

USER MANUAL – UNLOCKING/DELETING ITERS

TARGET AUDIENCE: ADMINISTRATORS

Updated April 8, 2019

UNLOCKING ITERS

Administrators have the ability to unlock completed ITERs if revisions by the supervisors are requested.

- To unlock an ITER, go into the Evaluation Dashboard and click on the downward arrow on the far right side of the evaluation. You will see the option to “unlock” the evaluation.
- Once the evaluation is unlocked, it will change to a status of “Under Revision”. This means the ITER is back with the supervisor to make changes and re-submit.

matic ug-2017	Kraus, Peter	Khalifa, Abubaker	<div style="border: 2px solid red; padding: 2px;"> ✔ Completed 06-Oct-2017 </div>	Required Evaluations View
matic ug-2017	Whitlock, Richard	Khalifa, Abubaker	<div style="border: 2px solid green; padding: 2px;"> ✔ Completed 09-Sep-2017 </div>	<div style="border: 2px solid red; padding: 2px;"> 🔓 Unlock </div> Required Evaluations View
matic ug-2017	Whittingham, Heather	Khalifa, Abubaker	<div style="border: 2px solid green; padding: 2px;"> ✔ Completed 31-Aug-2017 </div>	Required Evaluations View

DELETING ITERS

Administrators have the ability to delete “pending” ITERs and “declined” evaluations. **The supervisor must be deleted from the rotation details AND the ITER from the dashboard in order for the ITER not to re-trigger.** If you delete the ITER from the dashboard but not from the rotation, the system will re-send the ITER to the supervisor.

- To delete an ITER, go into the Evaluation Dashboard and click on the downward arrow on the far right side of the evaluation. You will see the option to “delete” the evaluation.

Lewis, Kimberley Anne	Pending	Start
Lewis, Kimberley Anne	Pending	<div style="border: 2px solid red; padding: 2px;"> ✖ Delete </div>
Lewis, Kimberley Anne	Pending	Start
Lewis, Kimberley Anne	Pending	Start

QUESTIONS?

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