



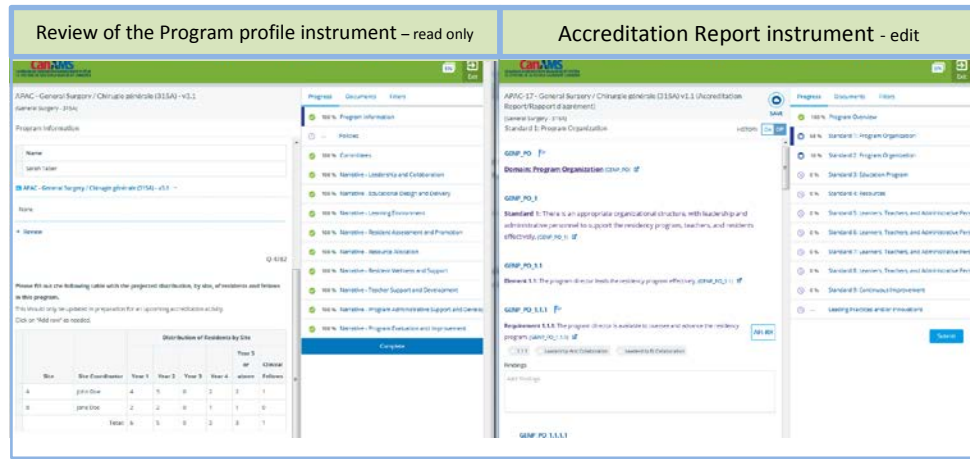
CanAMS - Tips and Tricks:

Tip #1: Side by side reviews or split screen:


Users can log in and open a 2nd window to allow side by side reviews (e.g. Review Program specific instruments while filling out an Accreditation Report instrument).

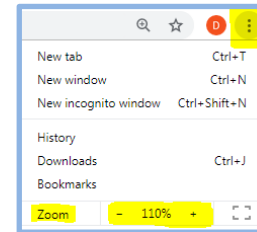
The use of “Split Screen” allows users to navigate each session independently. To achieve this:

- a. Login to AMS on 1st tab
- b. Open a new tab and login to AMS on 2nd tab
- c. Grab and drag the 2nd tab . To fit the information on the computer screen:
 - i. **On Windows** : click on  key and while pressing the left or right arrow key
 - ii. **On MAC** : Hover your pointer over the full-screen button  in the upper-left corner of a window.



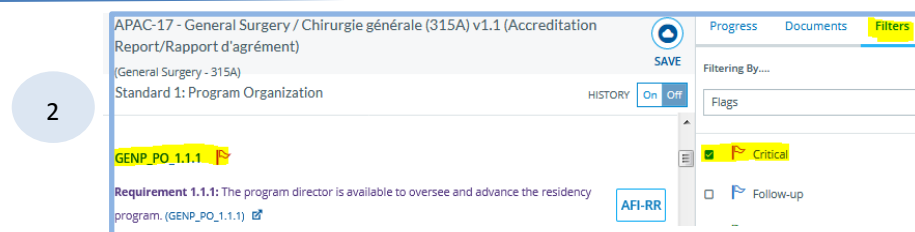
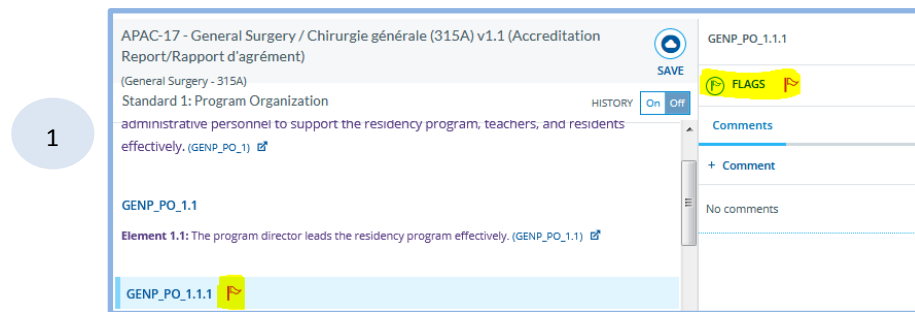
Tip #2: Zooming in/out of a screen is simple and very handy. All web browsers should support this function, click on the setting button on top right of the screen

(e.g.  on Google Chrome) and adjust the zoom value to your desired setting.



Tip #3: Filtering Information in instruments using flags.

