

(A) 首次使用Guidebook

**(A) Using Guidebook for the first
time**

(A) 1. 登記 Register Guidebook

- 請先到以下網址提交資料
- Please submit information through the link below

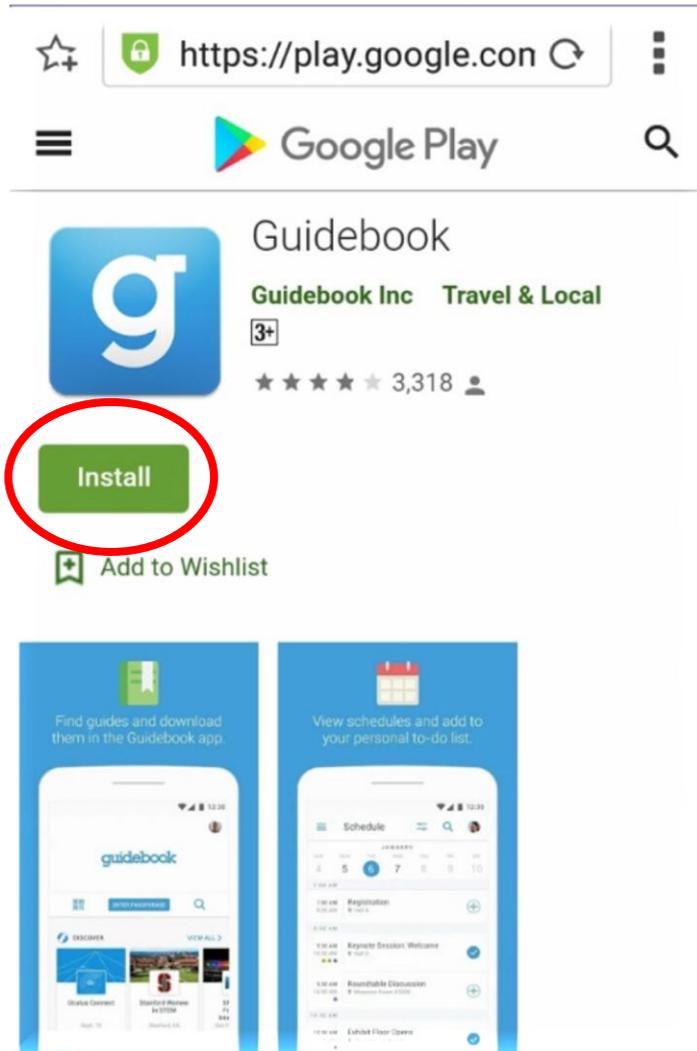
<https://forms.gle/9VChM9QTAsN9ZAwz9>

- 身份核實後，將於兩星期內收到一封邀請電郵
- An invitation email will be received **within 2 weeks** after your identification has been verified

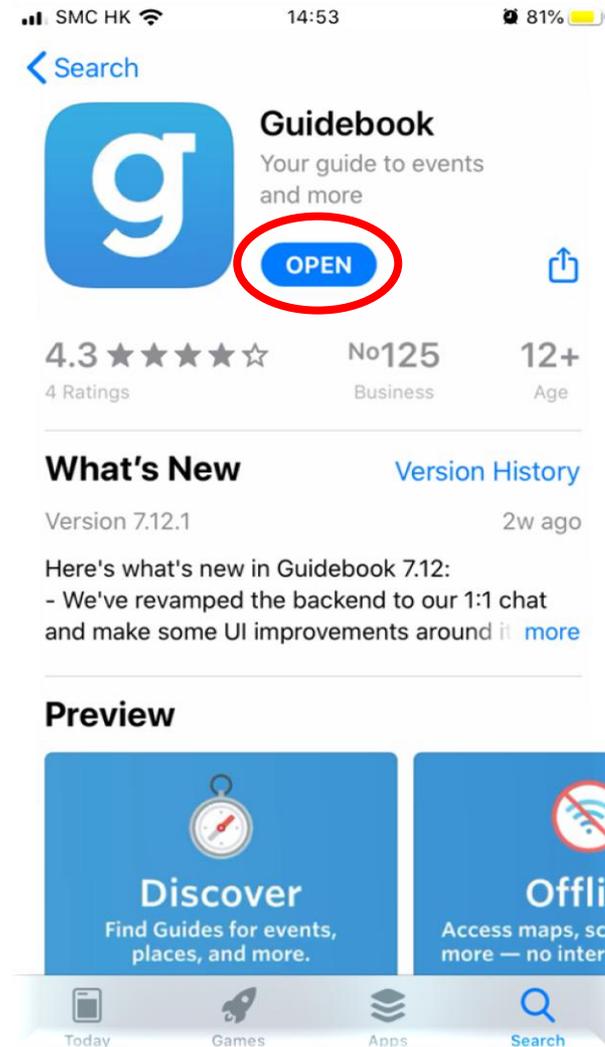
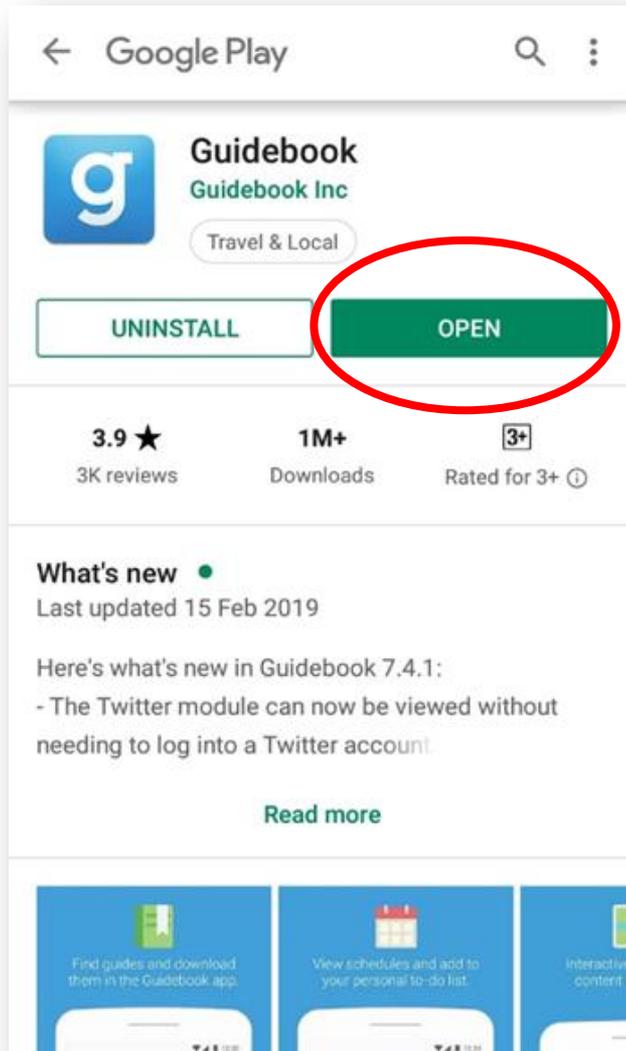
(A) 2. 邀請電郵 Invitation email



(A) 3. 從 Google Play / App Store 下載 Guidebook Download Guidebook from Google Play / App Store



(A) 4. 開啓軟件 Open the App



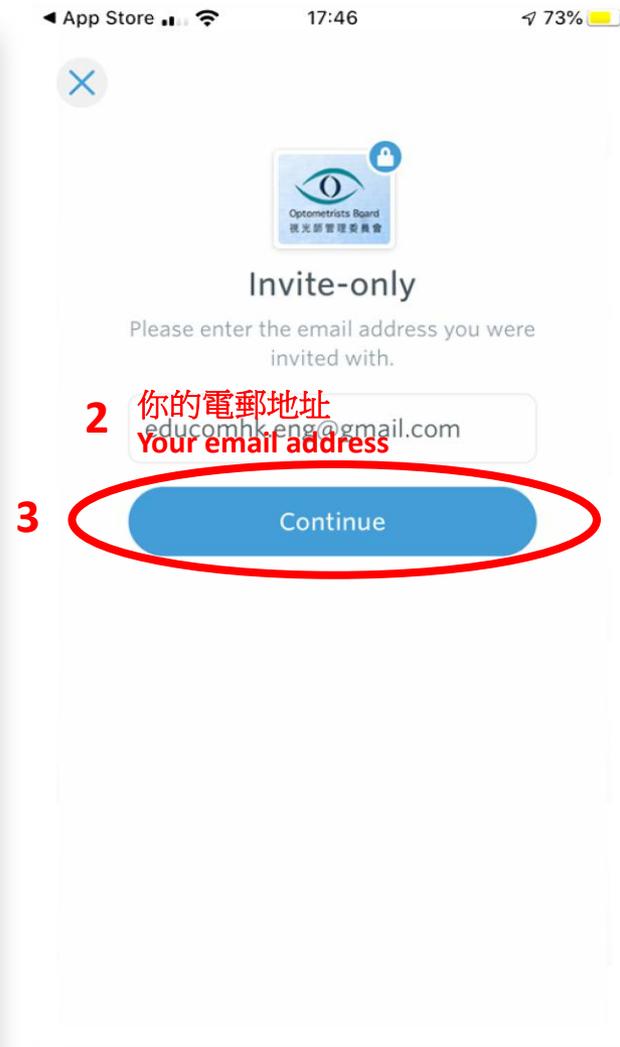
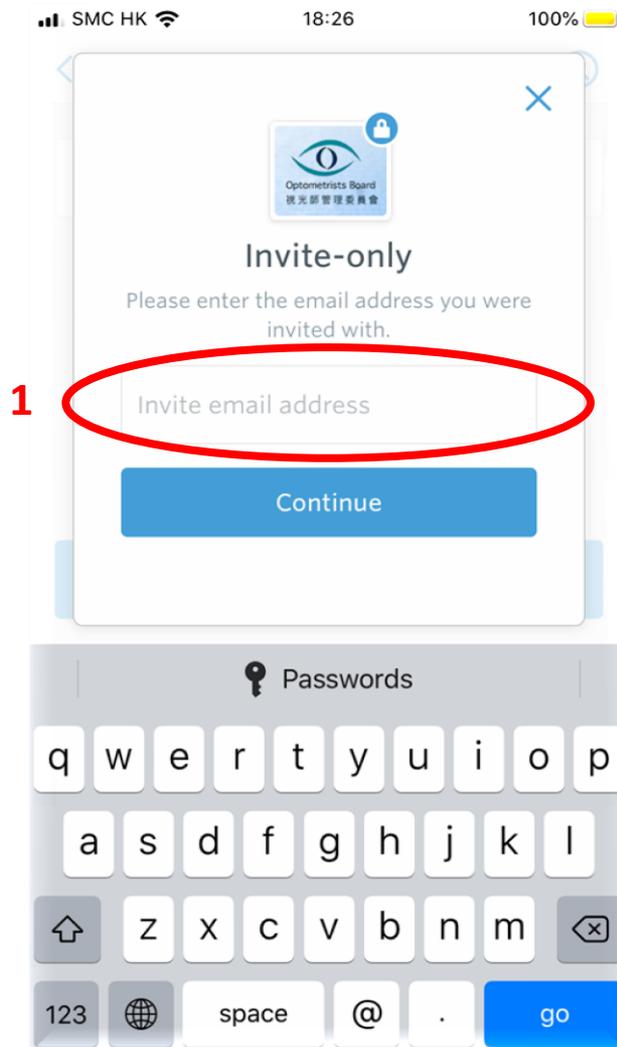
(A) 5. 開啟後頁面

Page shown after opening



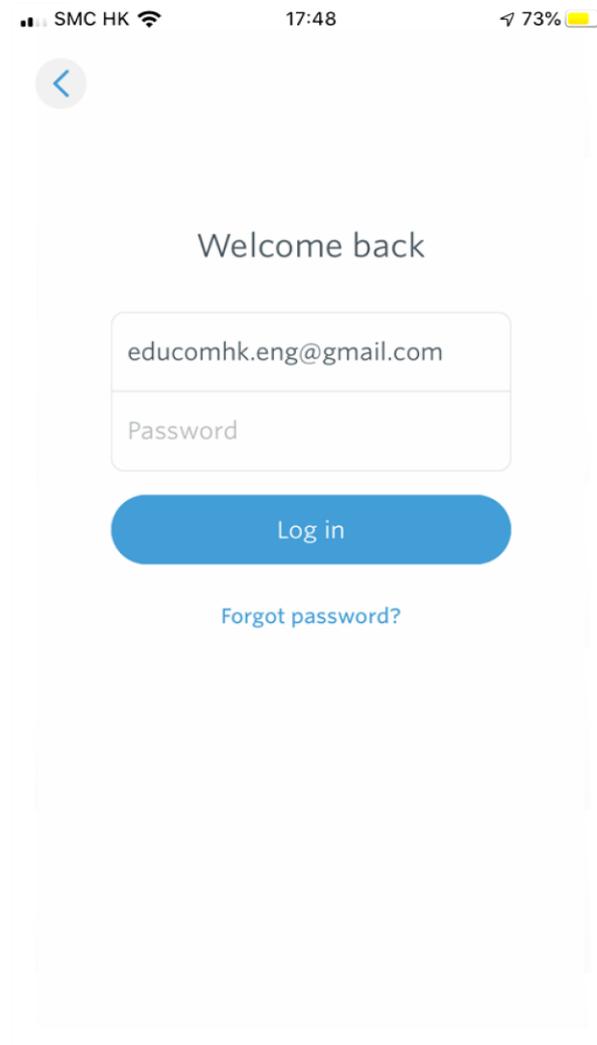
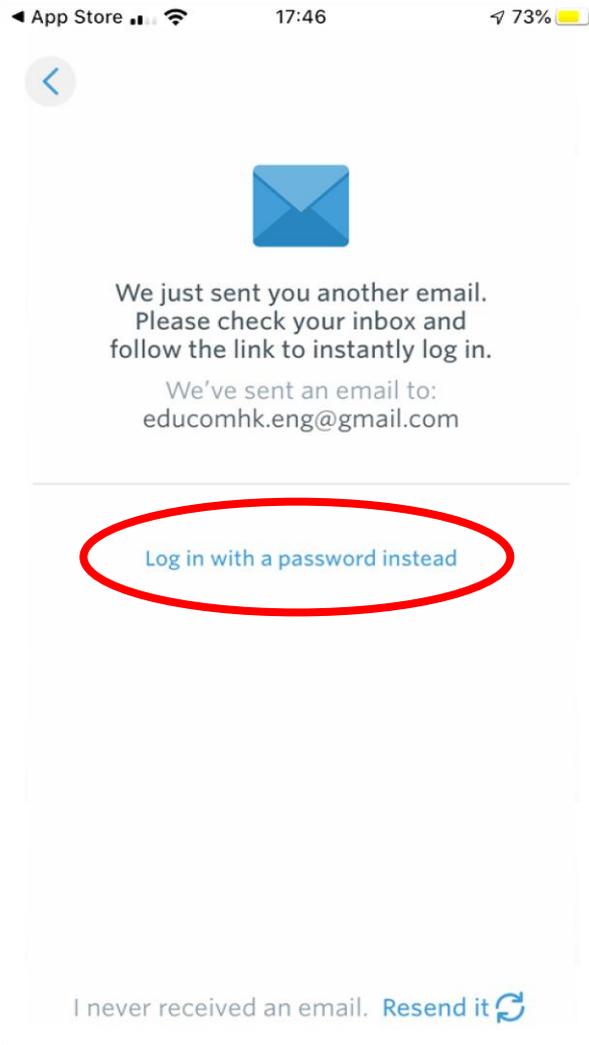
(A) 6. 輸入在 (A) 1. 登記的電郵地址

Key in the email address you entered in (A) 1.



(A) 7. 改用密碼登錄

Log in with a password instead

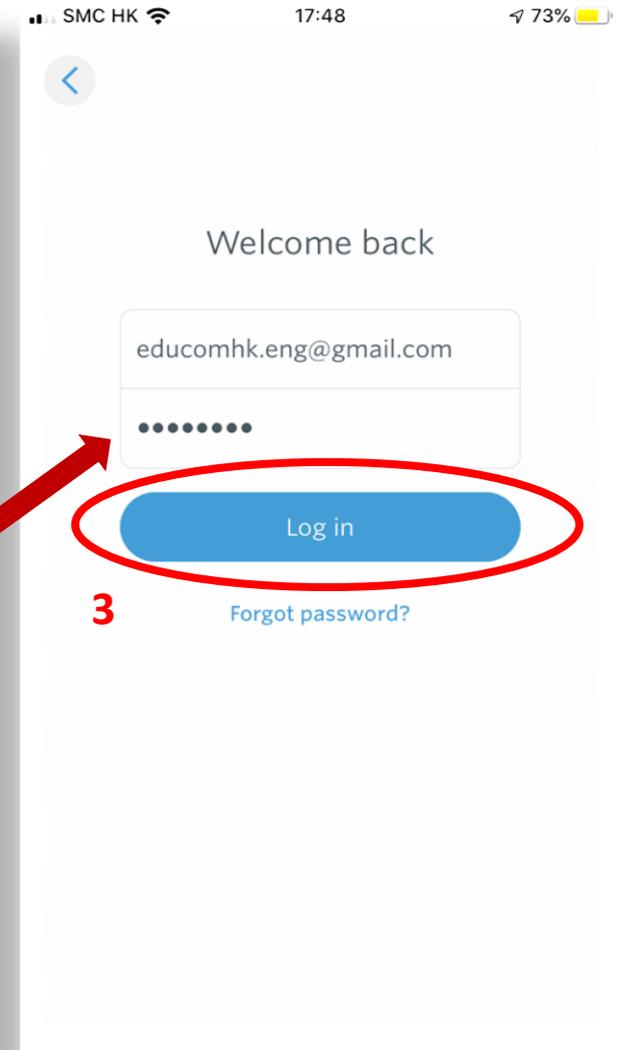
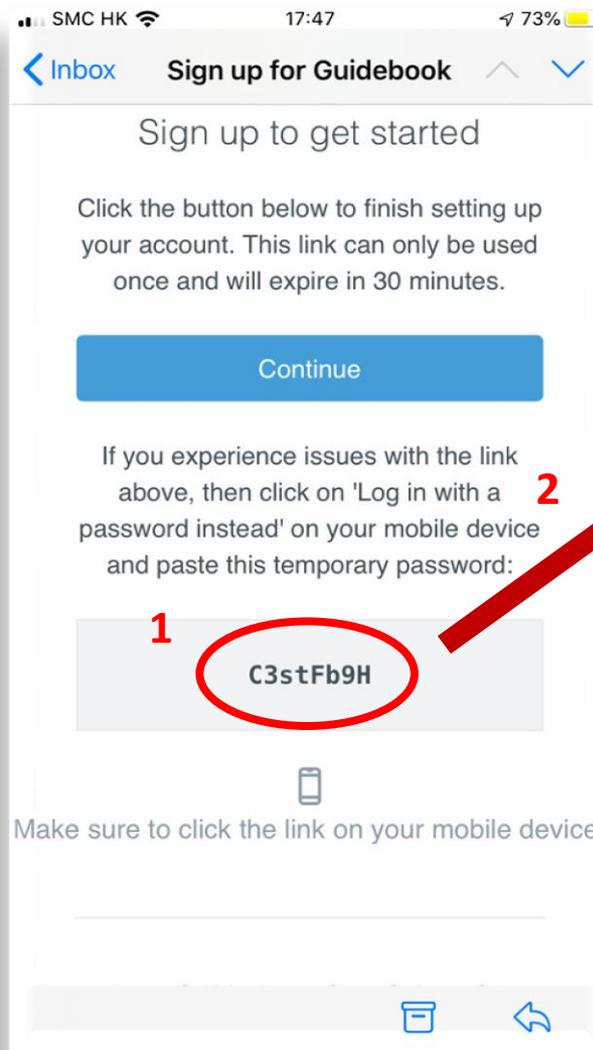
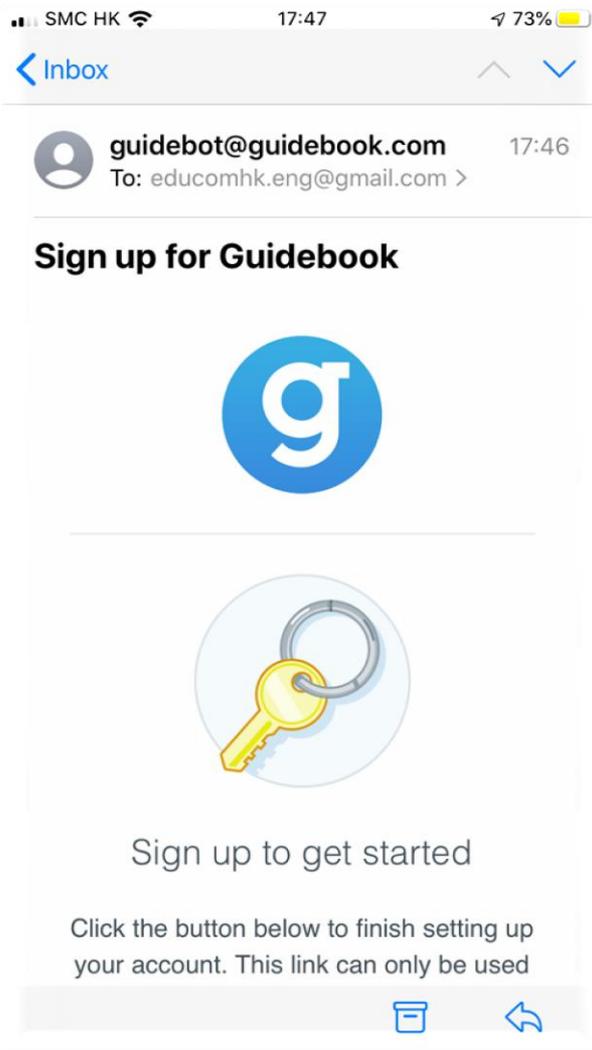


(A) 8. 從另一封電郵找出密碼

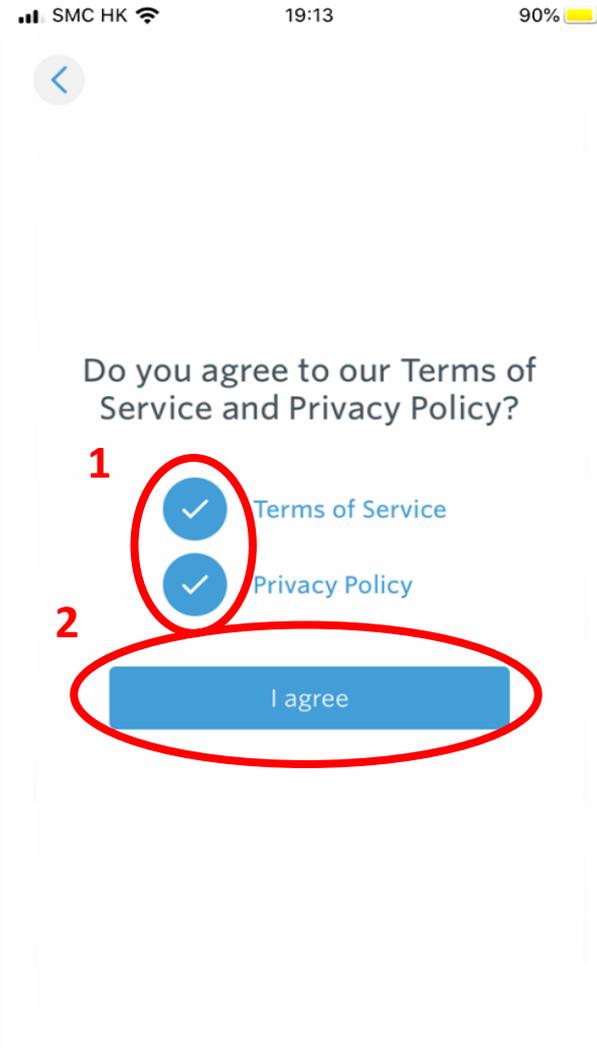
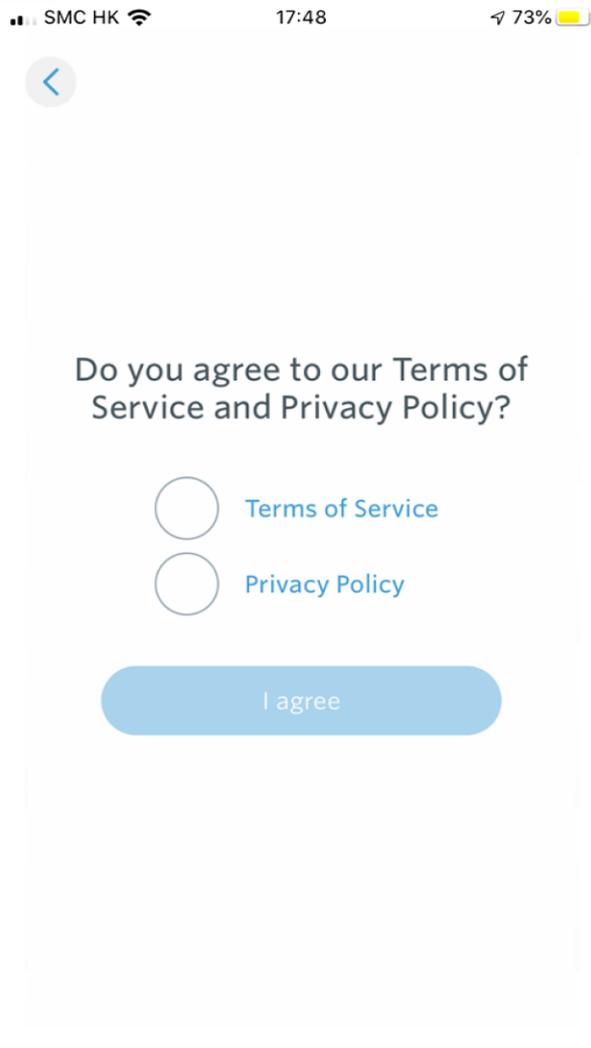
Get the password from another email

電郵 Email

Guidebook



(A) 9. 同意 Agree



(A) 10. 設定密碼 Set the password

17:50 73%

1

2

姓氏 名字

First Name Last Name

Last step! Add your name and photo so people know who you are.

