

Online CPD Tracking System User – Administration Manual

May 25th, 2016

1. LOGIN PAGE

To access into CPD Tracking system, please log into your email address and password.

E-mail

cpd_admin_bc@a.ca

ENTER YOUR EMAIL ADDRESS

Password

.....

ENTER YOUR PASSWORD

[Lost Password](#)

CLICK HERE IF YOU FORGET YOUR PASSWORD

☐ Remember Me

Log In

2. PROFILE PAGE

After log into the CPD Tracking system, user will be redirect to profile page.

a. *VIEW PROFILE* – User can view his/her information.

GeoEd > Profile

Profile

[VIEW YOUR OWN PROFILE](#)

[Profile](#) [Edit Profile](#) [Reset Password](#)

Commission Number

Employer

Email

First Name

Last Name

Phone

Address

Postal Code

City

Province

Language

Organization 1

Languages

English

Home

Cart

Contact

Geo-ed Store

AOLS Free Courses

OAGQ Free Course

News

My Courses

Certificates Achieved

Profile

Logout

CPD Admin

[VIEW PROFILE](#)

b. EDIT PROFILE – User can edit his/her.

GeoEd > Profile

Profile

EDIT YOUR PROFILE

[Profile](#) [Edit Profile](#) [Reset Password](#)

Commission Number

Employer

Email

First Name *

Last Name *

Phone

Address

Postal Code

City *

Province/Territory *

Language

Organization 1

CLICK "SAVE" BUTTON TO SAVE YOUR

Languages

[Home](#)

[Cart](#)

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[Geo-ed Store](#)

[AOLS Free Courses](#)

[OAGQ Free Course](#)

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[Certificates Achieved](#)

[Profile](#)

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[CPD Admin](#)

c. RESET PASSWORD – User can reset his/her password.

GeoEd > Profile

Profile

RESET YOUR PASSWORD

[Profile](#) [Edit Profile](#) [Reset Password](#)

Old Password *

New Password *

Confirmed Password *

CLICK HERE TO HAVE YOUR NEW PASSWORD

Languages

[Home](#)

[Cart](#)

[Contact](#)

[Geo-ed Store](#)

[AOLS Free Courses](#)

[OAGQ Free Course](#)

[News](#)

[My Courses](#)

