

USER MANUAL – PRINTING ITERs

TARGET AUDIENCE: ADMINISTRATORS

Updated April 8, 2019

PRINTING ITER EVALUATIONS

Administrators have the ability to bulk print ITERs from the Evaluation Dashboard.

- To print an ITER, go into the Evaluation Dashboard and click on the checkbox beside the evaluation.
- Then click on the three dot icon on the top right-hand side of the dashboard.
- Select the option to print evaluations
- NOTE: Only completed evaluations can be printed.

Filter: All Evaluations

Select all ITERs on screen

Check off single ITERs

Send Evaluation(s) ...

Print Evaluations

Hide Evaluations

Restore Evaluations

<input type="checkbox"/>	Activity	Start Date	End Date	Evaluation	Trigger	Source	Created By	Evaluator	Evaluatee	Status	Action
<input checked="" type="checkbox"/>	On-Call (Obs/Gyn)-McMaster Children's Hospital	01-Jul-2017	01-Jul-2018	Obstetrics and Gynecology On-Call	Start of Rotation 01-Jul-2017	On-Demand	Banner, Harrison Matthew 08-Jan-2018	Sibley, Caroline	Banner, Harrison Matthew	Completed 10-Jan-2018	View
<input checked="" type="checkbox"/>	On-Call (Obs/Gyn)-McMaster Children's Hospital	01-Jul-2017	01-Jul-2018	Obstetrics and Gynecology On-Call	Start of Rotation 01-Jul-2017	On-Demand	Banner, Harrison Matthew 08-Jan-2018	McDonald, Sarah	Banner, Harrison Matthew	Pending	Start
<input type="checkbox"/>	On-Call (Obs/Gyn)-McMaster Children's Hospital	01-Jul-2017	01-Jul-2018	Obstetrics and Gynecology On-Call	Start of Rotation 01-Jul-2017	On-Demand	Deluce, Simon 19-Oct-2017	Smith, Patricia A	Deluce, Simon	Completed 25-Oct-2017	View

- You will have the option to print individual PDFs, or collate the evaluations for each trainee into one PDF.
- NOTE: The 'collate' option does not collate information within the forms, just how the PDFs are printed.

Evaluations Print [X]

A total number of 2 evaluations will be printed for 2 trainees

Please select print option

Individual PDFs for each evaluation

Collate evaluations in PDFs per Evaluatee

Print [X] Close

QUESTIONS?

If you have any questions or difficulties with this process, please contact MedSIS at medsis@mcmaster.ca