

# USER MANUAL – GENERATING LETTER OF GOOD STANDING (LOGS)

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Updated March 22, 2024

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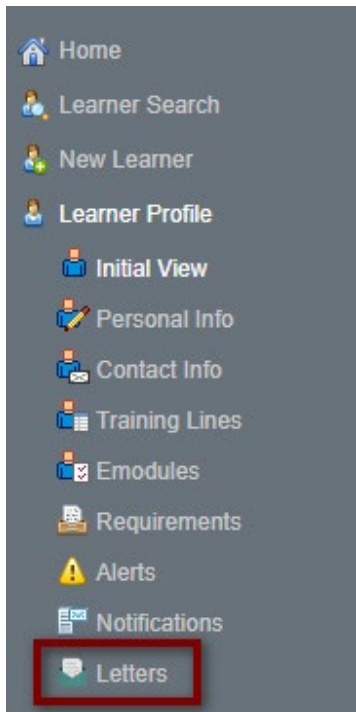
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## LETTERS OF GOOD STANDING (LOGS)

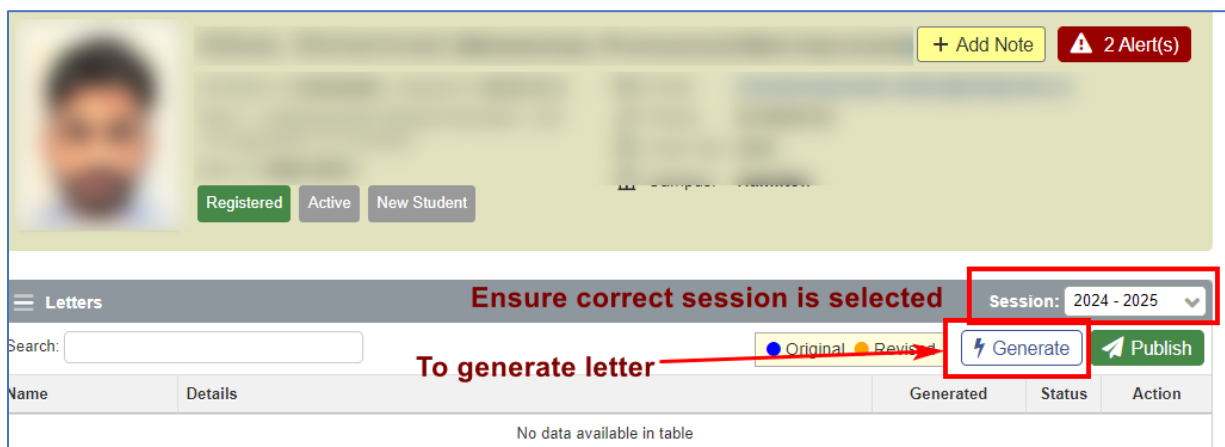
LOGS are available for learners that have completed all requirements outlined in MedSIS.

### Generating LOGS (SINGLE LEARNER)

**Step 1:** Select the “Letters” option from the main menu (on the left-hand side)



**Step 2:** Select the session the LOGS is needed for and click the “Generate” button on the right-hand side.



If the learner has **outstanding registration requirements/alerts** impacting the LOGS, a LOGS **will not** be available to generate. The banner at the top of the Letters section will inform which requirements are missing and need to be completed for a LOGS to be generated. If you do try to generate one, an alert message will appear stating that learner is not a part of that session’s letter population.

The screenshot shows the 'Letters' section of the MedSIS 3C interface. At the top, there is a red banner with a warning icon and the text: "One or more of the mandatory Midwifery e-Modules have not been completed. This requirement must be completed prior to your training start date." Below the banner is a search bar and a table with columns for 'Name' and 'Details'. A red arrow points from a yellow callout box to the red banner. The callout box contains the text: "Any missing requirements impacting LOGS will be displayed as an alert here".

A red banner with a yellow background and a warning icon. The text reads: "Letter: LOGS Generic, Session 2023 - 2024: Learner is not part of the letter population." There is a close button (X) on the right side.

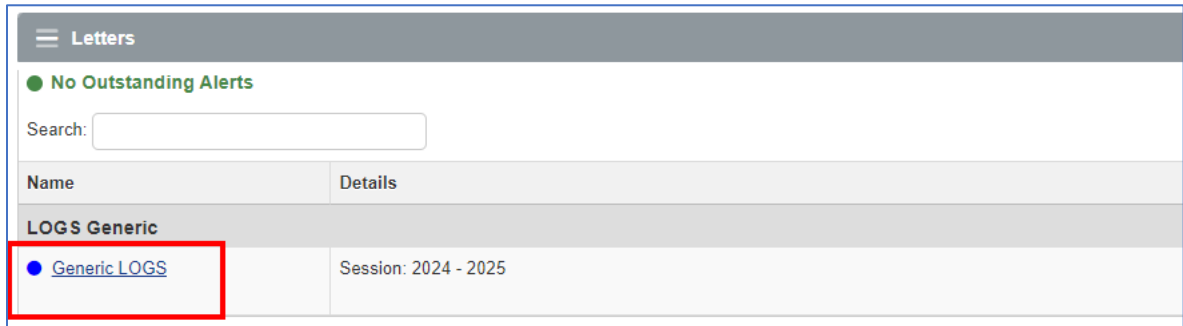
If the learner does not have any outstanding registration alerts on file, a LOGS will be available to generate. A green message will appear showing “No Outstanding Alerts”.

