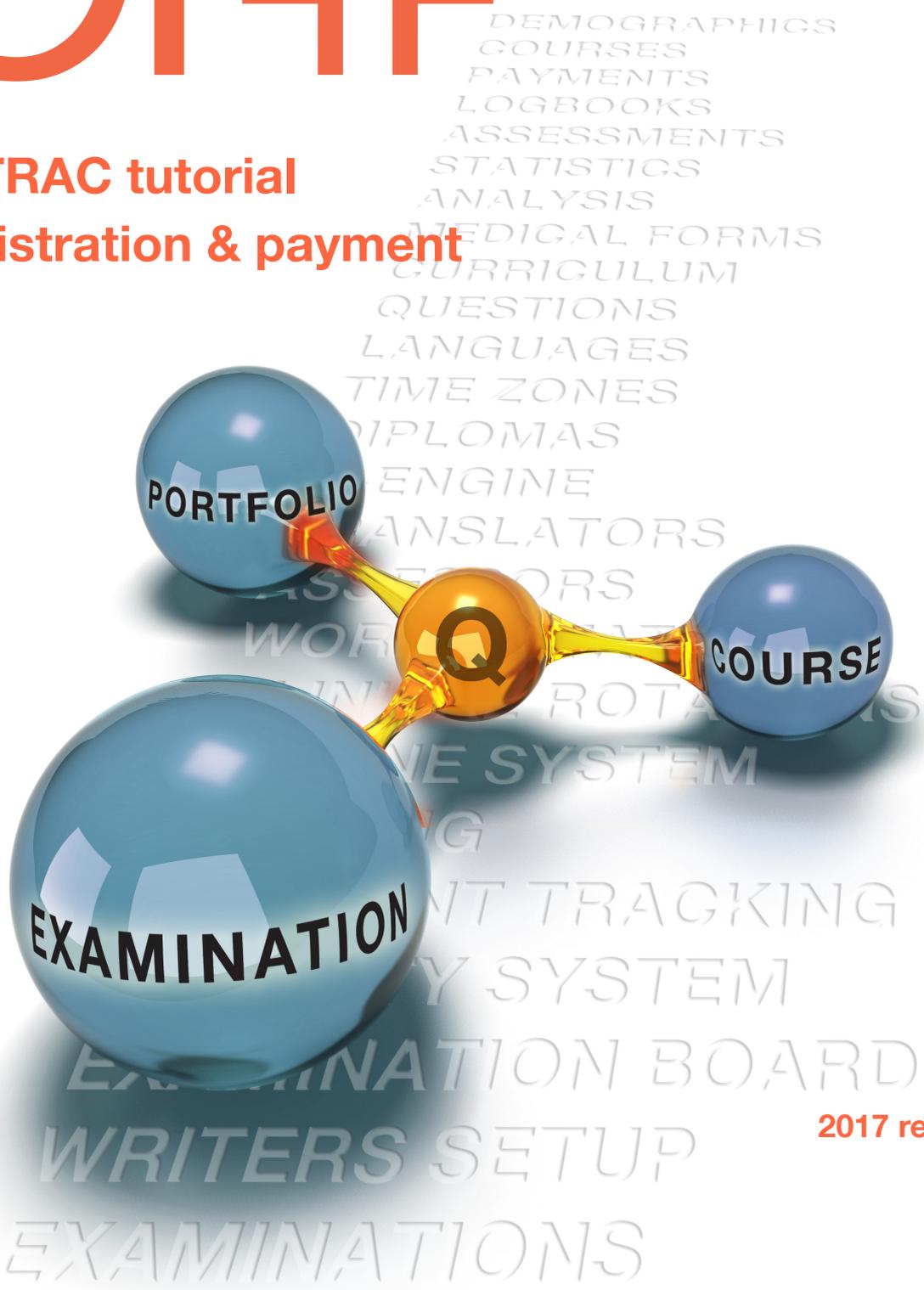


# ORFZ



## ORTRAC tutorial Registration & payment

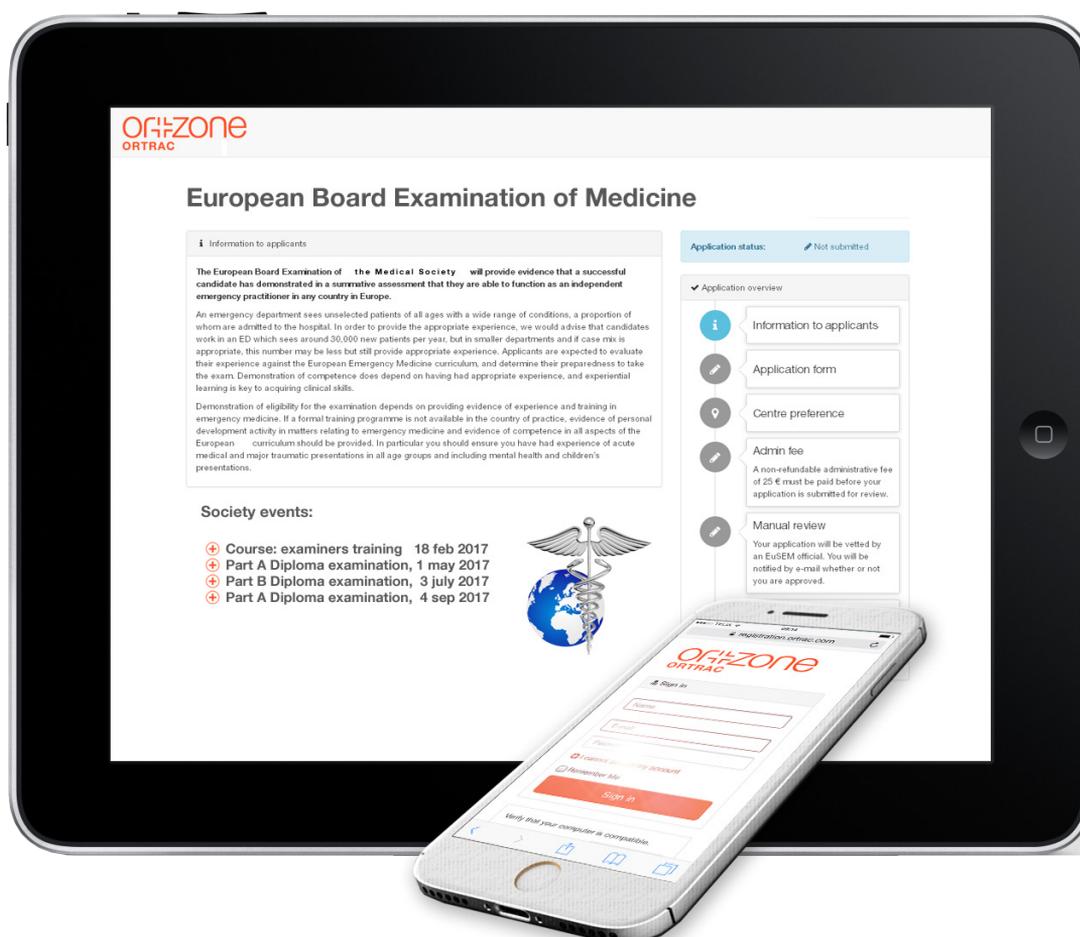


# ORTRAC™ - registration & payment

Administration software, both for society administrators as well as medical residents. Tools to create a variety of advanced registration and payment routines to be used for event like Part I/A or Part II/B. The online software deliver a link to be used at a public website and contains all the registration and payment routine needed to apply to the event.

## Table of content

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## Part 1: Step by step application

All important information presented to applicant up front.

Applicant's first step is to create an account. This ensures they can always save their application and continue at a later point.

medical board exam x

https://registration.ortrac.com/application/form/mecialboardpart1-exam\_may2017

ORTRAC

# European Board Examination of Medicine

**i** Information to applicants

**Application status:** Not submitted

**Application overview**

- Information to applicants
- Application form
- Admin fee
  - A non-refundable administrative fee of 100 € must be paid before your application is submitted for review.
- Manual review
  - Your application will be vetted by an EBCOG official. You will be notified by e-mail whether or not you are approved.
- Registration fee
