

# Rounds Information System

## DIVISION ADMINISTRATOR GUIDE

Certain members have Division Admin and/or System Admin accounts. Those with Division Admin accounts will have a link to the Division Admin Menu available on their Member Menu, as can be seen on the right.

This screenshot shows the 'Rounds Information System Member Menu' in a web browser. The browser's address bar shows the URL: [http://www.fhs.mcmaster.ca/medicine/frameset\\_dom.htm](http://www.fhs.mcmaster.ca/medicine/frameset_dom.htm). The page features the McMaster University logo and a navigation menu with 'Rounds', 'Home', 'View Rounds', and 'Members'. The main content area is titled 'Rounds Information System Member Menu' and contains a list of links: System Admin Menu, Division Admin Menu, Member Guide DOC (2752 KB, Revised: 2005-08-30 09:50), Member Guide PDF (1818 KB, Revised: 2005-08-30 10:08), My Rounds Account Information, My Rounds Messaging Options, Print My Rounds Attendance Confirmation Form, My Rounds Attendance Record, My Rounds Roles Record, Change My Password, and Log out. A yellow arrow points from the text on the left to the 'Division Admin Menu' link in this list.

The Division Admin menu has links to this guide, to Add Rounds, to Edit Rounds and to Clone Rounds. In addition, a Division Admin can cause the system to include their contact information automatically on each Round they enter.

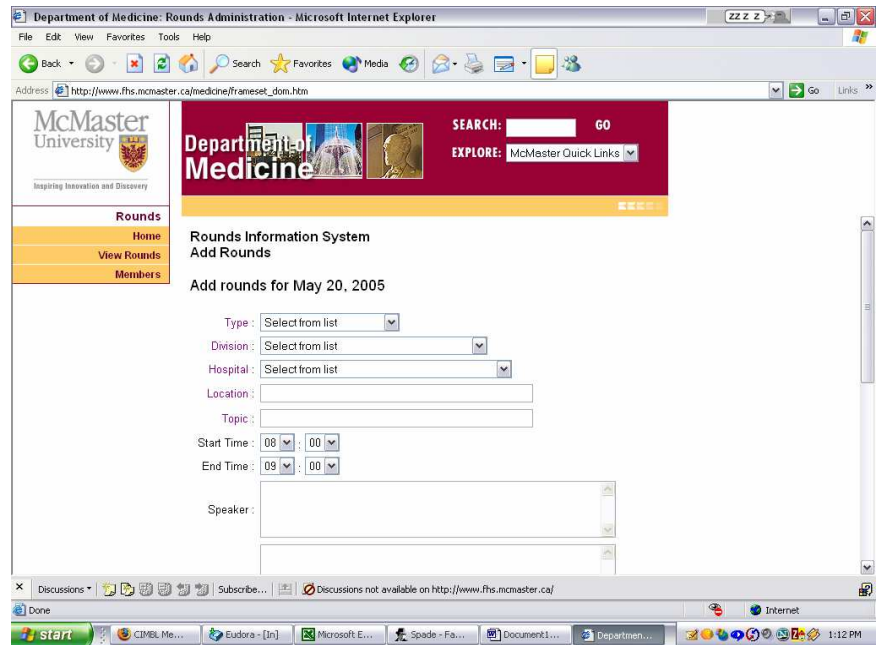
This screenshot shows the 'Rounds Information System Division Admin Menu'. The browser's address bar shows the URL: [http://www.fhs.mcmaster.ca/medicine/frameset\\_dom.htm](http://www.fhs.mcmaster.ca/medicine/frameset_dom.htm). The page features the McMaster University logo and a navigation menu with 'Rounds', 'Home', 'View Rounds', and 'Members'. The main content area is titled 'Rounds Information System Division Admin Menu' and contains a list of links: Division Admin Guide DOC (1299 kB, Revised: 2005-07-29 13:56), Division Admin Guide PDF (807 kB, Revised: 2005-07-29 15:02), Add Rounds, Edit Rounds, Clone Rounds, Add my contact info to each round (Yes No), Add a Member, Edit/View Member Rounds Alerts data, Put an Active member on hold, Activate a member that is on hold, Print Attendance Confirmations, and Input Completed Attendance Confirmations. A yellow arrow points from the text on the left to the 'Add Rounds' link in this list.