The screenshot shows the 'Letters' section of the MedSIS 3C interface. At the top, there is a green banner with a checkmark icon and the text: "No Outstanding Alerts". Below the banner is a search bar and a table with columns for 'Name' and 'Details'. The text "No data available in table" is visible at the bottom right of the table area.

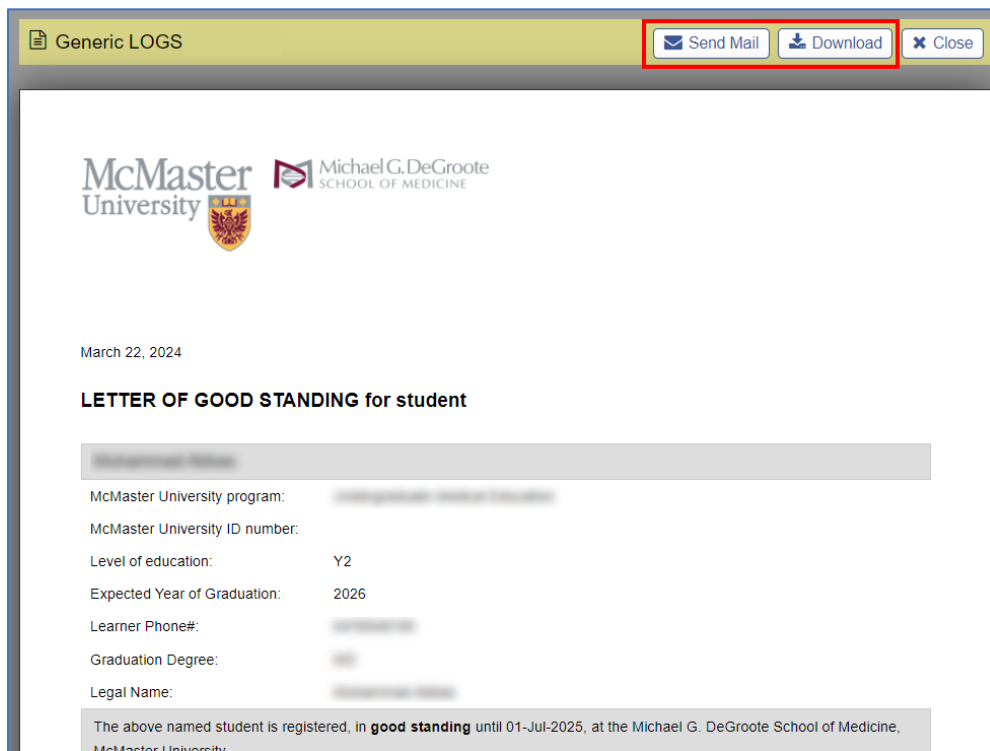
**Step 3:** Choose the type of LOGS that is required for your learner and then “Generate”.

The screenshot shows a dialog box titled "Generate Letters" with a close button (X). The text inside the dialog box says: "Please select the letter type you want to generate". Below this text is a dropdown menu labeled "Letter Type\*" with "LOGS Generic" selected. At the bottom of the dialog box, there are two buttons: "Generate" (with a lightning bolt icon) and "Close" (with an X icon). A red arrow points to the "Generate" button.

**Step 4:** Using the blue link, open the generated LOGS. Clicking on the link will open the Letter of Good Standing in a new window.



**Step 5:** Download the LOGS as a PDF using the download button or send the LOGS through MedSIS using the 'Send Mail' option.



