



Logbook Portal User Guide (version 3)

Date of release **30/04/2026**

1. To request login details:
 - a. Purchase the BSE membership, for most it will be 'Pre-accredited' membership if BSE accreditation has never been acquired.
 - b. Email accreditation@bsecho.org quoting your **BSE ID number** and the **Accreditation type**. Provide your **mentors full name and Email address**.

2. When instructed to do so, login:

Welcome to the British Society of Echocardiography's logbook portal

We hope that you find our portal more useful and easier to use than ever before. You'll still be able to find all your case reports and notes that were uploaded to the old portal.

Email address
accreditation@bsecho.org

Password
.....

Login

[Forgot password?](#) Remember me

3. The 'Candidate' dashboard will appear:
 - a. Click on the accreditation- e.g. 'Transthoracic (TTE)' to begin uploading cases

Candidate Dashboard

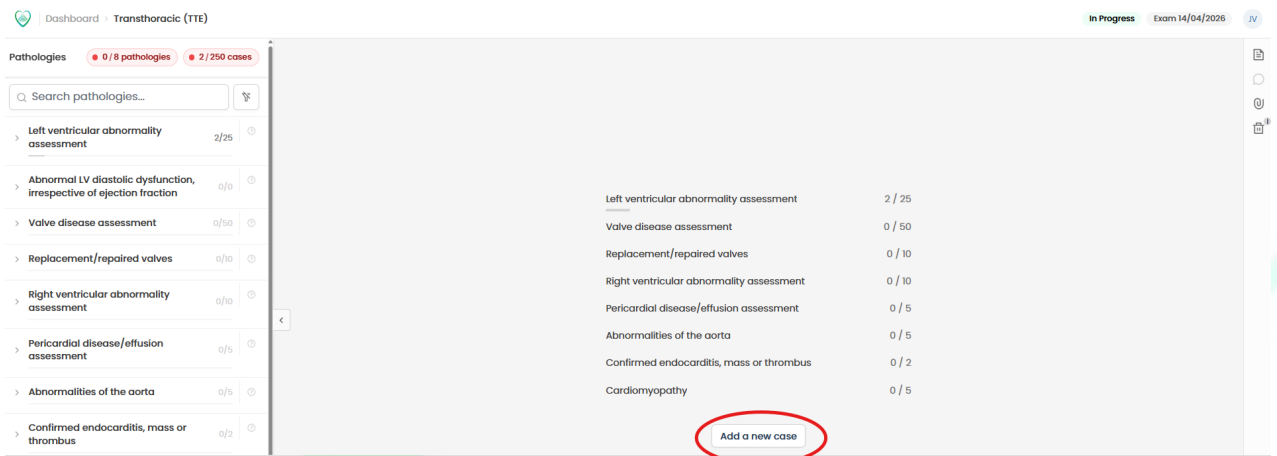
Search... Statures: In Progress Pass

ACCREDITATION	WRITTEN EXAM DATE	LOGBOOK	COMPETENCIES	MENTOR STATEMENTS	STATUS
Transthoracic (TTE)	14/04/2026	2 / 250 cases	0 / 96 items	0 / 9 statements	In Progress



