



How to Trigger a FM Field Note on My Desktop COMPUTER

TARGET AUDIENCE: SUPERVISORS Updated September 2, 2021





1. Once you have logged into MedSIS, ensure you are in your Supervisor Portal as some users may have multiple portals.



2. From the Supervisor Portal Home Screen, click Trigger On Demand.

MedSIS 3C Campus Edition	FACUL	Y OF HEALTH SCIENCES TER UNIVERSITY		
4	¢	Home > Supervisor Portal		
A Home		Welcome,		
Admin Portal My Profile		You are now logged on to MedSIS, the Internet-based full-function management system for the Faculty of He. Corporation.	alth Sciences, McMaster University and its associated teaching hospitals, powered by Knowledge4You	
http://www.com/com/com/com/com/com/com/com/com/com/		O Latest News	Evaluations	
🚆 Clerkship Schedule		USER DOCUMENTATION Please visit our MedSIS website under "TRAINING" to find all user documentation for Learners,	You have 0 evaluation(s). details	
istudent Evaluations		Supervisors, Program Administrators, Program Directors, etc. 30-Jun-2017 11:12, by Andrea Somerville		
g Trainee Evaluations			Course Schedule	
Payments and Contributions			details	
📛 Request for Time Off			Lineaming Events	
🔯 Activity Log		details	Opcoming Lyents	
1 Curriculum			No upcoming events.	
Professionalism			details	
👫 TES Score				
news		Trainee Evaluations		
		You have 0 pending evaluations.		





3. Fill in the appropriate fields and click 'Send'

	Evaluations		×
	Evaluation Type: *	Learner WBA Evaluation	
	Trainee(Evaluatee)*:		
n f	Activity*:	Rotation: Anesthesiology, Location: Orillia Soldiers' Memorial Hospital	
	Trigger*:	Start of Rotation	
l	Eval Form*:	WBA - EPA 2-2 Dictated Consultation	
	Supervisor(Evaluator)*:	Guscott, Jesse	
		> 🔊 Send 🗙 Car	ncel

4. Complete the form and click 'Submit'. A message will pop up indicating the form has been saved successfully.