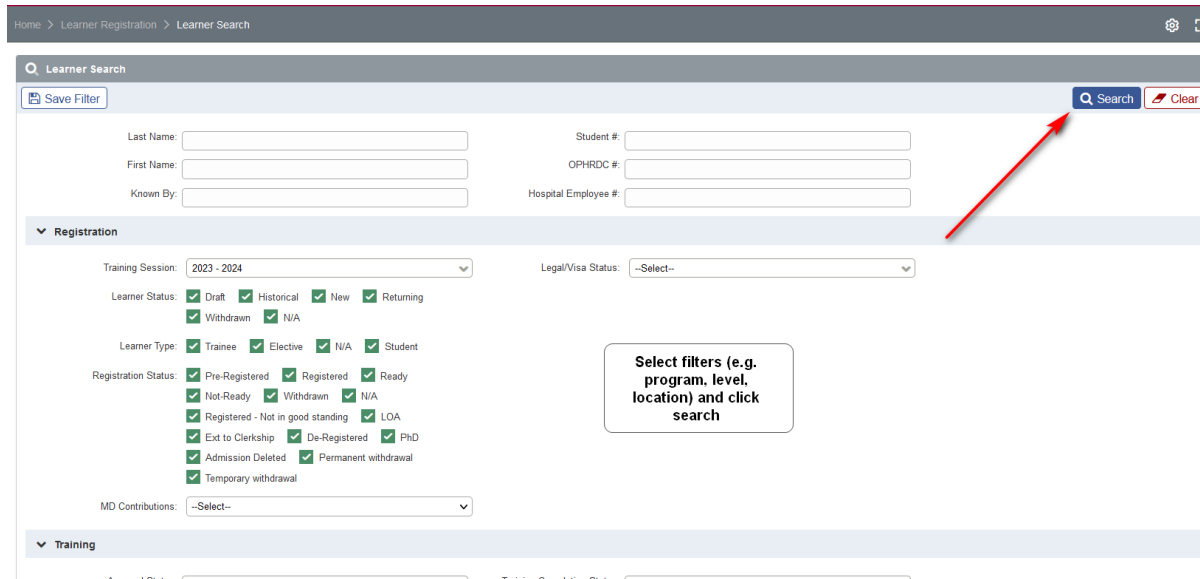
**Note:** LOGS will appear with the status of "not publishable". Disregard this field as it has no effect on generating LOGS.

	Generated	Status
	30-Aug-2023	Not Publishable

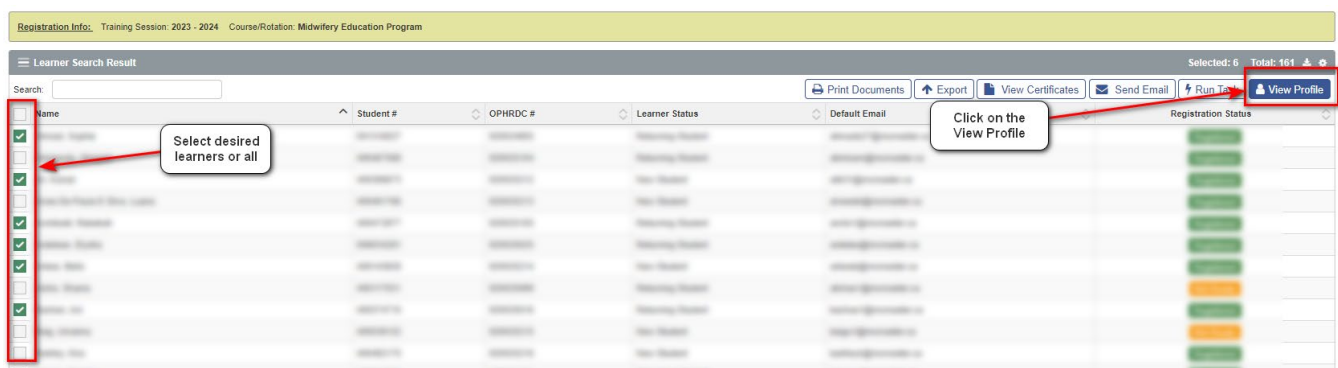
## Generating LOGS (MULTIPLE LEARNERS)

This is helpful for when you need to generate multiple LOGS without having to go back to the search screen and start over.

**Step 1:** After selecting filters (i.e. program, level, location, etc.) click on the “Search” button.



**Step 2:** Select all or multiple learners from the search result and click on the “View Profile” button.



**Step 3:** Follow the steps described in the [Generating LOGS \(Single Learner\)](#) then click the next “>” icon to go to the next selected learner.

Leeza Riediger | Home > Learner Registration > Learner Profile > Letters | 1 out of 8 > >> ⚙️

Home  
Learner Search  
Learner Profile  
Initial View  
Personal Info  
Contact Info  
Training Lines  
Learning Path  
Academic Coach  
Courses/Rotations  
Certificates  
**Letters**  
Education  
Health Screen Records  
Hospital Details  
Reports

Aggarwal, Simran

Session: 2023 - 2024

Trainee is in Good Standing. [Click here](#) to generate letter.

Search:  Original Revised Generate

Name	Details	Generated	Status	Action
<b>LOGS Generic</b>				
Generic LOGS	Session: 2023 - 2024	04-Dec-2023 Aggarwal, Simran	Not Publishable	

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1 out of 8 > >> ⚙️

2 Alert(s)

you may also click here to search for a specific learner

### QUESTIONS?

If you have any questions or difficulties with this process, please submit them through our ticketing system.

To submit a ticket, please visit [medsishelp.mcmaster.ca](https://medsishelp.mcmaster.ca)

User Guide: [How to Submit a Ticket](#)