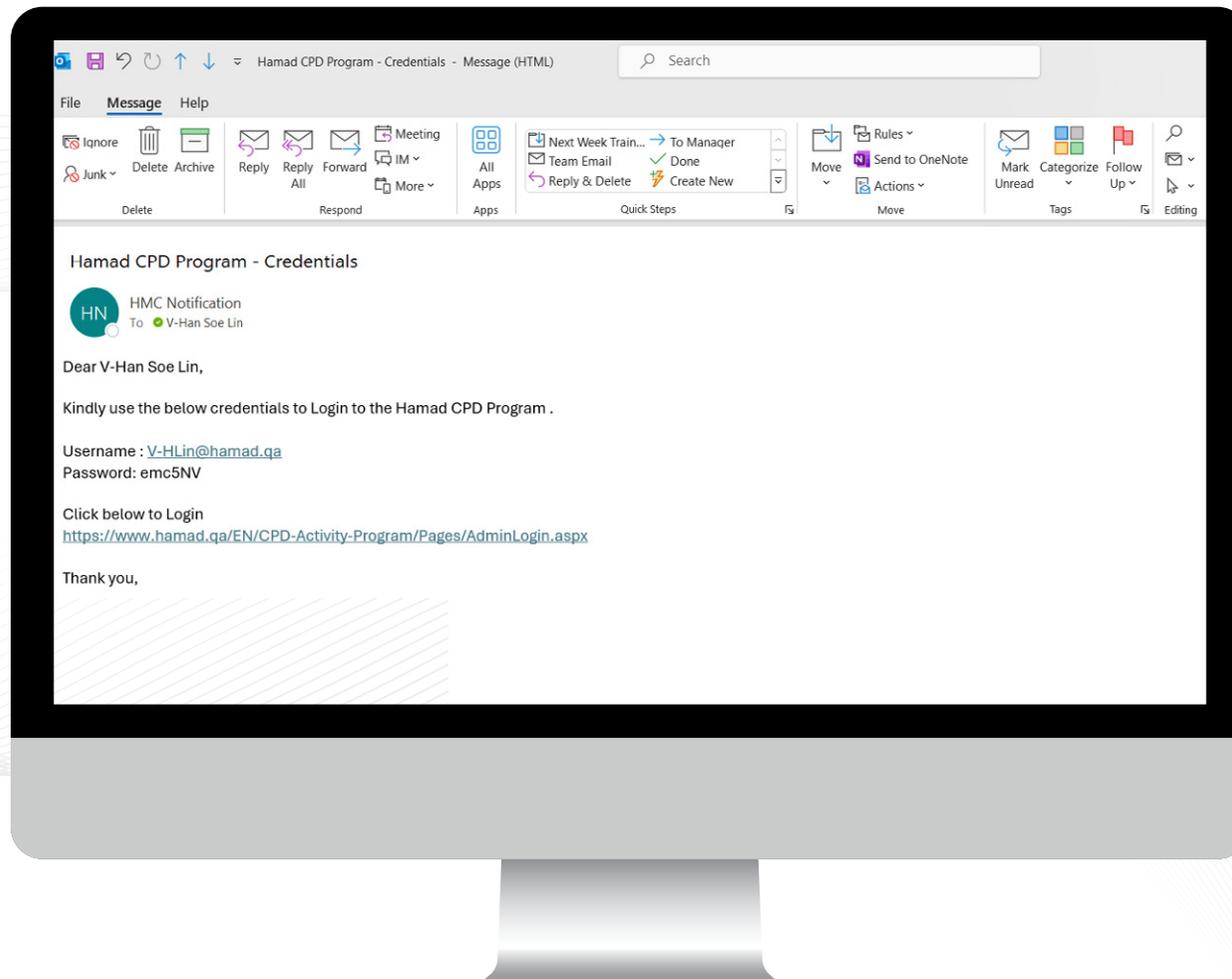
Objectives

By the end of this session:

- Log in to your admin account
- Assign the coordinator
- Edit and publish the activities
- Print QR codes for attendance
- Import attendees
- Export attendance data
- Export survey data
- Prepare certificates

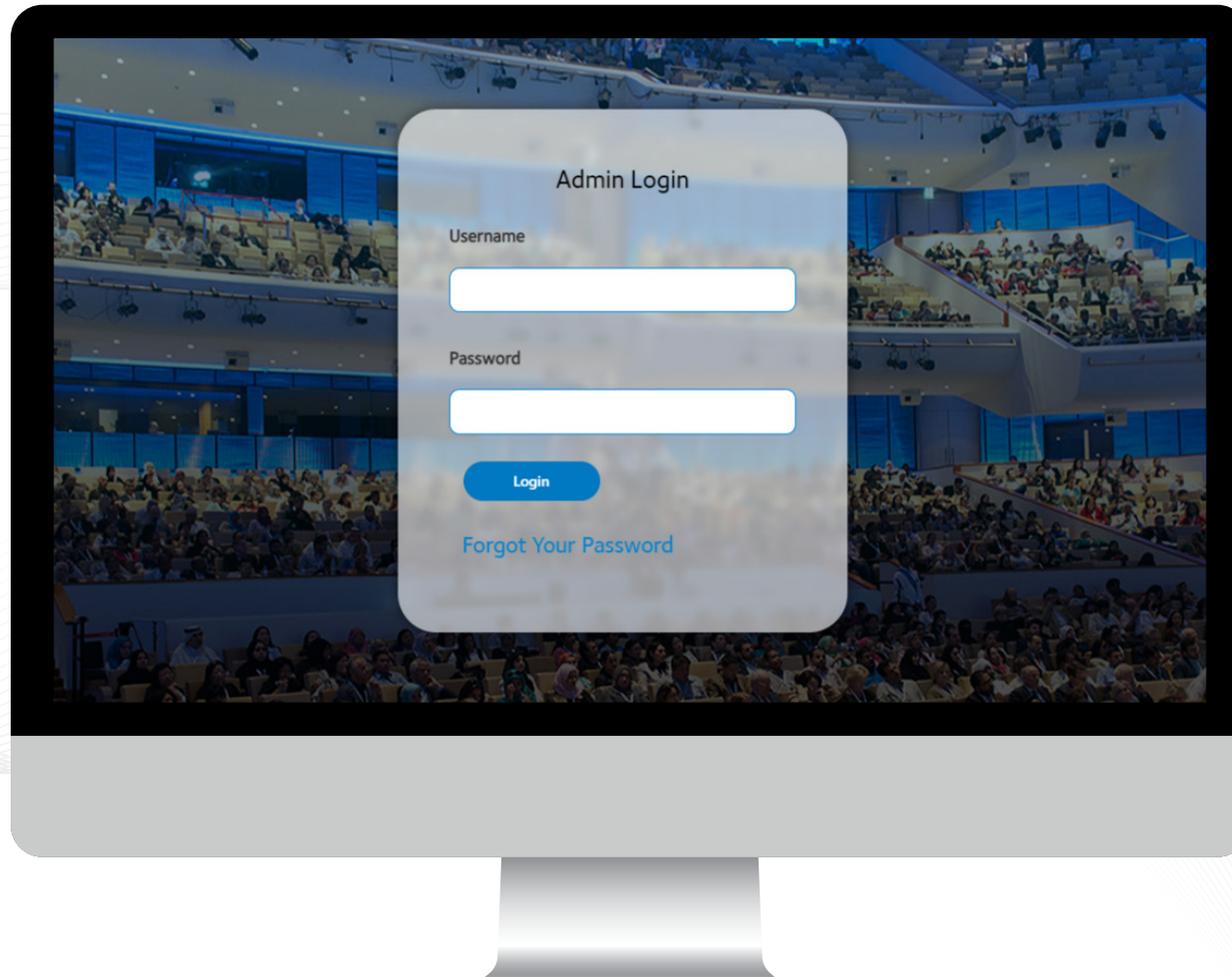
Click on **www.hamad.qa** and go to either the Events Page or Medical Education.

