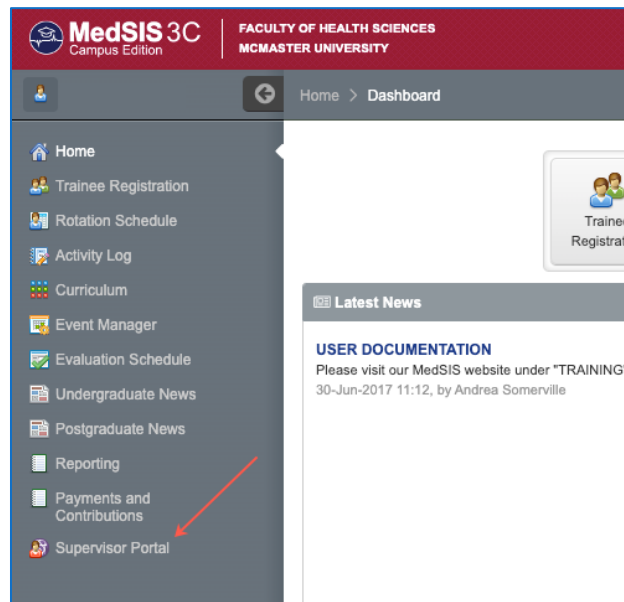


HOW TO TRIGGER A FM FIELD NOTE ON MY DESKTOP COMPUTER

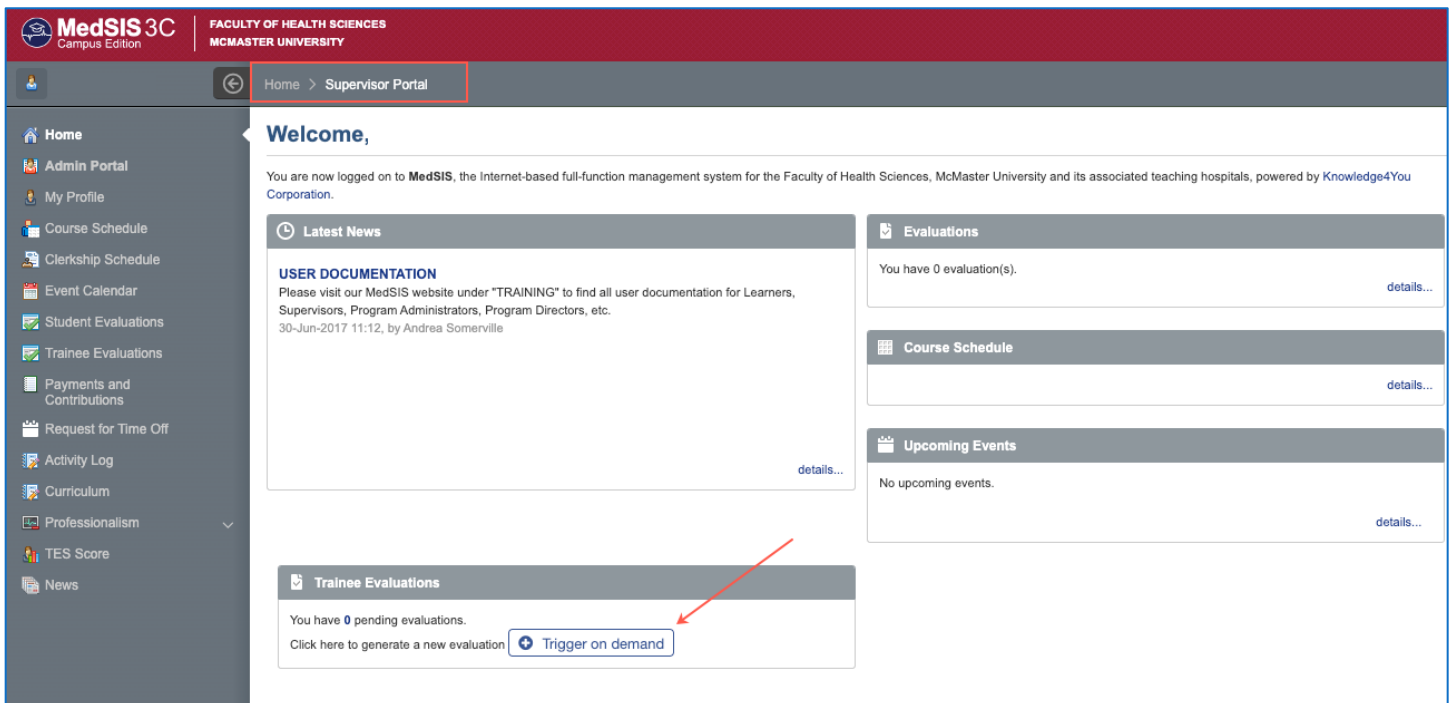
TARGET AUDIENCE: SUPERVISORS

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.



- Fill in the appropriate fields and click 'Send'

Evaluations

Evaluation Type: * Learner WBA Evaluation

Trainee(Evaluatee)*: [Redacted]

Activity*: Rotation: Anesthesiology, Location: Orillia Soldiers' Memorial Hospital...

Trigger*: Start of Rotation

Eval Form*: WBA - EPA 2-2 Dictated Consultation

Supervisor(Evaluator)*: Guscott, Jesse

Send Cancel

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

Save Submit

QUESTIONS?

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