English Name Registration Number

英文全名 視光師註冊編號

Company Position

Password

Required

Complete profile

17:50 73%

Last step! Add your name and photo so people know who you are.

English Name Registration Number

Required

Company Position

3

密碼最少要有8個字元，當中最少有1個數字或符號，不可有空白

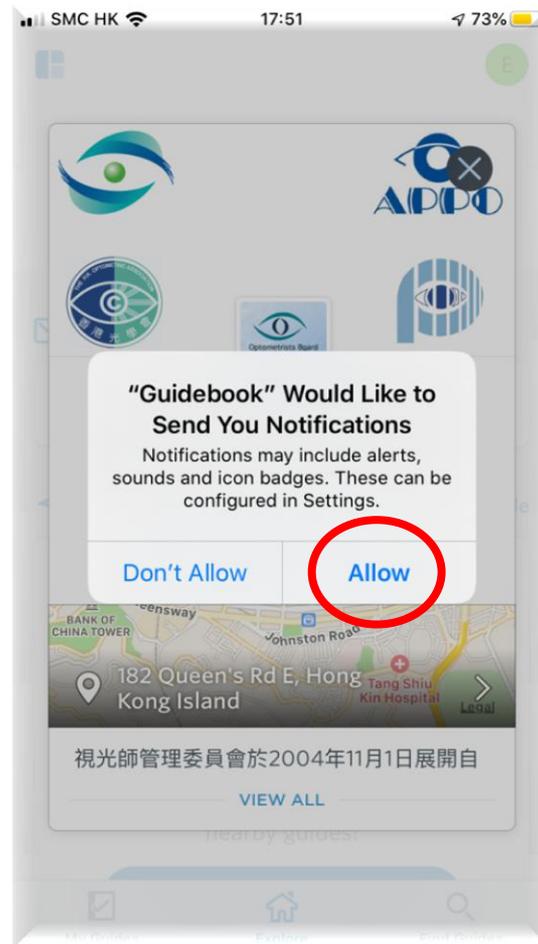
Password requires at least 8 characters, with at least 1 number or 1 symbol and no spaces

4

Complete profile

(A) 11. 允許通知

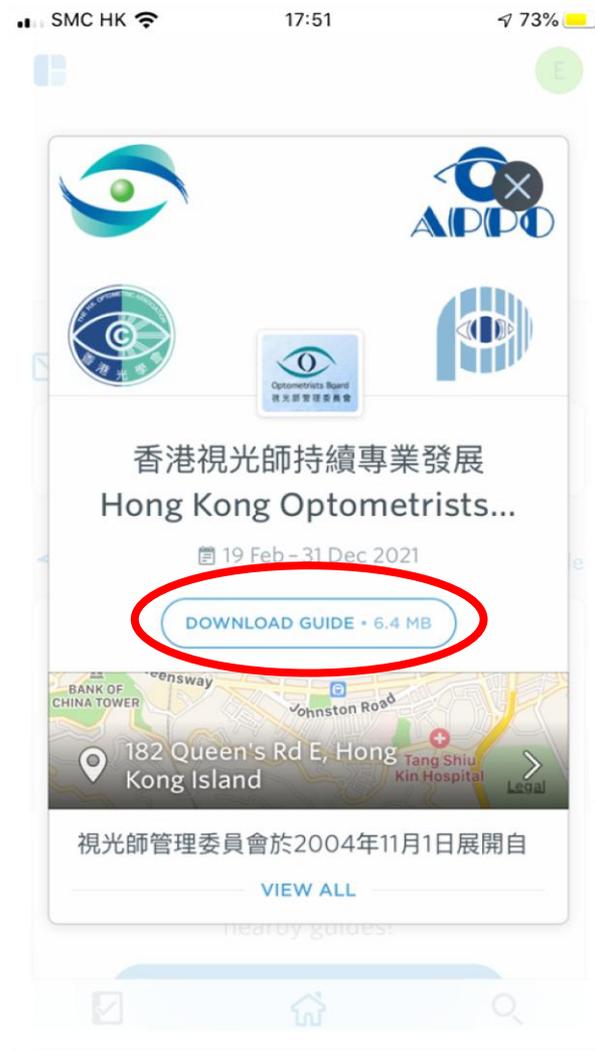
Allow notifications



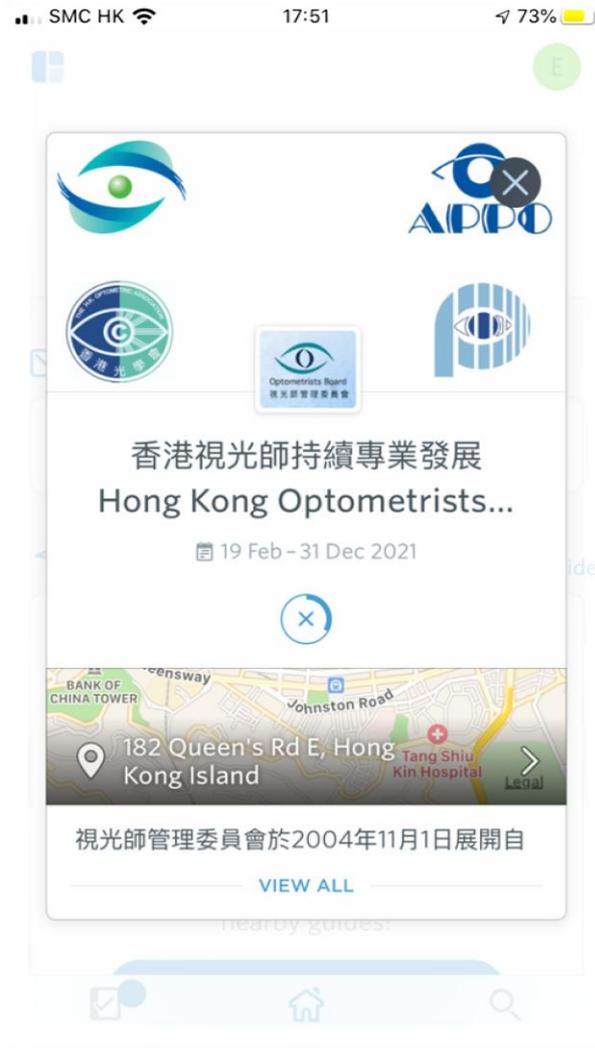
如您想收到Guidebook的
訊息通知
If you would like to receive
notifications from
Guidebook

(A) 12. 下載指南

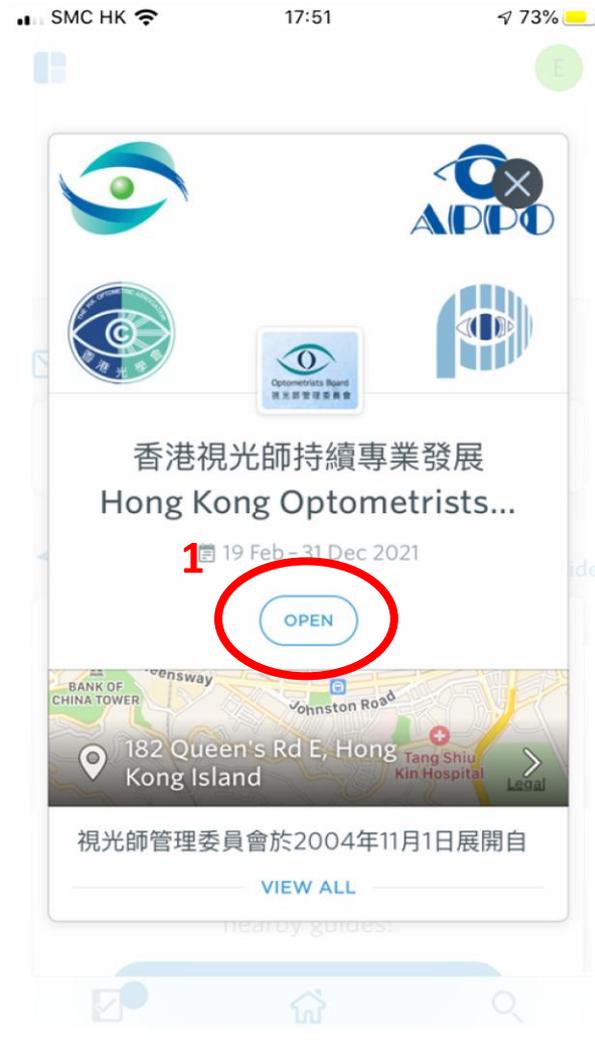
Download the Guide



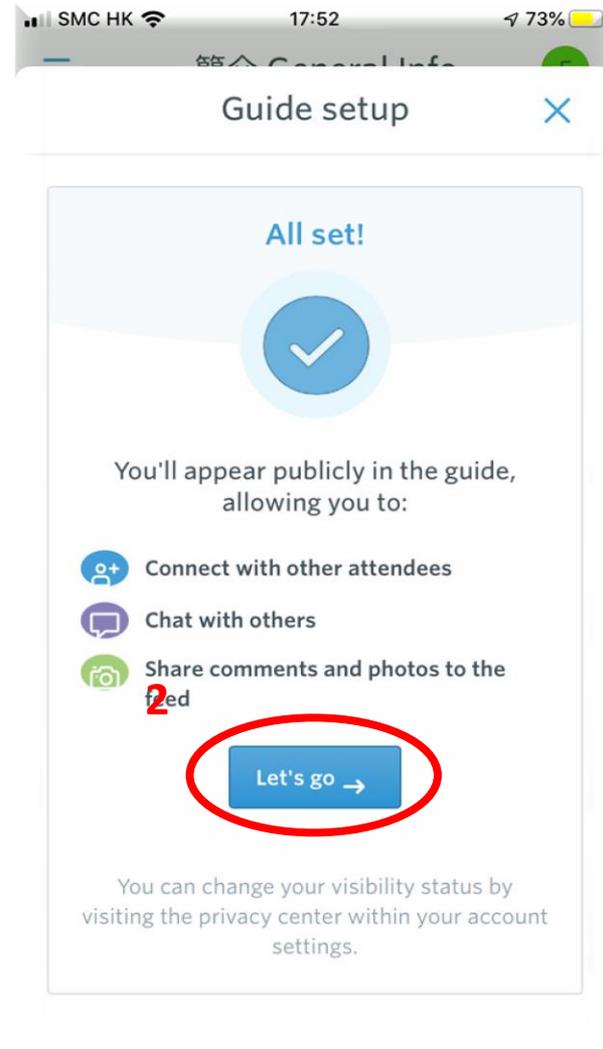
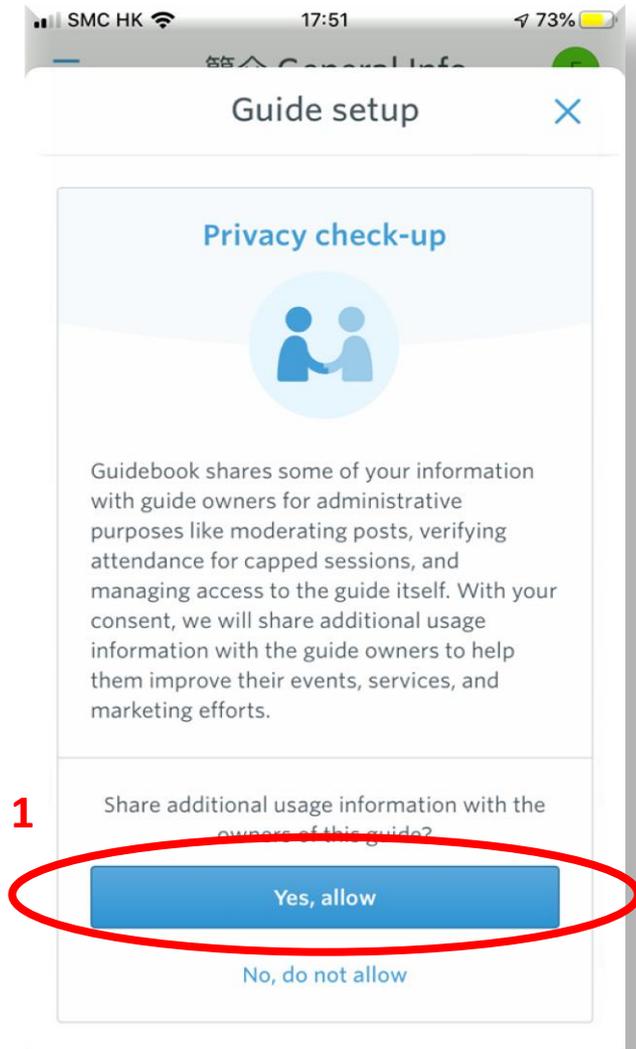
(A) 13. 下載中... Downloading...



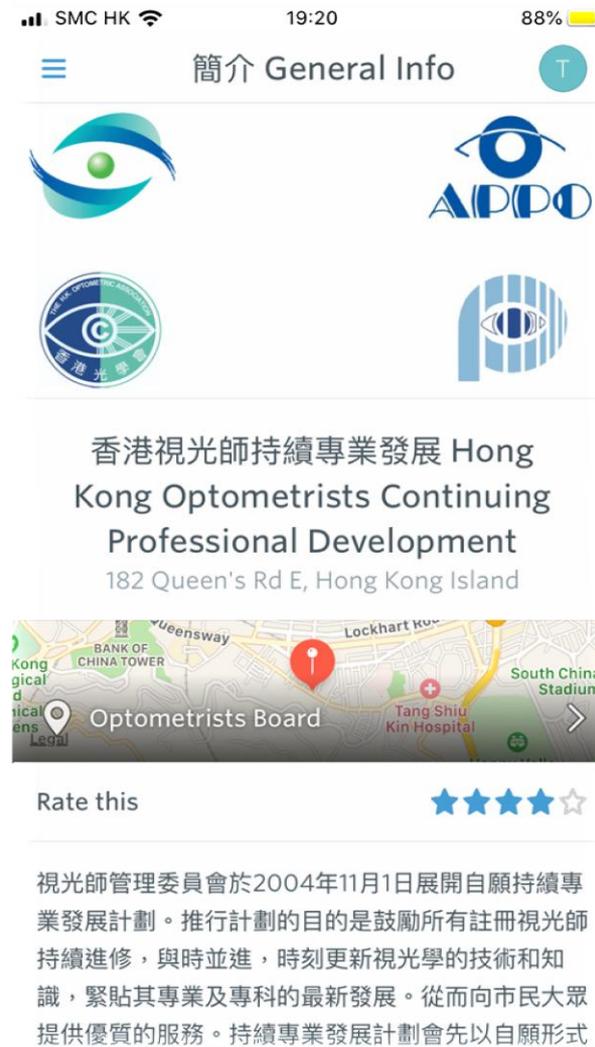
(A) 14. 打開 Open



(A) 15. 私隱設定 Privacy check-up

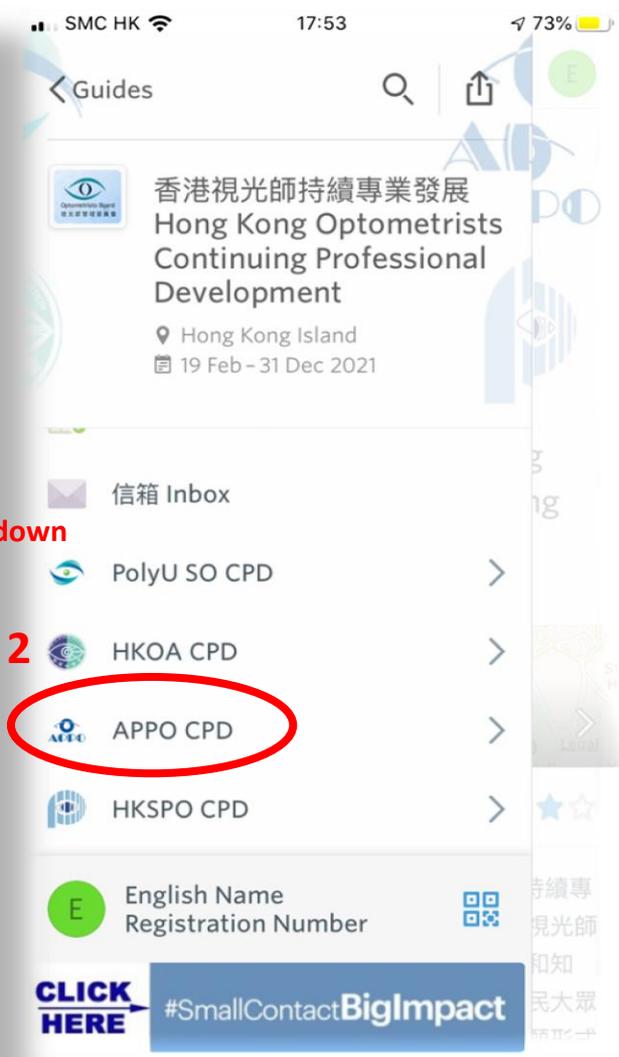
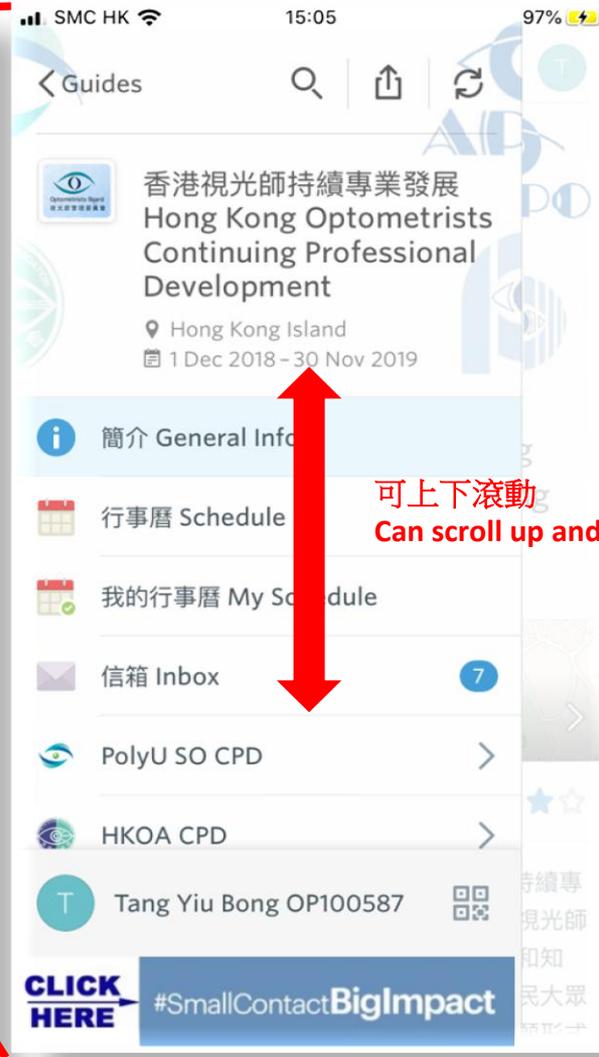
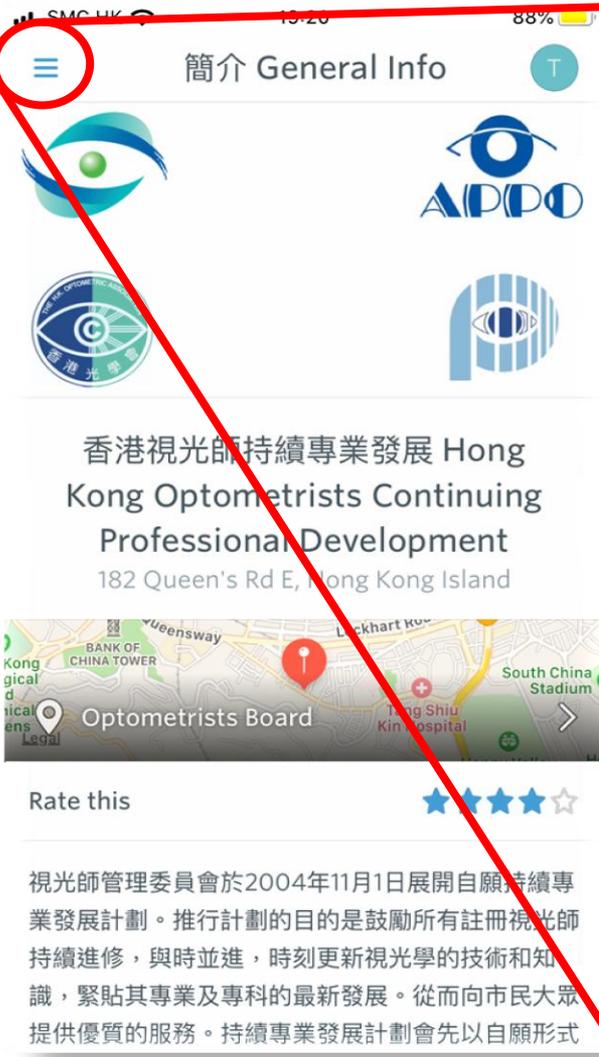


(A) 16. 首頁 Homepage



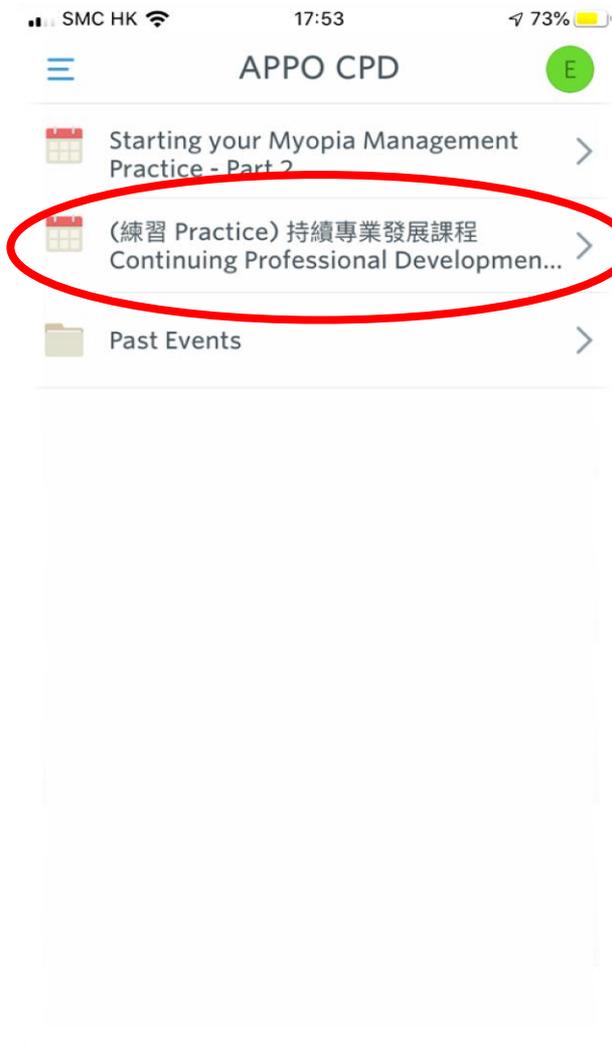
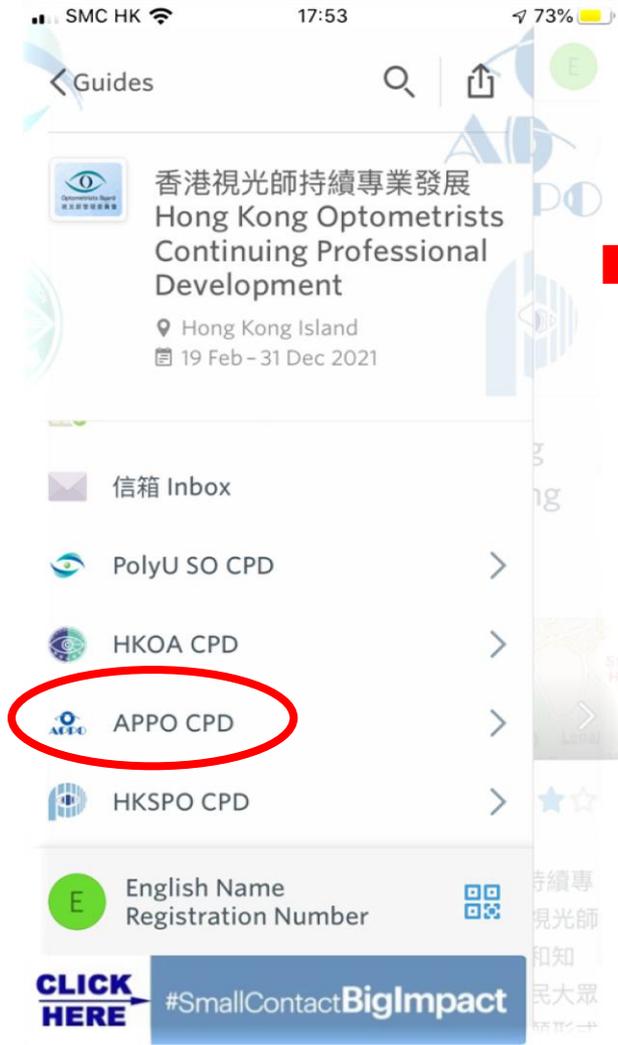
(A) 17. 打開菜單 Open the menu

1



2

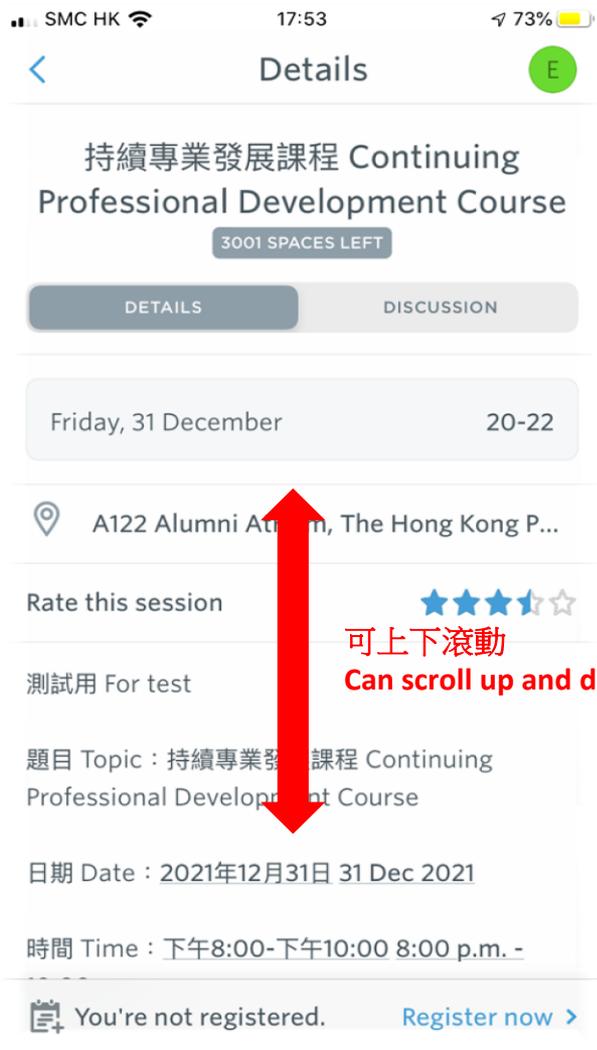
(A) 18. 例子：APPO Example: APPO



選擇APPO舉辦的活動，打開菜單後，選擇所要的課程

To choose an event organised by APPO, open the menu and select the desired CPD course

(A) 19. 加到我的行事曆 Add to my schedule?