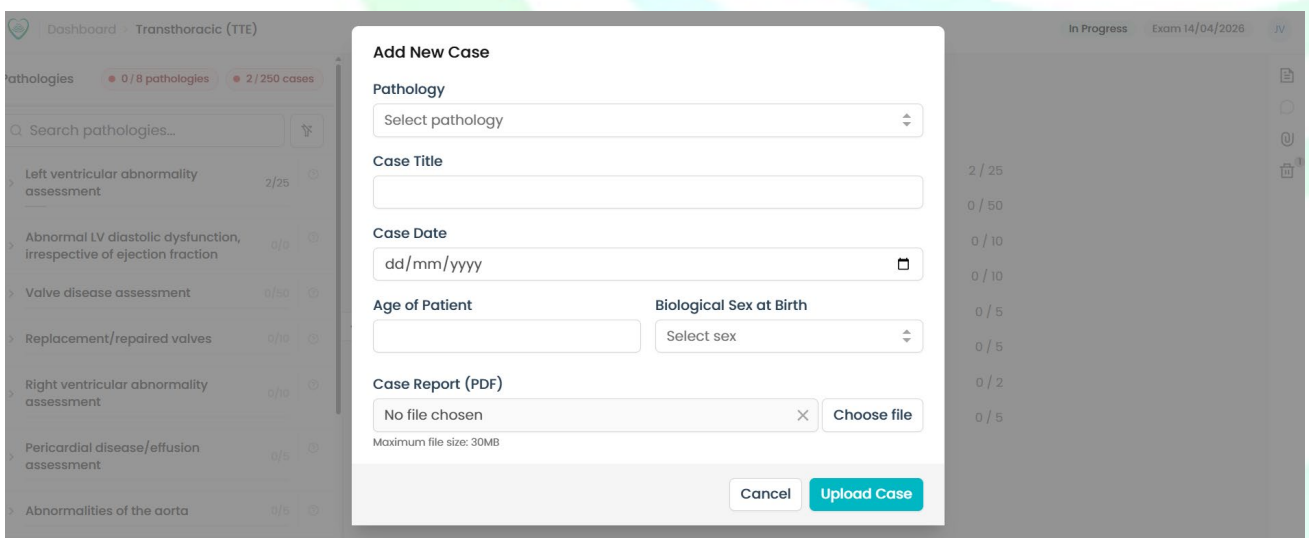
4. Adding a case:

- a. Click on 'Add a new case' complete the mandatory fields.

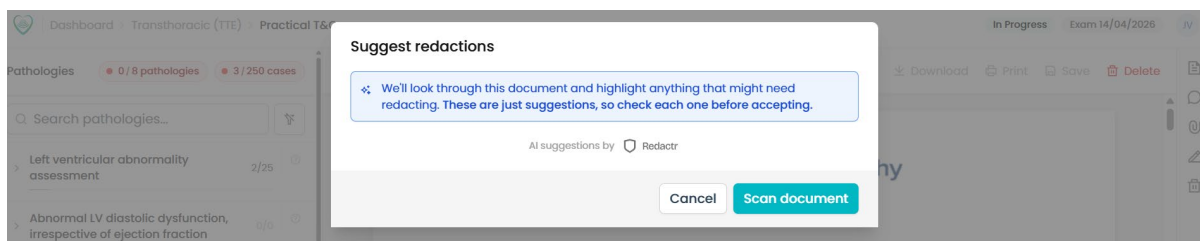


- b. Case mandatory fields:

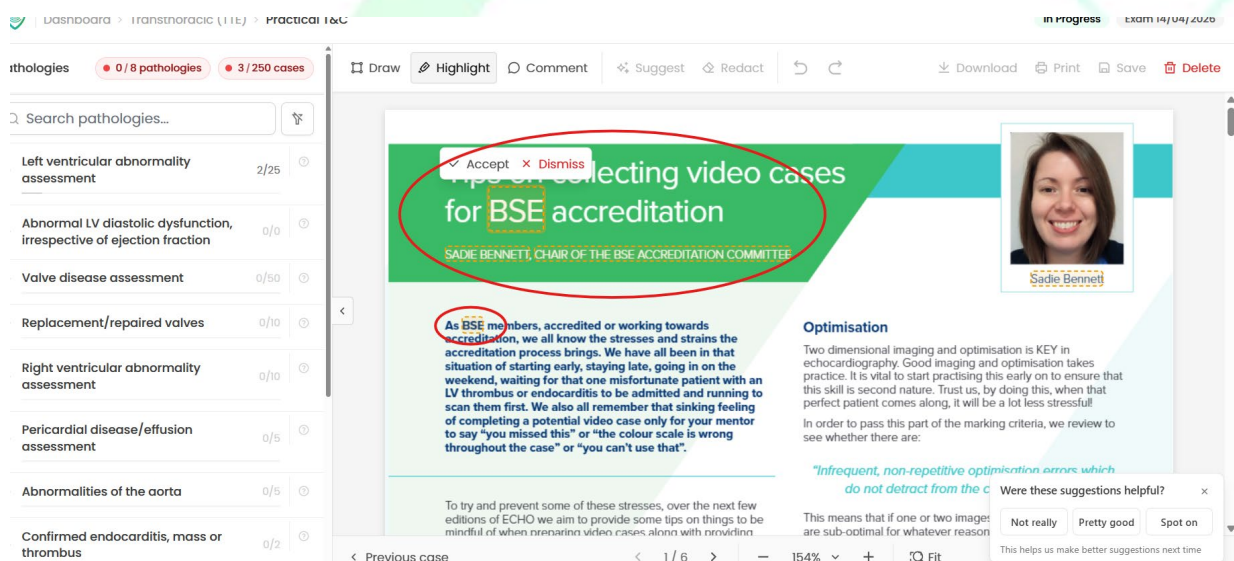
- i. Select pathology
- ii. Case Title (label appropriately- see accreditation pack)
- iii. Case Date (should match the date on the report)
- iv. Age of patient
- v. Biological Sex at Birth
- vi. Case Report upload PDF
- vii. Click on 'Upload Case'



