

# **College Website Guide**

# **Revamped website**

The old College website has been in use for many years. To address current shortcomings and limitations, the website was revamped to streamline the user experiences, to preserve the legacy documents and to include some new features. The URL will remain the same:

# http://www.paediatrician.org.hk

The new website will be in operation on 18th February 2013.

# **Rearranged Menu**

The menu structure is now displayed according to main functions of the College. All announcements and important documents relevant to a committee will be placed in its own page.

The top menu sequence in the middle:

**Training – Examinations – CME – Subspecialties** echoes the journey of what a trainee goes through from a green budding doctor to a specialist paediatrician

#### **New Announcements**

At the centre of the home page one can find the latest eight announcements made by the College. They include communications from College Council, Committees, Subcommittee and other important messages. Click on an individual entry for further details.

For a list of all previous announcements, click the title "New Announcements".

#### **CME Database**

Based on the analysis of usage pattern in the old College website, CME was the most commonly accessed feature by all users. The CME section in the new College website commands the central position at the top menu. We compile all CME related guidelines, information, and procedures to have them even more accessible to users.

#### **Main features**

- Rearranged Menu
- New Announcements
- CME Database
- Document Centre
- Photo Gallery
- User log-in

## **Main targets**

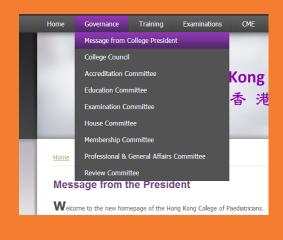
Fellows, Members & Associates

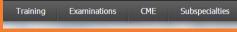
# **Main purposes**

- Timely communication
- Information dissemination

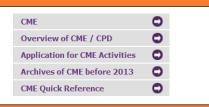
### **Main colors**

Purple, Golden Yellow, Black, White









The display of College accredited CME activities was re-designed. All CME activities from 2013 onwards are now in a searchable database with filters on Category (A, B, E), Year, Start Month and End Month. By default, the system shows most recent CME activities which will be held from the day of viewing. They are "On Going" in status. For all activities that had been held before the day of viewing, they were placed in "Archive" status.

All past CME activities which occurred in 2000 – 2012 were archived as PDF files in Document Centre for reference (see later).

#### **Document Centre**

It is the centralized place where all documents in the website are stored and linked to. Users can view and download announcements, guidelines, official statements, forms, flyers, reports, newsletters, and archives of past CME activities in PDF files at this place.

To look for a document in this Document Centre, click "Search Document" and enter search criteria.

For some restricted documents, a user log-in is required (see later).

# **Photo Gallery**

Memorable photos of Hong Kong College of Paediatricians can be viewed and downloaded in this section.

Now there are about 1000 images in the collection. The gallery will grow with photos in future events and with more photos in the past contributed by our members.

# **User Login**

Most content in the website are open to the public. There are two exceptions where there is a viewing restriction - only members of the College (Fellows, Members & Associates) are able to access. The two sections are:

- Members' benefits
- Handout of lectures

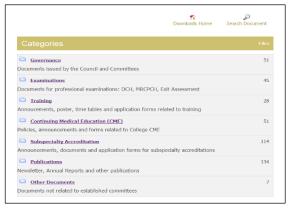
Each member of the College has been assigned the status of a registered user with his communicating email with the College as user name and the prefix of the email as password. Say, the email is abc@paediatrician.org.hk, the user name is abc@paediatrician.org.hk and the password is abc.

Users are encouraged to change their passwords after the first time they log-in the website. It can be done by editing their profiles. The option is visible after the log-in.

#### **Tidbits**

Users can search the whole web site (except Document Centre) and change the size of displayed text with the control box on every web page in the website.







Member L	ogin
Username:	
Password:	
☐ Rememb	er Me
Login	