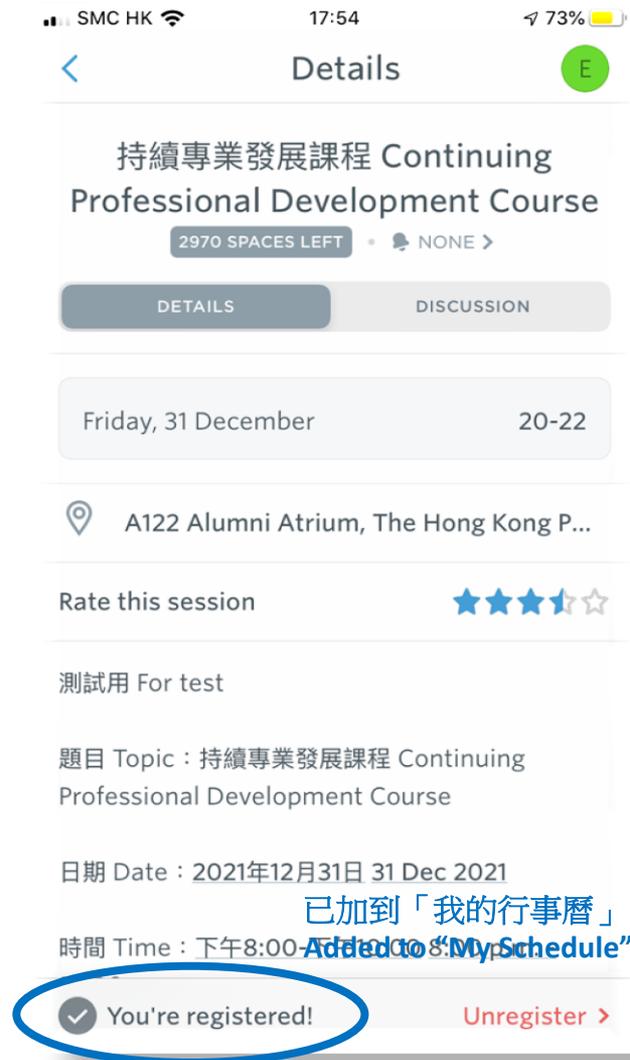
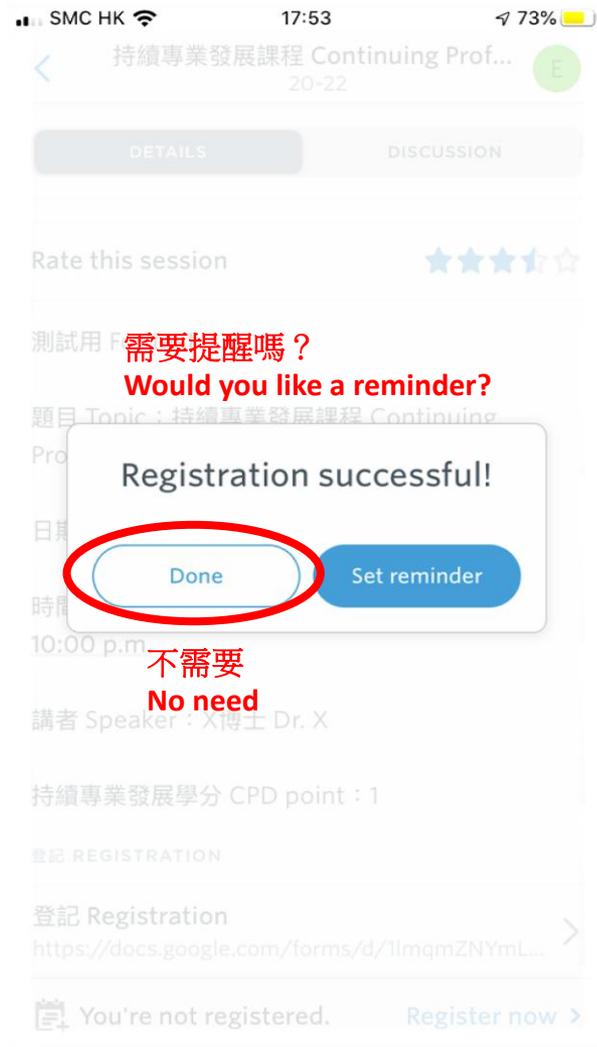


可上下滾動
Can scroll up and down

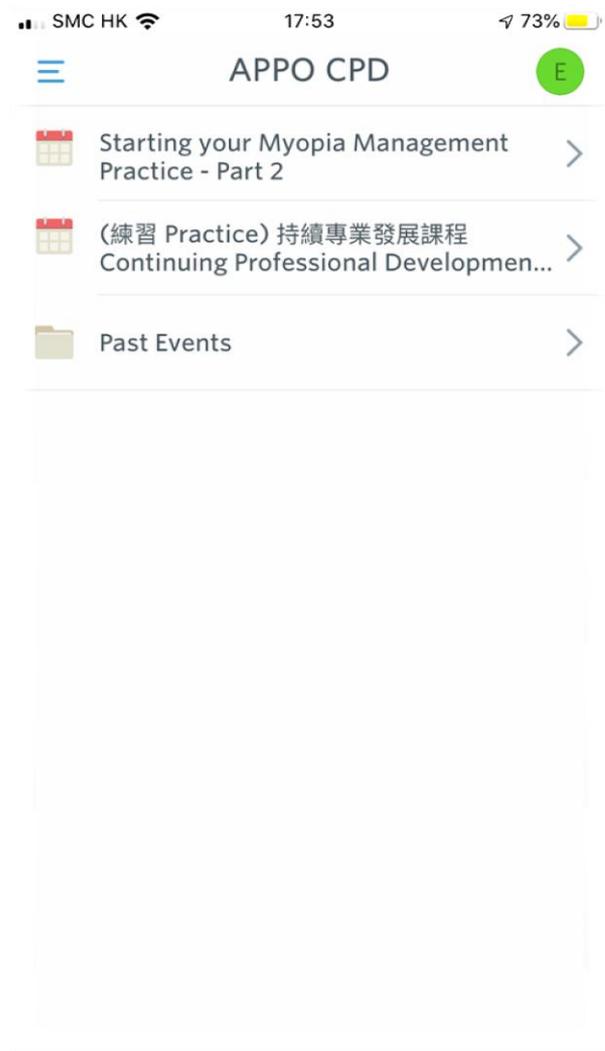
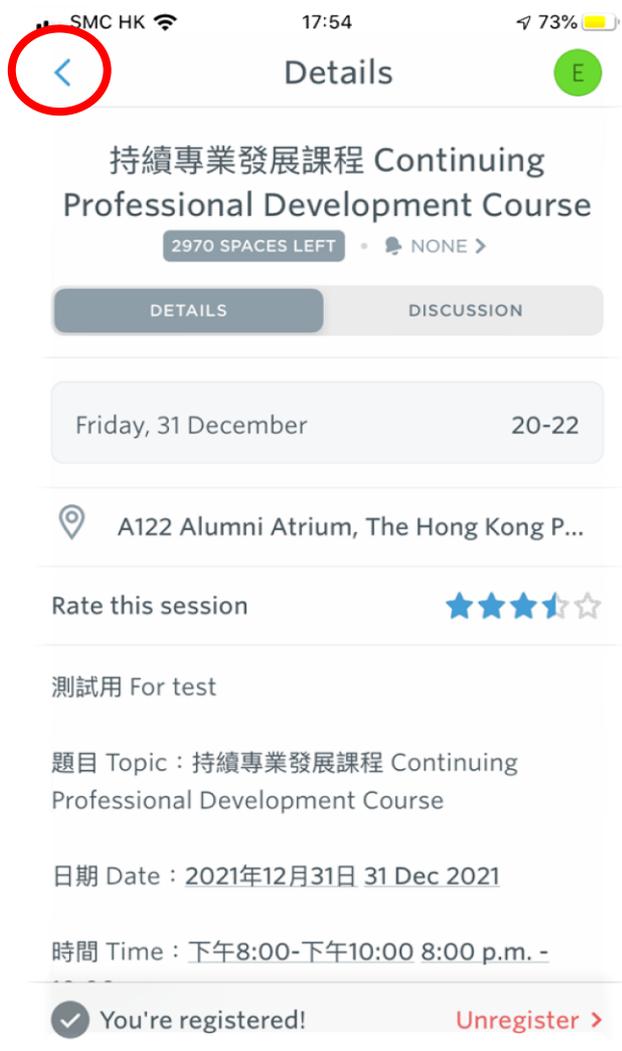


請按連結報名
Please register through this link

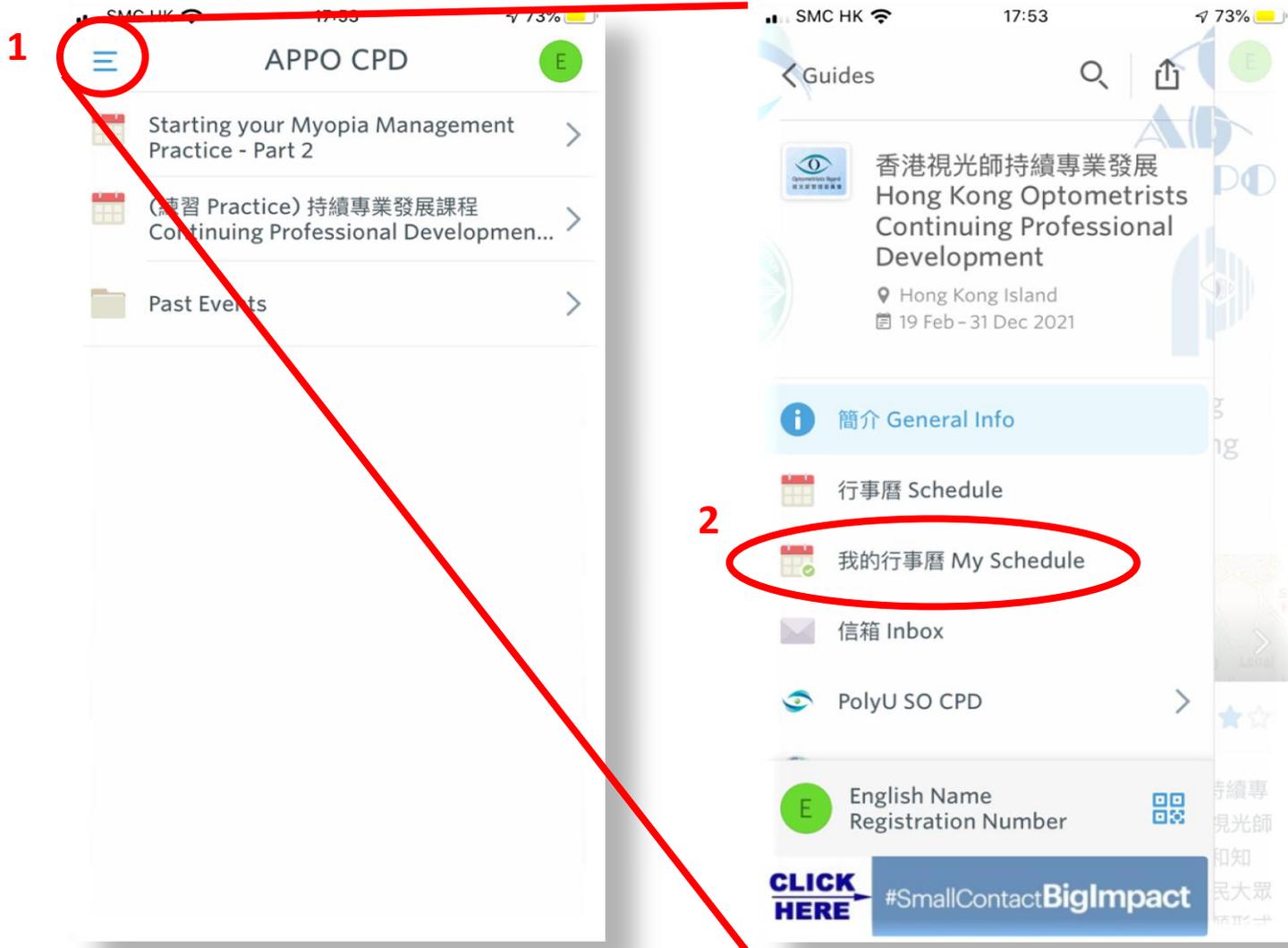
(A) 20. 已加到我的行事曆 Added to my schedule



(A) 21. 回上頁 Back

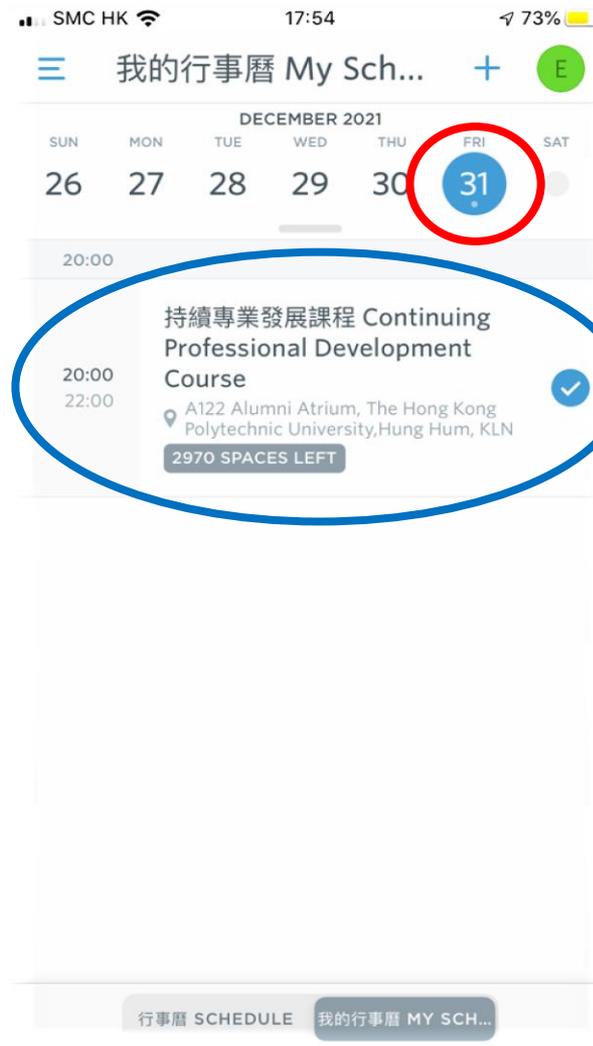


(A) 22. 打開菜單 Open the menu



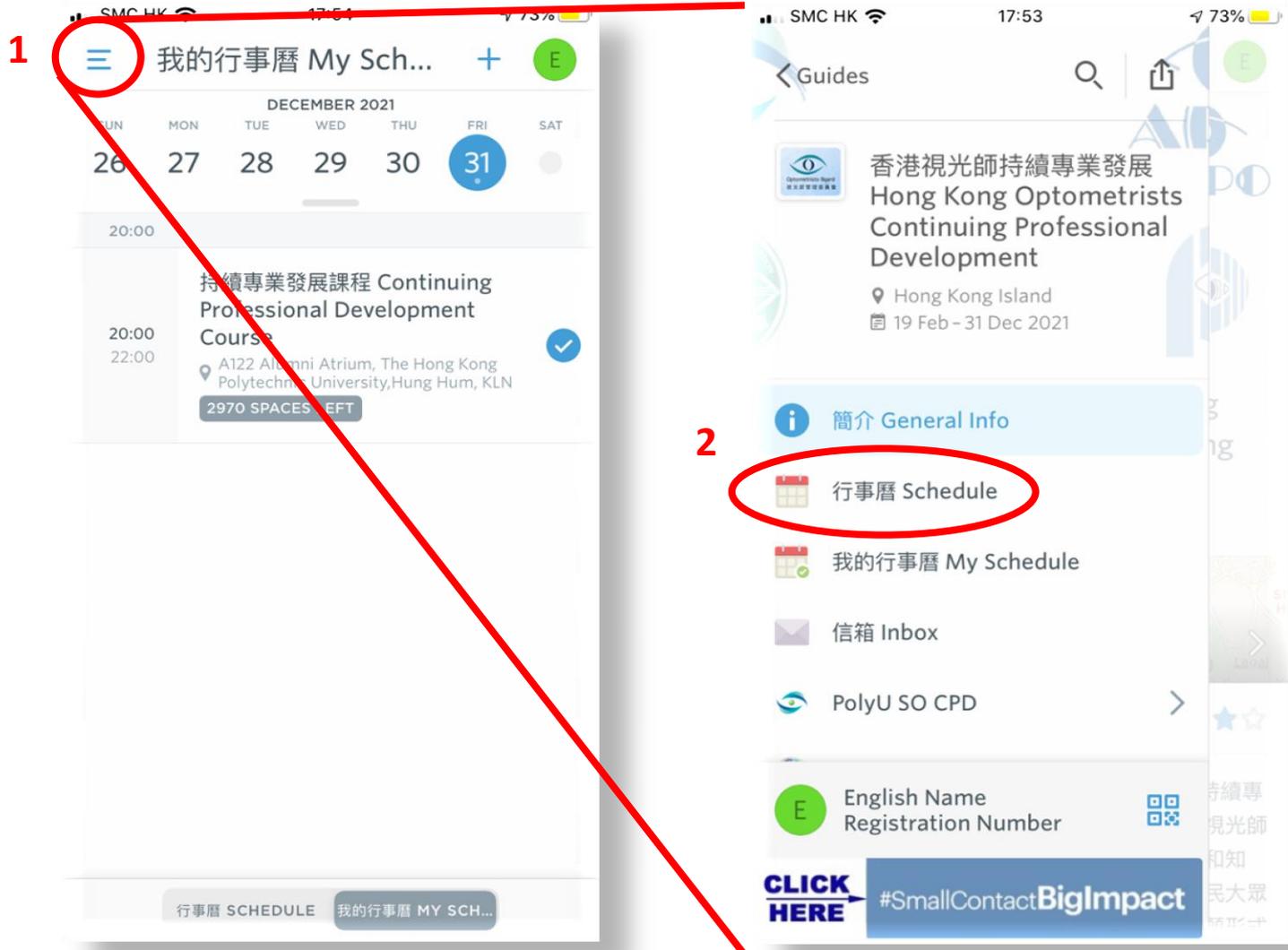
(A) 23. 查看我的行事曆

To view “My Schdeule”

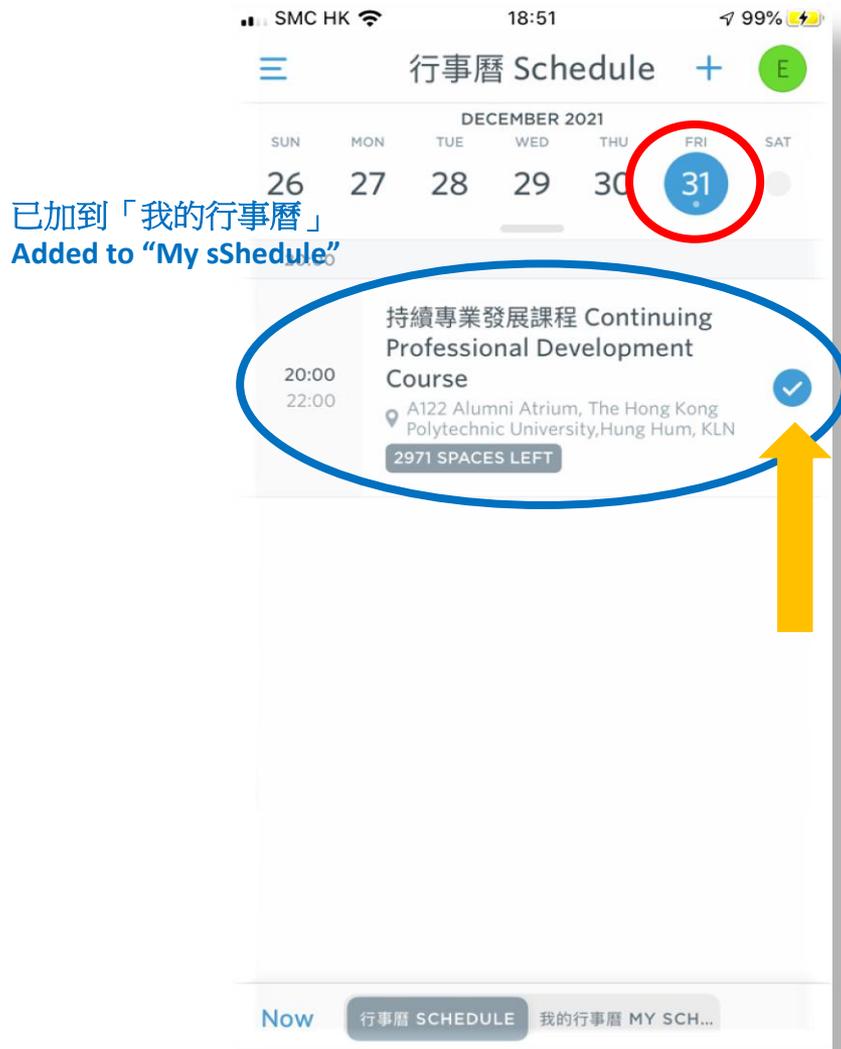


已加到「我的行事曆」
Added to “My Schedule”

