

# PVCHK Web Application

## User Guide for Members

### Overview

The purposes of this web based application provided by PVCHK Secretariat are to:

- maintain personal data
- register courses/events attended to claim accredited hours
- retrieve cumulative accredited hours for information

Functions available:

1. 戶口管理 - 個人資料 - 更新
2. 登入資料
  - 2.1 更改密碼
  - 2.2 更改登入名稱新
  - 2.3 新密碼
3. 課程資料管理
  - 3.1 登記學時
  - 3.2 查察學時

Logging in:

To access the main page of this application:

- visit PVCHK web site: [www.pvchk.org](http://www.pvchk.org)
- click at the button/link:

<a href="#">會員專區登入</a>
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- A login screen is shown as below



The screenshot shows the PVCHK Member Service Area (會員服務區) interface. At the top, there is a navigation bar with the PVCHK logo and the text 'The Professional Validation Council of Hong Kong Industries' and '香港工業專業評審局'. Below the navigation bar, there are several menu items: '戶口管理' (Account Management) with sub-items '個人資料' (Personal Information) and '登入資料' (Login Information); '課程資料管理' (Course Information Management) with sub-items '登記學時' (Register Hours) and '查察學時' (Check Hours); and '服務區首頁' (Service Area Home) and '登出' (Logout). The main content area is titled '登入' (Login) and contains a form with two input fields: '登入名稱' (Login Name) and '密碼' (Password), and a '傳送' (Submit) button.

To log in, fill in the 2 boxes:

登入名稱：

- the member code provided by PVCHK, e.g. HKDF05001
- either uppercase or lower case are accepted

密碼：

- for the first time, use the password provided by the Secretariat

- after logged in, the password may be changed (and should be changed) by accessing the function 更改密碼 , as described below.

Upon successful login, new information for members, which is maintained by the Administrator of this application, is shown in the main box labeled 『香港工業專業評審局最新資訊』.

The screenshot shows a web interface titled "會員服務區" (Member Service Area). It features a teal header bar with the title. Below the header, there are two main sections: "戶口管理" (Account Management) and "課程資料管理" (Course Information Management). The "戶口管理" section contains two buttons: "個人資料" (Personal Information) and "登入資料" (Login Information). The "課程資料管理" section contains two buttons: "登記學時" (Register Hours) and "查察學時" (Check Hours). To the right of these sections, there are two buttons: "服務區首頁" (Service Area Home) and "登出" (Logout). A "登入:" (Login:) button is located on the far right. Below these sections, there is a box labeled "香港工業專業評審局最新資訊" (Latest Information from the Hong Kong Industrial Professional Assessment Authority) with a horizontal line underneath.

Furthermore on the top left hand side, the login member's name and code are displayed for reference. Next to them the total accredited hours for the current year is shown (accumulated as from the immediate previous 1/7 till present).

## 1. 戶口管理 - 個人資料 - 更新

The screenshot shows a navigation bar with two main sections: '戶口管理' (Account Management) and '課程資料管理' (Course Information Management). Under '戶口管理', there are two dropdown menus: '個人資料' (Personal Information) and '登入資料' (Login Information). The '個人資料' menu is circled in red. To the right, there are buttons for '服務區首頁' (Home) and '登出' (Logout). Below these, there are buttons for '登記學時' (Register Credits) and '查察學時' (Check Credits).

Put the mouse over "個人資料" and click "更新", a page is shown showing the login member's data, divided into 4 tabs:

- Personal Information – personal data
- Company Information – the member's company data
- Contact Person Information – the basic data of the contact person assigned by the member
- Association information – contains data about the affiliated organization the member belongs to

The screenshot shows the '會員服務區' (Member Service Area) header. Below it, there are navigation tabs: 'Personal Information 個人資料', 'Company Information 公司資料', 'Contact Person Information 聯絡人資料', and 'Association Information 屬會資料'. The 'Personal Information 個人資料' tab is selected. To the right, there is a user profile summary showing '登入: 陳... BS... 1 累積學時(今年): 0.0'. Below the tabs, there are buttons for '服務區首頁' (Home) and '登出' (Logout).

Tab 1 - Personal Information

The screenshot shows the 'Personal Information' form. It includes the following fields:

- Name 姓名 (as shown on HKID Card):**
  - Title: Mr. (稱呼: 先生)
  - Last: Chan (姓: 陳)
  - First: [Redacted] (名: [Redacted])
- Type of Member 會員類別:** 院士
- Year 會員類別年份:** 2005
- HKID 香港身份證號碼:** C-[Redacted]
- Date of Birth 出生日期:** 12-[Redacted]
- Tel 電話:**
  - HK 香港: [Redacted]
  - PRC 內地: [Redacted]
- Mobile Phone 手提電話:**
  - HK 香港: 90-[Redacted]
  - PRC 內地: [Redacted]
- Fax 傳真:**
  - HK 香港: [Redacted]
  - PRC 內地: [Redacted]
- E-mail 電郵:** [Redacted].com
- Address 地址:**
  - Left box: [Redacted]
  - Right box: 九龍... 001室

A 'Modify' button is located at the bottom right of the form.