  - After the registration fee has been paid, your seat for the exam will be guaranteed.

**Important dates:**

- Sept 20: Applications open
- April 1st 2017: Deadline for applications
- April 15th 2017: Invitation letters dispatched
- May 17th 2017: Exam

**Welcome to the medical board Part 1 Exam to be held in 2017-05-17 in Antalya, Turkey.**

**Fee:** 600 euros  
Non-EU residents will be required to pay an extra 100 Euros.

**Venue:** Titanic Deluxe Hotel, Antalya

**Accommodation:** Titanic Deluxe Hotel, Antalya (The Accommodation cost is not included in the fee and candidates must make their own hotel reservations. Those not staying in the Hotel Titanic Deluxe Hotel will be asked to pay an additional 100 Euros to cover the cost of having unlimited access to the hotel facilities (other than breakfast).

**Refund policy:** The € 600 application fee is divided into a € 100 administrative fee that is at no point refundable, and a € 500 registration fee, payable after your registration has been vetted. If you submit a cancellation notice to Dr. Nuno Martins in writing prior to April 1st 2017, you are eligible to a 50% refund, minus bank fees, on the registration fee, or a 50% credit to a later EBCOG event. After April 1st, you may still apply for a 50% credit on an upcoming EBCOG event, if you are unable to attend due to exceptional circumstances (e.g. unwell medically, family bereavement, etc.). Please provide documentation to support exceptional circumstances.