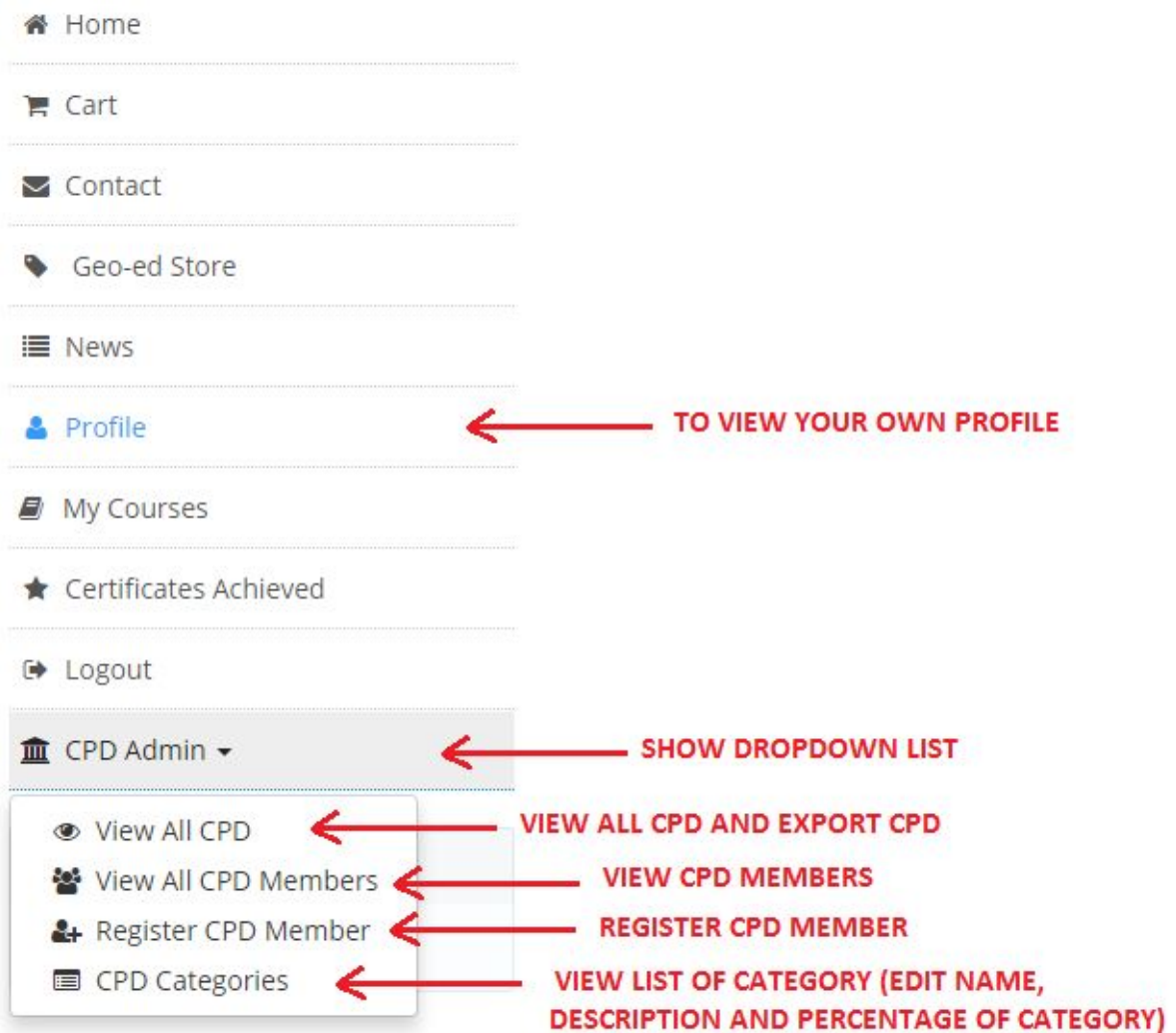
[Certificates Achieved](#)

[Profile](#)

[Logout](#)

[CPD Admin](#)

3. MENU – RIGHT MENU



4. VIEW ALL CPD

Click to View All CPD, user will be able to view all CPD that CPD members created in your own organization.

a. In the View All CPD page

i. User is able to search All CPD by date range

GeoEd > CPD Admin > View all CPD

View all CPD

CPD - Export Report

SELECT DATE TO SEARCH

FROM

FROM DATE

TO

TO DATE

Search

View All CPD

Show 10 rowsDownload CSVColumn Visibility

Search:

Title	Hosting Organization	Type	User Name	End Date	Claim	Credited	Updated	Action
Communicating for Success	City of Surrey	Courses and Seminars	Henry Beal	2016-05-01	1.00	1.00	2016-05-01 15:00:00	Edit / Delete
CPD Committee	ABOCC	Participation	Peter J. Stricker	2016-05-15	1.00	0.00	2016-05-15 14:15:00	Edit / Delete
CPD Committee Meeting	ABOCC	Participation	Peter J. Stricker	2016-06-03	1.00	0.00	2016-06-15 14:12:00	Edit / Delete
Surrey Plan Release Submission Training Webinar Session 4	PHBC	Courses and Seminars	Heather Ryan	2016-05-01	0.00	0.00	2016-05-18 10:16:00	Edit / Delete
111 Annual General Meeting	ABOCC	Courses and Seminars	Mark Darnes	2016-05-04	0.00	0.00	2016-05-15 14:07:00	Edit / Delete
2016 AGM	ABOCC	Courses and Seminars	Joseph C. Johnson	2016-05-08	0.00	0.00	2016-05-08 17:00:00	Edit / Delete
2016 AGM	ABOCC	Courses and Seminars	Joseph C. Johnson	2016-05-08	0.00	0.00	2016-05-08 15:00:00	Edit / Delete
2016 AGM AGM Meeting	ABOCC	Courses and Seminars	Scott C. Hughes	2016-05-01	0.00	0.00	2016-05-05 14:02:15	Edit / Delete
2016 AGM	ABOCC	Courses and Seminars	William Henschelberger	2016-05-05	12.00	12.00	2016-05-12 17:47:15	Edit / Delete
2016 AGM	ABOCC	Courses and Seminars	Joseph C. Johnson	2016-05-15	0.00	0.00	2016-05-05 15:45:00	Edit / Delete