- The member's data is shown.
- All fields are updateable, except "Type of Member" and "Year" which is the year the member obtained the shown "Type of Member".
- All fields are optional (although it is strongly advised to input as much as applicable), except the Mobile Phone boxes (either the HK or PRC mobile phone must have value). This is to ensure PVCHK Secretariat may reach the member at least with a mobile phone number.
- The Address box on the left is intended to contain address in English while Chinese address should be maintained in the right hand side box.

Tab 2 - Company Information

- This panel contains the company data related to the member. All fields are optional.
- The Address box on the left is intended to contain address in English while Chinese address should be maintained in the right hand side box.
- The same applies to “Company” and “Position” boxes.
- For boxes “Industry”, 『行業』, 『中國業務分佈』, Chinese and/or English can be input.

Tab 3 - Contact Information

- This panel contains the contact person's data.
- All fields can be in English or Chinese.

Tab 4 - Association Information

## 會員服務區

戶口管理

個人資料 ▾ 登入資料 ▾

課程資料管理

登記學時 查察學時

服務區首頁 登出

登入: 陳■■■■ BS■■■■■■■■■■ 累積學時(今)

Personal Information 個人資料

Company Information 公司資料

Contact Person Information 聯絡人資料

Association Information 屬會資料

	所屬商會	職位
1.	香港■■■■商會	
2.		
3.		

Modify

- This panel contains the member's affiliation to the associations. His/her position is also included.
- The max number of associations that can be entered/maintained is 3.
- The fields can be filled in with English or Chinese.

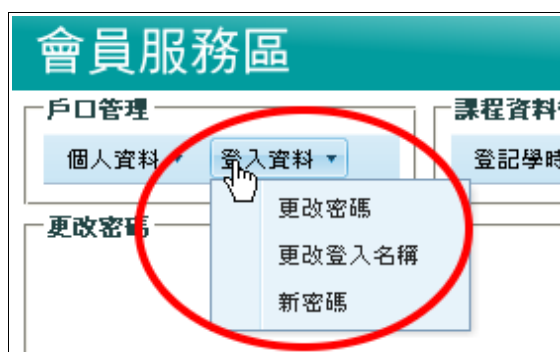
## 2. 登入資料

There are 3 sub-functions:

2.1 更改密碼

2.2 更改登入名稱新

2.3 新密碼



### 2.1 更改密碼

- Enter the old password, and then 2 times the new password.
- If the change is successful, the new password is effective immediately, i.e. once logged off, the new password has to be used to log in again.

舊密碼	<input type="text"/>
新密碼	<input type="text"/>
重覆新密碼	<input type="text"/>
更改	

Note: Choice of password:

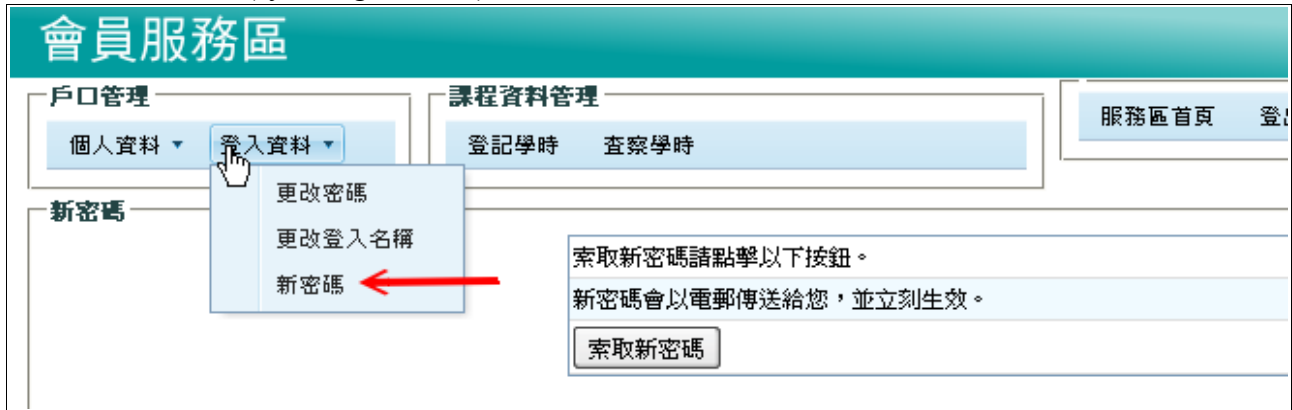
- use a mix of letters (lowercase and uppercase) and numbers, and preferably with some special characters in between
- the min length should not be less than 6

