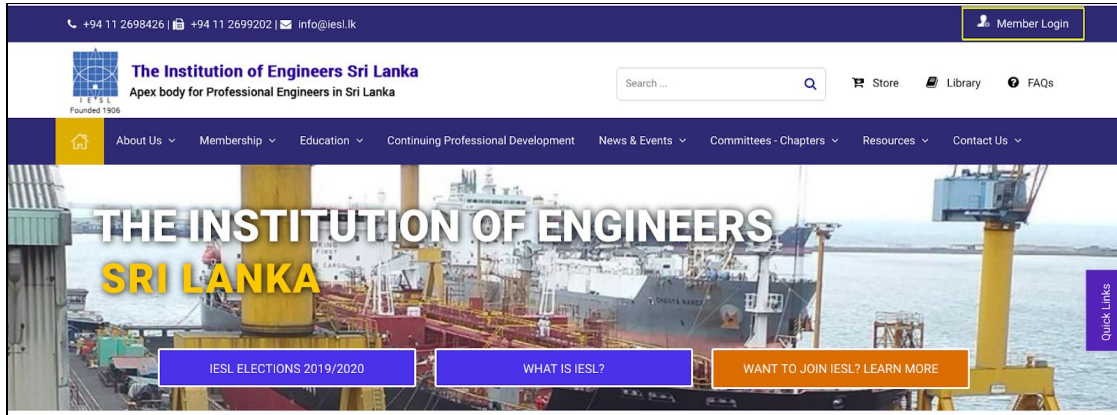
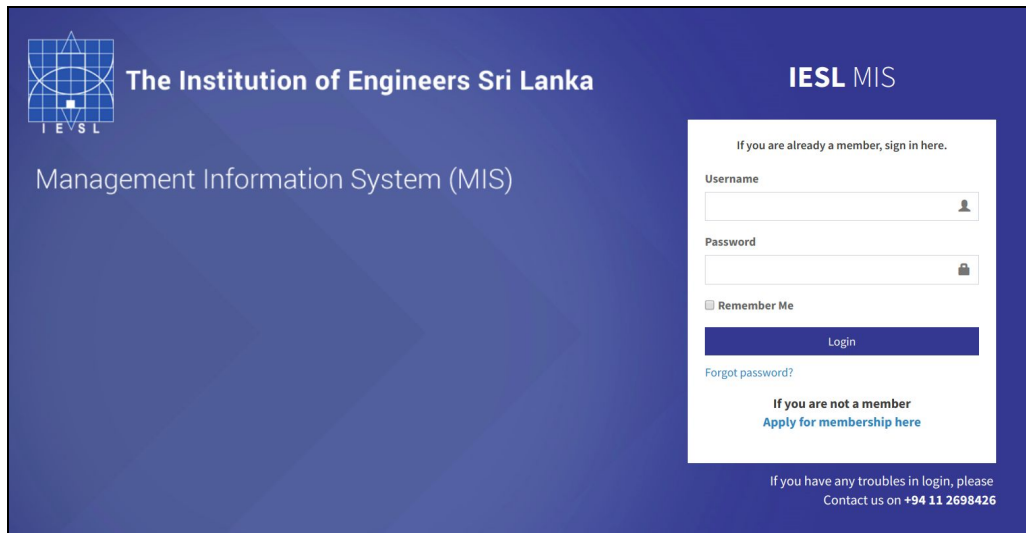