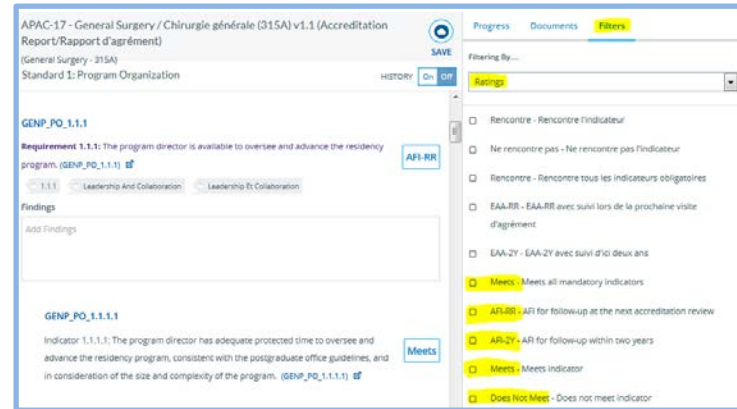
- 1) Flags can be added as a reminder to complete a certain task. To do so: select a standard to flag and pick a desired flag from the list.
- 2) Then set to filter on a desired flag(s), then simply click apply and only those items whose desired flags were set will be displayed.
- 3) Once done, simply click on “Clear Filters”



Tip #4: Filtering Information in instruments using ratings


(requirements or indicators or both).

- 1) Select filters from the right hand side menu.
- 2) Select Ratings from the Filtered By drop down menu.
- 3) Select one or multiple ratings that you wish to filter on.
- 4) Click Apply and only those items whose desired ratings were set will be displayed.
- 5) Once done, simply click on "Clear Filters"

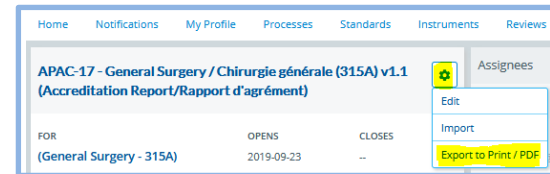


Tip #5: Exporting Accreditation Report instrument as a PDF file

at any time by selecting "Export to Print/PDF"

available under the icon .

Note: Exporting a Review of an instrument is not supported at this time.

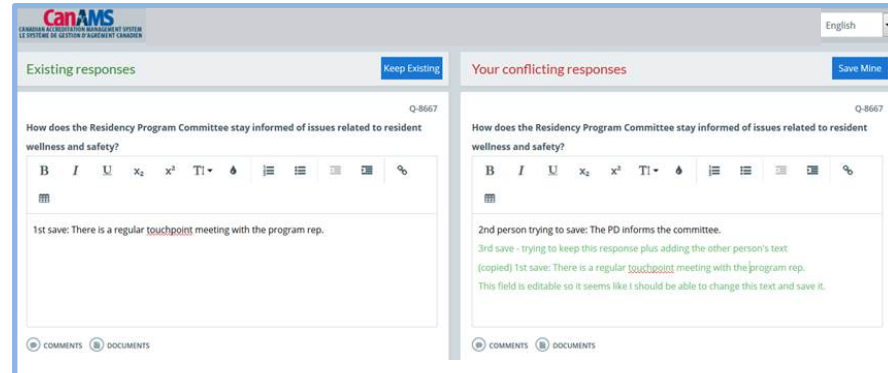


Tip #6: Conflict checking: In the event that two users attempt to save information to the *same page*, the last user to save will see a conflict checking message which reads:

"Keep Existing or Save Mine"

You can edit the Save Mine version and save it or choose to keep existing content.

Note: conflict checking is not an issue and will not appear when using comments.



Tip #7: CanAMS content entry:

- Each surveyor can use a different font / color to capture observations and supportive narrative within the findings.
- Alternatively, surveyors may divvy up the standards or sections of instrument prior to the review.
- If you decide to capture observations in the comment sections, we recommend that the lead surveyor use the findings box and that only the secondary surveyor use the comments (to be noted that **all comments will have to be removed manually** once the accreditation reports are concluded).

The screenshot displays the CanAMS interface for entering findings. At the top, a requirement is listed: "Requirement 1.1.1: The program director is available to oversee and advance the residency program. (FM_PO_1.1.1)". Below this, there are breadcrumb-style navigation elements: "Leadership Et Collaboration", "1.1.1", and "Leadership And Collaboration". A "Findings" section is highlighted in yellow, containing two entries: "There were no cats observed." and "There were no pets observed.", both also highlighted in yellow. Below the findings section, there is a large text area for comments. At the bottom of the interface, an indicator is visible: "Indicator 1.1.1.1: The program director has adequate protected time to oversee and advance the residency pro complexity of the program. (FM_PO_1.1.1.1) [link icon]".