For any questions regarding the course, please contact medical society webmaster at:  
[societywebmaster@medicalboard.org](mailto:societywebmaster@medicalboard.org)

Please note that all applications are personal. To proceed with your application, you must first create an account, if you do not have one already. Please make sure that you provide a valid e-mail address, as all information regarding the course will be sent to this address.

In order to apply, you need to authenticate with Ortrac.  
If you do not have an account, you may create one now.

Sign in with...

Create account



## Create an account

New users will need to create an account, after which they will immediately return to the application page.

The screenshot shows a web browser window with the URL [https://registration.ortrac.com/application/form/mecialboardpart1-exam\\_may2017](https://registration.ortrac.com/application/form/mecialboardpart1-exam_may2017). The page header displays the 'ORTRAC' logo. The main content is a 'New Ortrac Account' form with the following fields:

- E-mail**:
- First name**:
- Last name**:
- Password**:
- Confirm password**:

Below the fields is an orange button labeled 'Create account'. A large orange arrow points from the left towards this button.



## Application form & overview

After logging in, the applicant fills out a form with all important information, and submit (orange arrow).

The application overview at the right hand side shows where the applicant is in the application process (blue arrow).

medical board exam x

https://registration.ortrac.com/application/form/mecialboardpart1-exam\_may2017

ORTRAC

David Hedlund

Profile

Settings

Applications

Payment history

### European Board Examination of Medicine

**Information to applicants**

**Application form**

First name: David

Last name: Hedlund

Nationality: Sweden

Photo copy of ID: Upload file

Please indicate whether you are currently residing in the EU. EU residents are eligible for a reduced fee.

Are you a EU Resident? Yes

Submit

**Application status:** Not submitted

**Application overview**

- Information to applicants
- Application form
- Admin fee: A non-refundable administrative fee of 100 € must be paid before your application is submitted for review.
- Manual review: Your application will be vetted by an society official. You will be notified by e-mail whether or not you are approved.
- Registration fee: After the registration fee has been paid, your seat for the exam will be guaranteed.



## Application fee

Application fee is divided into a smaller Administrative fee and a greater Registration fee. We recommend that the administrative fee is non-refundable at all time. Only approved applicants are subsequently invited to pay the registration fee and confirm their seat.

The screenshot shows a web browser window with the URL [https://registration.ortrac.com/application/form/mecialboardpart1-exam\\_may2017](https://registration.ortrac.com/application/form/mecialboardpart1-exam_may2017). The page title is "European Board Examination of Medicine". The user is logged in as "David Hedlund". The application status is "Pending payment".

The application overview shows the following steps:

- Information to applicants (Completed)
- Application form (Completed)
- Admin fee (In progress): A non-refundable administrative fee of 100 € must be paid before your application is submitted for review.
- Manual review (Pending): Your application will be vetted by an society official. You will be notified by e-mail whether or not you are approved.
- Registration fee (Pending): After the registration fee has been paid, your seat for the exam will be guaranteed.

The "Admin fee" section shows:

<b>EXAMINATION Part A 2017: Admin fee</b>	EUR 100.00
<b>Total amount payable</b>	EUR 100.00

A red button labeled "Continue to PayPal" is visible at the bottom of the admin fee section. A large red arrow points to this button.



# Paypal

Applicant pays through PayPal. PayPal's payment gateway, like all parts of the application process in Ortrac, are accessible to small-screen devices such as mobile phones.

facilitator account's Test Store

**PayPal** €100.00 EUR

English ▾

### PayPal Guest Checkout

We don't share your financial details with the merchant.

Country: United States ▾

VISA

Card number

Expires CSC

First name Last name

**Billing address**

Street address

Apt., ste., bldg.

City

State ▾ ZIP code

**Contact Information**

Phone type: Mobile ▾ Phone number

**PayPal is the safer, easier way to pay**

No matter where you shop, we keep your financial information secure.



## Payment verification

All payments are stored in the applicant's own payment history. The applicant can find information about the time for the confirmed payment, name of the event/part payment (if any), the amount and an Ortrac Transaction ID, to be used as a tracker id in communication with support.