### 2.2 更改登入名稱新

現時登入名稱	B9[REDACTED]1
密碼	<input type="text"/>
新登入名稱	<input type="text"/>
更改	

- The default log in name is the member's code. To change, the password is input, then the new log in user name.
- The change is also immediate upon next login.
- The choice of log in name: it is advisable to use only letters and numbers and avoid special characters, and should be easy to remember for yourself

### 2.3 新密碼(system generated)



會員服務區

戶口管理

個人資料 ▾ 登入資料 ▾

課程資料管理

登記學時 查察學時

服務區首頁 登出

新密碼

更改密碼

更改登入名稱

新密碼 ←

索取新密碼請點擊以下按鈕。

新密碼會以電郵傳送給您，並立刻生效。

索取新密碼

- Click the button to request for a new system generated password ( a 8 char string ).
- The new password will be emailed to the contact, or in its absence to the member's email.

### 3. 課程資料管理

#### 3.1 登記學時

會員服務區

戶口管理 | 課程資料管理 | 服務區首頁 登出

個人資料 ▾ 登入資料 ▾ | **登記學時** 查察學時

This function lets the member to register course/event attended for claiming credit hours.

會員服務區

戶口管理 | 課程資料管理 | 服務區首頁 登出 | 登入: [ ]

個人資料 ▾ 登入資料 ▾ | 登記學時 查察學時

**登記課程學時**

主辦機構\*: (如已知課程已批核，可直接在「課程名稱」表單內選取。)  
[ ] [已批核課程清單](#)  
(如在列表單找不到所需機構，請直接填入機構名稱。)

主辦/協辦機構: [ ] [ ] [ ]

課程名稱\*: [ ]  
(如在列表單找不到所需課程，請直接填入課程名稱。)

開課日期\*: [ ] [ ]

完成日期\*: [ ] [ ]

有關資料:  (需遞交有關資料如課程簡介、出席證書等。請上傳或傳真至27645287。)  
注意：只接受：pdf, jpg, doc, xls 和 ppt 檔。

其他資料: [ ]

\* 必須輸入

There are several types of courses/events, and slightly different ways of data entry are required.

#### a) Course/event already approved by PVCHK

- select directly from the drop down list next to 『課程名稱』
- once selected, the course related data (e.g. the organizer, start date, end date etc) are shown
- check whether this is the desired one
- if yes click the Add button, else either click Reset to start afresh, or select another course

#### b) Course/event organized by PVCHK approved course providers, but the course/event is not yet considered as credit bearing

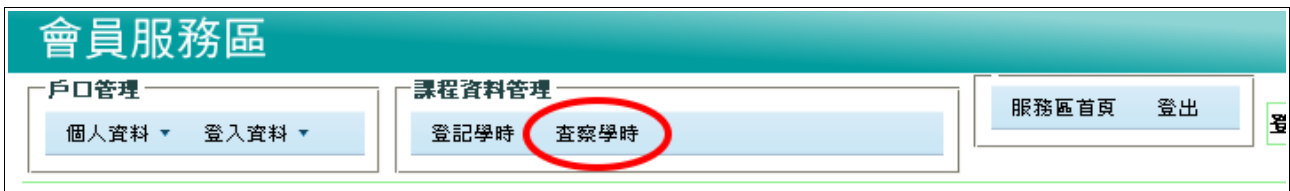
- select the organizer from the drop down
- if there are more organizers, select from the other drop down lists labeled 『主辦/協辦機構』 .And if the other organizers are not approved course provider (thus cannot find in the

- list), key in the name directly into the box
- once the organizer(s) is selected, the courses/events that are provided by this organizer(s) are shown in the drop down list of 『課程名稱』
  - select the course/event and its details are shown in the appropriate box
  - if the desired course cannot be found, this means it is not yet approved. In this case, input the name of the course in the box. Note that the start date and end date are also required to be input.
  - If there are related supporting document, they can be uploaded to the application for PVCHK to view. Click the “Upload” button, and multiple files can be uploaded. Note that not all file types are accepted. Allowed file types: pdf, jpg, doc, xls and ppt.
  - Click the “Add” button to add the course and application.