Adding and managing member accounts and maintaining attendance records can also be done from this menu.

The Add Rounds screen first requests the scheduled date of the rounds you are about to add.

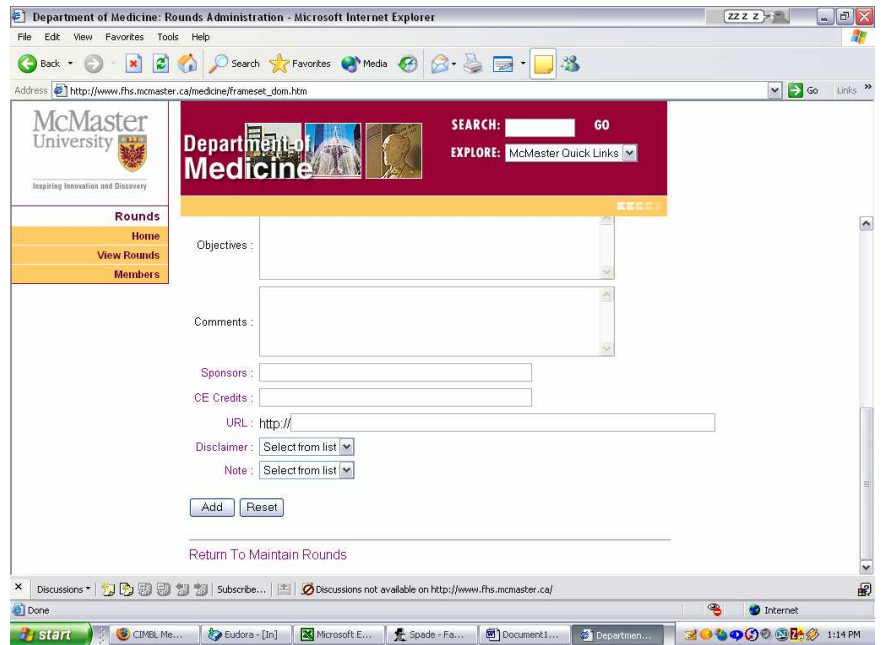
This screenshot shows the 'Rounds Information System Add Rounds' screen. The browser's address bar shows the URL: [http://www.fhs.mcmaster.ca/medicine/frameset\\_dom.htm](http://www.fhs.mcmaster.ca/medicine/frameset_dom.htm). The page features the McMaster University logo and a navigation menu with 'Rounds', 'Home', 'View Rounds', and 'Members'. The main content area is titled 'Rounds Information System Add Rounds' and contains the text: 'Please select the scheduled date for this round.' Below this text are two dropdown menus for the month (set to 'May') and the day (set to '20'), followed by the year '2005'. There are 'Proceed' and 'Reset' buttons. At the bottom, there is a link that says 'Return To Maintain Rounds'. The browser's taskbar at the bottom shows the time as 1:11 PM.

Adding the Round is then simply a matter of completing the form...