IESL Online PR Log Book System Instructions

1. Visit www.iesl.lk and login to your IESL account using Member Login.

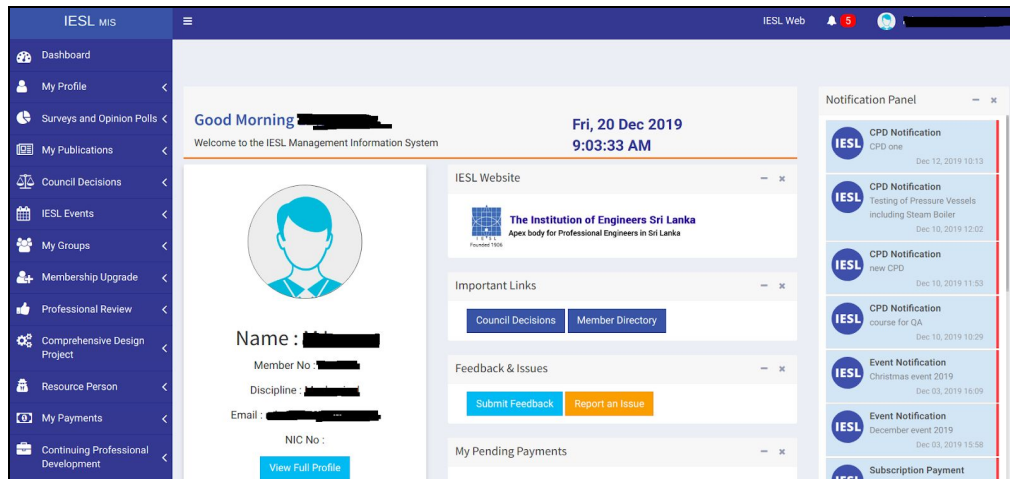


2. Enter your login credentials (username and password).

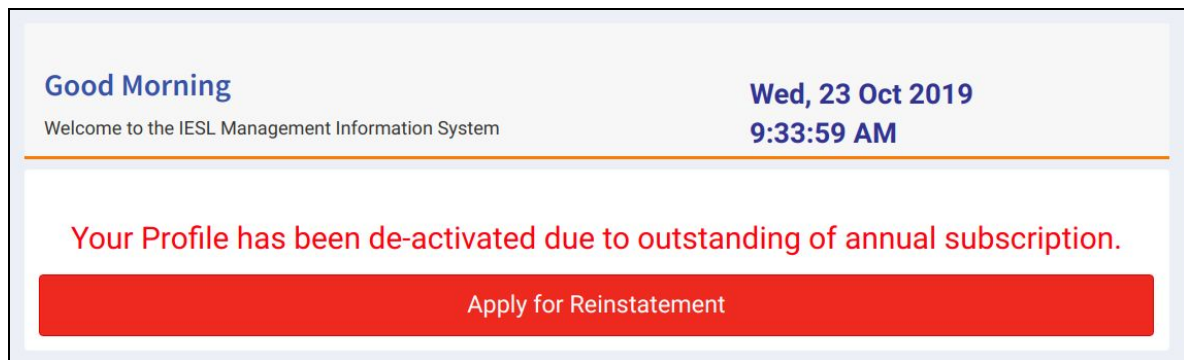


3. If you are successfully logged in, you will be viewed the system dashboard. Make Sure that you have settled outstanding annual subscription. If not your account will be shown as a deactivated account where you won't allow to continue with PR process.

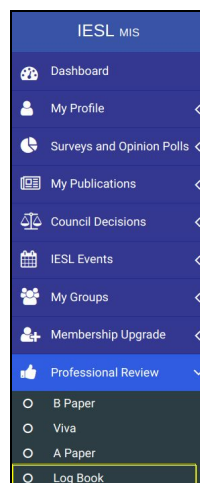
Dashboard of an Active Account



Dashboard of a Deactivated Account (No Access for PR Process, First complete the reinstatement process)




4. Now click on Professional Review tab under the Left menu bar. There select the Log Book.



5. It will show online log book interface as follows.

Log Book



The Institution of Engineers Sri Lanka
Log Book for Trainee Engineers

Name of the Organization	Dates			Details of Work Carried Out	Added Date	Supervisor Name	Supervisor Remarks	Supervisor Confirmation
	From	To	Period (Weeks)					
No Records								

Supervisor Details

Supervisor *

Please select...

Training Details

Please add supervisor details, Before enter the training details.

6. First you have to select your supervisor from the given list. (Chartered engineer who is an active member within the system)

Supervisor Details

Supervisor *

Please select...

Please select...

- | Sitinamaluwe | M-1613
- | Munasinghe | F-477
- | K S Ranaweera | M-7797
- | Ayingaran | M-6838
- Joachim Perera | Joachim Perera Ameratunga | HLF-1067
- Member Government | Member Government | M-4011

7. On search box type the name or membership number and search for your supervisor and select it. Click on Submit button.

