



# User Manual – Generating letter of good standing (logs)

Updated March 22, 2024





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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.

8	Registered Active	New Student		+ Add Note	2 Alert(s)
_					
<b>Ξ</b> Letters		Ensure co	rrect session is se	elected sess	ion: 2024 - 2025 🛛 🗸
Search:		To generate le	tter	Revis	erate 🧖 Publish
Name	Details	-		Generated	Status Action
		No data avai	lable in table		



×



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.

∃ Letters						
One or more of the mandatory Midwifery e-Modules have not been completed. This requirement must completed prior to your training start date.						
Search:		Any missing requirements				
Name	Details		impacting LOGS will be displayed as an alert here			

Letter: LOGS Generic, Session 2023 - 2024: Learner is not part of the letter population.

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".

E Letters		
No Outstanding Alerts		
Search:		
Name	Details	
		No data available in table

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

D1-	Sen-2022 / 31-Aug-2	123	Grad Year: 2025
	9 Generate Letter	;	×
	Please select the le	ter type you want to generate	
1	Letter Type*:	LOGS Generic	~
ļ			f Generate X Close





**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.

= Letters	
No Outstanding Alerts	
Search:	
Name	Details
LOGS Generic	
<u>Generic LOGS</u>	Session: 2024 - 2025

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



l <u>ote:</u> LOGS	will appear with the status of "not publishable". Disregard t	this field as it has no ef	fect on generating LOG
		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.

Home > Learner Registration > L	earner Search				۵ [1
Q Learner Search					
🖺 Save Filter					Q Search 🥒 Clear
Last Name:		Student #:			
First Name:		OPHRDC #:			
Known By:		Hospital Employee #:			
✓ Registration					
Training Session:	2023 - 2024	Legal/Visa Status:	Select	*	
Learner Status:	<ul> <li>Draft I Historical I New I Returning</li> <li>Withdrawn I N/A</li> </ul>				
Learner Type:	✓ Trainee ✓ Elective ✓ N/A ✓ Student	_			
Registration Status:	Pre-Registered     Registered     Registered     Not-Ready     Withdrawn     N    N/A     Registered - Not in good standing     LA		Select filters (e.g. program, level, location) and click search		
	Ext to Clerkship     De-Registered     PhD				
	Admission Deleted     Permanent withdrawai     Temporary withdrawai				
MD Contributions:	-Select-				
✓ Training					
Approval Statue		Training Completion Status			

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

Registration Info: Training Session: 2023 - 2024 Course/Rotation: Midwifery Education Program								
😑 Learner Search Result Selected: 6 Total: 161 🛓								
Search	:				Print Documents	Export View Certificat	tes 🛛 Send Email 🕴 Run Tarre 🚨 View Profile	
	lame	^ Student #	OPHRDC #	C Learner Status	O Default Email	Click on the	Registration Status	
-	Select desired	101110	100000	Resources Research	design of provide a	View Profile	67700	
	learners or all	1000		Table High Property	descent descent of		677070	
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	and the second se			the second second				

**Step 3:** Follow the steps described in the <u>Generating LOGS (Single Learner</u>) then click the next ">" icon to go to the next selected learner.





MedSIS 3C	FACULTY OF HEALTH SCIENCES MCMASTER UNIVERSITY				0	≙ ↔ ≡
👃 Leeza Riediger	Home > Learner Registration >	Learner Profile 🗲 Letters			1 out of 8 >	» @ []
Home  Learner Search  Learner Profile  Initial View  Contact Info Contact Info Training Lines Learning Path				move to next leaselected her	arner e	▲ 2 Alert(s)
Academic Coach					Session:	2023 - 2024 🗸 🗸
Certificates	<ul> <li>Trainee is in Good Standing</li> </ul>	. <u>Click here</u> to generate letter.				
Education	Search:			C	Original      Revised	Generate
Health Screen Record	IS LOGS Generic	Details		Generated	Status	Action
Reports	Generic LOGS	Session: 2023 - 2024		04-Dec-2023 Aggarwal, Simr	Not Publishable	
			<b>⑦</b> ( <u>1 out of 8</u> )》	→	Copyright Logibec	Inc. 2020 - 2023
1111			you may also click here to search for a specific learner	2 Alert(s)		

### 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

User Guide: How to Submit a Ticket