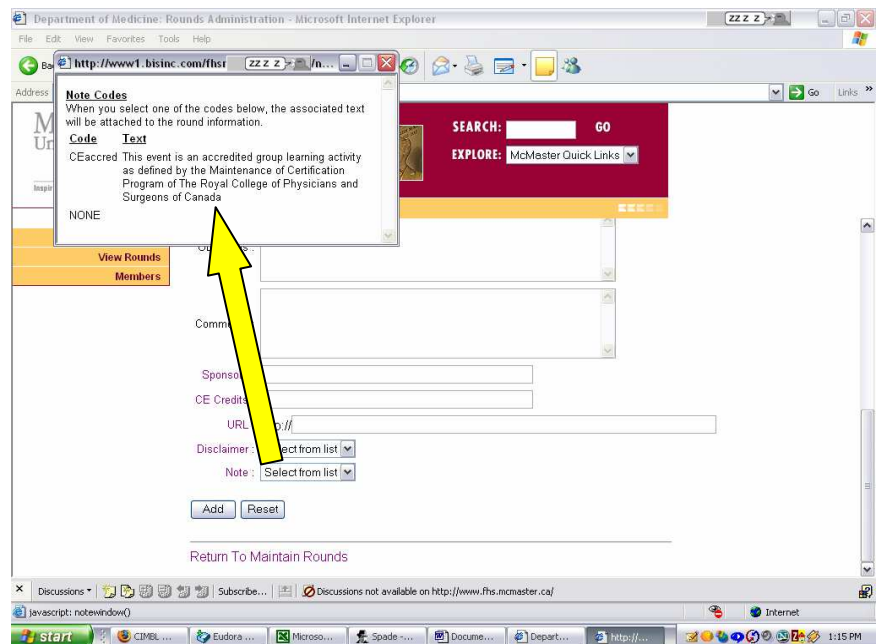
...and clicking the Add button when complete.

To add a Round that is very similar to one already added, use the Clone Rounds link instead of Add Rounds.



Certain fields within the form have names which are hyperlinks to additional information. For example, on the right is shown the result of clicking on the field name **Note**.

When the Add button is clicked, the round is immediately available for display on the web site and appropriate members are informed by email and/or cell phone.