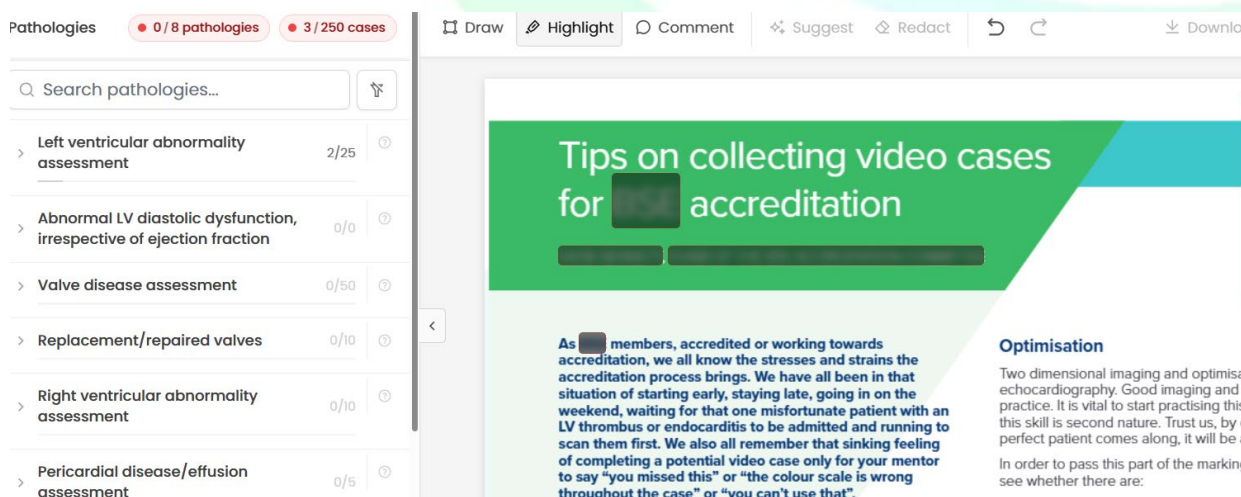
5. When uploading a case, the following message will come up to 'Scan document' to highlight parts that need redacting. This may take a few seconds for the system to detect any unwanted information in the report.



6. When scanning document is complete the suspected unwanted information will be highlighted in yellow



7. Once 'Accept' is clicked the document will be redacted





8. Supporting information:

a. Click on the Paper clip icon to upload any supporting letters

Dashboard > Transthoracic (TTE) In Progress Exam 14/04/2026 JV

hologies 0 / 8 pathologies 2 / 250 cases

Search pathologies...

Left ventricular abnormality assessment 2/25

Abnormal LV diastolic dysfunction, irrespective of ejection fraction 0/0

Valve disease assessment 0/50

Replacement/repaired valves 0/10

Right ventricular abnormality assessment 0/10

Pericardial disease/effusion assessment 0/5

Abnormalities of the aorta 0/5

Confirmed endocarditis, mass or thrombus 0/2

Supporting Information

No supporting documents yet

Document title

Description (optional)

Choose PDF file

Upload

9. Use the pencil icon to Edit case information, there is an option to delete the case below:

Dashboard > Transthoracic (TTE) > Practical T&C In Progress Exam 14/04/2026 JV

athologies 0 / 8 pathologies 3 / 250 cases

Search pathologies...