The screenshot shows a web browser window with the URL [https://registration.ortrac.com/application/form/mecialboardpart1-exam\\_may2017](https://registration.ortrac.com/application/form/mecialboardpart1-exam_may2017). The page title is "Receipt of payment". On the left, a sidebar menu shows the user "David Hedlund" and navigation options: Profile, Settings, Applications, and Payment history (which is selected). The main content area is titled "Transaction details" and contains a green confirmation bar: "✓ Payment verified". Below this, the following details are listed:

<b>Timestamp</b>	Mon, 12 Sep 2016 12:09:33 GMT
<b>Item description</b>	Examination Part A 2017: Admin fee
<b>Charged amount</b>	EUR 100.00
<b>Ortrac Transaction ID</b>	14e7d8ac-1feb-4bdb-b584-a67f00e89600

At the bottom of the details box is a red "Continue" button. A large blue arrow points to this button.



## Review & submit application

After payment, the applicant has a last chance to look review their application, and may edit any information they've provided, before they submit their application for an administrator to review.

The screenshot shows a web browser window with the URL [https://registration.ortrac.com/application/form/mecialboardpart1-exam\\_may2017](https://registration.ortrac.com/application/form/mecialboardpart1-exam_may2017). The user is logged in as David Hedlund. The interface includes a sidebar with navigation options: Profile, Settings, Applications (selected), and Payment history. The main content area is divided into two columns. The left column contains a menu with 'Information to applicants', 'Application form', 'Admin fee', and 'Manual review'. Below this menu is a yellow warning box stating 'Your application has not yet been submitted'. A paragraph of text follows, advising the user to verify their information and acknowledging that submission does not guarantee a place on the exam. A red 'Submit application' button is at the bottom of this section. A large blue arrow points to this button. The right column shows the 'Application status' as 'Not submitted' and an 'Application overview' section. This overview is a vertical list of steps: 'Information to applicants' (checked), 'Application form' (checked), 'Admin fee' (checked, with a note that a 100 € fee must be paid), 'Manual review' (pending, with a note that the application will be vetted by an EBCOG official), and 'Registration fee' (pending, with a note that the exam will be guaranteed after payment).



## Application review

### ***Application is submitted for review.***

If approved, applicant will receive an e-mail prompting them to log back on and complete the registration by paying the registration fee.

medical board exam x

David

https://registration.ortrac.com/application/form/mecialboardpart1-exam\_may2017

ORTRAC

David Hedlund

Profile

Settings

Applications

Payment history

## European Board Examination of Medicine

**i** Information to applicants

Application form

Admin fee

Manual review

✓ Your application has been submitted to an society official for review. No further action is When your application has been vetted, you will be notified by the e-mail address associated with this account.

**Application status:** Pending review

✓ Application overview

- ✓ Information to applicants
- ✓ Application form
- ✓ Admin fee  
A non-refundable administrative fee of 100 € must be paid before your application is submitted for review.
- Manual review  
Your application will be vetted by an EBCOG official. You will be notified by e-mail whether or not you are approved.
- Registration fee  
After the registration fee has been paid, your seat for the exam will be guaranteed.



# Pricing

Price is calculated automatically from application data.

Note that final registration fee here is € 400 for EU residents, as € 100 has been paid already.

The screenshot shows the ORTRAC website interface for the European Board Examination of Medicine. The user is David Hedlund, and the application status is 'Pending payment'. The application overview shows that the 'Information to applicants', 'Application form', 'Admin fee', and 'Manual review' steps are completed. The payment summary table is as follows:

<b>Registration fee</b>	EUR 500.00
<b>EU Membership discount</b>	EUR -100.00
<b>Total amount payable</b>	EUR 400.00

A blue arrow points to the 'Registration fee' row in the table. A 'Continue to PayPal' button is located below the table. A notification box states: 'You will now be redirected to PayPal in order to pay the final registration fee. After your payment has been completed, your seat at the EXAMINATION 2017 Part A will be guaranteed.'



## Approved

After registration fee has been paid, applicant is provided with any information of your choice. No further action is required from applicant.

The screenshot shows a web browser window with the URL <https://registration.ortrac.com/application/form/mec>. The user is logged in as David Hedlund. The page title is "European Board Examination of Medicine".

**Application status:** ✓ Approved

**Application overview:**

- ✓ Information to applicants
- ✓ Application form
- ✓ Admin fee  
A non-refundable administrative fee of 100 € must be paid before your application is submitted for review.
- ✓ Manual review  
Your application will be vetted by an society official. You will be notified by e-mail whether or not you are approved.
- ✓ Registration fee  
After the registration fee has been paid, your seat for the exam will be guaranteed.

**✓ Application approved**  
Thank you for registering for the EXAMINATION Your application has been approved and your seat at the course has been reserved. You will receive more information at your registered e-mail address shortly.



## Part 2: administration

This section describes the process for the administrative side of this process. How to control the application process and which tools to use





## Review applications - overview

After logging on as a user administrator, you will be able to see all of your open application forms under Administrations \ Users \ Applications.

The number of current applicants will be summed in the table. Click the application form to review its applications.