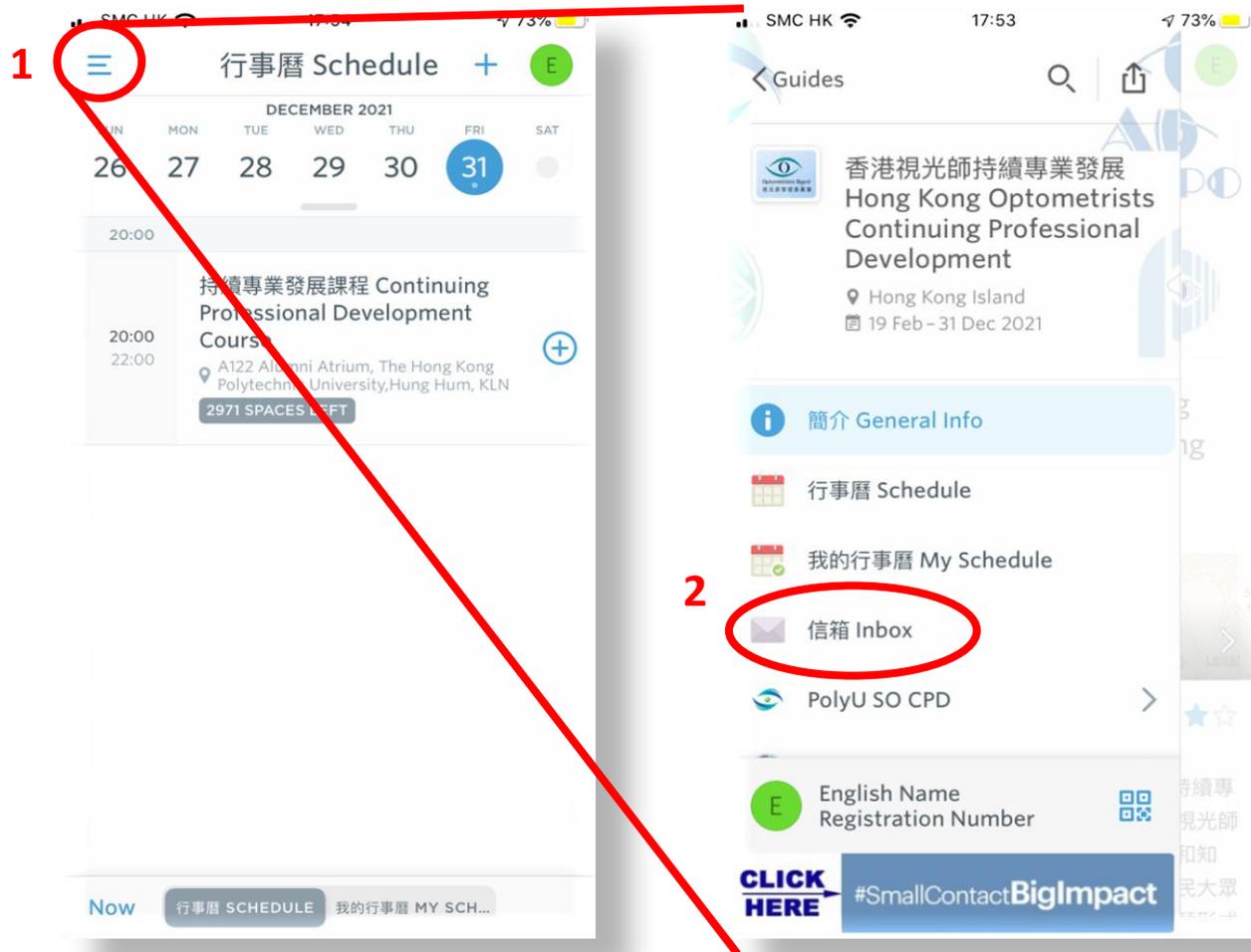
(A) 24. 打開菜單 Open the menu



(A) 25. 行事曆 Schedule



(A) 26. 打開菜單 Open the menu 查看信箱 Checking your inbox



(A) 27. 信箱 Inbox

1

信箱 Inbox

ALL UNREAD (11)

強制性持續專業發展 (CPD) 計劃答問會
日期 :2021年6月17日 (星期四)

Live webinar CE from HKSPO (eHRSS se...
More CEs are coming!

Video CE from HKSPO (eHRSS series 1...
Grab the last chance if you want to get more C...

更改你的登入資料
由4個預獲核准課程籌辦機構(APP)合力營運的Gui...

The 17th HK International Optometric...
第17屆香港國際視光學會議

HKSPO 23/9 CE REMINDER
There will be CE seminar on 23/9 organised b...

持續進修課程學術講座 2019 (2019年9月...
持續進修課程學術講座 2019 (2019年9月27日)

HKSPO 22/7 CE REGISTRATION REMIN...
There will be CE seminar on 22/7 organised by...

Reminders from the Optometrists Board
Dear Optometrists,

2

Details

香港視光師持續專業發展 Hong Kong Optometrists Continuing Professional Development

Read

強制性持續專業發展 (CPD) 計劃答問會

日期 :2021年6月17日 (星期四)
時間 :晚上7時半至9時
地點 :九龍尖沙嘴金巴利道25號長利商業大廈12樓
Zoom會議 :會議ID、登入密碼及會議連結會在報名後以電郵發出

參加表格
<http://shorturl.at/mCNUV>
為鼓勵視光師參與，參加者的Guidebook 應用程式登記要求會獲優先處理。

有關答問會的查詢，請聯絡主辦單位
電郵 : opb@dh.gov.hk 傳真 : 2865 5540
電話 : 2527 8363 (秘書處) 和2333 3386 (APPs)
Whatsapp : 54306325

如你願意協助指導有需要的同業使用手機應用程

(B) 更換智能手機後

**After changing your smartphone
handset**

(B) 1. 下載Guidebook Download Guidebook

掃描二維碼

Scan the QR code

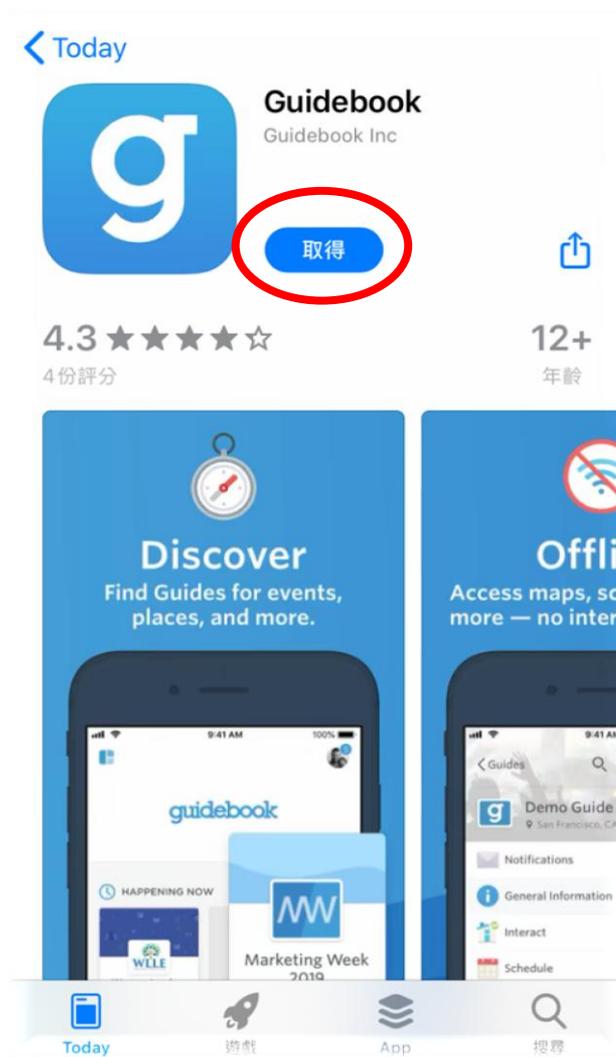
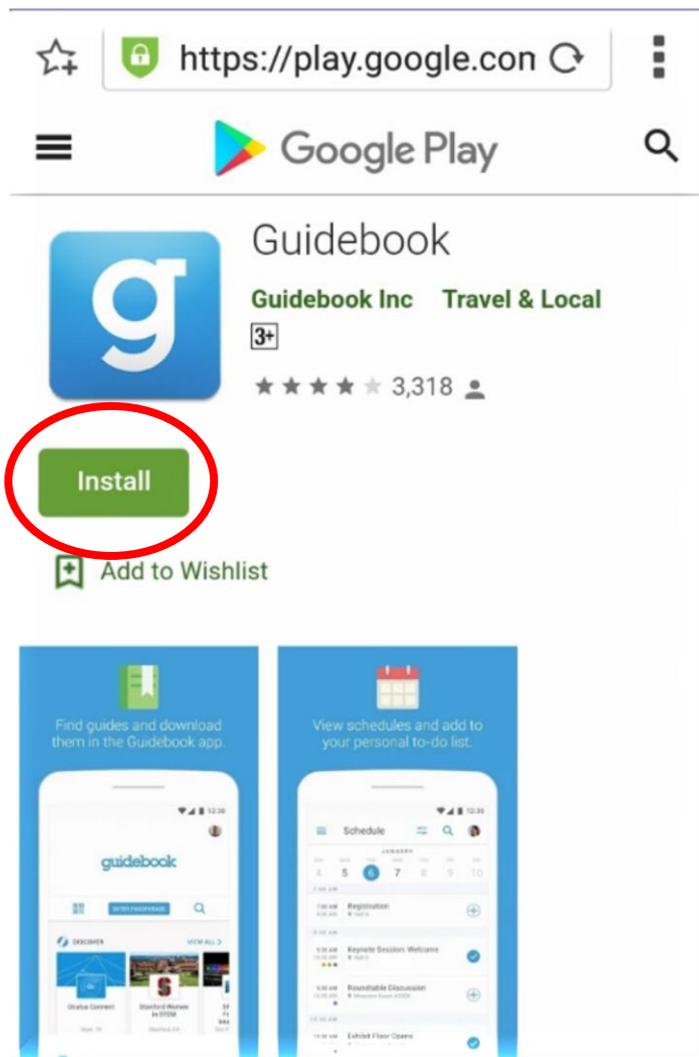
瀏覽器

Web browser

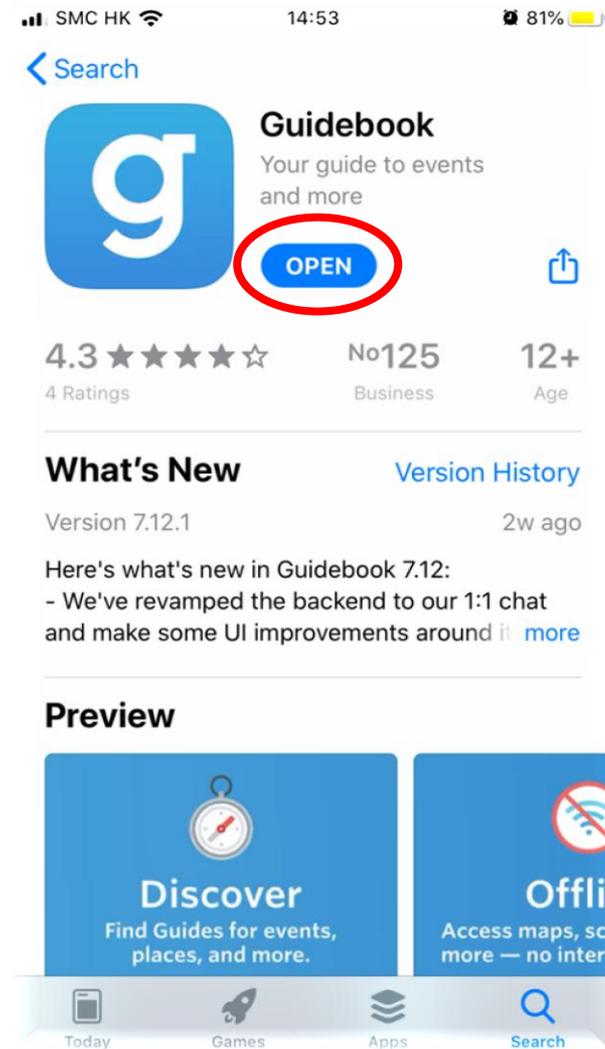
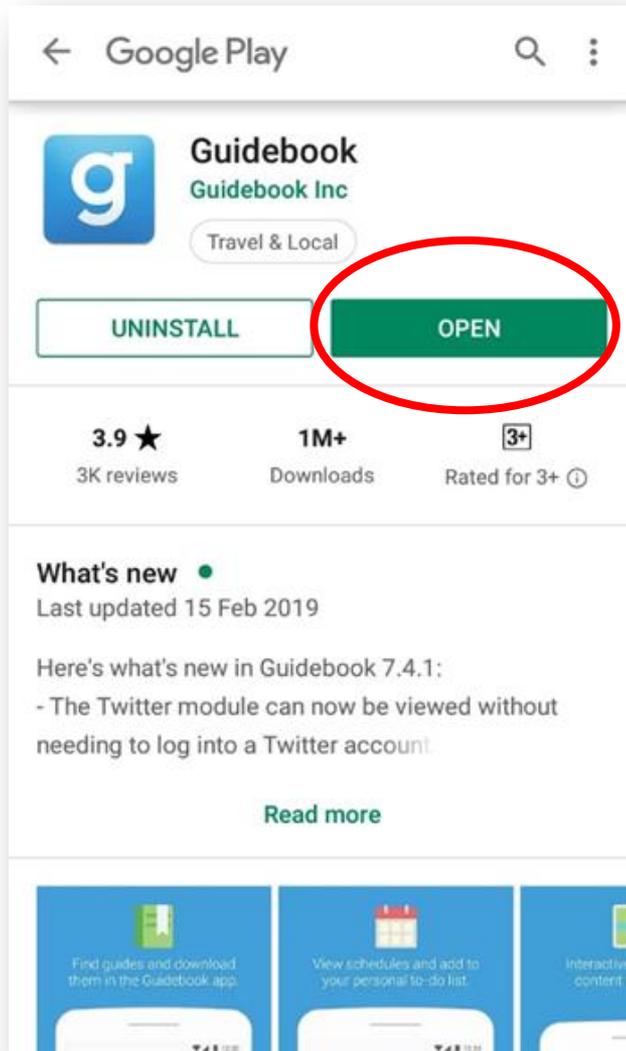


<https://guidebook.com/getit/>

(B) 2. 從Google Play / App Store 下載Guidebook Download Guidebook from Google Play / App Store



(B) 3. 開啓軟件 Open the App

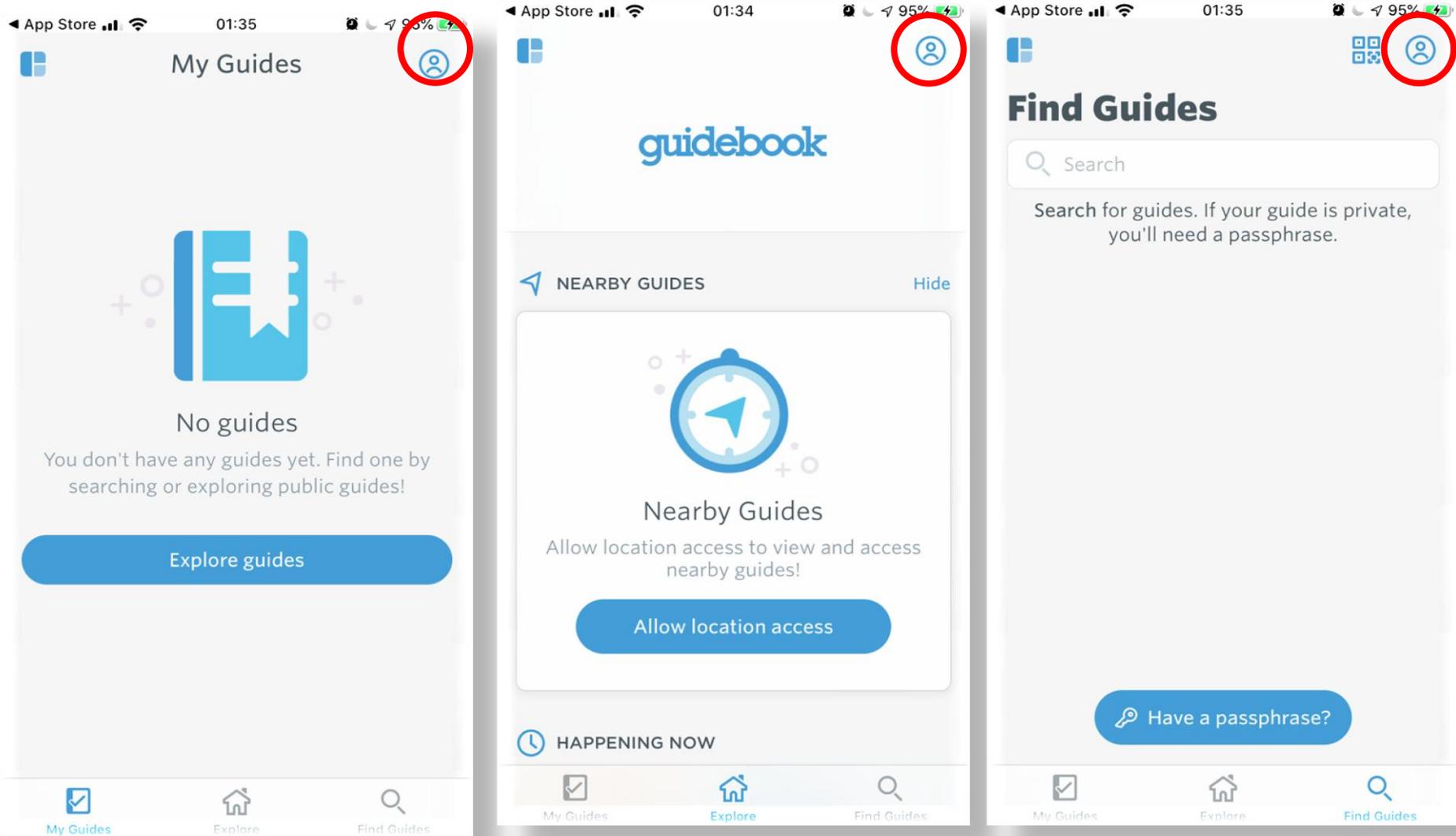


(B) 4. Guidebook 版面

Guidebook page

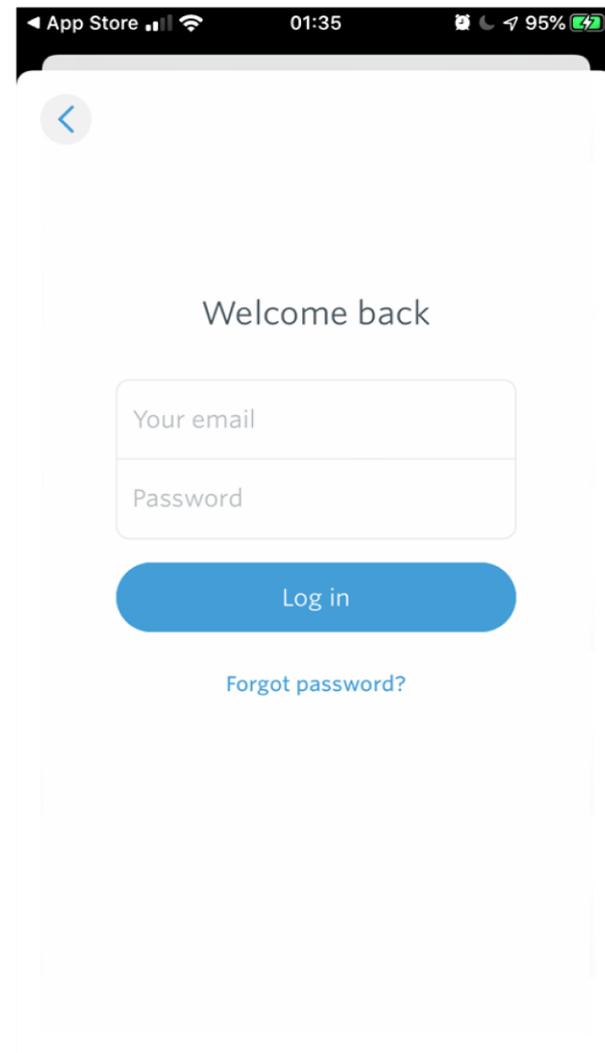
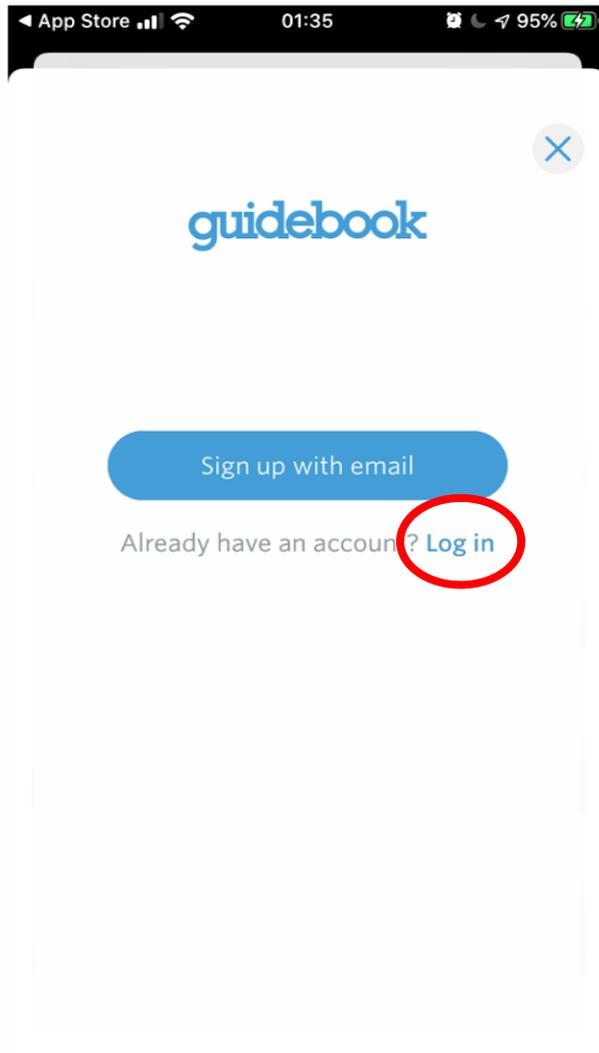


(B) 5. 頁尾所引|申的3個版面 Three tabs from the bottom



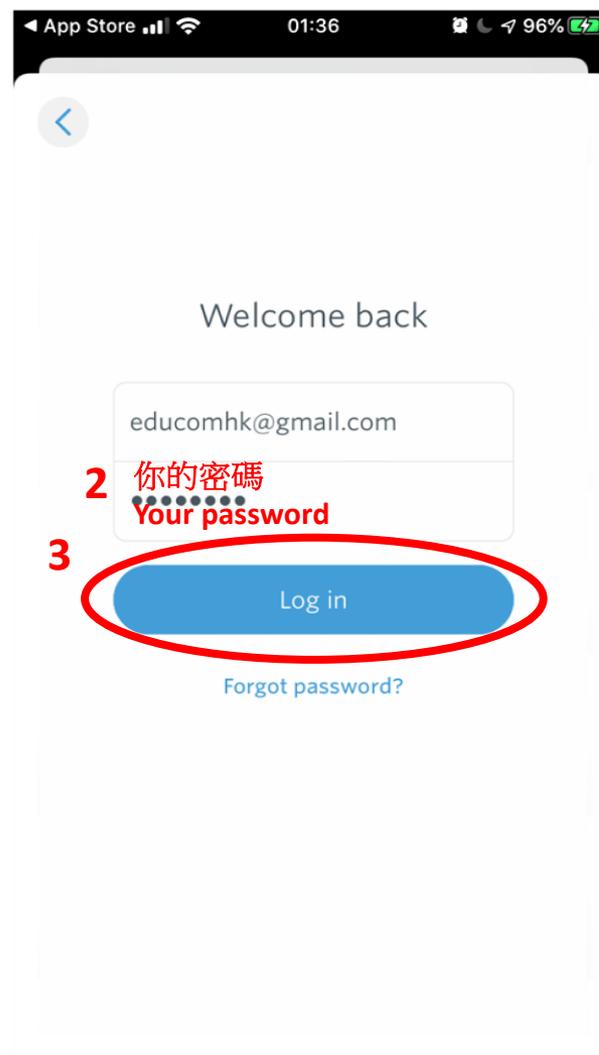
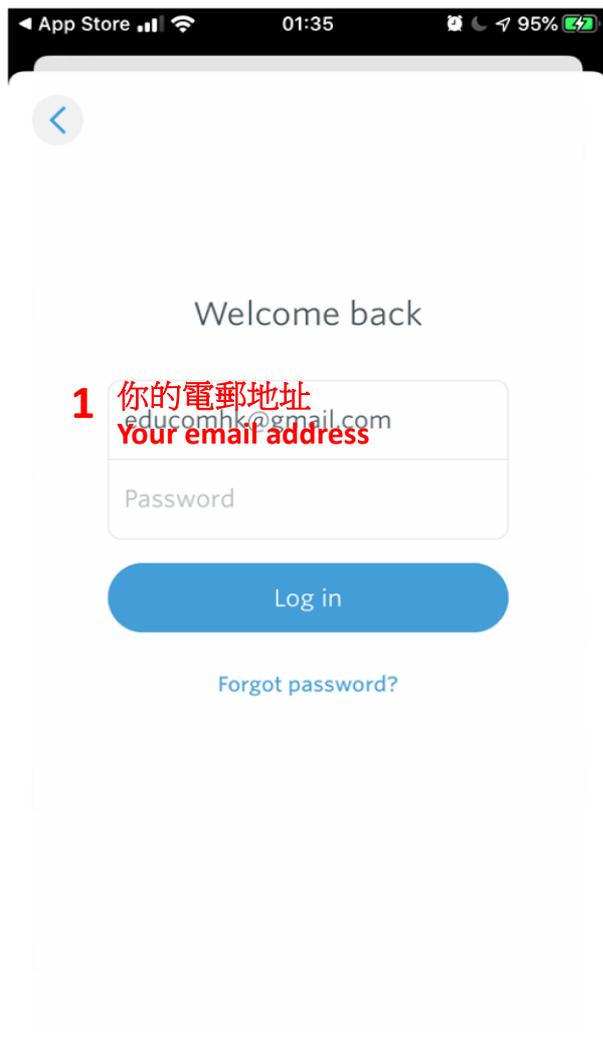
(B) 6. 登入Guidebook