Left ventricular abnormality assessment 2/25

Abnormal LV diastolic dysfunction, irrespective of ejection fraction 0/0

Valve disease assessment 0/50

Replacement/repaired valves 0/10

Right ventricular abnormality assessment 0/10

Pericardial disease/effusion assessment 0/5

Abnormalities of the aorta 0/5

Confirmed endocarditis, mass or thrombus 0/2

Edit Case

Case Title

Video case tips

Case Date

29/04/2026

Age of Patient

99

Biological Sex at Birth

Female

Save Changes

a. Save and click on Redact document, allow a few seconds for completion.

Practical T&C 3 / 250 cases

Redact document

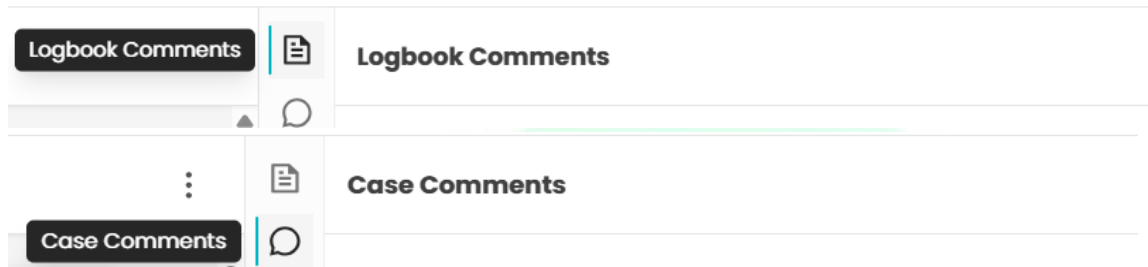
This will permanently remove the marked content from the document. You won't be able to undo this.