The screenshot shows the 'Manage applications' page in the Orfzone system. The left sidebar has a menu with 'Administration', 'Users', and 'Applications' (highlighted with a blue circle). Below the menu is the user name 'David Hedlund'. The main content area is titled 'Manage applications' and contains a table of application forms. The table has columns for Name, Status, Application deadline, Pending review, Pending payment, and Completed. The first row is for 'EXAMINATION' with status 'Open for applications', deadline '2017 maj 02', 5 pending reviews, 12 pending payments, and 134 completed applications. A blue arrow points to the '5' in the 'Pending review' column. Below the table is a pagination control with 'Previous', '1', and 'Next' buttons.

Name	Status	Application deadline	Pending review	Pending payment	Completed
EXAMINATION	★ Open for applications	2017 maj 02	5	12	134



## Review applications - pending review

All applications pending review are listed. You may view any other applications by changing the Status dropdown list.

In the right hand menu you will also find links to some administrative tools. Click an application in the table to review it.

The screenshot displays the ORTRAC web application interface for the 'European Board Examination of Medicine'. The browser address bar shows the URL: [https://registration.ortrac.com/application/form/mecialboardpart1-exam\\_may2017](https://registration.ortrac.com/application/form/mecialboardpart1-exam_may2017). The user is logged in as David Hedlund.

The main content area features a table titled 'Pending applications' with the following data:

Submitted	Status	First name	Last name	Nationality	ID	EU Res
4 hours ago	Pend rev	id	Hedlund	Sweden	Yes	Yes

The right-hand menu includes a 'Status' dropdown menu set to 'Pending review', a 'Tools' section with options for 'Download d...' and 'Change s...', and an 'Occupancy' table:

Name	Status	
Completed	Pend. paym	Pend. review
1	0	0

A blue arrow points to the 'Tools' section in the right-hand menu.



## Review applications - parts in process

Green checkmarks in the overview show you that the previous parts of the process have been completed without issues. You may click the header of any segment to review the application data or the receipt of payment.

Select "Approve", "Reject" or "Request more info" for the application.

The screenshot displays the ORTRAC application review interface for David Hedlund. The interface is divided into several sections:

- Header:** Shows the user's name "David Hedlund" and the ORTRAC logo.
- Navigation Sidebar:** Includes links for "Profile", "Settings", "Applications", and "Payment history".
- Application Overview:** Lists "Application form" and "Admin fee", both marked with green checkmarks.
- Review Application Section:** Features a "Review" section with buttons for "Approve" (highlighted in green), "Reject", and "Request more info". Below this is a message box stating: "Applicant will receive an automated e-mail to which you may include a short comment of your own." and a "Message" input field. An orange "Approve application" button is located at the bottom of this section.
- Application History:** A section on the right titled "Application history" with a "Comments" toggle. It contains two entries: "Submitted for review" and "Paid EUR 100.00", both dated "4 hours ago by David Hedlund".
- Footer:** Includes "Return to applicant list" and "Archive application" buttons.

A large blue arrow points to the "Approve" button in the "Review" section.



## Review applications - incomplete applications

If the application is incomplete, rather than rejecting it outright, you may select "Request more info". Describe to the applicant what is missing.

The applicant will be able to edit any previous information as well as fill out a new general-purpose text field and upload additional files.

The screenshot shows a web browser window with the URL <https://registration.ortrac.com/application/review-application/ebcog-part-a-2017?userId=3>. The page title is "Review application". The user is logged in as "David".

The main content area is titled "David Hedlund". It shows the application status and review options:

- Application form**:  (with a green checkmark)
- Admin fee**:  (with a green checkmark)
- Review application**:
  - Review**:  Approve,  Reject,
  - Message**: 

ⓘ Applicant will be notified by e-mail. Please describe which information is missing in the application. Applicant will be able to modify previous forms, and provide additional comments and file uploads.

The copy of your ID is unintelligible. Please provide in a clearer format.

At the bottom, there are two buttons:  and .

On the right side, there is an "Application history" section with a "Comments" toggle. It shows a list of events:

- Submitted for review**: 2 minutes ago by David Hedlund (with a plus icon)
- Paid EUR 100.00**: 5 minutes ago by David Hedlund (with a message icon). Details: EBCOG-EFOG Part A 2017: Admin fee.

Below the history items, it says "No older items to display".



## Review applications - e-mail communication

Applicant receives an e-mail requesting them to complete their application. The instruction from reviewer is shown, together with a form to re-submit.

The screenshot displays the ORFZONE ORTRAC web application interface. The browser address bar shows the URL: <https://registration.ortrac.com/application/form/ebcog-part-a-2017>. The user is logged in as David Hedlund (private).