Showing 1 to 10 of 1,193 entries

Previous12345...120Next

Languages

English

Home

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OAGQ Free Course

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My Courses

Certificates Achieved

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Logout

CPD Admin

ii. **User can change number of row/CPD shown in webpage**

GeoEd > CPD Admin > View all CPD

View all CPD

CPD - Export Report

FROM TO

Search

SELECT NUMBER OF CPD THAT YOU WANT TO DISPLAY

View All CPD

Show 10 rowsDownload CSVColumn Visibility

101001000

Search:

Hosting Organization	Type	User Name	End Date	Claim	Credited	Updated	Action	
Communicating for Success	City of Toronto	Course and Seminars	Henry Baskin	2016-05-01	7:00	7:00	2016-05-01 10:00AM	Edit / Delete
CPD Committee	AMLC	Participation	Henry Baskin	2016-05-15	7:00	8:00	2016-05-15 10:00AM	Edit / Delete

Languages

English

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OAGQ Free Course

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CPD Admin

iii. **User can export CPD report as CSV format.**

1. **CSV – export what you have seen in the webpage.**
2. **CSV – ALL - export all CPD that you have searched in the webpage.**

GeoEd > CPD Admin > View all CPD

View all CPD

CPD - Export Report

FROM TO

Search

EXPORT CPD REPORT

View All CPD

Show 10 rowsDownload CSVColumn Visibility

Search:

Title	Hosting Organization	Type	User Name	End Date	Claim	Credited	Updated	Action
Communicating for Success	City of Toronto	Course and Seminars	Henry Baskin	2016-05-01	7:00	7:00	2016-05-01 10:00AM	Edit / Delete
CPD Committee	AMLC	Participation	Henry Baskin	2016-05-15	7:00	8:00	2016-05-15 10:00AM	Edit / Delete

Languages

English

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CPD Admin

- iv. **User can hide/show column in webpage. Also, user can edit/delete member's CPD**

GeoEd > CPD Admin > View all CPD

View all CPD

CPD - Export Report

FROM: FROM DATE TO: TO DATE

Search

SELECT COLUMN THAT YOU WANT TO VIEW

View All CPD

Show 10 rows Download CSV Column Visibility

Title	Hosting Organization	Type	End Date	Claim	Credited	Updated	Action
Communicating for Success	City of Toronto	Workshop	2019-06-15	1.00	1.00	2019-06-15 14:12:00	Edit / Delete
CPD certificate	MOE	Workshop	2019-06-15	1.00	1.00	2019-06-15 14:12:00	Edit / Delete
CPD certificate	MOE	Workshop	2019-06-15	1.00	1.00	2019-06-15 14:12:00	Edit / Delete

CLICK TO MODIFY CPD

CLICK TO DELETE CPD

- v. **Edit member's CPD, user can modify CPD's information.**

GeoEd > CPD Admin > View all CPD > Edit CPD

Edit CPD

Edit CPD

Course Title * Communicating for Success

Hosting Organization * City of Toronto

Type * Workshop

Language English

Date * 2019-06-15 2019-06-15

Description *

This activity was relevant * Yes

I would recommend this activity to others * Yes

Claim * **CLICK TO SAVE ALL INFORMATION THAT YOU HAVE**

Credited

CLICK TO RETURN "VIEW ALL CPD"

Save Back

- vi. **Delete member's CPD. Click here to permanently delete this CPD.**

The screenshot shows the GeoEd Canada website interface. At the top, the GeoEd Canada logo is on the left, and 'Geo-ed Store' and 'Cart' links are on the right. Below the logo is the tagline 'Continuing Professional Development for Canada's Professional Surveyors'. The main content area is titled 'View all CPD' and includes a 'CPD - Export Report' section with 'FROM' and 'TO' date filters and a 'Search' button. Below this is a 'View All CPD' section with 'Show 10 rows', 'Download CSV', and 'Column Visibility' buttons. A table of CPD entries is displayed with columns: Title, Hosting Organization, Type, User Name, End Date, Claim, Credited, Updated, and Action. The first row shows 'Test Report' by 'Test Report' with an end date of 2019-12-31. The second row shows 'Geographic Training for...' by 'Geographic Training for...' with an end date of 2019-12-31. A confirmation dialog box is open in the center, asking 'Do you want to delete it? (This action cannot be undone)' with 'Cancel' and 'OK' buttons. A yellow arrow points from the 'CLICK HERE TO PERMANENTLY DELETE THIS CPD' text to the 'OK' button in the dialog.

