One45 Functionality Reference Sheet

The table below provides a brief explanation of One45's main functions. For more detail than is provided below, or to see *how* to perform each function, refer to the One45 Support Portal accessed via a tab in One45.

NOTE: Not all functions listed below will appear in your One45 account; the functionalities differ slightly for Undergrad vs. Postgraduate programs.

Function	*Purpose*
Login Screen	
eDossier	Student eDossier is a place where students can view: ↳ contact information for people in their program ↳ Handouts & Links for the course/program ↳ Evaluations that they need to complete, or were completed on them ↳ Personal calendar, i.e. small group activities ↳ Course calendar, program schedule ↳ Rotations Schedule, if applicable ↳ Vacation / leave history Admin eDossier is a place to view: ↳ Bulletins, updates and news about One45 ↳ Contacts for people in ALL of the programs he/she manages ↳ Handouts & Links for the course / program managed ↳ Evaluations, distributed or completed ↳ Curriculum Calendar, program specific calendars ↳ My Courses, courses he/she manages ↳ Low Performance Flags, status of and person assigned to address low performance flags
Schedule Tab	
Management Tool	Tool used to setup the portfolio (year of the program), course and activities associated with each course, and attached evaluations to the activities / course.
Curriculum Search (accessed via Management Tool)	Used to search for keywords within the curriculum. You can add filters on top of the keyword search such as: ↳ Academic Year ↳ Objectives ↳ Curriculum Mappings
Rotation Schedule	Used to schedule residents into rotations.
Rotation Planner	Used to *plan out* the resident rotation schedule in draft mode and then 'flip' to live schedule.
Student Groups	Used to take a class of students and divide them into smaller groups to be used for scheduling students into small group activities.
Print Views	Used to view various reports in Excel, such as the curriculum schedule, rotation schedule listed by student, etc.
Send Outs Tab	
Schedule Send Outs - *Packages*	View of evaluations scheduled for send out, that were scheduled using the curriculum Management Tool.
Schedule Send Outs – *weekly, 2 weeks, etc.*	View of evaluation scheduled for send out using the Evaluation Workflow tool; as well as the place to 'release' evaluations into the send out queue for distribution.
Bulk/Single Send	Method of sending out a single evaluation to one person, or bulk evaluations (same evaluation or different evaluations to many people); all evaluations are sent immediately.

Outstanding Forms	Lists all evaluations that have been sent out but are not yet completed. Provides an option to send a reminder to complete the evaluation.
Completed Forms	Lists all distributed *and* completed evaluations.
Custom Search	Lists evaluations sent out, filtered by specified search criteria; for example: completed and not completed and sent via single send option only.
Failed Emails	Emails sent out from One45 that do not successfully reach their recipient.
Mail Out	Place to craft a new email and send it to any student/residents, attending or admins.
Email Logs	Shows all One45 *templates* emails sent out such as distribution notices, reminder notices, etc.
Reports Tab	
Reports by Target	Individual student or resident evaluations displayable in PDF or Excel.
Reports by Course	Reports for specific activities in a course or program, displayable in PDF or Excel.
Faculty Comparison	Report that compare attending/faculty evaluations in the same or different programs, displayable in PDF or Excel.
Form Data Export	Exports evaluations into Excel, specific criteria to include or exclude can be selected.
Clean Comments	Tool to view, edit or delete comments made on evaluations.
Log Reports	Reports on clinical experiences based on the required competencies, displayable in PDF or Excel.
Log Exports	Exports Patient Encounter Logs based on selectable criteria such as date, location or procedure.
Program Comparison	Report comparing two programs based on evaluations, displayable in PDF or Excel (this is a Schulich Evaluations Unit function).
Rotation Weeks	Excel report that shows all rotations, and numbers of weeks for each, by resident for a given time period.
Releasable Reports	Evaluations that are completed can be viewed in summary or send to a recipient.
Forms Tab	
Forms	List all evaluations forms loaded in One45 for the program.
Logs – forms tab	Lists the patient encounter log for that rotation, can be completed online or printed.
Lists – forms tab	Lists all encounter requirements for a rotation.
Low Performance	Tool where you setup the minimum value that must be attained on a resident evaluation, anything below that value sends an electronic message to the selected attending to follow up with the student on that low performance area.
Setup Tab	
Evaluation Workflow	Tool to schedule what evaluations are to be sent out for each rotation and when to send each.
Best Guess List	Tool to 'attach' any residents, faculty or administrators to a rotation.
Rotation Drop Downs	Tool to select what active rotations should be 'selectable' when scheduling residents in to rotations.
Manage Blocks	Tool to schedule the start and end date for each block of rotations.
Custom Fields	Tool to setup Bulletin Board topics that can be used to post a message to an individual.
Email Messages	Displays and allows editing of all One45 custom emails.
Mentors	Used to setup faculty/attending with a student(s) and provide the mentor with access to view evaluations, grades and encounter logs for that student(s).
Handouts & Links	Used to upload attachments or url links to the program/rotation.
Manage PG Levels	Used to promote or demote all or a select group/individual's PG Level.
Manage Rotations	Used to add new rotations or make rotations inactive.
Rotation Heads	Used to give an attending or admin permission to view schedules, evaluations and procedures for any rotation they are in charge of.
People Type Tagger	Used to attach a unique identifying tag to any student, resident or faculty that can be used as filter during searches / report creation.

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ERROR: undefined
OFFENDING COMMAND:

STACK:
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