### European Board Examination of Medicine

**Application status:** More info requested

**Information to applicants**

- Application form
- Admin fee
- Manual review

**Warning:** Some questions have been raised during the review of your application. Please attend the following, and re-submit your application.

The reviewer left the following comment:

The copy of your ID is unintelligible. Please provide in a clearer format.

**Message to reviewer**

**Additional attachments**

**Application overview**

- Information to applicants
- Application form
- Admin fee  
A non-refundable administrative fee of 100 € must be paid before your application is submitted for review.
- Manual review  
Your application will be vetted by an EBCOG official. You will be notified by e-mail whether or not you are approved.
- Registration fee  
After the registration fee has been paid, your seat for the exam will be guaranteed.



## Review applications - history panel

New information from the applicant is shown in the review form.

Reason for requesting info is shown in the history panel.

The screenshot displays the ORTRAC application review interface for David Hedlund (private). The interface is divided into several sections:

- Header:** ORTRAC logo and user profile (David Hedlund).
- Navigation:** Profile, Settings, Applications, and Payment history.
- Application Status:** Application form (checked), Admin fee (checked), and Review application (active).
- Review Form:** Contains a blue callout box stating "More information was requested from the applicant (see history panel for...)", an Attachments section with "ID.pdf", and a Review section with buttons for "Approve", "Reject", and "Request more info".
- Application History:** A vertical list of events including "Submitted for review", "More info requested" (with a comment: "The copy of your ID is unintelligible. Please provide in a clearer format."), and "Paid EUR 100.00".



## Tailor communication - settings

Click the "Change settings" button to modify information that is presented to the applicant during the application process.

From here, you may also open and close the application, or set the dates when the application automatically opens and closes.

The screenshot shows the ORTRAC web application interface for the European Board Examination of Medicine. The browser address bar shows the URL: [https://registration.ortrac.com/application/form/mecialboardpart1-exam\\_may2017](https://registration.ortrac.com/application/form/mecialboardpart1-exam_may2017). The user is logged in as David Hedlund.

The main content area displays the title "European Board Examination of Medicine" and a table of pending applications. The table has columns for Submitted, Status, First name, Last name, Nationality, ID, and EU Res. The first row shows an application submitted 4 hours ago with a status of "Pend rev", first name "id", last name "Hedlund", nationality "Sweden", ID "Yes", and EU Res "Yes".

The right-hand sidebar contains a "Status" dropdown menu set to "Pending review", a "Tools" section with "Download data" and "Change settings" buttons, and an "Occupancy" table.

Name	Availability	Status
Completed	Pend. paym	Pend. review
1	0	0



## Tailor communication - email templates

In this page, you are able to change the information that is presented to the applicant.

Open the panel "E-mail templates" to modify outgoing e-mails.

The screenshot displays the 'Edit setting - med ex. X' page in a browser. The URL is [https://registration.ortrac.com/application/settings/medicalboardpart1-exam\\_may2017](https://registration.ortrac.com/application/settings/medicalboardpart1-exam_may2017). The page title is 'European Board Examination of Medicine'. The left sidebar shows 'Users', 'Applications', 'Orzone tools', and 'David Hedlund'. The main content area is titled 'Application form settings' and includes:

- Status:** Open for applications (checked) and Closed.
- Start date:** Available immediately (with a clock icon and 'Your local time zone').
- End date:** Available indefinitely (with a clock icon and 'Your local time zone').

Below this is the 'Information to applicants' section with three text editors:

- Introduction:** Contains 'Important dates:' with a list: 'Sept 20: Applications open', 'April 1st 2017: Deadline for applications', 'April 15th 2017: Invitation letters dispatched', and 'May 17th 2017: Exam'. It also includes 'Welcome to the medical board exam! to be held in 2017-05-17 in Antalya, Turkey.' and 'Fee: 600 euros'.
- When not accepting applications:** Contains the text 'We're sorry, but we are not accepting applications at this point.'
- When application is approved:** Contains the text 'Thank you for registering for the medical board exam!', 'Your application has been approved and your seat at the course has been reserved.', and 'You will receive more information at your registered e-mail address shortly.'

A 'Save changes' button is located at the bottom of the form. At the bottom of the page, there is a tab labeled 'E-mail templates' which is highlighted by a large blue arrow.



## Tailor communication - open editor

Click "Edit template" for any edit, to modify the e-mail that is dispatched at that specific point in the application process.