For admin 2 and 3, your admin will add your details and you will receive the email with login credentials as shown below.



Home Page

Login into your account with your credentials and follow the instructions to change the password.



CPD Admin 2

Upon login to your account as an Admin 2, you can see:

- View All Activities
- Manage Activities
- Upload Certificates
- Export Data
- Manage Users

Welcome Khaled Hassan Kassem
Wed Mar 27 2024 9:34:20
[Log Out](#)

Hamad CPD Program

Dashboard

- [View All Activities](#)
- [Manage Activities](#)
- [Certificates](#)
- [Export Data](#)
- [Manage Users](#)

View All Activities

Category:

(Activity Date) From:

Activity Code:

(Activity Date) To:

Activity Title:

Activity Code	Activity Title	Category	Format	Activity Status	Activity From Date	Activity To Date	Actions
HGI-02-MED-P974	Take the Lead	Category 1 - Accredited Group Learning Activity	Face to Face	Completed	5/15/2024 12:00:00 AM	5/15/2024 12:00:00 AM	Edit & Publish Print QR Codes Import Attendees View Attendees
HGI-02-AHP-P320	LearnQI with HHQI - Series 04	Category 1 - Accredited Group Learning Activity	Online	Completed	9/16/2024 12:00:00 AM	9/16/2024 12:00:00 AM	Edit & Publish Print QR Codes Import Attendees View Attendees
HGI-02-PHY-P571	Breast imaging : cases discussion for MDT	Category 1 - Accredited Group Learning Activity	Blended	Completed	3/9/2024 1:15:00 PM	3/9/2024 1:45:00 PM	Edit & Publish Print QR Codes Import Attendees View Attendees
HGI-02-PHY-P570	Case Presentation - Endocrine Educational Activity, HGH	Category 1 - Accredited Group Learning Activity	Blended	Assigned	2/17/2026 12:00:00 AM	2/17/2026 12:00:00 AM	Edit & Publish
HGI-02-MED-P914	Using Simulation to improve healthcare practice: ins and outs to get started on the right track	Category 1 - Accredited Group Learning Activity	Face to Face	Completed	3/7/2024 12:05:00 PM	3/7/2024 12:10:00 PM	Edit & Publish Print QR Codes Import Attendees View Attendees

Assigning Coordinator

- Click on Manage User to assign coordinator.
- You have the option to assign a coordinator for any of your activities.
- Then select the activity and click on assign coordinator.

Welcome Khaled Hassan Kassem
Wed Mar 27 2024 9:36:5
Log Out

Hamad CPD Program

Dashboard

- [View All Activities](#)
- [Manage Activities](#)
- [Certificates](#)
- [Export Data](#)
- [Manage Users](#)

Admin Dashboard

ACTIVITY CODE

ACTIVITY TYPE

(ACTIVITY DATE) FROM

CATEGORY

ACTIVITY TITLE

(ACTIVITY DATE) TO

Activity Code	Activity Title	Description	Category	Activity Type	Credit Hours	Activity StartDate	Activity Date	Actions
HGI-02-MED-P985	8th Qatar Diabetes, Endocrine and Metabolic Conference (QDiEM-8) 2024 and 3rd Qatar Diabetes and Obesity Research Symposium	This conference draws upon expertise of many world-class leading clinicians and scientists from inside and outside State of Qatar.	Category 1 - Accredited Group Learning Activity	Conference	18.00	02/05/2024	02/05/2024	Assign Coordinator
HGI-02-MED-P984	Diabetes Care Workshop		Category 1 - Accredited Group Learning Activity	Workshop	6.00	27/04/2024	27/04/2024	Assign Coordinator
HGI-02-MED-P984	Diabetes Care Workshop		Category 1 - Accredited Group Learning Activity	Workshop	6.00	27/04/2024	25/05/2024	Assign Coordinator
HGI-02-MED-P984	Diabetes Care Workshop		Category 1 - Accredited Group Learning Activity	Workshop	6.00	27/04/2024	08/06/2024	Assign Coordinator
HGI-02-MED-P984	Diabetes Care Workshop		Category 1 - Accredited Group Learning Activity	Workshop	6.00	27/04/2024	20/09/2024	Assign Coordinator
HGI-02-MED-P984	Diabetes Care Workshop		Category 1 - Accredited Group Learning Activity	Workshop	6.00	27/04/2024	26/10/2024	Assign Coordinator

Select the Coordinator

- Select the coordinator from the dropdown list by clicking on CPD Coordinator.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
Log Out

