



USER MANUAL – HOW TO ACCESS PENDING PRESENTER EVALUATIONS

TARGET AUDIENCE: ADMINISTRATORS

Updated October 4, 2021





ACCESSING PENDING PRESENTER EVALUATIONS

Presenter evaluations are generated the day of the event. Below are the steps to access these pending evaluations:

1. Login into MedSIS and click on "Evaluation Schedule" button:



2. Click on the filter and choose "EVALUATION STATUS" \rightarrow "PENDING" \rightarrow "APPLY":

Evaluations			
¥ Filter	Sho	w Selected	
> Trainees	Q Search		
> Training Details	CLEAR SELECTION		
 Evaluations 	Completed		
Evaluation Type	Declined		
Evaluation Status	Draft		^
_	Expired		Source
	In Progress	uation - Academic Event Q	Scheduled
	Not Distributed		
	Pending		
	Scheduled	uation - Academic Event Q	Scheduled
	Under Revision		
🥑 Clear	Annity	Close litator & Event Evaluation: Lecture Q	Scheduled

3. This will display all pending evaluations. Pending presenter evaluations for event can be found under the heading of "PRESENTER EVALUATION":



QUESTIONS?

If you have any questions or difficulties with this process, please submit a ticket to our JIRA ticketing system: <u>Submit a</u> <u>Ticket</u>