The screenshot shows a web browser window with the URL [https://registration.ortrac.com/application/settings/mecialboardpart1-exam\\_may2017](https://registration.ortrac.com/application/settings/mecialboardpart1-exam_may2017). The page title is "European Board Examination of Medicine". The left sidebar contains a navigation menu with "Users", "Applications", "Orzone tools", and "David Hedlund". The main content area has a header "European Board Examination of Medicine" and a sub-header "Application form settings". Below this is a section titled "E-mail templates" with four entries: "Application submitted", "Application approved", "Application rejected", and "More info requested". Each entry has an "Edit template" link with a pencil icon. Below the "E-mail templates" section is a "Manage slots" section and a "Return to applicant list" button.



## Tailor communication - edit template

You may edit the subject and body of the e-mail. Use the "Insert variable" button in the toolbar to insert variables that will be populated at the time of e-mail dispatch, such as the name of the candidate.

In the right hand panel, you may send yourself a preview of the e-mail you're creating.

The screenshot displays the 'Edit template' interface for an email. The browser address bar shows the URL: [https://registration.ortrac.com/email/edit/21?context=application&form=mezialboardpart1-exam\\_may2017](https://registration.ortrac.com/email/edit/21?context=application&form=mezialboardpart1-exam_may2017). The page title is 'Edit template'. The left sidebar shows 'Administration' and 'David Hedlund'. The main content area is titled 'Edit template' and contains a 'Subject' field with the text 'More info requested regarding your ap...' and an 'Html body' editor. The HTML body editor has a toolbar with buttons for Bold (B), Italic (I), Underline (U), Undo, Redo, Insert variable, and Source code. The body text includes 'Dear NAME.', 'You have been requested to provide some further information regarding your application to APPLICATION.', 'MESSAGE', and 'Please log on to Ortrac in order to proceed with your application LINKBUTTON'. Below the editor are 'Save changes' and 'Cancel' buttons. On the right, a 'Send preview' panel is visible, containing a 'Recipient' field with 'david.hedlund@orzone.com', and input fields for 'NAME', 'APPLICATION', 'MESSAGE', and 'LINKBUTTON'. A 'Send e-mail' button is at the bottom of this panel. A red arrow points to the 'Insert variable' button in the HTML body toolbar, and a blue arrow points to the 'Send e-mail' button in the 'Send preview' panel.



## Download reports

Click "Download data" to export all applications and attached files into Excel spreadsheets and Zip archives.

The screenshot shows the ORTRAC web application interface. The browser address bar displays [https://registration.ortrac.com/application/review/mezialboardpart1-exam\\_may2017](https://registration.ortrac.com/application/review/mezialboardpart1-exam_may2017). The page title is "European Board Examination of Medicine".

The interface includes a sidebar with navigation options: Administration, Users, Applications, Orzone tools, and David Hedlund. The main content area features a table of pending applications and a right-hand sidebar with a "Tools" section containing a "Download data" button.

**Pending applications table:**

Submitted	Status	First name	Last name	Nationality	ID	EU Res
4 hours ago	Pend rev	id	Hedlund	Sweden	Ye	es

**Tools section:**

- Download data
- Change settings

**Occupancy table:**

Name	Availability	Status
Completed	Pend. paym	Pend. review
1	0	0



## Download reports - taylor layout

Use the forms to tailor exactly which information you want to include in your report. If you only export text elements, your download will be an Excel spreadsheet. If you also export user-uploaded files, you will receive a Zip-file with both the spreadsheet and the user uploaded files.

You can select to either download the data (orange arrow), or save the settings as a report (blue arrow), for quick access if you will repeatedly be downloading the same data.



## Create & handle vouchers

Click "Change Settings" to open the section for managing vouchers.

Pending applications

Submitted	Status	Family name	First name/Names	Address	Post code	Email	Qualifications
No data available in table							

Previous Next

Q Status

Pending review

Tools

- Download data
- Change settings
- Visa invitation letter
- Send e-mail to users

Click at the text "Manage Vouchers"

medical board exam

https://registration.orfzone.com/application/form/mecialboardpart1-exam\_may2017

ORFZONE ORTRAC

David Hedlund

Profile

Settings

Applications

Payment history

## European Board Examination of Medicine

Your applicants will reach this form at <https://registration.orfzone.com/application/form/uems-sbn-exam-2017>

- Application form settin rev
- E-mail templates
- Manage slots
- Manage vouchers

No vouchers have been created for this application form

Add voucher

Return to applicant list



A pop up window appears. Give the voucher a name, proper to the “problem” its suppose to solve. If its a campaign call it something like “Early bird reward”, edit the Code or leave it as it is. Set the Capacity to the proper number (0 = to unlimited) and add the correct amount, the value of the voucher. Click “Save”.

Create voucher ×

Name

Code

Capacity  ⓘ 0 = unlimited

Amount

Distribute the code as you see fit, add it to a public campaign at a web page or send it to a person in a private e-mail. The user will be asked to add their voucher code, just before they are about to pay with their credit card (online).