Full-depth PDF redaction by Redactr

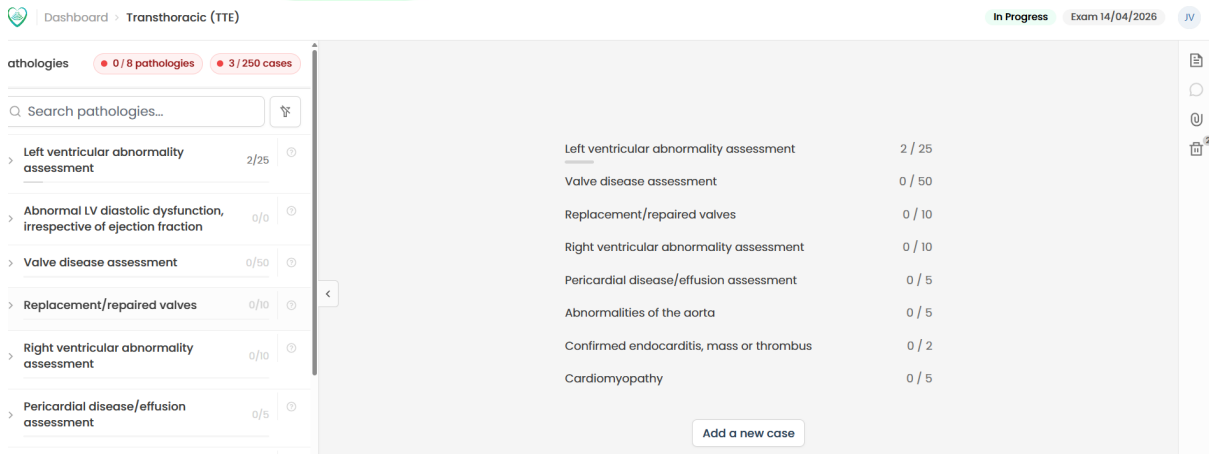
Cancel Redact document



10. Logbook and Case comments are for any notes and messages between candidate and mentor

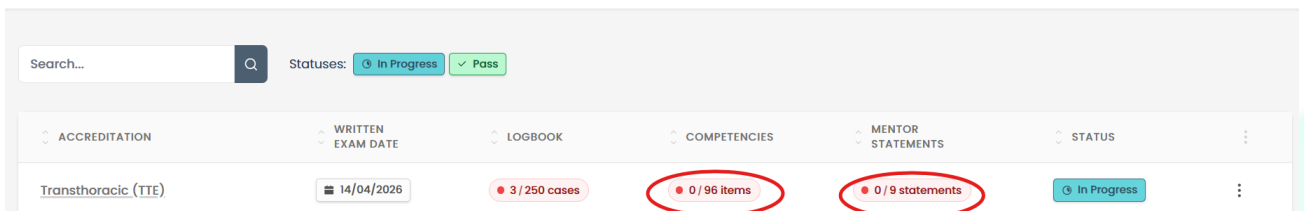


11. View progress of logbook by clicking on the name of the accreditation to see if the minimum requirements for the pathologies listed have been met.



12. **Mentor sign off**- mentor must complete the **competencies** and **mentor statements** via their own login. Candidate must provide mentors name and email address for us to connect the logbook to the mentor's portal account.

Candidate Dashboard





a. Competencies view example

Candidate Dashboard > Transthoracic (TTE)

1a. Basic Echocardiography – Knowledge	
a. Basic principles of ultrasound	Not signed off
b. Basic principles of spectral Doppler	Not signed off
c. Basic principles of colour flow Doppler	Not signed off
d. Basic instrumentation	Not signed off

b. Mentor statement view example

Candidate Dashboard > Transthoracic (TTE)

Statement	
I confirm that I have provided overall supervision and guidance for the candidate, during the period in which they have performed and reported logbook studies and viva cases.	Not signed off
I certify I have observed the candidate scanning and I am satisfied that he/she is competent at completing a full transthoracic echo study.	Not signed off
I certify that the candidate has attained a level of training sufficient to independently perform and report a transthoracic echocardiographic study. He/she has met all mandated competencies.	Not signed off
I certify that the candidate above has performed and reported the cases included in the accompanying logbook within the timeframe that has been agreed upon by the BSE.	Not signed off
I certify that all cases are fully anonymised (no patient ID numbers, personal details such as names, full date of births or addresses).	Not signed off

13. Enter the date of the written exam (this is the date that the exam was taken, not the date of the results). This applies only to Level 2 accreditations.

Candidate Dashboard

SEARCH	STATUSES	ACCREDITATION	WRITTEN EXAM DATE	LOGBOOK	COMPETENCIES	MENTOR STATEMENTS	STATUS
Search...	In Progress	Transthoracic (TTE)	14/04/2026	3 / 250 cases	0 / 96 items	0 / 9 statements	In Progress

14. Level 1 will be displayed as per below

ACCREDITATION	WRITTEN EXAM DATE	LOGBOOK	COMPETENCIES	MENTOR STATEMENTS	STATUS
Level 1	Not required	0 / 75 cases	0 / 21 items	0 / 9 statements	In Progress



15. To submit the logbook click on the 3 vertical dots on the right side of the 'In progress' status

ACCREDITATION	WRITTEN EXAM DATE	LOGBOOK	COMPETENCIES	MENTOR STATEMENTS	STATUS
Transthoracic (TTE)	14/04/2026	3 / 250 cases	0 / 96 items	0 / 9 statements	In Progress ⋮
Resubmission	02/03/2026	1 / 11 cases	1 / 1 items	1 / 1 statements	Submit logbook

16. If there are outstanding actions the portal will notify via the following pop up:

Submit Transthoracic (TTE)

- ⚠ Have the correct number of cases been added to your logbook?
You haven't uploaded enough cases (you've uploaded 3 cases and 250 are required).
- ✅ Did your written exam fall within the correct timeframe of your earliest uploaded case?
- ℹ Are all case redactions ready?
1 case has redactions that will be applied on submission.
- ⚠ Are your accreditation competencies complete?
Your accreditation competencies are incomplete.
- ⚠ Are your mentor statements complete?
Your mentor statements are incomplete.

Close

17. Follow the instructions to proceed with submitting the logbook, enter the Head of Echo's email address for their sign off. When step is completed, the logbook will appear as 'Submitted'.