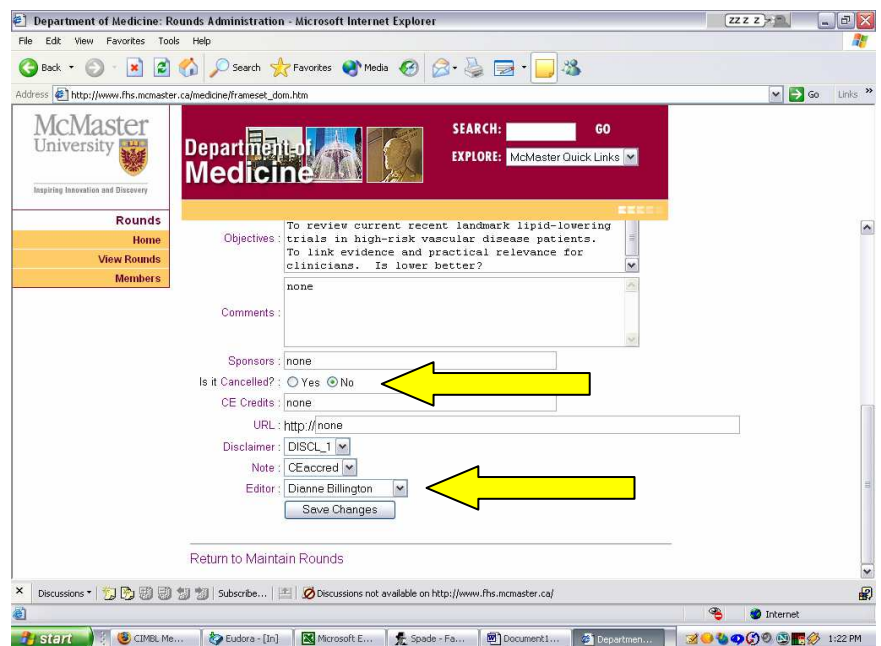
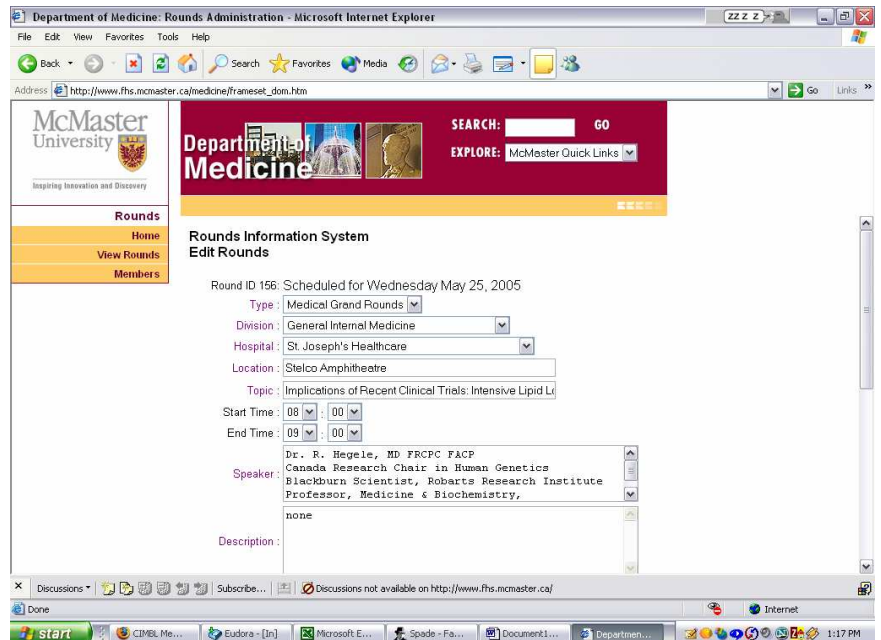
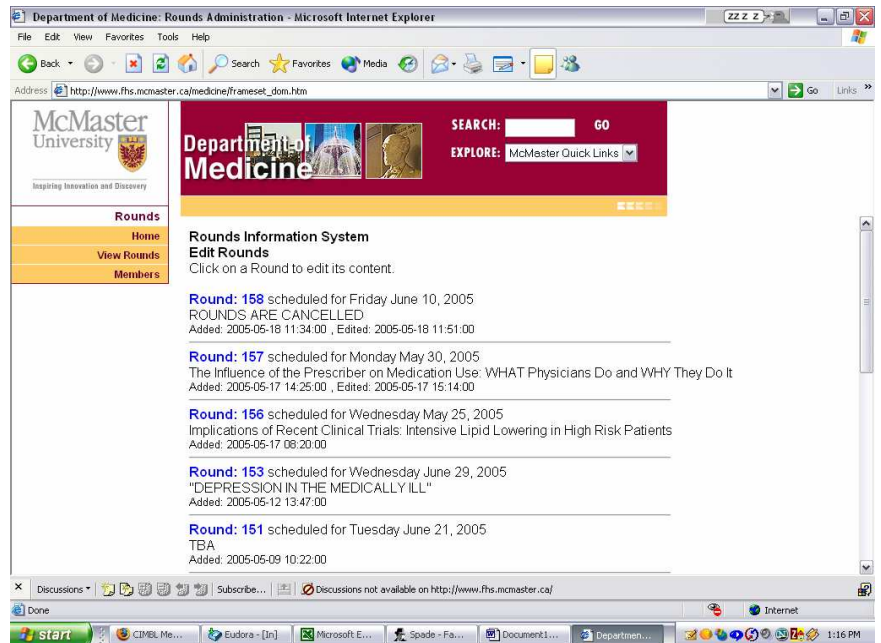
To edit a Round, select the Edit Rounds link from the menu and then select the Round you wish to edit. The only Rounds that are displayed will be Rounds that you have entered or that have been assigned to you by the System Admin or by the Division Admin who originally entered them.

All of the fields that were originally entered except for the scheduled date are available to be edited, in order to make corrections or updates wherever necessary. To change the scheduled date of a Round, you must Cancel the round and then Add it as a new Round..

Note that this is where you can cancel a round when necessary. Simply click the Yes radio button next to "Is it Cancelled?" and then click Save Changes.

This is also where you can assign the responsibility for this round to someone else by changing the **Editor**.

When your changes are complete, click the Save Changes button and the new information will be immediately available on the web site and communicated to the appropriate members by email and/or cell phone.



## Adding and Managing Member Accounts

When a Division Admin adds a member they become the “handler” for that account. The Division Admin can then edit the Rounds Messaging for that account as well as putting the account on hold and releasing the hold. The System Admin can re-assign the member account to any other handler if necessary, or set the account to “no handler” status, which means the member must manage their own account.