Log in Guidebook



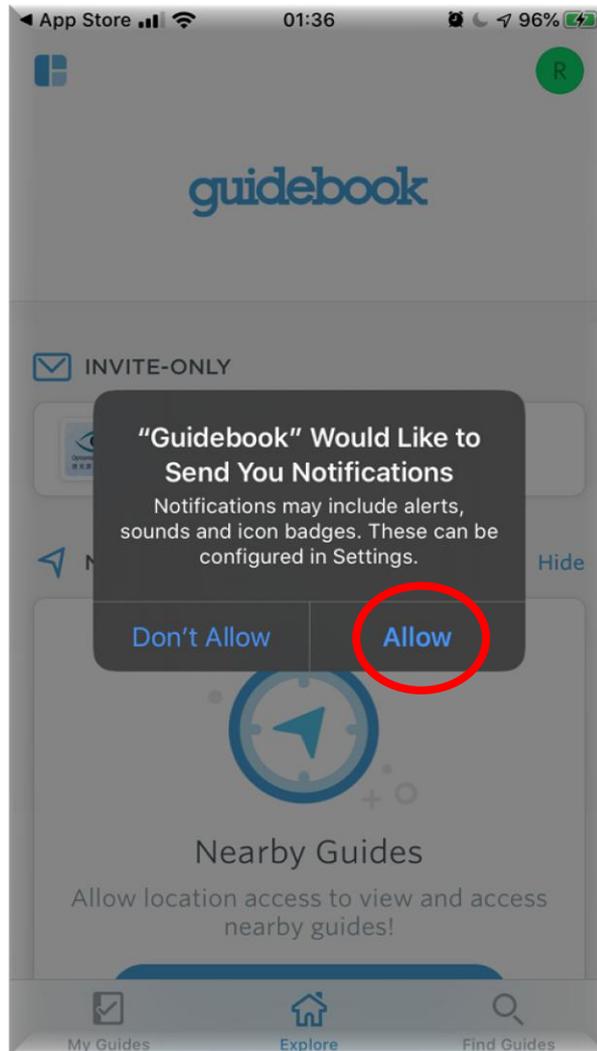
(B) 7. 輸入Guidebook的電郵地址及密碼

Key in the email address and password for Guidebook



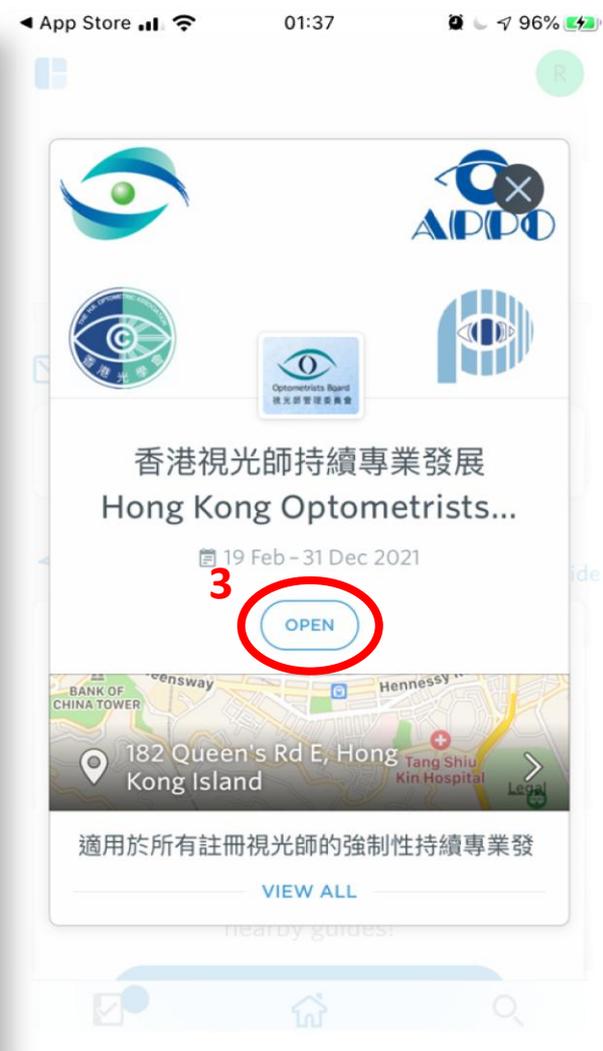
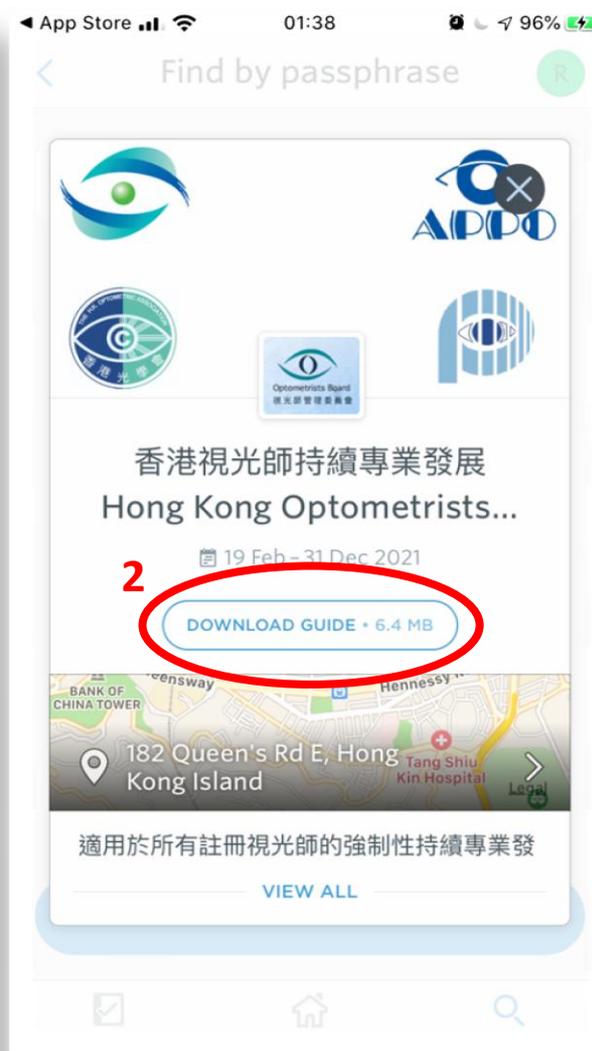
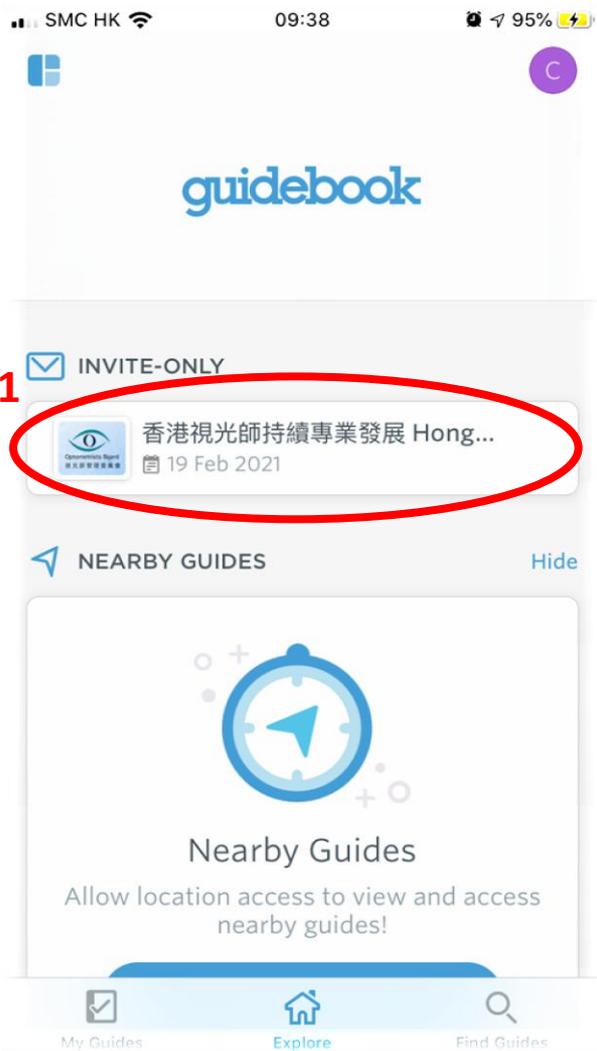
(B) 8. 允許通知

Allow notifications

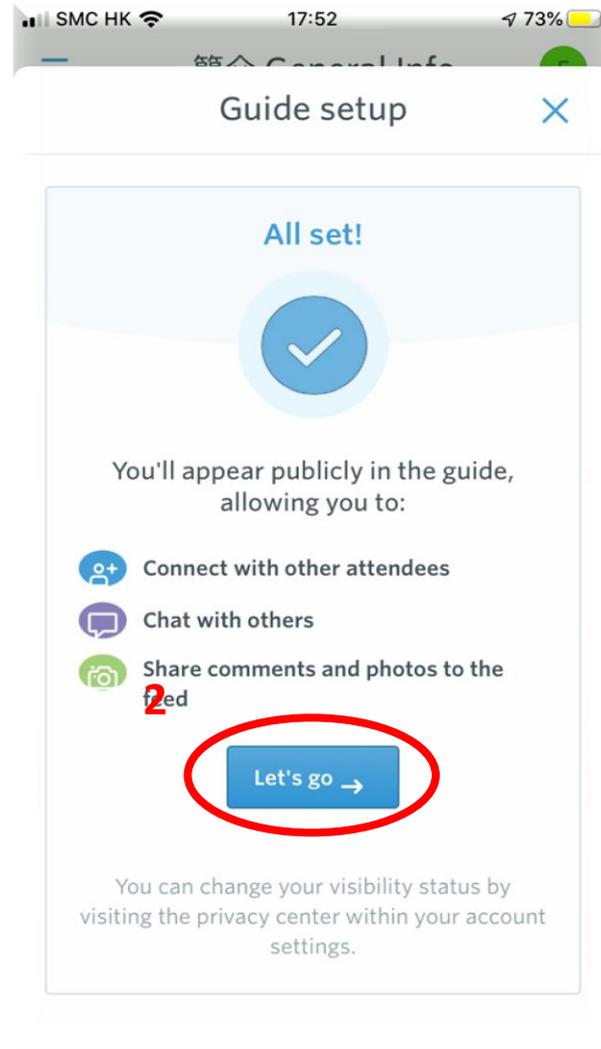
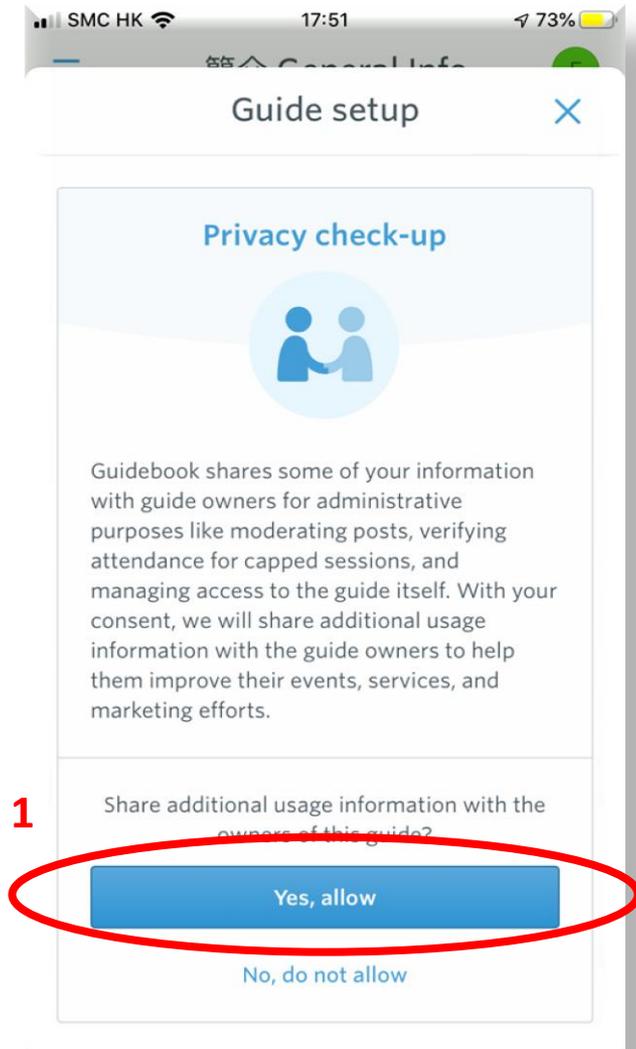


(B) 9. 下載指南

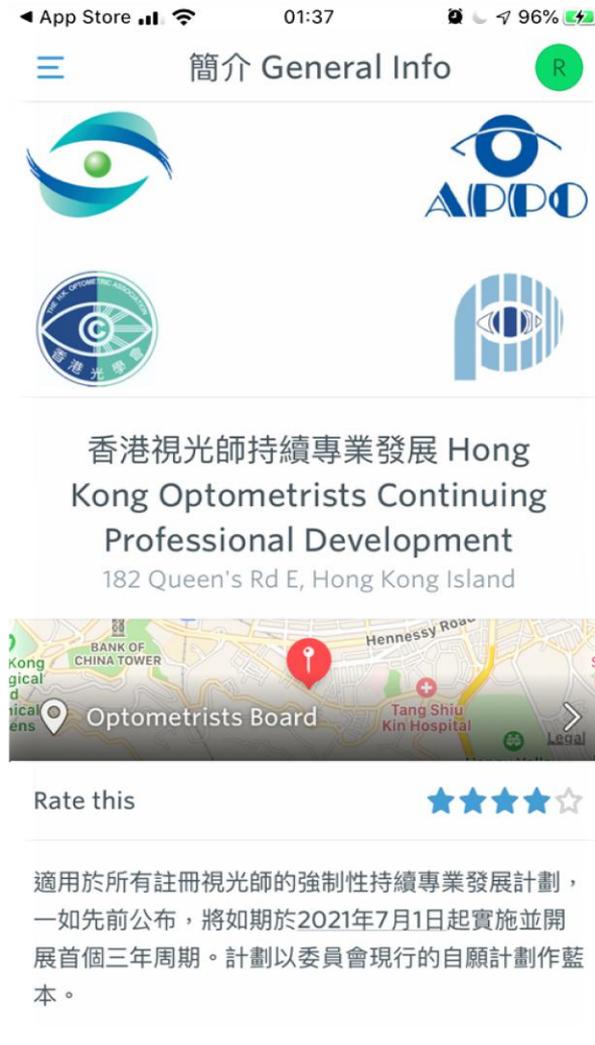
Download the Guide



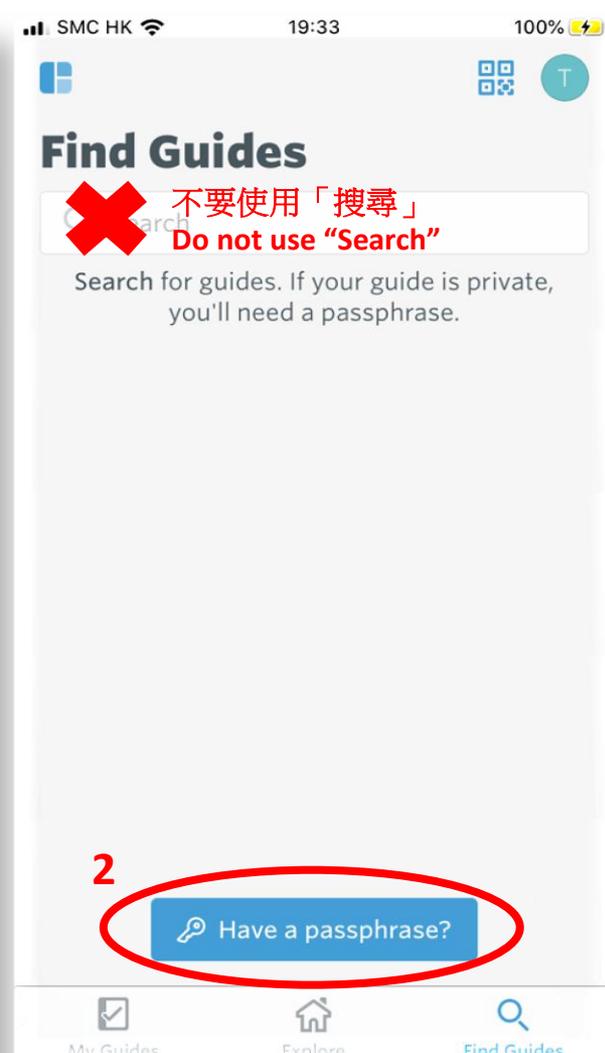
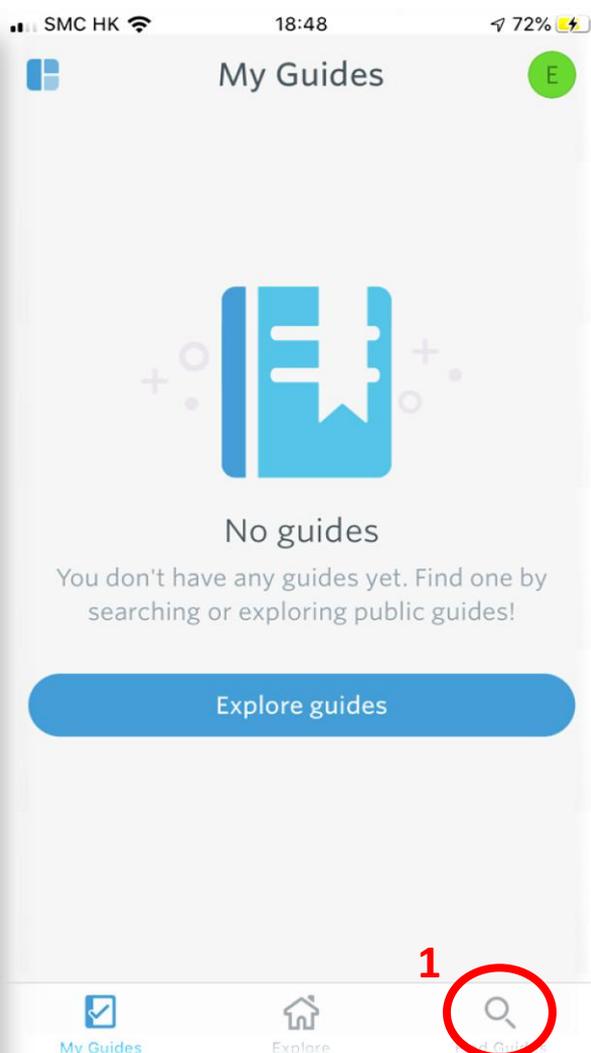
(B) 10. 私隱設定 Privacy check-up



(B) 11. 開始使用 Ready to use

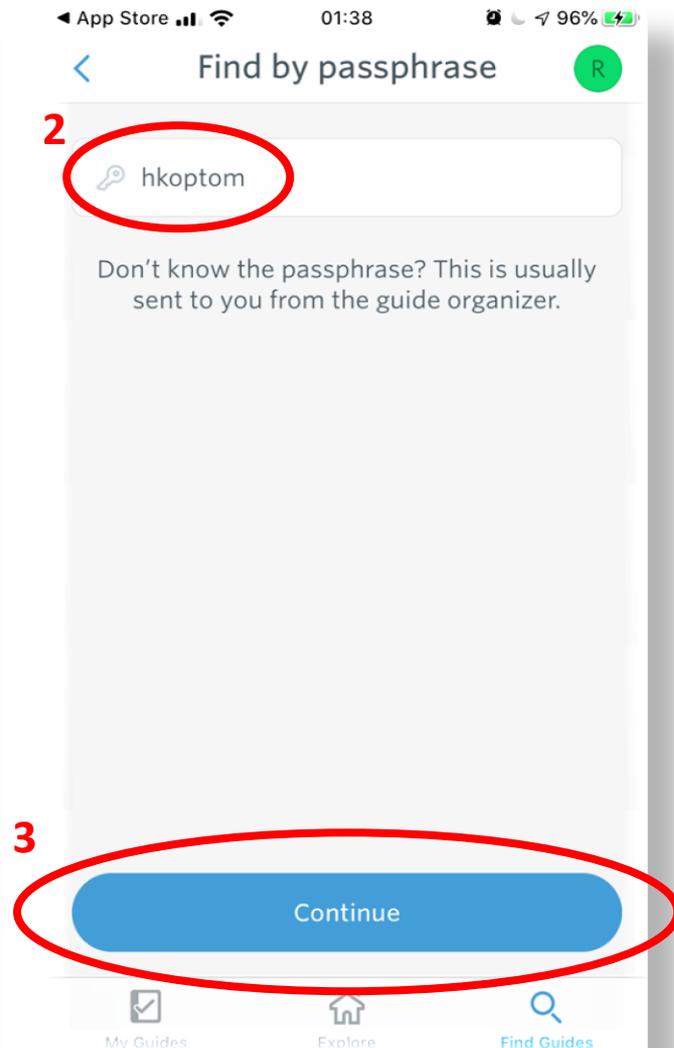
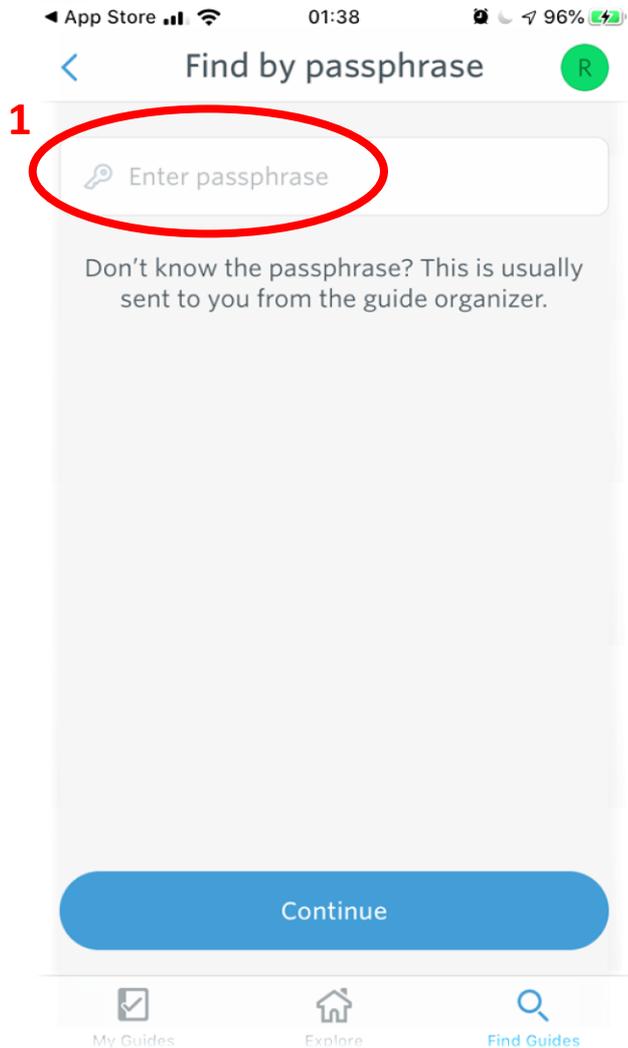