Do you want to delete it? (This action cannot be undone)

Cancel OK

CLICK HERE TO PERMANENTLY DELETE THIS CPD

GeoEd > CPD Admin > View all CPD

View all CPD

CPD - Export Report

FROM: FROM DATE TO: TO DATE

Search

View All CPD

Show 10 rows Download CSV Column Visibility

Search: TEST

Title	Hosting Organization	Type	User Name	End Date	Claim	Credited	Updated	Action
Test Report	Test Report	Participation	Report	2019-12-31	1	1	2019-12-31 11:23:45	Edit / Delete
Geographic Training for...	Geographic Training for...	Geographic Training for...	Geographic Training for...	2019-12-31	1	1	2019-12-31 11:23:45	Edit / Delete

Languages

English

- Home
- Cart
- Contact
- Geo-ed Store
- AOLS Free Courses
- OAGQ Free Course
- News
- My Courses
- Certificates Achieved
- Profile
- Logout
- CPD Admin

5. VIEW ALL CPD MEMBERS PAGE

User is able to view all CPD members in your organization.

- User is able to search CPD member by selecting their status or enter member's name or email into the textbox to search.

The screenshot shows the 'View All CPD Members' page. At the top, there is a breadcrumb trail: 'GeoEd > CPD Admin > View All CPD Members'. The main heading is 'View All CPD Members'. Below this, there is a search bar with the placeholder 'Q Search Member' and a dropdown menu currently set to 'All'. A red arrow points to the search bar with the text 'CLICK HERE TO SEARCH BY MEMBER'S STATUS'. Below the search bar, there is a 'CPD Member List' section with buttons for 'Show 10 rows', 'Download CSV', and 'Column Visibility'. A search box with the placeholder 'Search:' is also present, with a red arrow pointing to it and the text 'ENTER MEMBER'S EMAIL/NAME TO SEARCH'. The main table has columns: Member, Email, Address, Province, Postal Code, City, Commission Number, and Action. The first three rows of the table are visible, each with a plus icon in the Member column and a link in the Action column that says 'Edit / CPD / Annual Assessment'. On the right side, there is a 'Languages' dropdown set to 'English' and a sidebar menu with items: Home, Cart, Contact, Geo-ed Store, AOLS Free Courses, OAGQ Free Course, News, My Courses, Certificates Achieved, Profile, Logout, and CPD Admin.

- User also able to edit, check specific member's CPD or view member's annual self assessment.

This screenshot shows the 'View All CPD Members' page with a detailed view of a member's information. The search bar and 'CPD Member List' section are at the top. Below the table, a modal window displays detailed information for a selected member, including Phone, Language, Register Date, Status, and Credited. A red arrow points to the 'Action' column of the table with the text 'CLICK TO VIEW MORE INFORMATION'. Another red arrow points to the 'Edit / CPD / Annual Assessment' link in the Action column with the text 'VIEW MEMBER'S ANNUAL ASSESSMENT'. A third red arrow points to the 'Edit / CPD / Annual Assessment' link with the text 'VIEW ALL CPDS OF MEMBER'. The sidebar menu is visible on the right, including items like Home, Cart, Contact, Geo-ed Store, AOLS Free Courses, OAGQ Free Course, News, My Courses, Certificates Achieved, Profile, Logout, and CPD Admin.