Supervisor Details


Supervisor *

| Perera | M-2545

8. Now it will show you a success message with added supervisor details. And training details form will be enabled.

Successfully Saved

Log Book



The Institution of Engineers Sri Lanka
Log Book for Trainee Engineers

Name of the Organization	Dates			Details of Work Carried Out	Added Date	Supervisor Name	Supervisor Remarks	Supervisor Confirmation
	From	To	Period (Weeks)					
No Records								

Supervisor Details

Selected Supervisor: Perera | M-2545

Supervisor *

Please select...

SubmitClear

Training Details

Name of the Organization *

Please select...

Dates

From * To * Period (Weeks) * Section *

Details of Work Carried Out *

Upload Document:

Browse...

SubmitClear

9. Your training records should be updated as follows.

- a. **Select the organization name** - This list contains IESL recognized organization list. If the organization name is not appearing here, please contact member division.
- b. **Training start date and end date** - Maximum date range is 4 weeks. You have to monthly update your training records.
- c. **Period** - This will be automatically calculated based on selected date range.
- d. **Section** - Your department or section
- e. **Details of work carried out** - Description of work done
- f. **Upload document** - Attach your training report. You can upload jpg, png, jpeg, pdf as a single file or else if you wish to upload multiple files upload it as zip. Maximum file size would be 5MB.

Training Details

Name of the Organization *
 -State Engineering Corporation -

Dates
 From * 2019-09-02 To * 2019-09-19 Period (Weeks) * 2 Weeks Section * Your department

Details of Work Carried Out *
 Your training description here

Upload Document: test.pdf
 Browse...

Submit Clear

10. If you have added records correctly, click on Submit button. **Once you submitted, it can not be Undo/edit or delete.** Added record will be visible as below.

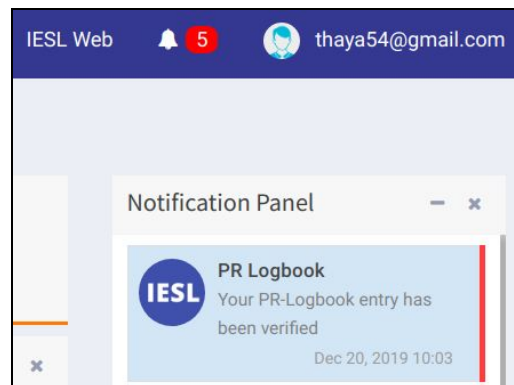
Log Book



The Institution of Engineers Sri Lanka
 Log Book for Trainee Engineers


Name of the Organization	Dates			Section	Details of Work Carried Out	Added Date	Supervisor Name	Supervisor Remarks	Supervisor Confirmation
	From	To	Period (Weeks)						
-State Engineering Corporation	2019-09-02	2019-09-19	2 Weeks	Your department	Your training description here Attachment	2019-12-20	B L Perera		Pending

11. Once you submitted a record, it will be notified to selected supervisor. Until supervisor approve or reject, it will be shown as pending record. You will be notified, once your record is verified by the supervisor.



12. Click on the notification or else got to Professional Review -> Log Book to check the status.

Log Book



The Institution of Engineers Sri Lanka
Log Book for Trainee Engineers

Name of the Organization	Dates			Section	Details of Work Carried Out	Added Date	Supervisor Name	Supervisor Remarks	Supervisor Confirmation
	From	To	Period (Weeks)						
-State Engineering Corporation	2019-10-01	2019-10-11	1 Weeks	Your department	Your training description here Attachment	2019-12-20	B L Perera	approved	✔ Confirmed on 2019-12-20
-State Engineering Corporation	2019-09-02	2019-09-19	2 Weeks	Your department	Your training description here Attachment	2019-12-20	B L Perera	rejected	✔ Rejected on 2019-12-20

13. In case if you want to change your supervisor, change it under supervisor details section. From that point onwards all newly added records will be submitted to the new supervisor for the confirmation.