(B) 9. (ii) 如沒有左面的介面 If you do not have the layout on the left

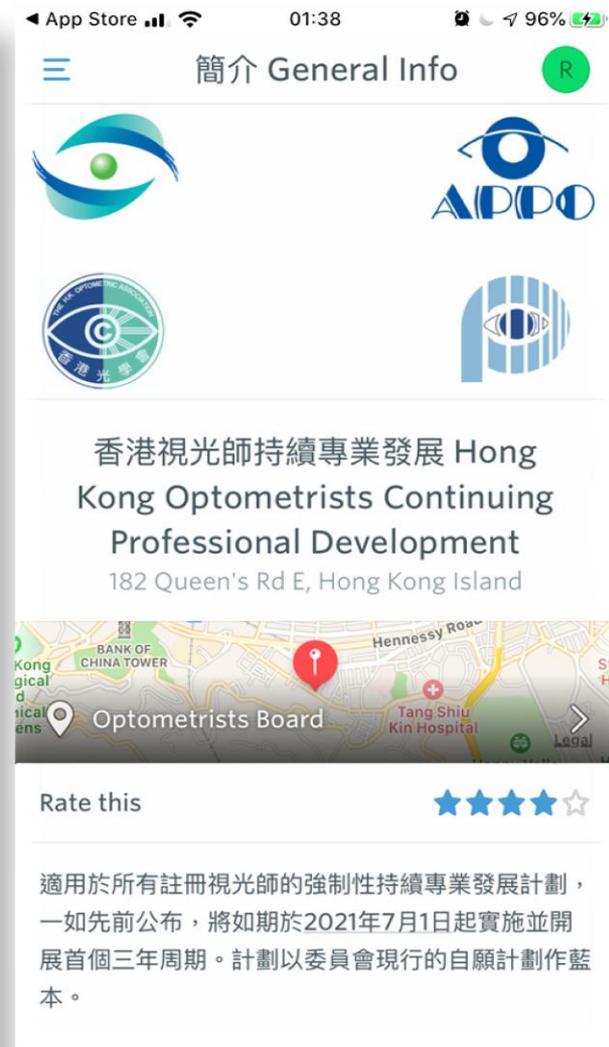
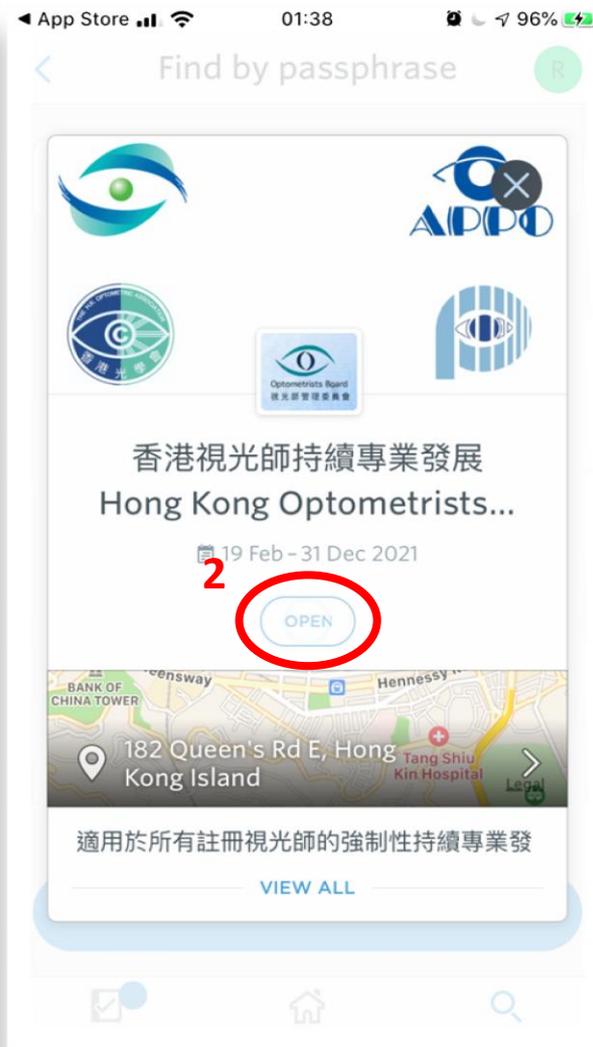
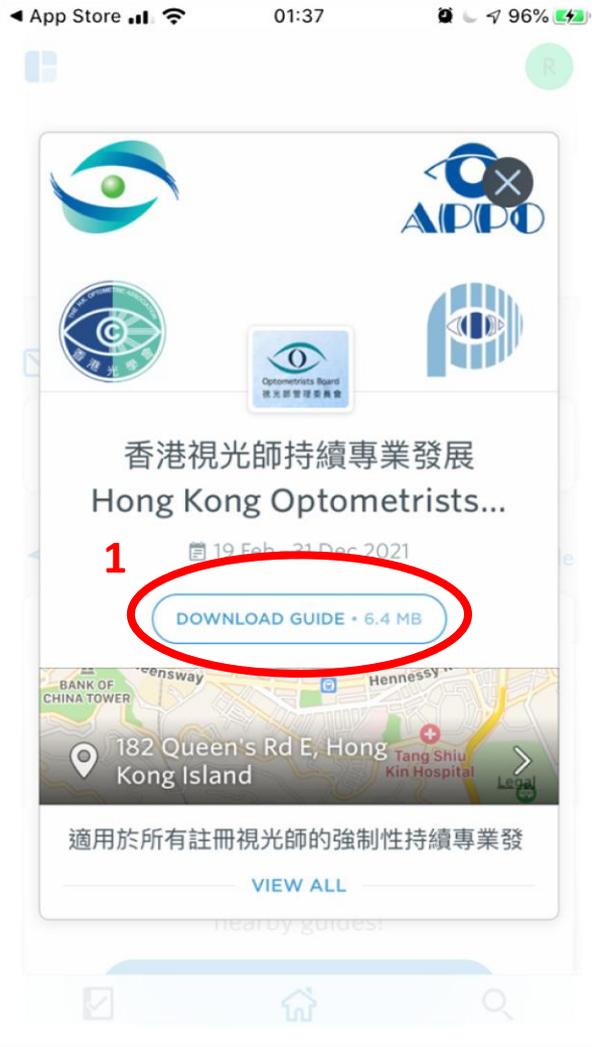


(B) 10. ii) 擁有密碼短語？ 「hkoptom」

Have a passphrase? “hkoptom”



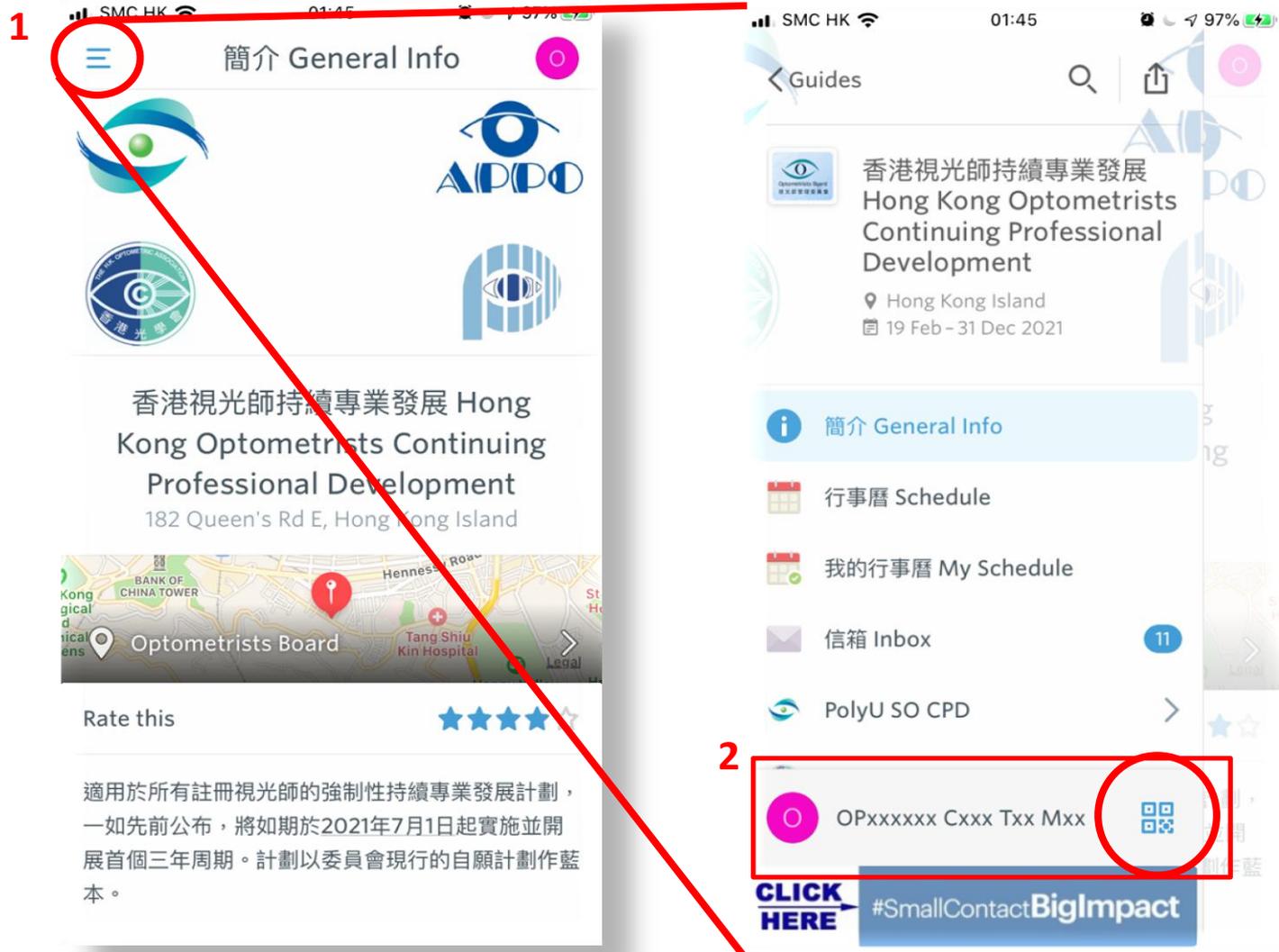
B) 11. iii) 下載指南 Download the Guide



(C) 使用二維碼簽到
Scan QR code for checking in

(出席課程 when attending a CPD
activity)

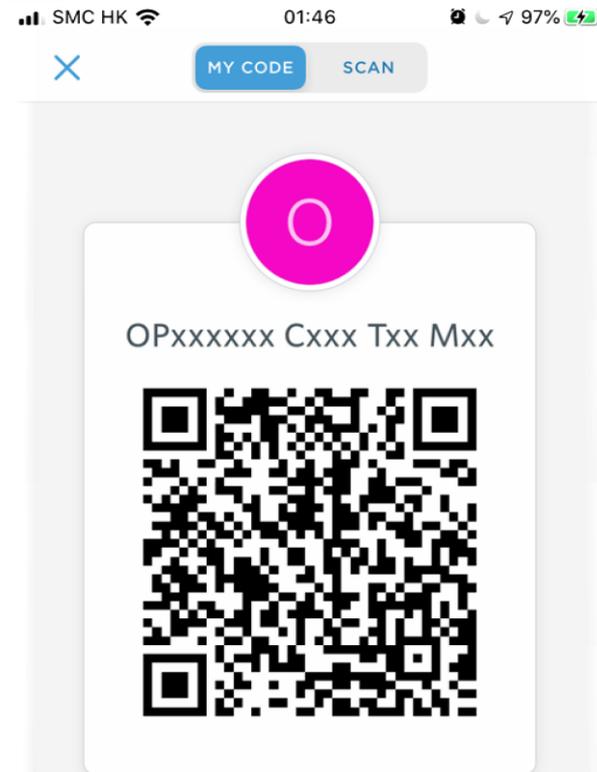
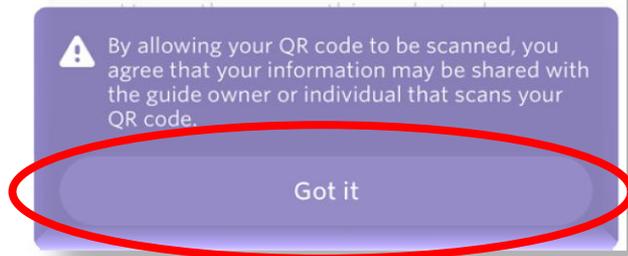
C) 1. 打開菜單 Open the menu



C) 2. 使用二維碼 Use the QR code



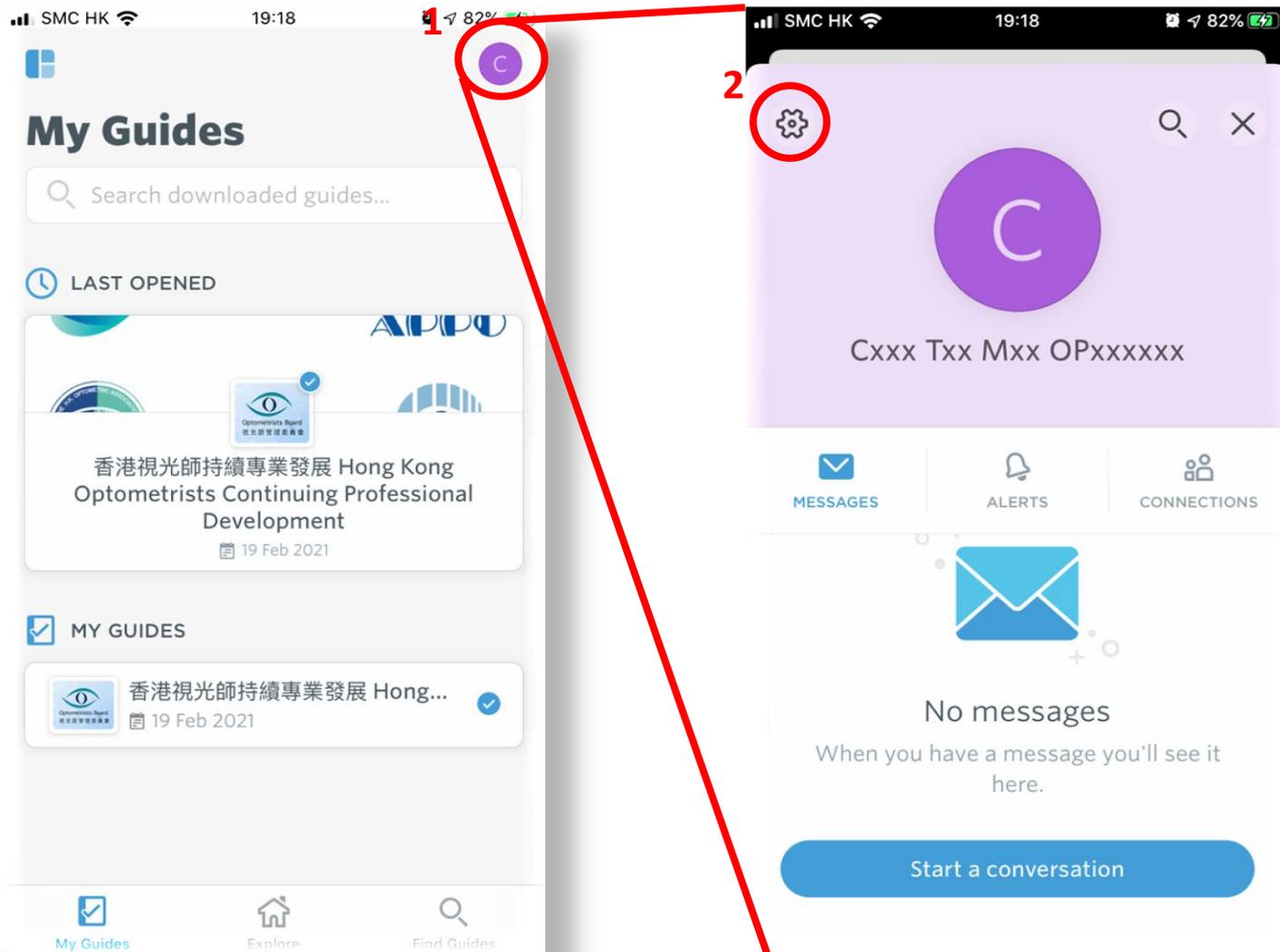
第一次使用時可能出現
May appear in the 1st time



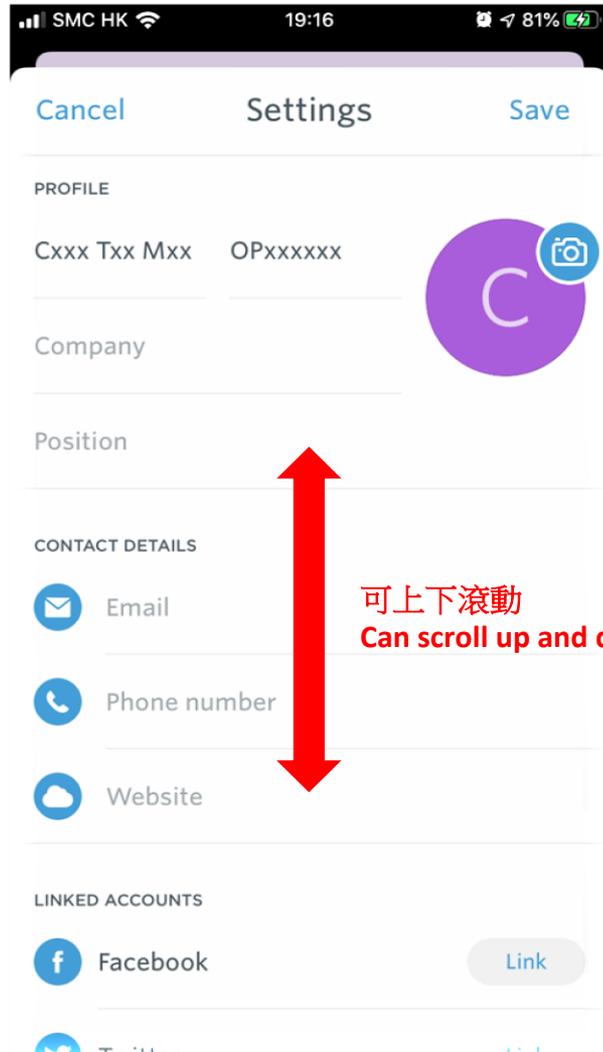
(D) 更改Guidebook密碼

Change the Guidebook password

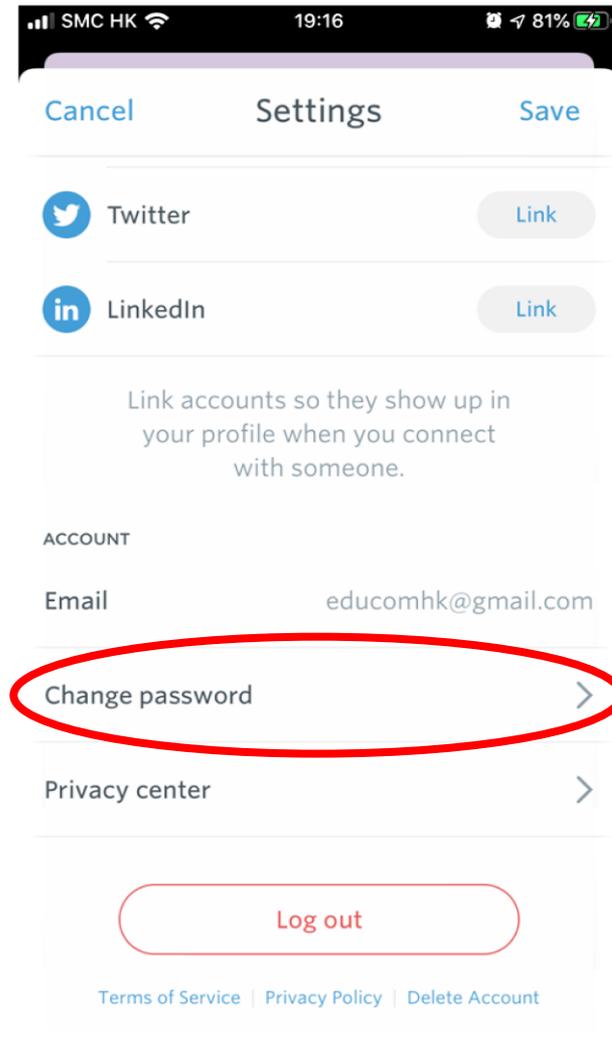
(D) 1. 打開設定版面 Open Settings



(D) 2. 設定版面 Settings

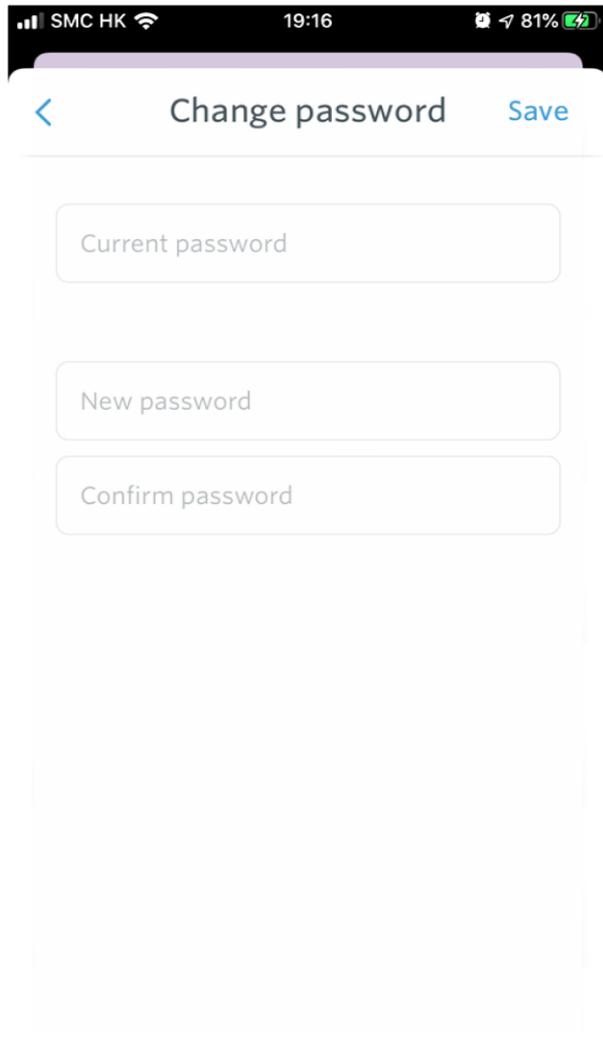


可上下滾動
Can scroll up and down



(D) 3. 輸入現有密碼

Key in Current password



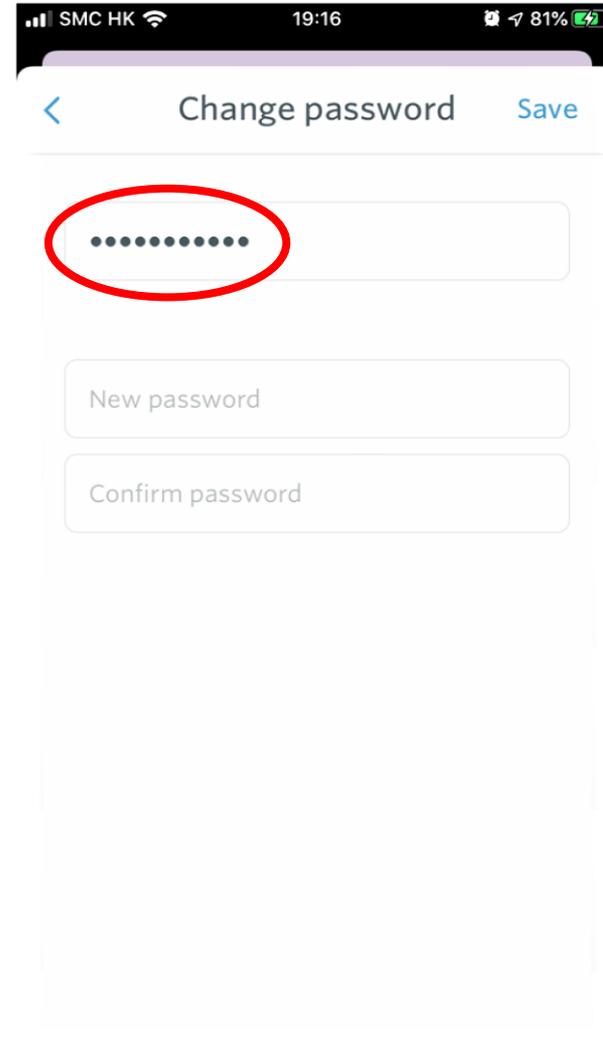
Change password Save

Current password

New password

Confirm password

This screenshot shows the 'Change password' form with the 'Current password' field highlighted by a red circle. The form includes three input fields: 'Current password', 'New password', and 'Confirm password'. The status bar at the top shows 'SMC HK', '19:16', and '81%' battery.



Change password Save

.....

New password

Confirm password

This screenshot shows the 'Change password' form with the 'Current password' field filled with ten dots and highlighted by a red circle. The form includes three input fields: 'Current password', 'New password', and 'Confirm password'. The status bar at the top shows 'SMC HK', '19:16', and '81%' battery.

(D) 4. 輸入新密碼兩次 Key in New password 2 times

SMC HK 19:17 81%

< Change password Save

.....