Hamad CPD Program

CREDIT HOURS: 6.00

CPD COORDINATOR: --Select--

Target Audience	Bathaina Mohammed H.M. Al Emadi
Physician	Benjamin Consing
Dentist	Biju Nirmal Jacob
Pharmacist	Dr. Hesham
Allied Health Practitioner	dr. Shazaly Mansour
Nurse	Ibrahim Khalil Al-Kharraz
Compliance	Mary Jane Alyn Torres Martuna
Medicine	Mr Anan Khaleed Ali Al Badawi
Others	Mrs SHAMLA MULLAN KUNJI
	Noof Mohamad Noor A. M. Al Obaidli
	Qamar Iqbal
	RAJUKUMAR PANDURANGAN
	Salwa Ali
	Talbe Abdulle Galman Ahmed
	Vernon
	V-Han Soe Lin
	Vimal Velayudhan

Assigning Target Audience

- You can also assign Target Audience for each activity according to Profession or skip this step and leave it to assigned co-ordinator to arrange it.
- Then click on Assign.

Welcome Khaled Hassan Kassem
Wed Mar 27 2024 9:40:56
Log Out

Hamad CPD Program

TO DATE & TIME 02/05/2024 12:00 AM

CREDIT HOURS

CPD COORDINATOR

Target Audience	Slots	Fees
Physician	<input type="text"/>	<input type="text"/>
Dentist	<input type="text"/>	<input type="text"/>
Pharmacist	<input type="text"/>	<input type="text"/>
Allied Health Practitioner	<input type="text"/>	<input type="text"/>
Nurse	<input type="text"/>	<input type="text"/>
Complimentary Medicine	<input type="text"/>	<input type="text"/>
Others	<input type="text"/>	<input type="text"/>

Assigning Coordinator

- Confirmation message will appear as shown.

The image shows a screenshot of a web application interface. A white confirmation dialog box is centered on a dark blue background. The dialog box has a title bar that says "Confirmation". Below the title bar, the text "Records updated successfully" is displayed. At the bottom right of the dialog box, there is an "Ok" button. Below the dialog box, a portion of a form titled "Edit Activites Form" is visible. The form has two input fields: "ACTIVITY CODE" with the value "HGI-02-MED-P985" and "ACTIVITY TITLE" with the value "8th Qatar Diabetes, Endocrine and Metabolic Conferenc".

Manage Users/Adding New Users

- From your dashboard, you can click on Manage Users to see/edit all assigned coordinators.
- You can also add a new Coordinator by clicking on Add New User.

The screenshot displays the 'Manage Admin Users' interface within the Hamad CPD Program. At the top left, a user is welcomed as 'Khaled Hassan Kassem' on 'Wed Mar 27 2024 9:43:42'. A 'Log Out' link is visible. The main navigation menu on the left includes 'Dashboard', 'View All Activities', 'Manage Activities', 'Certificates', 'Export Data', and 'Manage Users'. The 'Manage Admin Users' section features a 'Show:' dropdown menu set to 'All', and 'Add New User' and 'Back' buttons. Below this is a search bar labeled 'Search by Name/Email:' with a 'Search' button. The central part of the interface is a table listing active coordinators.

Name	Email	Role	Status	Edit
Bathaina Mohammed H M Al Emadi	BAIEmadi@hamad.qa	CPD Coordinator	Active	Edit
Biju Nirmal Jacob	bjacob8@hamad.qa	CPD Coordinator	Active	Edit
Dr. Hesham	hmahmoud2@hamad.qa	CPD Coordinator	Active	Edit
dr. Shazely Mansour	Smansour1@hamad.qa	CPD Coordinator	Active	Edit
Ibrahim Khalil Al-Kharraz	ialkharraz7@gmail.com	CPD Coordinator	Active	Edit
Mary Jane Alyn Torres Martuna	MMartuna@hamad.qa	CPD Coordinator	Active	Edit
Mr Anan Khaled Ali Al Badawi	aalbadawi1@hamad.qa	CPD Coordinator	Active	Edit
Mrs SHAMLA MULLAN KUNI	skuni@hamad.qa	CPD Coordinator	Active	Edit
Noof Mohamed Noor A. M. Al Obaidli	nalobaidli@hamad.qa	CPD Coordinator	Active	Edit
Qamar Iqbal	qiqbal@hamad.qa	CPD Coordinator	Active	Edit

Adding New Coordinator

- Add the Name, Email ID.

Welcome Mrs Justine Ormandy
Thu Mar 28 2024 9:34:4
[Log Out](#)

Name:

Email:

Admin Role:

Adding New Coordinator

- Select Assign Role as Coordinator.

Welcome Mrs Justine Ormandy
Thu Mar 28 2024 9:37:19
[Log Out](#)

Name:
Benjamin Consing

Email:
V-BConsing@hamad.qa

Admin Role:
CPD Coordinator
--Select--
CPD Coordinator

Adding New Coordinator

- Upon completion, the confirmation message will appear.
- You can now assign the desired activity to the coordinator.
- They will receive the login email.

The screenshot displays the HMC CPD Platform interface. On the left, a sidebar contains the text: "Welcome Mrs Justine Ormandy", "Thu Mar 28 2024 9:39:49", and "Log Out". In the center, a white confirmation dialog box is open, titled "Confirmation", with the message "User added successfully..." and an "OK" button. Below the dialog, a form for adding a new coordinator is visible, with the following fields: "Name" (Benjamin Consing), "Email:" (V-BConsing@hamad.qa), "Admin Role:" (CPD Coordinator), and "Add" and "Cancel" buttons.

