

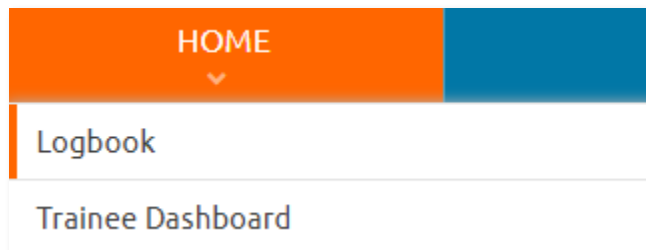
Trainee Logbook

Release 1.0 (10 December 2018)







ACCESSING THE TRAINEE LOGBOOK

- 1) Log into the Members Portal (<https://cicm.org.au/Login>) using your CICM login credentials.
- 2) Once logged in, click on the **Dashboard** menu item.
- 3) Hover over the **Home** menu item and select **Logbook**.



Note: Trainees undertaking the Pre 2014 training program will not have access to the Trainee Dashboard.

NAVIGATING THE TRAINEE LOGBOOK

Icon/Button	Description
	Click on this button to add a new record.
	Click on the pen icon to modify a logbook record.
	Click on the cross icon to delete a logbook record.
	To export a list of logbook entries, click on the menu icon and select Export to Excel or Export to CSV .