1
Confirm password

密碼最少要有8個字元，當中
最少有1個數字或符號，不可
有空白

Password requires at least
8 characters, with at least 1
number or 1 symbol and
no spaces

SMC HK 19:17 81%

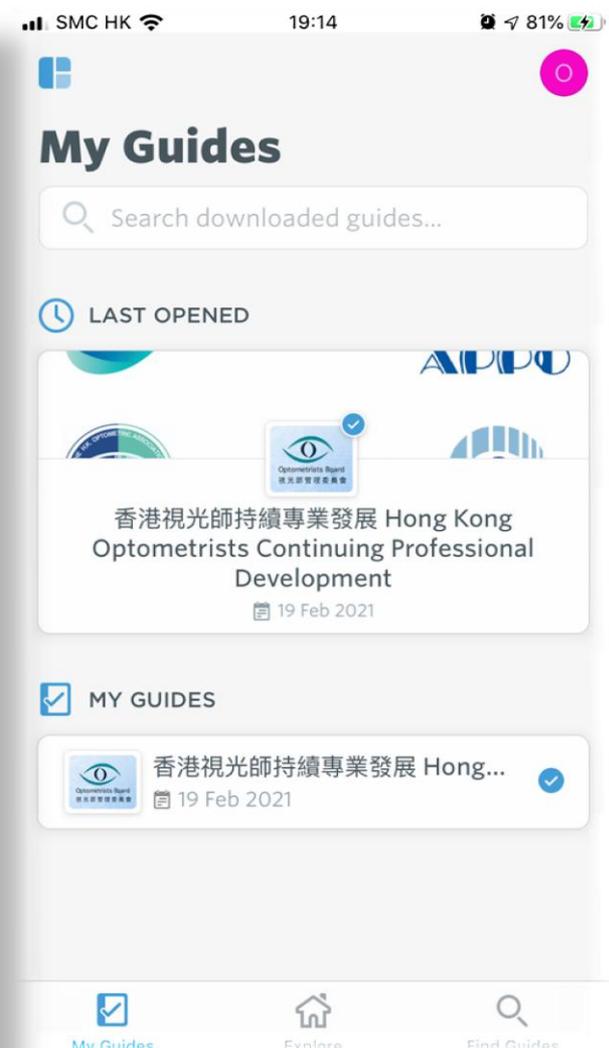
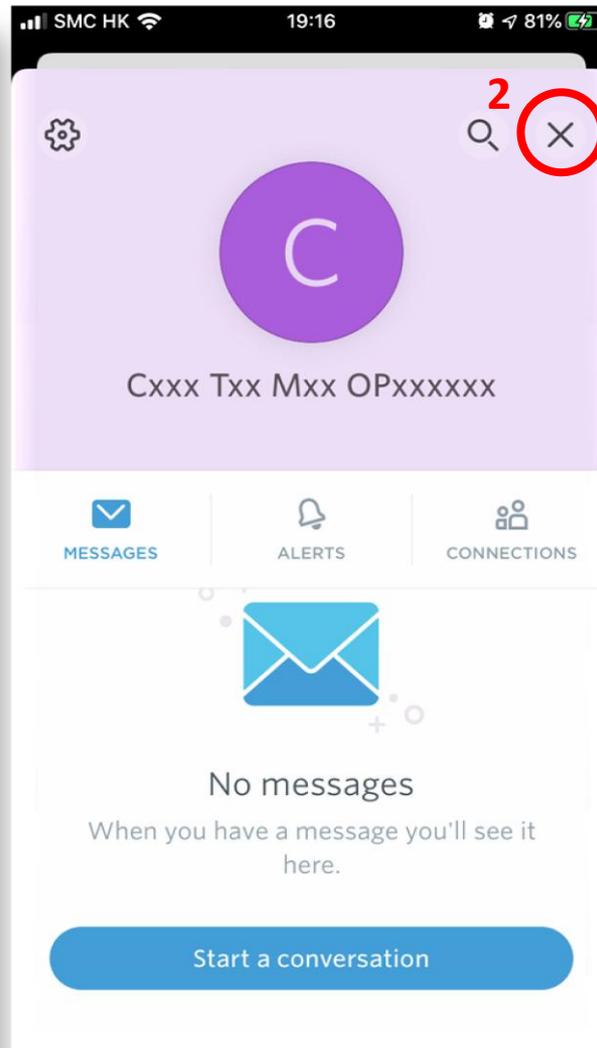
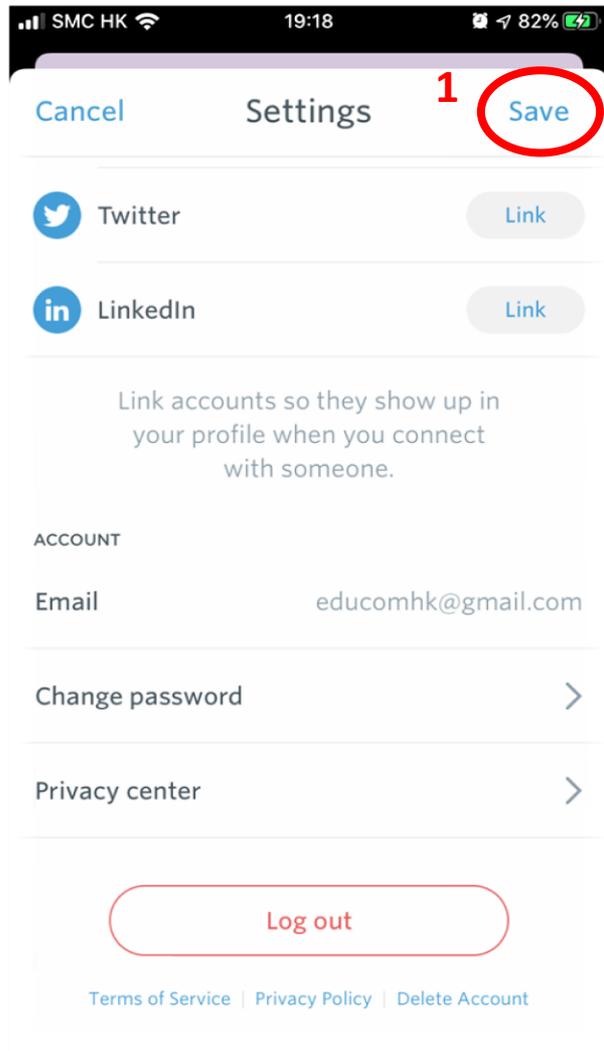
< Change password Save

.....

.....

2
.....

(D) 5. 存檔 Save

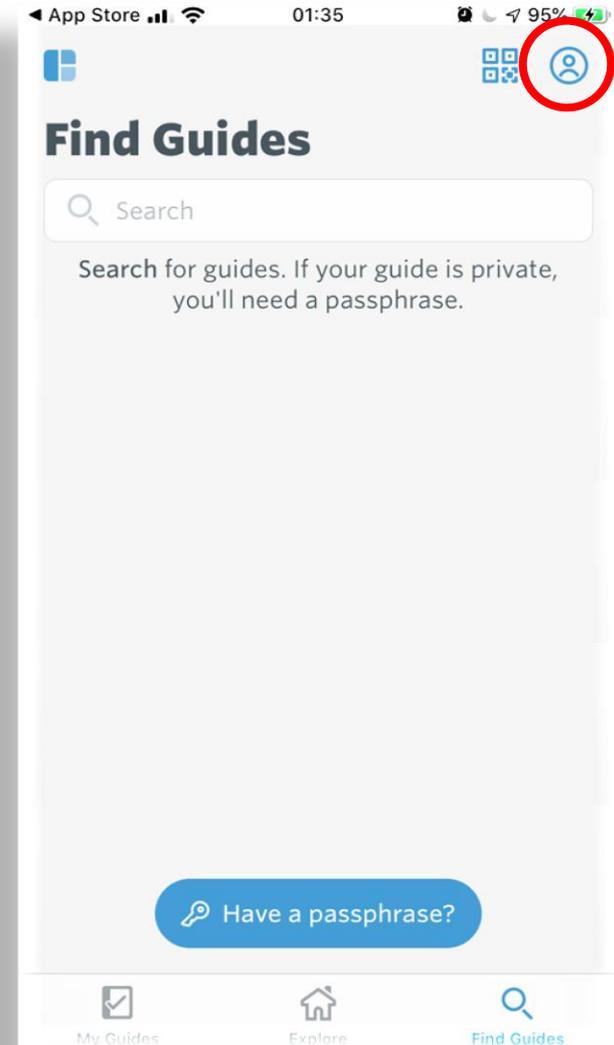
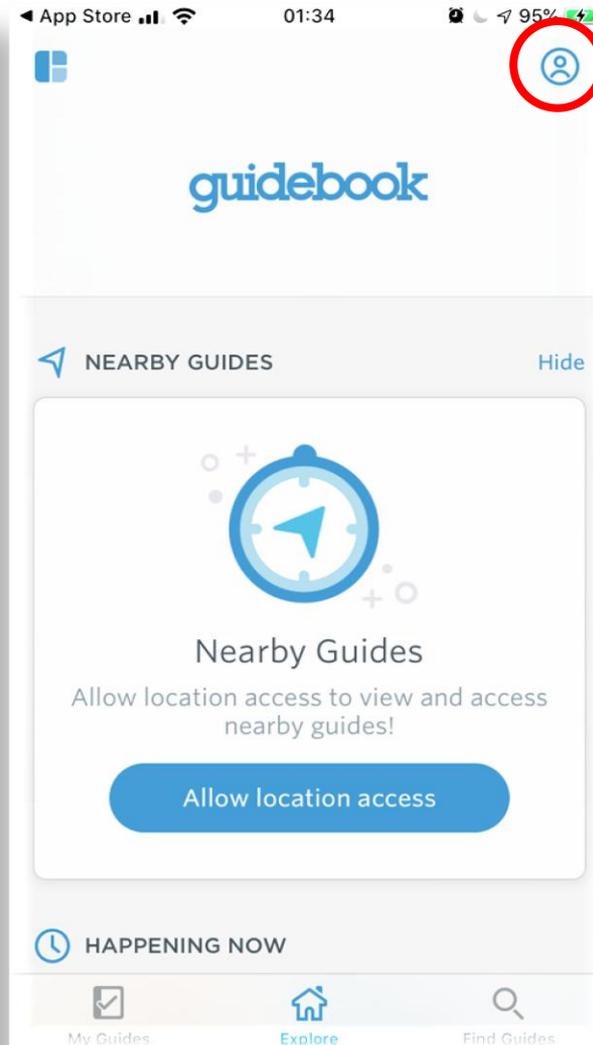
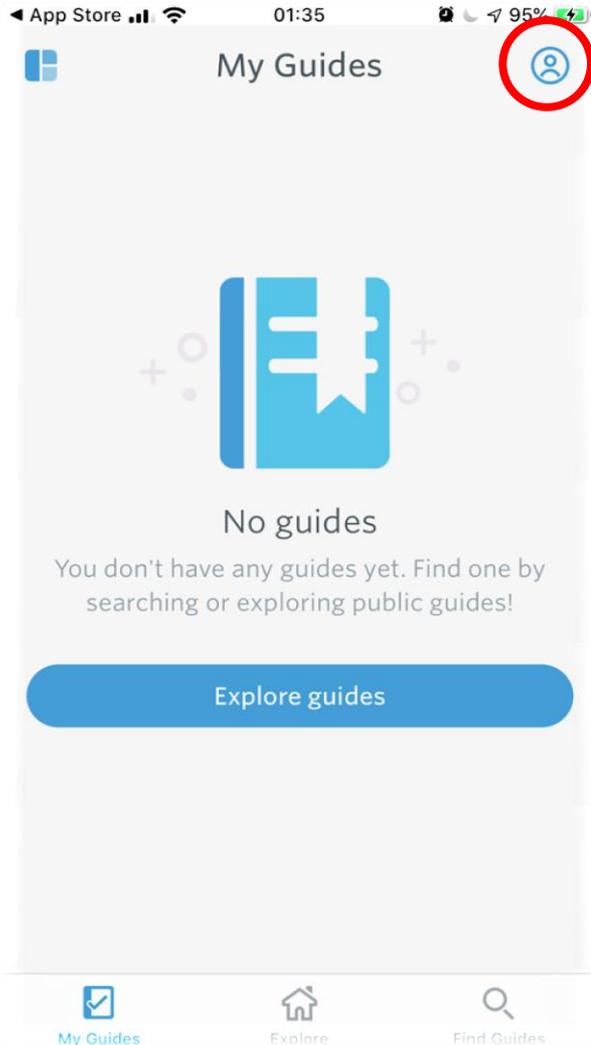


(E) 忘記Guidebook密碼
Forgot Guidebook password

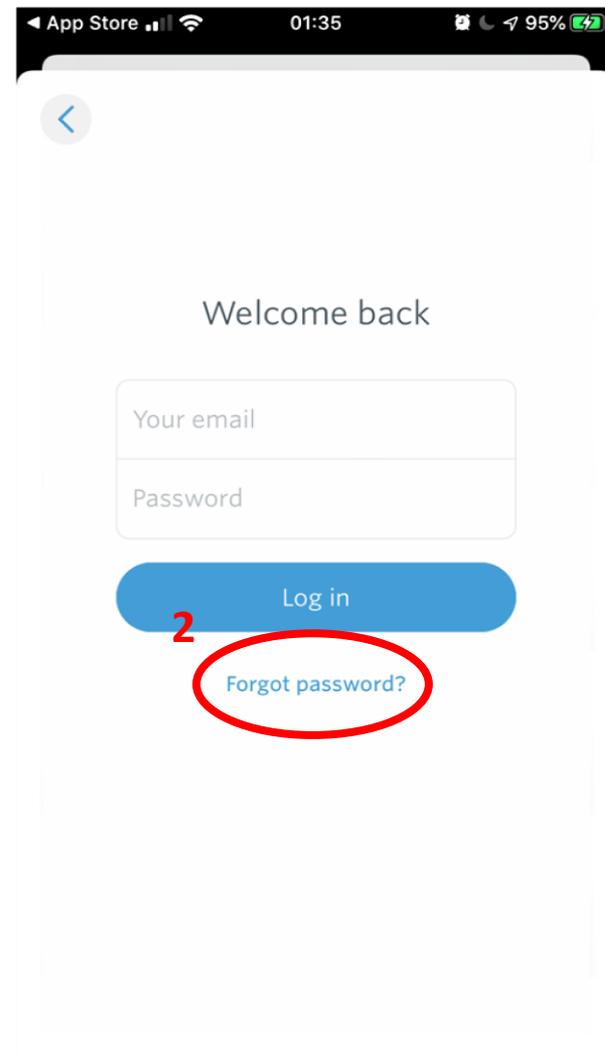
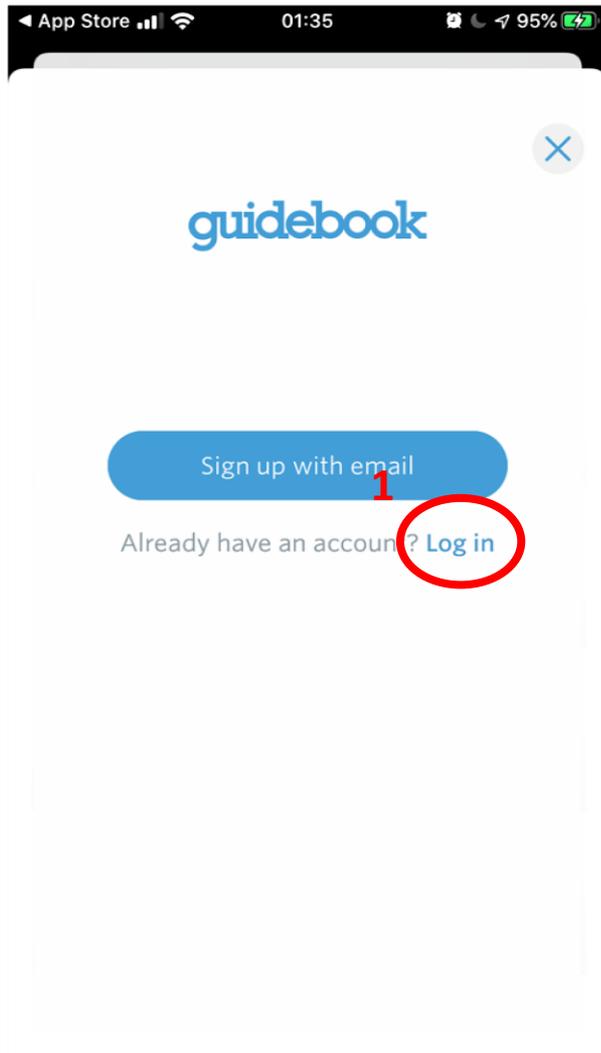
(E) 1. Guidebook 版面 Guidebook page



(E) 2. 頁尾所引|申的3個版面 Three tabs from the bottom

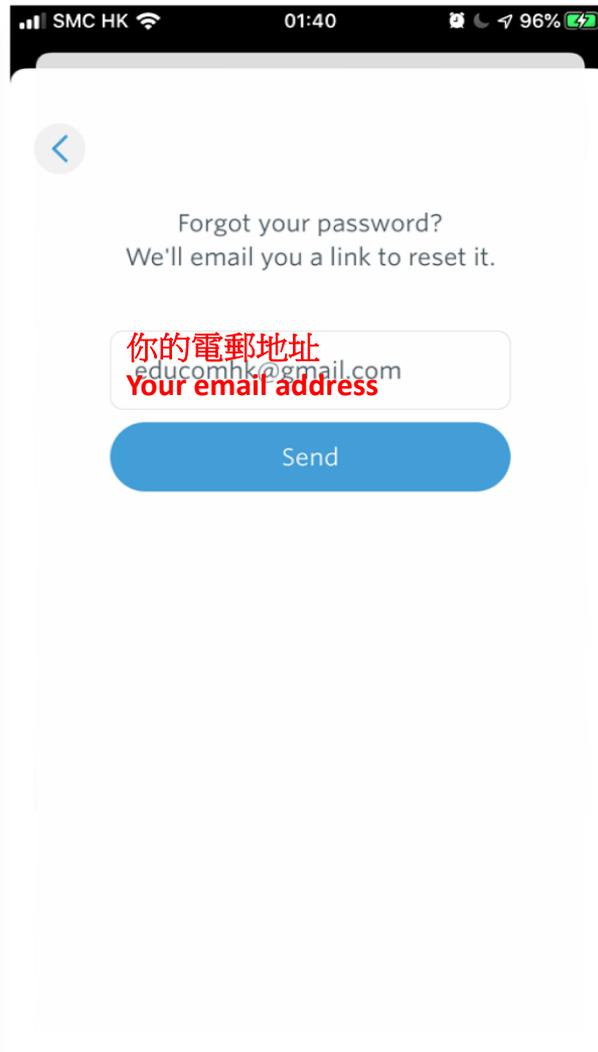
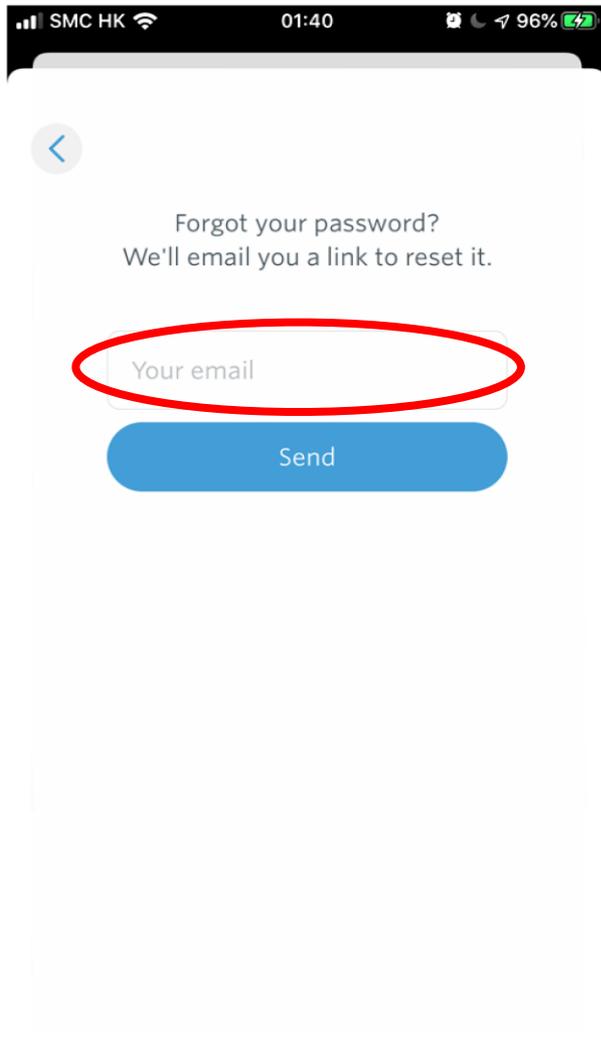