Admin 3

- If you are CPD Admin 3, upon login to your account this page will appear.
- As a Coordinator, you can see View All Activities, Upload Certificate and Export Data.
- Click on View All Activities on your dashboard.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
Log Out

Hamad CPD Program

Dashboard

- View All Activities
- Certificates
- Export Data

View All Activities

Category: --ALL--

Activity Code:

Activity Title:

(Activity Date) From:

(Activity Date) To:

Activity Code	Activity Title	Category	Format	Activity Status	Activity From Date	Activity To Date	Actions
HGI-02-MED-P974	Take the Lead	Category 1 - Accredited Group Learning Activity	Face to Face	Assigned	5/15/2024 12:00:00 AM	5/15/2024 12:00:00 AM	Edit & Publish

Edit & Publish, Print QR Code, Import Attendees and View Attendees

- If you are being assigned to any particular activity by Admin 2, you can Edit & Publish, Print QR Code, Import Attendees and View Attendees.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
Log Out

Hamad CPD Program

Dashboard

[View All Activities](#)

[Certificates](#)

[Export Data](#)

View All Activities

Category

Activity Code

Activity Title

(Activity Date) From

(Activity Date) To

Activity Code	Activity Title	Category	Format	Activity Status	Activity From Date	Activity To Date	Actions
HGI-02-MED-P974	Take the Lead	Category 1 - Accredited Group Learning Activity	Face to Face	Assigned	5/15/2024 12:00:00 AM	5/15/2024 12:00:00 AM	Edit & Publish Print QR Codes Import Attendees View Attendees

Edit & Publish the Activity

- Click on Edit and Publish.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
Log Out

Hamad CPD Program

Dashboard

- View All Activities
- Certificates
- Export Data

View All Activities

Category: --ALL--
Activity Code:
Activity Title:
(Activity Date) From:
(Activity Date) To:
SEARCH RESET

Activity Code	Activity Title	Category	Format	Activity Status	Activity From Date	Activity To Date	Actions
HGI-02-MED-P974	Take the Lead	Category 1 - Accredited Group Learning Activity	Face to Face	Assigned	5/15/2024 12:00:00 AM	5/15/2024 12:00:00 AM	Edit & Publish Print QR Codes Import Attendees View Attendees

Edit & Publish the Activity

- Before publishing the activity/course you can edit the activity as shown in here.
- You must update the Session Title, Venue and Timings accordingly.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
[Log Out](#)

Hamad CPD Program

Edit Activities Form

ACTIVITY CODE	HGI-02-MED-P974
ACTIVITY TITLE	Take the Lead
SESSION TITLE	
CATEGORY	Category 1 - Accredited Group Learning Activity
FORMAT	Face to Face
VENUE	Bayt Al Dhiyafah
ACTIVITY TYPE	Workshop
FROM DATE & TIME	15/05/2024 08:00 AM
TO DATE & TIME	15/05/2024 03:00 PM

Edit & Publish the Activity

- Also you can edit/update Target Audience as shown here.
- Don't leave it blank, otherwise there is no limit for attendance.
- Currently the Fees box is disabled. (In the future, when enabled, if there are fees agreed, you must also enter the details here before you publish. If there are no fees, enter 0).
- After the update or change, click on publish.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
Log Out

Hamad CPD Program

Target Audience	Slots	Fees
Physician	10	0
Dentist	0	0
Pharmacist	5	0
Allied Health Practitioner	0	0
Nurse	10	0
Complimentary Medicine	0	0
Others	5	0

[Publish](#) [Back](#)

Edit & Publish the Activity

- You have published the activity/course successfully.

Confirmation

Records Updated Successfully

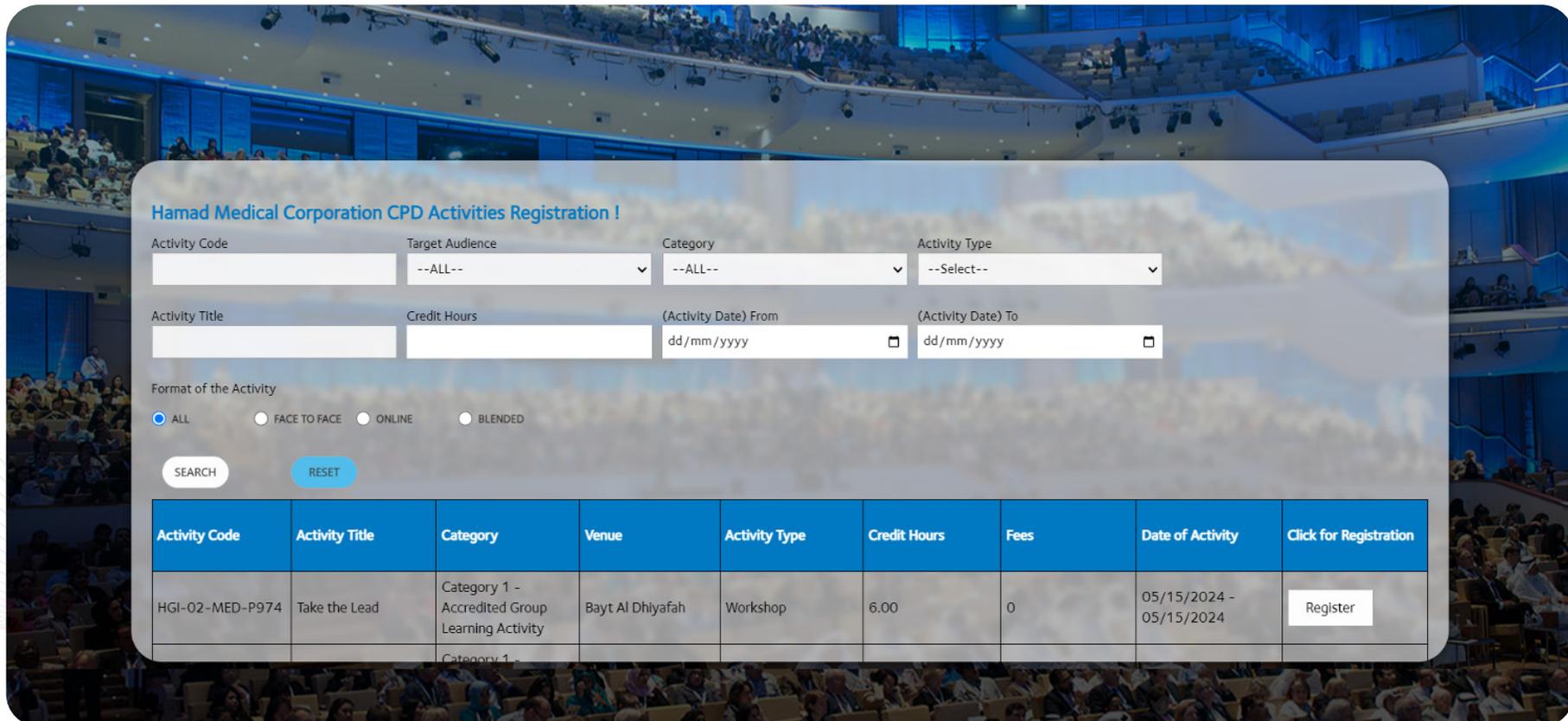
Ok

Edit Activities Form

ACTIVITY CODE	HGI-02-MED-P974
ACTIVITY TITLE	Take the Lead
SESSION TITLE	
CATEGORY	Category 1 - Accredited Group Learning Activity
FORMAT	Face to Face
VENUE	Bayt Al Dhiyafah

CPD Learner – Registration

- Once the course is published, all the learners can see the course and register to attend or participate.