c) Course/event organized by non PVCHK approved course providers

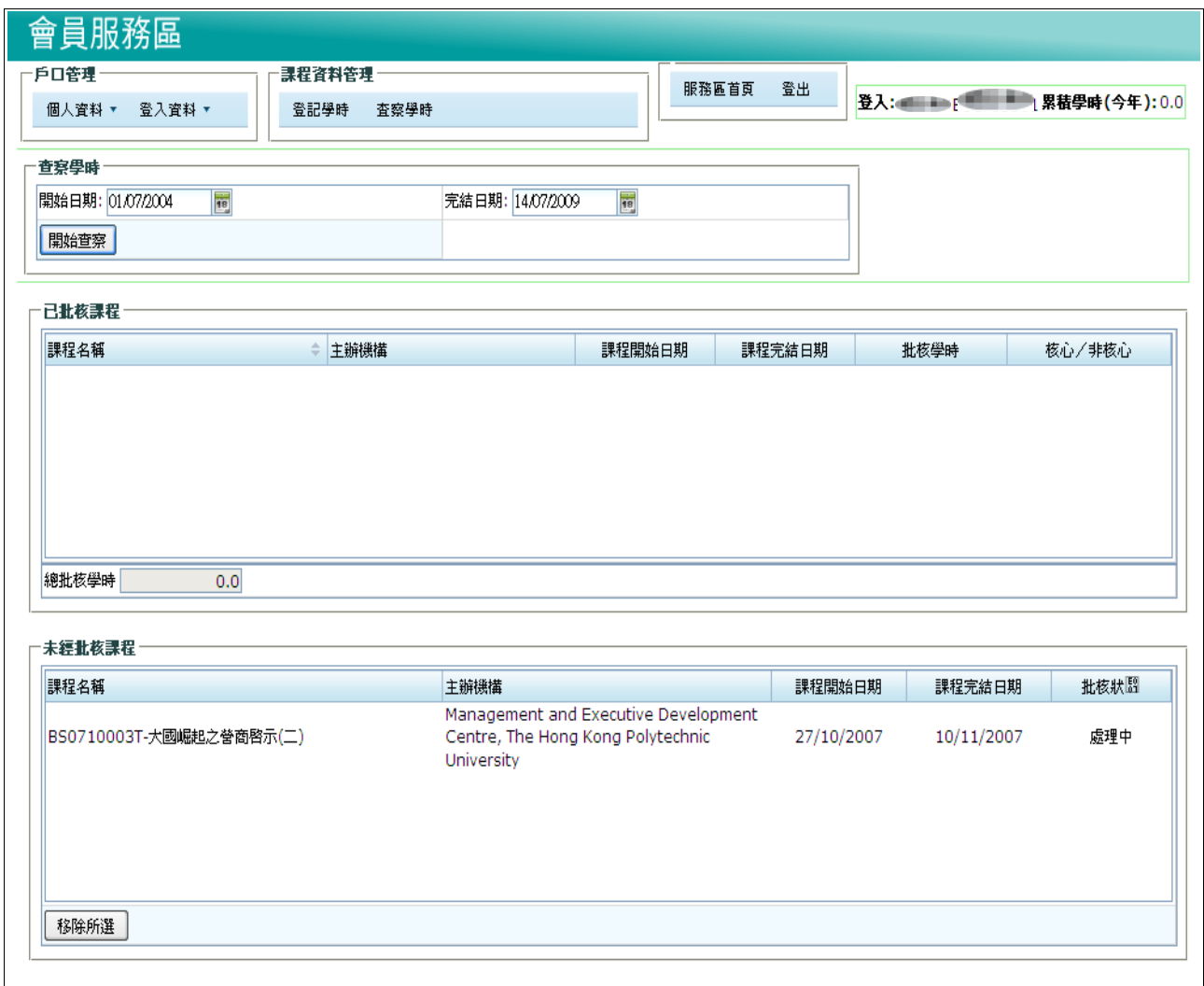
- For this type, the organizer is not on the drop down list.
- The member can type in the name of the organizer (and/or co-organizer), the course name, and also other data like course start date and end date.
- If there are related supporting document, they can be uploaded to the application for PVCHK to view. Click the “Upload” button, and multiple files can be uploaded. Note that not all file types are accepted. Allowed file types: pdf, jpg, doc, xls and ppt.
- Click the “Add” button to add the course and application.

### 3.2 查察學時



This function lets the member to view his/her credit hours registered with PVCHK.

The screen shows by default the credits for the current year (from the immediate previous 1/7 to the present date).



He/she may select to view the credits obtained within another date range by selecting/inputting the start and end date, and initiate the search by clicking “”.

The courses are shown in 2 boxes:

『已批核課程』 - shows courses/events that were previously approved by PVCHK

『未已批核課程』 - shows course/events that are currently under processing

For 『未已批核課程』, if the member wishes to remove the course, he may select the course by clicking at the line, then click 『移除所選』.