(E) 3. 忘記密碼 Forgot password



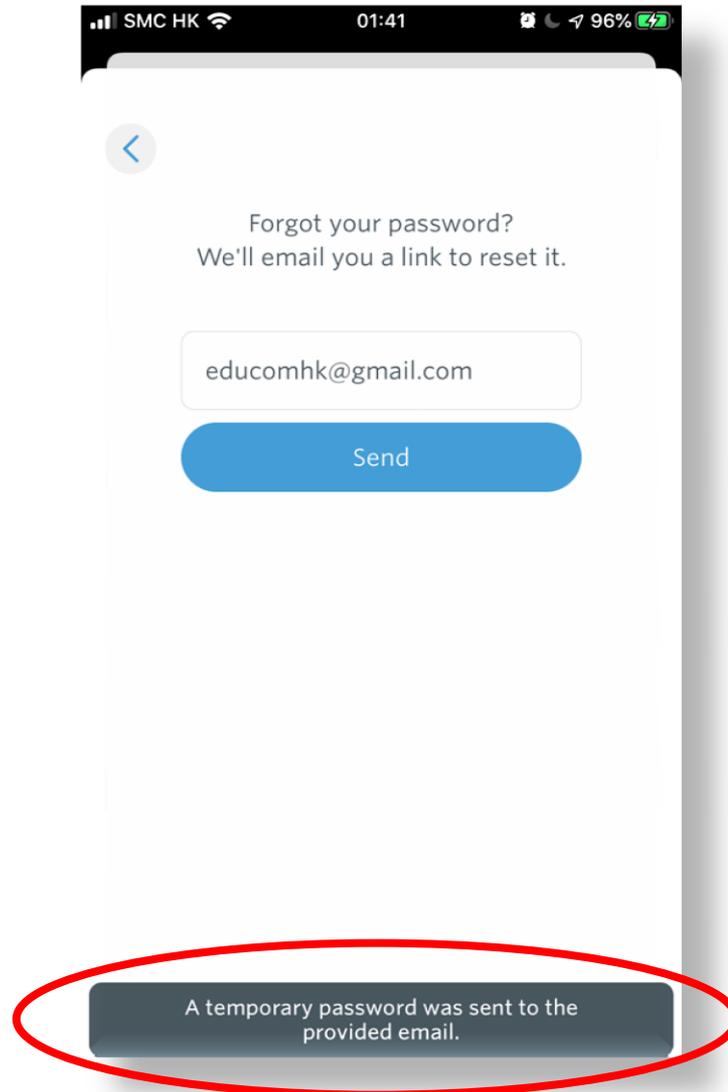
(E) 4.輸入Guidebook的電郵地址

Key in the email address for Guidebook



(E) 5. 到電郵收取臨時密碼

Get the temporary password from email

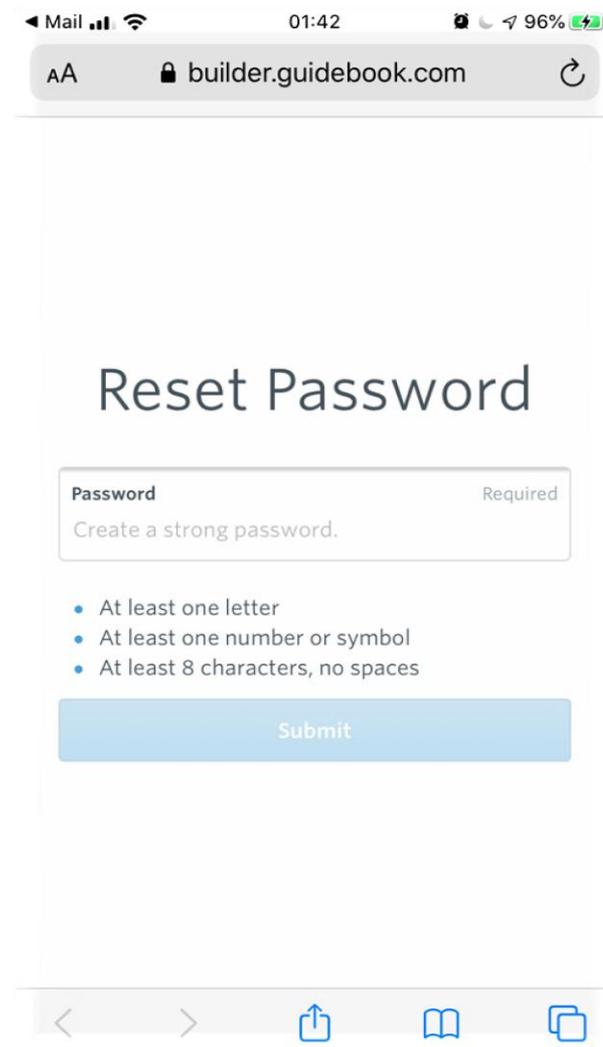


(E) 6. 重置密碼 Reset Password

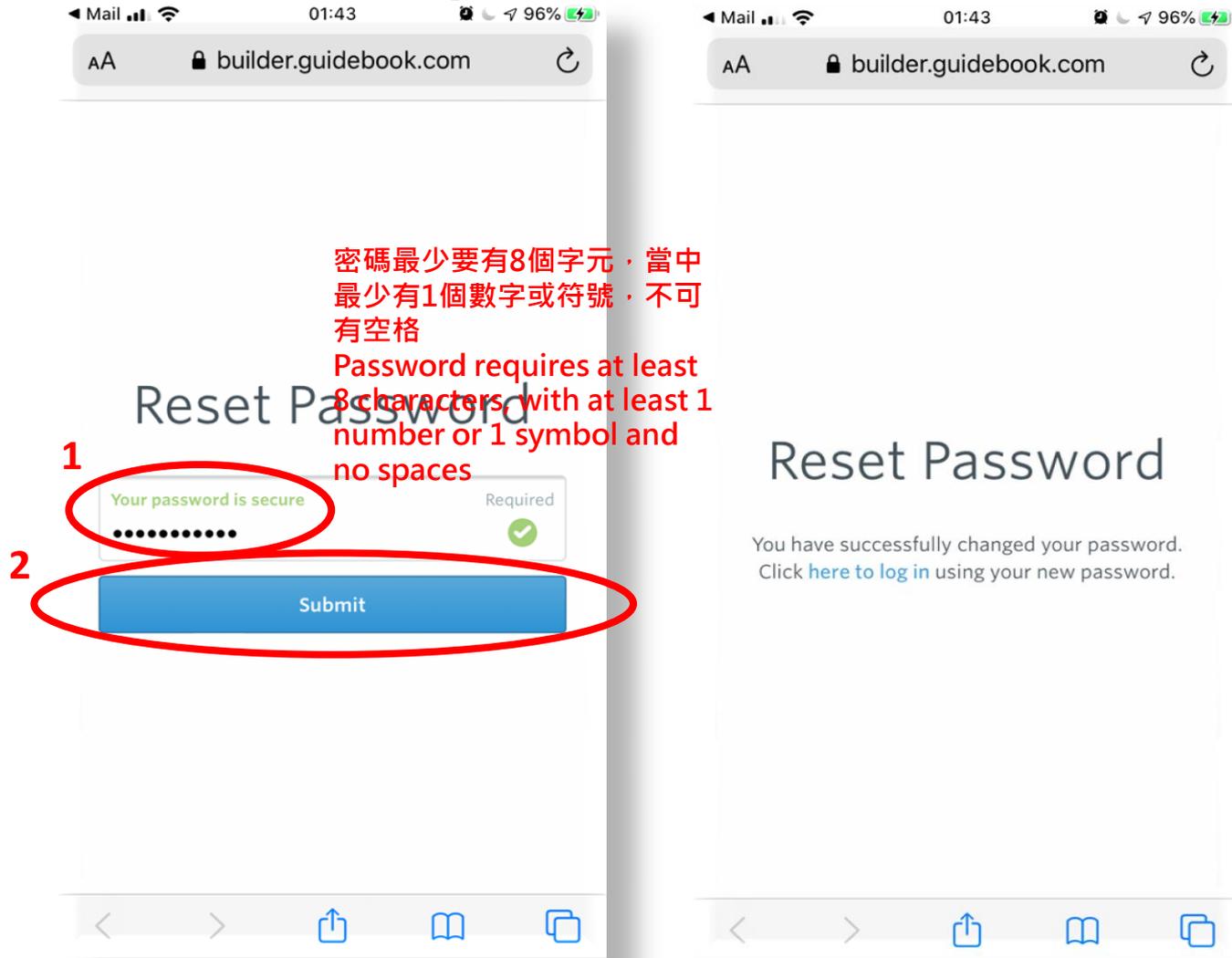
電郵 Email



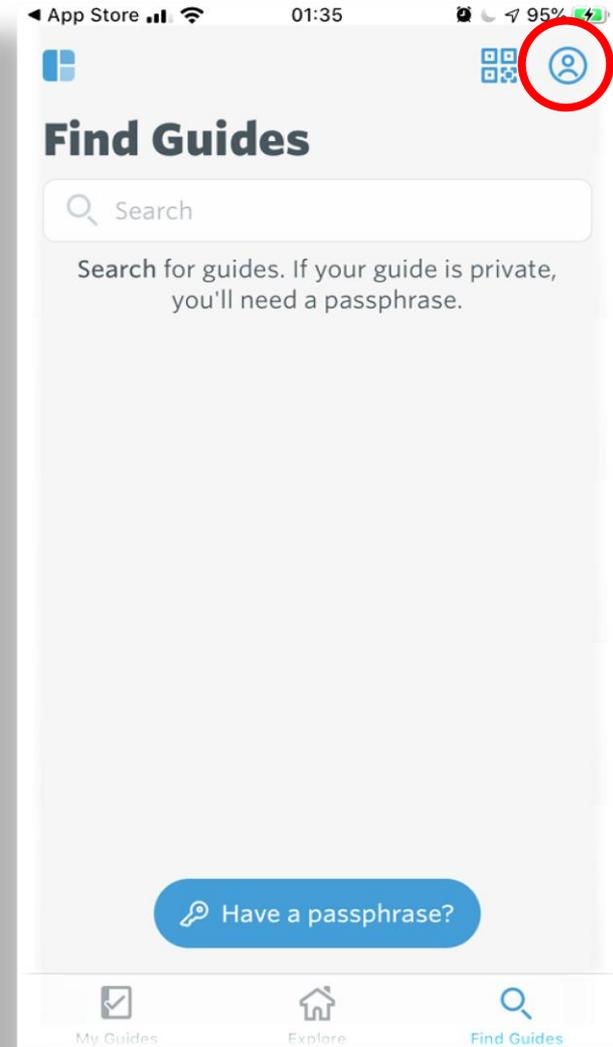
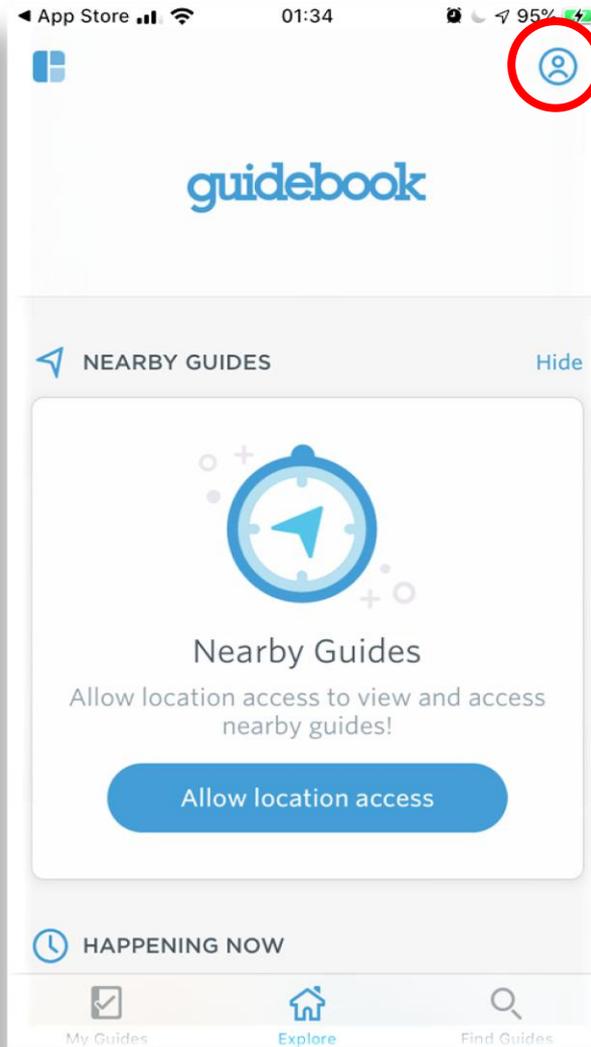
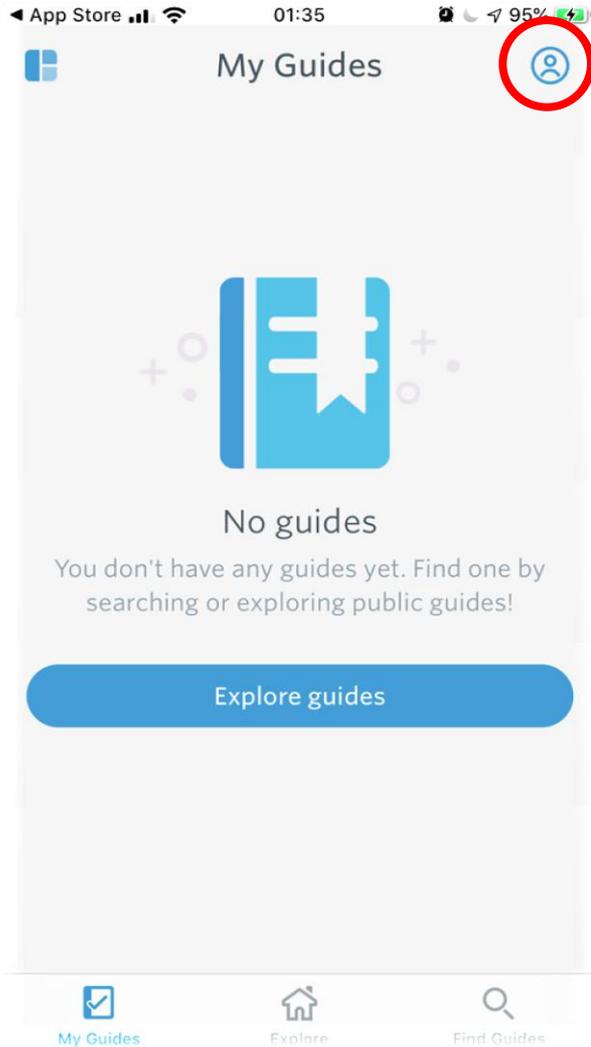
瀏覽器 Browser



(E) 7. 輸入新密碼 Key in new password

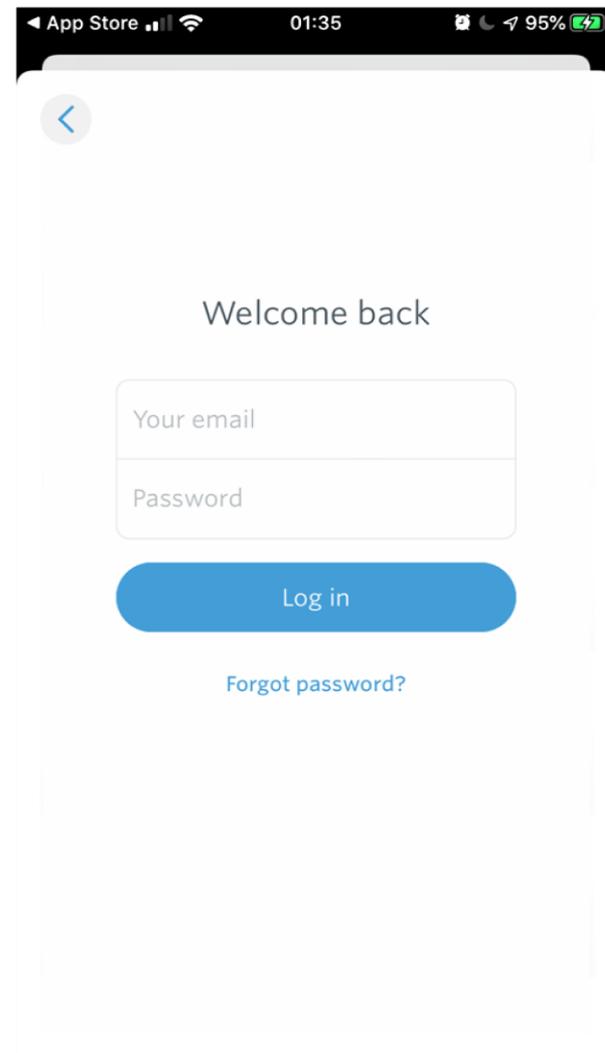
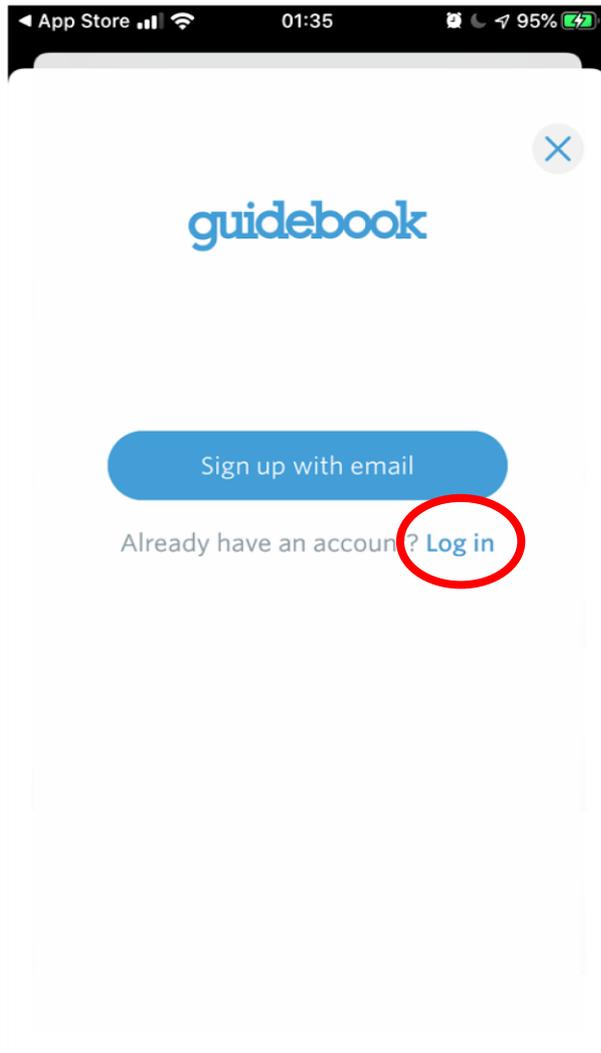


(E) 8. 回到Guidebook Back to Guidebook



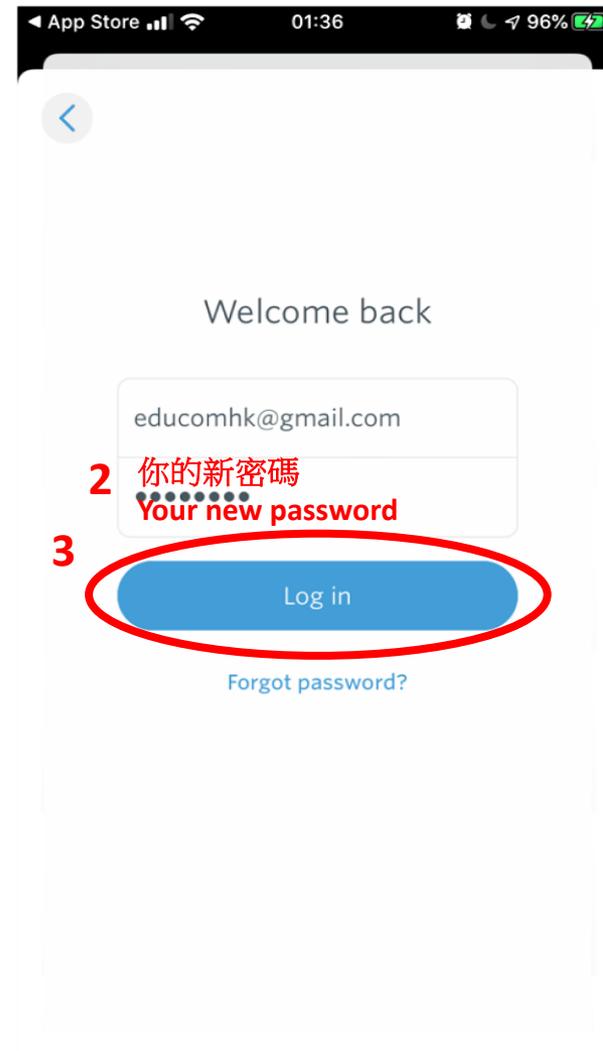
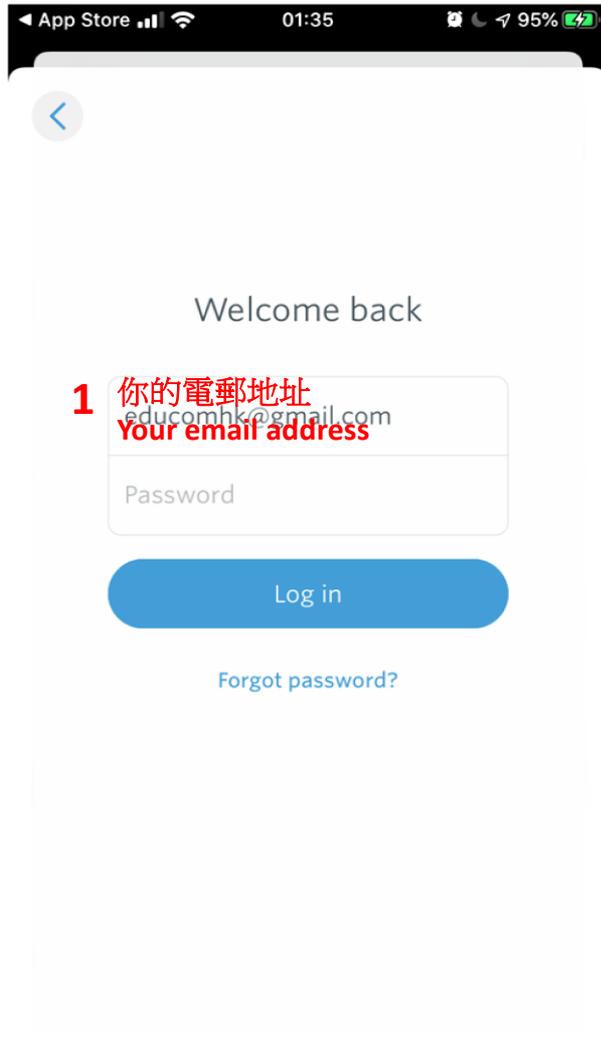
(E) 9. 登入 Guidebook

Log in Guidebook



(E) 10. 輸入Guidebook的電郵地址及新密碼

Key in the email address and new password for Guidebook



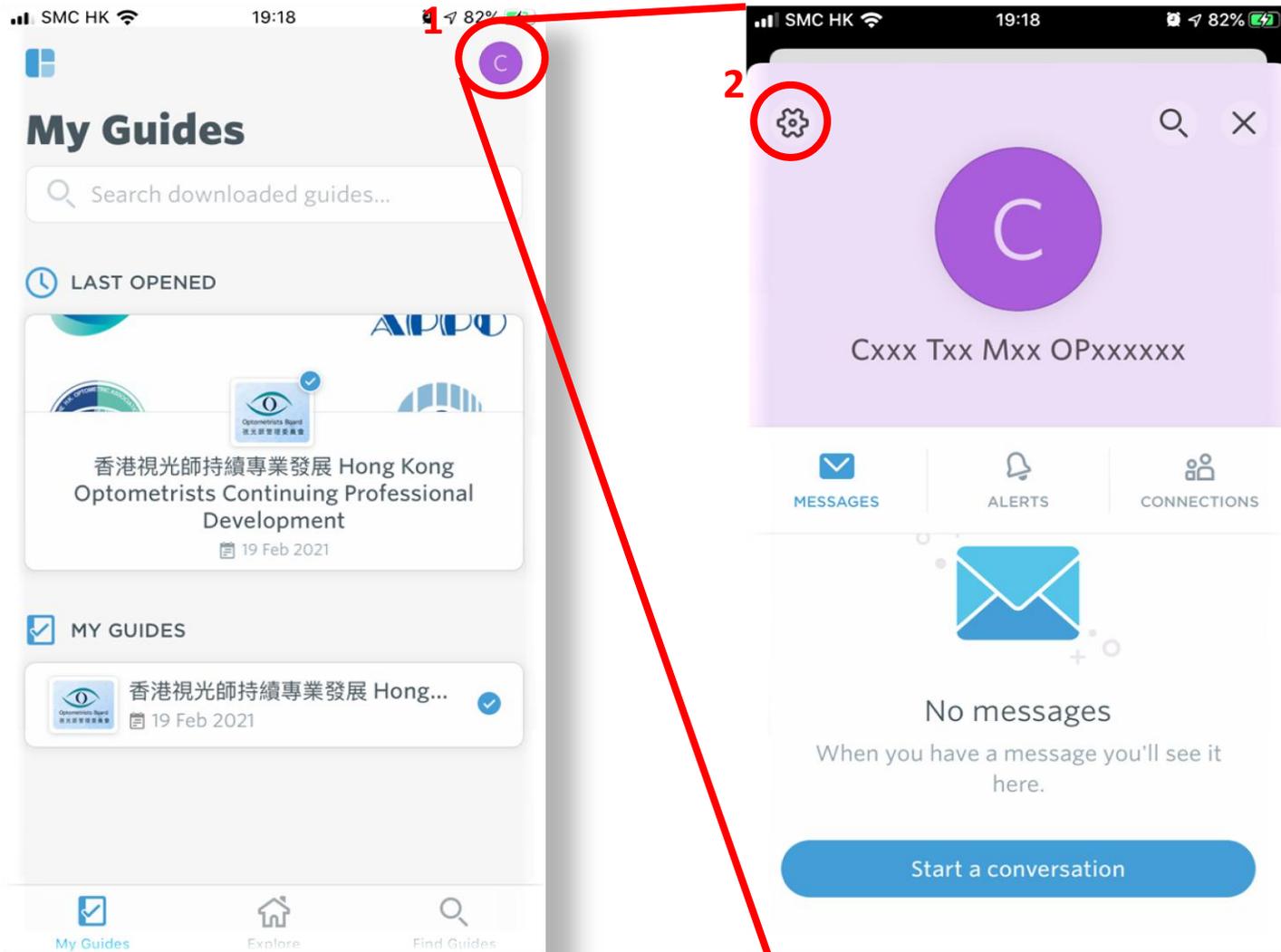
(F) 更改個人資料

Change personal details

(F) 1. 開啓軟件 Open the App

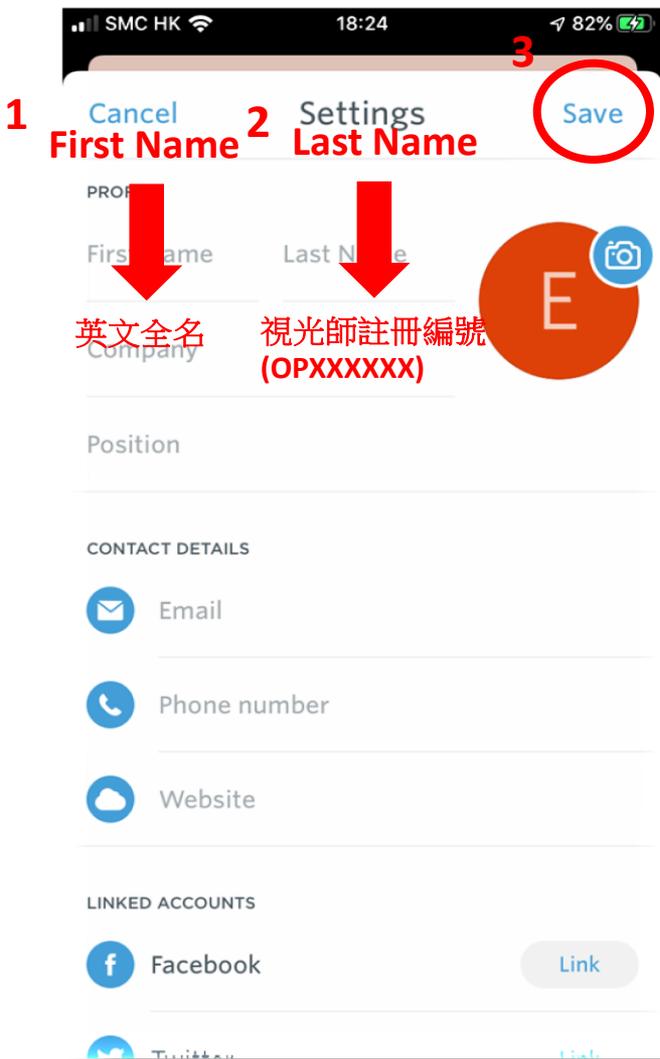


(F) 2. 打開設定版面 Open Settings



(F) 3. 更改個人資料 Change personal details

iPhone



Android



(F) 4. 返回首頁 Back to the homepage