Hamad Medical Corporation CPD Activities Registration !

Activity Code: Target Audience: Category: Activity Type:

Activity Title: Credit Hours: (Activity Date) From: (Activity Date) To:

Format of the Activity

ALL
 FACE TO FACE
 ONLINE
 BLENDED

SEARCH RESET

Activity Code	Activity Title	Category	Venue	Activity Type	Credit Hours	Fees	Date of Activity	Click for Registration
HGI-02-MED-P974	Take the Lead	Category 1 - Accredited Group Learning Activity	Bayt Al Dhiyafah	Workshop	6.00	0	05/15/2024 - 05/15/2024	Register

Managing Attendees

- As an Admin 3 Coordinator, you can see who has been registered to attend/participate the course from your Dashboard.
- Click on View Attendees.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
Log Out

Hamad CPD Program

Dashboard

- View All Activities
- Certificates
- Export Data

View All Activities

Category: --ALL--
Activity Code:
Activity Title:
(Activity Date) From:
(Activity Date) To:
SEARCH RESET

Activity Code	Activity Title	Category	Format	Activity Status	Activity From Date	Activity To Date	Actions
HGI-02-MED-P974	Take the Lead	Category 1 - Accredited Group Learning Activity	Face to Face	Completed	5/15/2024 12:00:00 AM	5/15/2024 12:00:00 AM	Edit & Publish Print QR Codes Import Attendees View Attendees

Managing Attendees

- Now you can see the details of the learners who register to attend/participate.
- You have the option to delete if they are not targeted audience or they have contacted you to cancel their attendance.
- Select the participant that you want to delete.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
Log Out

Hamad CPD Program

Dashboard
View All Activities
Certificates
Export Data

Attendees for Take the Lead (05/15/2024 – 05/15/2024) at Bayt Al Dhiyafah

Total Number of Registrations: 34

HMC LearnerID	Name	Position	Licence Number	QID/PassportNo	Mobile	Actions
HMCM50514879	Han Lin	Training		28310400497	50514879	Delete
HMCM50331314	Angela France Caparida	Nurse		29060823474	50331314	Delete
HMCM77986691	Catherine Rivera	Home Care nurse		29060821344	77986691	Delete
HMCM55639909	MARIA HAJIE TUGAS	Adult, Geria, Pedia		28760823842	55639909	Delete

Managing Attendees

- Type the reason and click delete.
- The learner will receive the notification from the system.

The screenshot displays the HMC CPD Platform interface. On the left, a sidebar contains a 'Dashboard' section with links for 'View All Activities', 'Certificates', and 'Export Data'. The main content area shows a table titled 'Attendees for Take the Lead (05/15/2024)'. A modal dialog titled 'Delete Registration' is open, prompting the user to provide a reason for deletion. The dialog includes a text input field containing 'Test.' and two buttons: 'Delete' and 'Cancel'.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
Log Out

Hamad CPD Program

Dashboard

- View All Activities
- Certificates
- Export Data

Attendees for Take the Lead (05/15/2024)

HMC LearnerID	Name	Activity	Mobile	Actions	
HMCM50514879	Han Lin	Training	28310400497	50514879	Delete
HMCM50331314	Angela France Caparida	Nurse	29060823474	50331314	Delete
HMCM77986691	Catherine Rivera	Home Care nurse	29060821344	77986691	Delete
HMCM55639909	MARIA HAJIE TUGAS	Adult, Geria, Pedia	28760823842	55639909	Delete

Importing Attendees

- After you finalized the attendees, you can upload the list to the system, by clicking Import Attendees from your Dashboard.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
Log Out

