

Rounds Information System

SYSTEM ADMINISTRATOR GUIDE

Certain members have Division Admin and/or System Admin accounts. Those with System Admin accounts will have a link to the System 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 Microsoft Internet Explorer browser. The browser address bar shows 'http://www.rhs.mcmaster.ca/medicine/franaset_dom.htm'. The page features the McMaster University logo and a search bar. A yellow arrow points to the 'Members' link in the left-hand navigation menu.

- Note: Attendance and Role Performance at Rounds must be reported within 30 days of the Round.
- System Admin Menu
 - Division Admin Menu
 - Member Guide DOC (2752 KB, Revised: 2005-08-30 09:50)
 - Member Guide PDF (1918 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
 - Log out

The System Administrator can manage the dynamic aspects of the site such as Disclaimers, Notes, Roles, attendance reporting etc. and can also modify some page content, for example to post messages on the welcome page, which is the first page members see when they log in.

This screenshot shows the 'Rounds Information System System Admin Menu' in a Microsoft Internet Explorer browser. The browser address bar shows 'http://www.rhs.mcmaster.ca/medicine/franaset_dom.htm'. The page features the McMaster University logo and a search bar. A yellow arrow points to the 'System Admin Menu' link in the left-hand navigation menu.

- Disclaimers Add | Edit
 - Notes Add | Edit
 - Page Content Add | Edit
- Reports**
- Rounds Entered by Division
 - Hosting Cost Calculator
 - Member Stats.
- System Admin Guides**
- DOC (748 KB, Revised: 2005-07-29 13:56)
 - PDF (529 KB, Revised: 2005-07-29 13:56)
- Attendance & Roles Reporting**
Attendance & Roles currently must be reported within 30 days.
- Change it to:
 - Print Attendance Confirmations
 - Roles Add | Edit
- System Members**
There are 0 members on hold.
There are 624 active members.
- Add | Edit | Delete
 - Change a member's username.
 - Edit/View member Rounds Alerts data.
 - Activate a member that is on hold.
 - Put an Active member on hold.
- Back

The System Admin can also manage any member accounts and modify their configuration to assist a member who is having difficulty with any aspect of their account.

To add a member, the System Admin enters the member's name, email address and a password and then selects a "handler" from the drop down list of Division Admins. The handler will be able to assist the member with the setup of their account. If "**No Handler**" is selected then the member must set up their own account.

This screenshot shows the 'Create A New Member Account' form in a Microsoft Internet Explorer browser. The browser address bar shows 'http://www.rhs.mcmaster.ca/medicine/franaset_dom.htm'. The page features the McMaster University logo and a search bar. A yellow arrow points to the 'Members' link in the left-hand navigation menu.

Create A New Member Account

Enter the member's name and email address and a password. The member can change their password after they log in.

Name:

Email:

Password:

Handler: *No Handler*

Rounds Pick List

Select any combination of round Types, Divisions and Hospitals. The "pick list" will determine which rounds the member will be notified of when any are added, edited or cancelled. Below the pick list, you can tell the system when and how to notify the member.

Types

Chair's Grand Rounds General Rounds

Medical Grand Rounds

Divisions

Cardiology Clinical Pharmacology and Therapeutics

Critical Care Dermatology

The System Admin can edit certain fields in the member's record, including turning their Round notifications on or off, assigning Division Admin rights, assigning System Admin Rights and assigning (or removing) a Handler.

The System Admin can delete a member account, change a member's username (email address), edit/view a member's rounds alerts configuration, and apply and release holds to a member account.

The System Admin can see rights and usage statistics for all member accounts and display statistics on the number of Rounds entered by each Division, as illustrated on the right.

Name	Username	Last Log On	Times On	Note
Jonathan (Rick) Adachi	jd_adachi@sympatico.ca	Never	0	Created: 2005-06-16 14:48:36 Notifications are OFF. Handler: None
Karen Almas	almask@mcmaster.ca	2005-06-08 15:16:16	10	Created: 2005-04-13 15:06:14 Notifications are OFF. This account has DIVADMIN rights. Handler: None
Sonia Anand	anands@mcmaster.ca	Never	0	Created: 2005-06-16 14:50:50 Notifications are OFF. Handler: None
Julia Anderson	jander@mcmaster.ca	Never	0	Created: 2005-06-16 14:51:30 Notifications are OFF. Handler: None
Dianne Arlen	arlend@mcmaster.ca	Never	0	Created: 2005-06-16 14:52:04 Notifications are OFF. Handler: None
David Armstrong	armstro@mcmaster.ca	Never	0	Created: 2005-06-16 14:58:08 Notifications are OFF. Handler: None

Division	This Year	Last Year	This Month	Last Month
Cardiology	8	0	6	2
Clinical Pharmacology and Therapeutics	6	0	0	3
Critical Care	1	0	0	1
Dermatology	2	0	0	0
Emergency Medicine	0	0	0	0
Endocrinology and Metabolism	4	0	0	3
Gastroenterology	1	0	0	0
General Internal Medicine	13	0	0	9
Geriatrics	2	0	0	0
Hematology	7	0	0	6
Immunology and Allergy	0	0	0	0
Infectious Diseases	0	0	0	0