i. *Edit member's profile.*

GeoEd > CPD Admin > View All CPD Members > Edit CPD User

Edit CPD User

Adam Arduini's profile

Commission Number	862
Email	adam@pharmadepot.com
New Password	Password
Confirmed Password	Confirm password
First Name *	Adam
Last Name *	Arduini
Phone	
Address	1111 800 Westbourne St
Postal Code	L2H 2G5
City *	North York
Province/Territory *	British Columbia
Language	English
Allow to enter CPD	
Organization	Association of British Columbia Land Technicians

SAVE ALL MODIFIED INFORMATION

ii. *View member's CPD.*

GeoEd > CPD Admin > View All CPD Members > View User CPD

View User CPD

Summary - Adair Jeffrey

Commission Number	862
Home Province/Territory	Alberta
Total hours earned in current 3 year period in	0
Current member status	45 hours remaining

CPD - Adair Jeffrey

Show entries Search:

Title	Type	Hosting Organization	Date	Claim	Credited	Updated	Action
No data available in table							

Showing 0 to 0 of 0 entries

- iii. *View member's annual self assessment.*

[GeoEd](#) > [CPD Admin](#) > [View All CPD Members](#) > Annual Self Assessment

Annual Self Assessment

Member	IP Address	Time	User Agent
Regular BCo	99.245.234.147	2015-12-24 16:25:09	Mozilla/5.0 (Windows NT 10.0; WOW64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/47.0.2526.106 Safari/537.36 FirePHP/4Chrome
Regular BCo	99.245.234.147	2016-12-24 16:25:09	Mozilla/5.0 (Windows NT 10.0; WOW64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/47.0.2526.106 Safari/537.36 FirePHP/4Chrome

6. REGISTER CPD MEMBER PAGE

User must enter all information of new member in order to register he/she in your CPD tracking system.

[GeoEd](#) > [CPD Admin](#) > Register CPD User

Register CPD User

ENTER ALL INFORMATION OF NEW CPD USER (* SIGN IS MANDATORY FIELD)

Email *	Email
Password *	Password
Confirm password *	Confirm password
First Name *	Enter your first name
Last Name *	Enter your last name
Address	Enter your address
Postal Code	Enter your postal code
City *	Enter your city
Province/Territory *	Please choose your province/territory ▼
Language	English ▼
Commission Number	Commission Number

REGISTER NEW USER

7. CPD CATEGORIES PAGE

- a. User is able to modify/ disable category.

GeoEd > CPD Admin > CPD Categories

CPD Categories

Show entries

EDIT CATEGORY

Name	Description	Percentage	Action
Courses and Seminars	Courses, seminars, workshops or other training provided by academic institutions, the governing organization or other surveying or related professional associations or bodies, vendors, or any other educator, providing the content is related to the member's professional practice. Attendance at annual general meetings or regional meetings of the governing organization or other surveying or related professional associations. These credits apply to ACLS and ABCLS.	100	Edit / Disable
Participation	Participation on Council, committees or task forces of the governing organization or other surveying or related professional associations or bodies. These credits apply to ACLS and ABCLS.	50	Edit / Disable
Presentations, Papers and Research	Other professional activities including, presentations, authored papers and research related to the member's professional practice. These credits apply to ACLS and ABCLS.	50	Edit / Disable

Showing 1 to 3 of 3 entries

Previous **1** Next

DISABLE CATEGORY

b. Edit Category

GeoEd > CPD Admin > CPD Categories > Edit Category

Edit Category

Name	Courses and Seminars
Name - French	Cours et séminaires
Description	Courses, seminars, workshops or other training provided by academic institutions, the governing organization or other surveying or related professional associations or bodies, vendors, or any other educator, providing the content is related to the member's professional practice. Attendance at annual general meetings or regional meetings of the governing organization or other surveying or related professional associations. <p> These credits apply to ACLS and ABCLS. <p>
Description - French	Cours, séminaires, ateliers ou autres activités de formation fournies par des établissements universitaires, l'AATC ou autres associations ou organismes professionnels reliés ou connexes à l'arpentage, fournisseurs, ou tout autre formateur, pourvu que le contenu soit pertinent à la pratique professionnelle du membre. La participation aux assemblées générales annuelles ou réunions régionales de l'AATC ou autres associations professionnelles d'arpenteurs ou connexes à l'arpentage.
Credit Percentage	100

CLICK TO SAVE MODIFIED DATA