Hamad CPD Program

Dashboard

- View All Activities
- Certificates
- Export Data

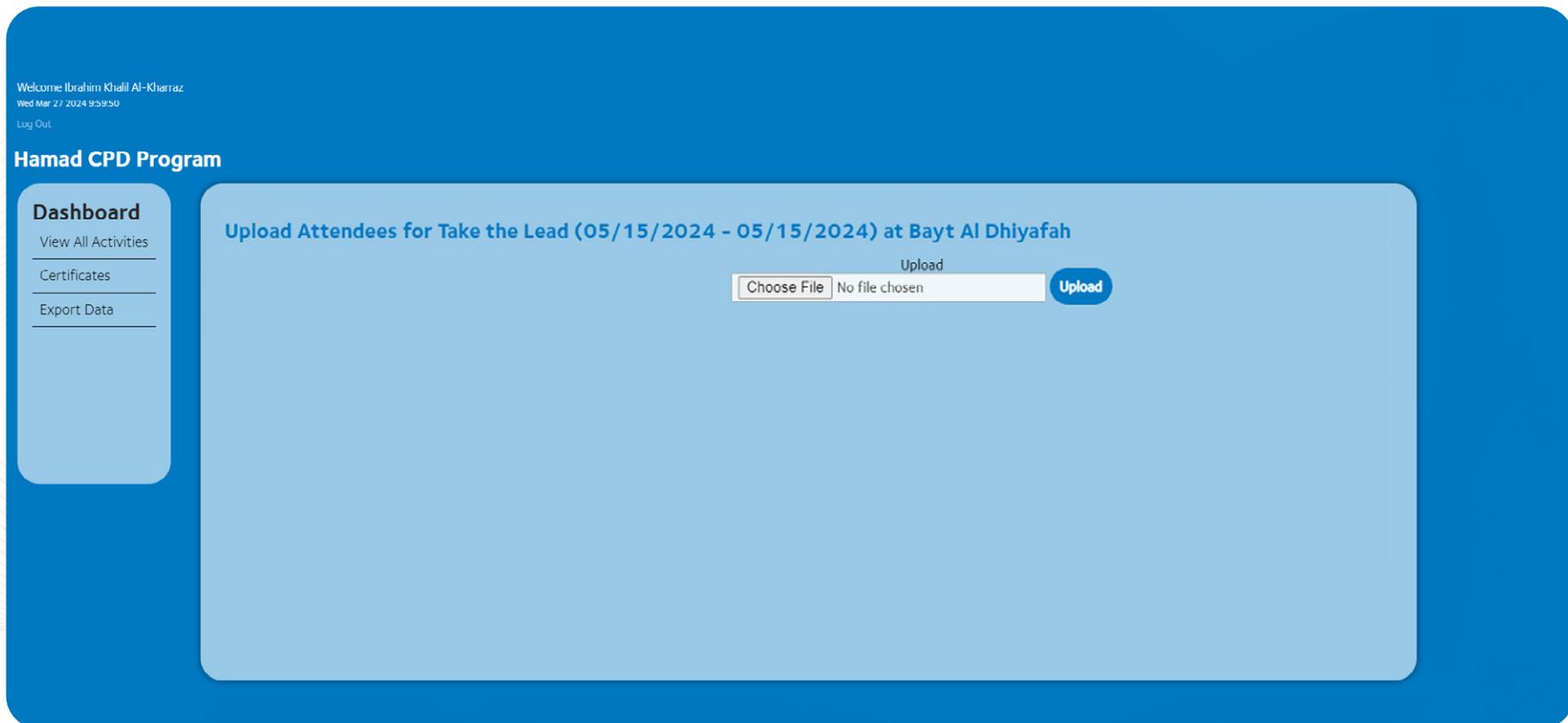
View All Activities

Category: --ALL--
Activity Code:
Activity Title:
(Activity Date) From: dd/mm/yyyy
(Activity Date) To: dd/mm/yyyy
SEARCH RESET

Activity Code	Activity Title	Category	Format	Activity Status	Activity From Date	Activity To Date	Actions
HGI-02-MED-P974	Take the Lead	Category 1 - Accredited Group Learning Activity	Face to Face	Completed	5/15/2024 12:00:00 AM	5/15/2024 12:00:00 AM	Edit & Publish Print QR Codes Import Attendees View Attendees

Importing Attendees

- Browse the location of the file and upload.
- Only the Learner ID is needed.



Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
Log Out

Hamad CPD Program

Dashboard

- View All Activities
- Certificates
- Export Data

Upload Attendees for Take the Lead (05/15/2024 - 05/15/2024) at Bayt Al Dhiyafah

Upload

Choose File | No file chosen | Upload

Importing Attendees

- Browse the location of the file and upload.
- Only the Learner ID is needed.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
Log Out

Hamad CPD Program

Dashboard

- View All Activities
- Certificates
- Export Data

View All Activities

Category: --ALL--
Activity Code:
Activity Title:
(Activity Date) From:
(Activity Date) To:

Activity Code	Activity Title	Category	Format	Activity Status	Activity From Date	Activity To Date	Actions
HGI-02-MED-P974	Take the Lead	Category 1 - Accredited Group Learning Activity	Face to Face	Completed	5/15/2024 12:00:00 AM	5/15/2024 12:00:00 AM	Edit & Publish Print QR Codes Import Attendees View Attendees

Printing QR Codes

- Print QR Codes for Check-In and Check-Out.
- Each QR Code is valid for 30 minutes (15 min before the start and end of the activity; and 15 min after the start and end of the activity).
- You can either print or display the codes for Check-In before the activity and Check-Out after the activity.

The screenshot displays the Hamad CPD Program interface. At the top left, it says "Welcome Ibrahim Khalil Al-Kharraz" and "Wed Mar 27 2024 10:4:33". Below this is a "Log Out" link. The main header is "Hamad CPD Program". On the left, there is a "Dashboard" menu with options: "View All Activities", "Certificates", and "Export Data". The main content area is titled "QR Code Generation For Diabetes Care Workshop (04/27/2024 - 04/27/2024)". It features two QR codes: "Check In QR Code" on the left and "Check Out QR Code" on the right. A "Print QR Codes" button is located at the bottom center of the QR code area. The background of the interface shows a large audience seated in a lecture hall.

Printing QR Codes

- When you click on Print QR Codes, you can see Check-In QR Code and Check-Out Code accordingly.

مؤسسة حمد الطبية
Hamad Medical Corporation
HEALTH • EDUCATION • RESEARCH
صحة • تعليم • بحوث

Check In QR CODE

Activity Code:	HGI-02-MED-P984
Activity Title:	Diabetes Care Workshop
QR Code Validity:	From: 4/27/2024 12:00:00 AM - To : 4/27/2024 12:00:00 AM



مؤسسة حمد الطبية
Hamad Medical Corporation
HEALTH • EDUCATION • RESEARCH
صحة • تعليم • بحوث

Check Out QR CODE

Activity Code:	HGI-02-MED-P984
Activity Title:	Diabetes Care Workshop
QR Code Validity:	From: 4/27/2024 12:00:00 AM - To : 4/27/2024 12:00:00 AM



Export Attendance Data & Export Survey Data

- After the Training/Activity, from Coordinator Dashboard, click on Export Data to export attendance data and survey data.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
Log Out

Hamad CPD Program

Dashboard

- View All Activities
- Certificates
- Export Data

View All Activities

Category: --ALL--
Activity Code:
Activity Title:
(Activity Date) From: dd/mm/yyyy
(Activity Date) To: dd/mm/yyyy
SEARCH RESET

Activity Code	Activity Title	Category	Format	Activity Status	Activity From Date	Activity To Date	Actions
HGI-02-MED-P974	Take the Lead	Category 1 - Accredited Group Learning Activity	Face to Face	Completed	5/15/2024 12:00:00 AM	5/15/2024 12:00:00 AM	Edit & Publish Print QR Codes Import Attendees View Attendees

Export Attendance Data & Export Survey Data

- After clicking Export Data, you can click on either Export Attendance Data or Export Survey Data.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
Log Out

Hamad CPD Program

Dashboard

- View All Activities
- Certificates
- Export Data

Admin Dashboard

Category: --ALL--
Activity Type: --Select--
Activity Code:

Activity Title:
(Activity Date) From: dd/mm/yyyy
(Activity Date) To: dd/mm/yyyy

SEARCH RESET

Activity Code	Activity Title	Category	Activity Type	Credit Hours	Activity From Date	Activity To Date	Status	Actions
HGI-02-MED-P974	Take the Lead	Category 1 - Accredited Group Learning Activity	Workshop	6.00	5/15/2024 12:00:00 AM	5/15/2024 12:00:00 AM	Completed	Export Attendance Data Export Survey Data

Export Attendance Data

- If you click on Export Attendance Data, you will see the list of attendees as shown in picture.
- Then, click on Export.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
Log Out

Hamad CPD Program

Dashboard
View All Activities
Certificates
Export Data

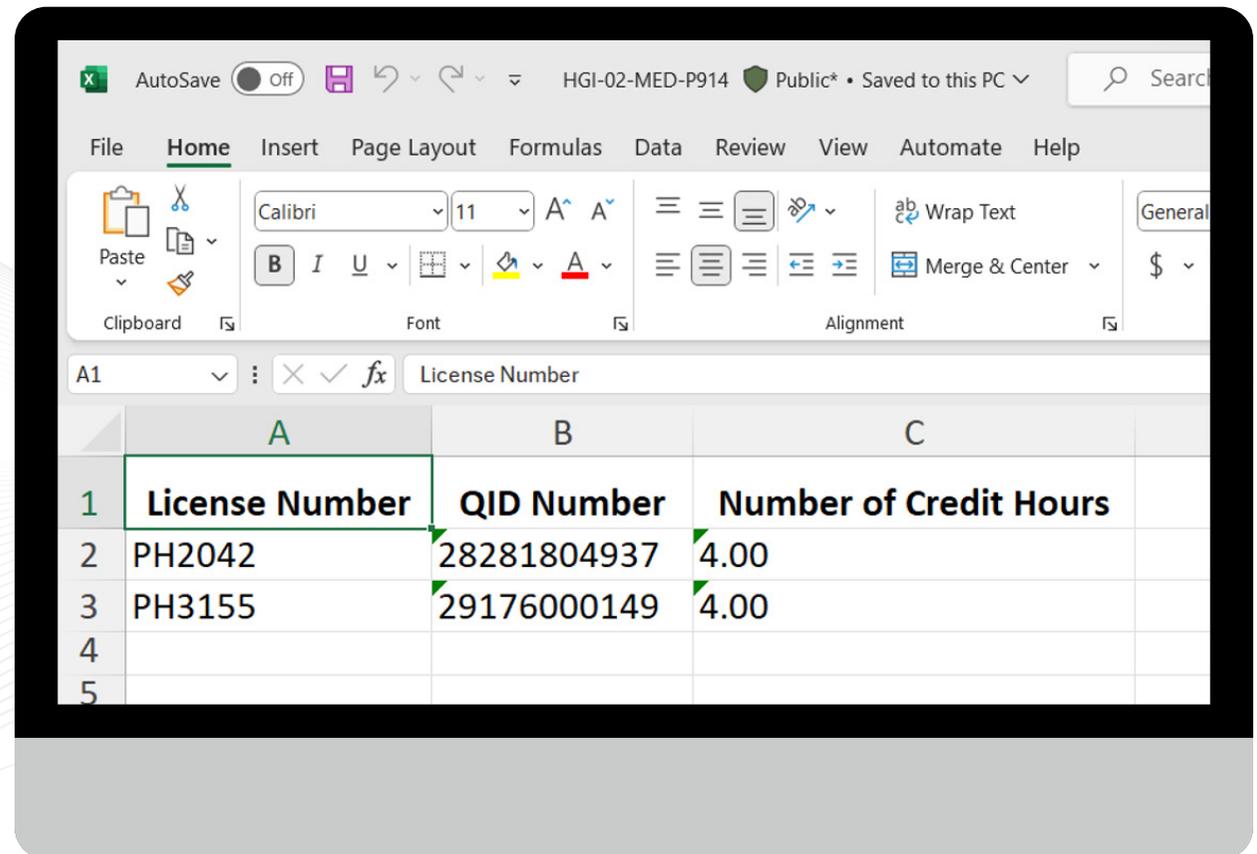
Admin Dashboard

Activity Title	Activity Code	Activity Type	Activity Date
Using Simulation to improve healthcare practice: ins and outs to get started on the right track	HGI-02-MED-P914	Workshop	03/07/2024 - 03/07/2024

Export Send Certificate Link

Activity Code	QID Number	DHP License Number	Number of Credit Hours
HGI-02-MED-P914	28281804937	PH2042	4.00
HGI-02-MED-P914	29176000149	PH3155	4.00

- The list of attendees will be downloaded automatically in excel file.
- This is the excel file you must send to your Program Lead/Admin/Admin 2 within 3 days.
- Program Lead/Admin/Admin 2 must then send to DHP within 10 days of the activity.



Export Survey Data

- After you export the attendance data, click on Export Survey Data.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
Log Out

Hamad CPD Program

Dashboard

- View All Activities
- Certificates
- Export Data

Admin Dashboard

Category:

Activity Type:

Activity Code:

Activity Title:

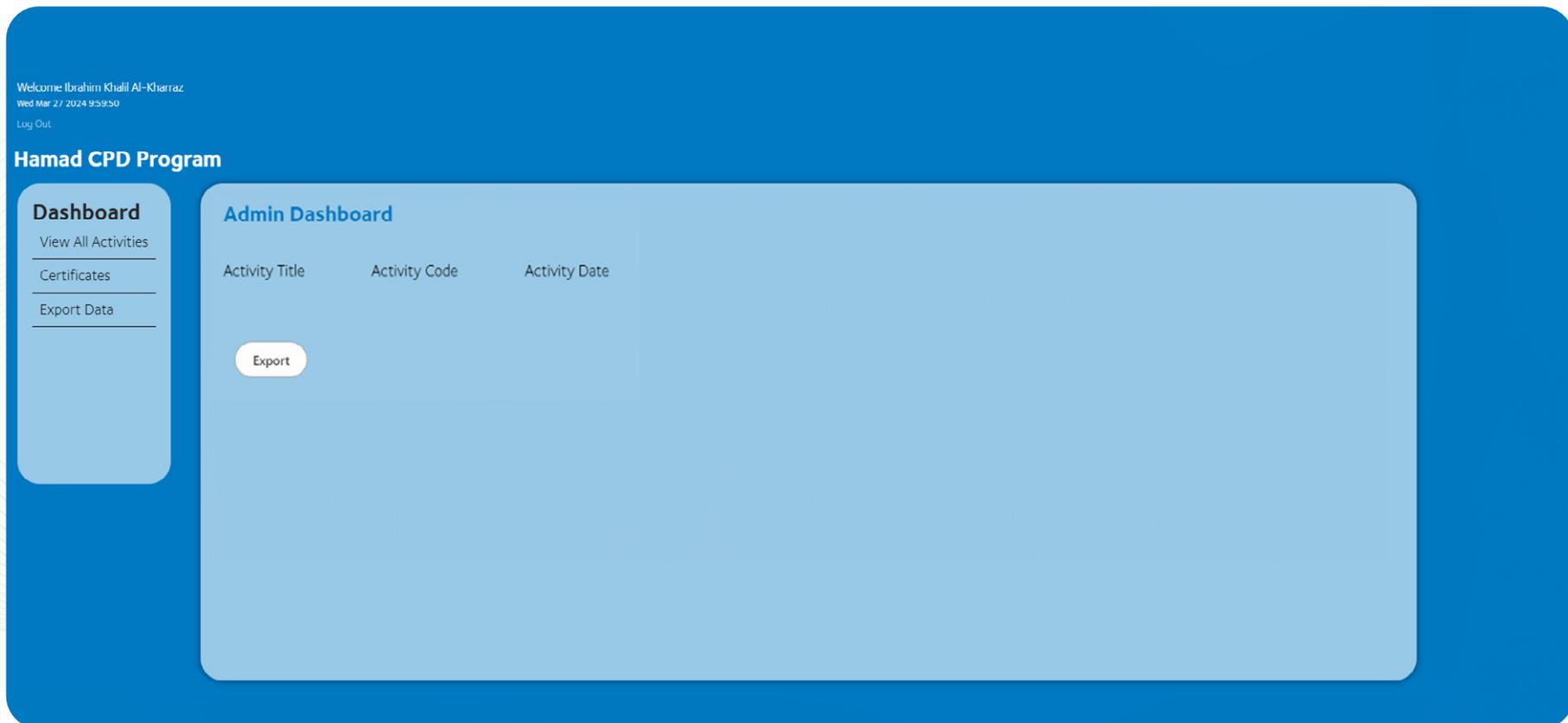
(Activity Date) From:

(Activity Date) To:

Activity Code	Activity Title	Category	Activity Type	Credit Hours	Activity From Date	Activity To Date	Status	Actions
HGI-02-MED-P974	Take the Lead	Category 1 - Accredited Group Learning Activity	Workshop	6.00	5/15/2024 12:00:00 AM	5/15/2024 12:00:00 AM	Completed	Export Attendance Data Export Survey Data

Export Survey Data

- After you export the attendance data, click on Export Survey Data.



Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
[Log Out](#)

Hamad CPD Program

Dashboard

- [View All Activities](#)
- [Certificates](#)
- [Export Data](#)

Admin Dashboard

Activity Title	Activity Code	Activity Date
Export		

Export Survey Data

- However, if the activity/training has done and all attendees have completed the survey, you will be able to see the results as shown.
- Then, click on Export and the file will be downloaded.
- This is for your record only, no need to forward to CPD Program Lead/Admin 2.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
[Log Out](#)

Hamad CPD Program

Dashboard

[View All Activities](#)

[Certificates](#)

[Export Data](#)

Admin Dashboard

Activity Title	Activity Code	Activity Date
Paediatric Care	HGI-02-ASG-P210	3/7/2024 11:00:00 AM

[Export](#)

Activity Code	Activity Title	Date of Activity	Learning Outcomes	Overall and individual learning	Content was relevant and appropriate	Content was high quality and evidence-based
HGI-02-ASG-P210	Paediatric Care	3/7/2024 11:00:00 AM	It's useful	Strongly agree	Strongly agree	Strongly agree
HGI-02-ASG-P210	Paediatric Care	3/7/2024 11:00:00 AM	H	Strongly agree	Strongly agree	Strongly agree
HGI-02-ASG-P210	Paediatric Care	3/7/2024 11:00:00 AM	Paeds update	Strongly agree	Strongly agree	Strongly agree
HGI-02-ASG-P210	Paediatric Care	3/7/2024 11:00:00 AM	None	Strongly agree	Strongly agree	Strongly agree

Preparing Certificate

- After the completion of Export Attendance Data and Export Survey Data, you can prepare the certificate and send it to all attendees.
- Click on Certificate and Upload Certificate Template for desired activity/training.

Welcome Ibrahim Khalil Al-Kharraz
Wed Mar 27 2024 9:59:50
Log Out

Hamad CPD Program

Dashboard

- View All Activities
- Certificates
- Export Data

Admin Dashboard

Category:

Activity Type:

Activity Code:

Activity Title:

(Activity Date) From:

(Activity Date) To:

Activity Code	Activity Title	Category	Activity Type	Credit Hours	Activity From Date	Activity To Date	Actions
HGI-02-MED-P974	Take the Lead	Category 1 - Accredited Group Learning Activity	Workshop	6.00	5/15/2024 12:00:00 AM	5/15/2024 12:00:00 AM	Upload Certificate Template

Preparing Certificate

- You can upload the certificate template as shown and the attendees will be able to download the certificate after 15 days of completion of the process.

The screenshot displays the Admin Dashboard of the HMC CPD Platform. A modal window titled "Upload certificate Template" is open, showing a "Message" field, a "Choose File" button, and an "Upload" button. The background dashboard includes a sidebar with "Dashboard", "View All Activities", "Certificates", and "Export Data". The main content area shows the "Admin Dashboard" with search filters for "Category", "Activity Title", and "Activity Date" (From and To). Below the filters is a table of activities.

Activity Code	Activity Title	Category	Activity Type	Credit Hours	Activity From Date	Activity To Date	Actions
HGI-02-MED-P974	Take the Lead	Category 1 - Accredited Group Learning Activity	Workshop	6.00	5/15/2024 12:00:00 AM	5/15/2024 12:00:00 AM	Upload Certificate Template