## Create & handle visa letters

Click "Visa invitation letter" to open the editor for visa letters.

The screenshot shows a web interface with a table of pending applications and a sidebar. The table has columns for Submitted, Status, Family name, First name/Names, Address, Post code, Email, and Qualifications. It currently displays "No data available in table" with "Previous" and "Next" navigation buttons. The sidebar on the right contains a search bar for "Status" (set to "Pending review"), a "Tools" section with options for "Download data", "Change settings", "Visa invitation letter" (highlighted by a red arrow), and "Send e-mail to users".

A window appears, in which you can create a customized visa letter for applicants.

The screenshot shows the "Edit Visa letter" editor. The main area displays a preview of a visa support letter template. The header includes the logo of the "UNION EUROPÉENNE DES MÉDECINS SPÉCIALISTES" (European Medical Society) and contact information. The recipient is "To the Embassy of Netherlands" in "Vienna, 2016-10-18". The subject is "RE: Invitation". There are two large blue rectangular areas for editing the letter's content. The right sidebar contains an "Edit template" section with "Orientation" set to "Portrait" and "Background image" options (Upload, Browse, Delete). Below that is an "Edit content" section with a blue instruction box: "Click anywhere on the document to add content. Click on a content area to edit its properties." At the bottom of the sidebar are "Save changes", "Preview", and "Cancel" buttons.



Create a letter from scratch:

- Orientation: landscape or portrait
- Background image: (sample: Medical Society standard letter)
- Edit Content: click anywhere in the picture; a square appears, control the size and placement by dragging the corners & edges. Write appropriate text and add variables (fields from your application routine) to get an visa letter which will work for all the applicants.
- Preview the letter

**Edit content**

Content

Congress of the European Academy of Neurology on June 23, 2017 in Amsterdam -The Netherlands.

FORM:17:FIRSTNAME FORM:17:LASTNAME is accepted as a candidate in this examination, and we cordially invite him/her to participate, which would be

Font size: 10

Text alignment: Left, Center, Right

Offset left: 70

Offset top: 396

Width: 452

Height: 170

Save changes | Preview | Cancel | Delete content area

The visa letter will be able to download for applicants after their final payment, as a personalized pdf document.



# ORTRAC™ - Question generator

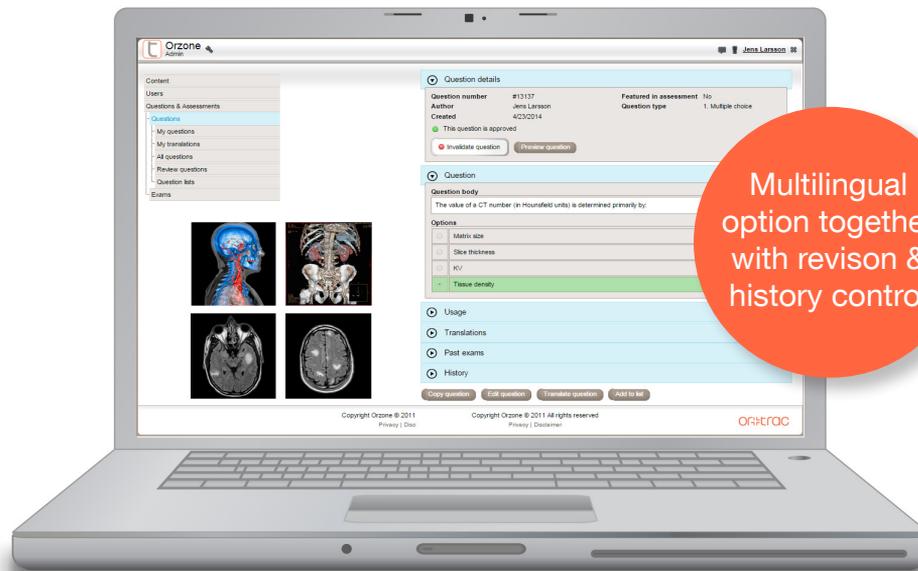
ORTRAC™ Question Generator is specifically designed to simplify the task of generating new questions for medical examinations.

ORTRAC™ Question Generator also allows for importing of existing questions

All questions are easily stored within the system for use at any stage.

ORTRAC™ Question Generator is a powerful tool for creating advanced types of questions including:

- Multiple choice
- True/false
- Sequence
- Image mapping
- Interactive image



## Value adding features include:

- Creation and reviewing of questions
- Support for large team workflow setup of writers, reviewers and translators
- Support for questions using multimedia
- Tool for translation of questions into multiple languages
- Linking questions to topics
- Linking questions to curriculum
- Linking questions to recommended reading
- Organising questions into group/lists
- Creation of examinations
- Instant results including reports
- User statistics for analysis