

Elentra New Feature

My Triggered Tasks

Who: Residents

Why: Residents are now able to view the status of their triggered assessments and send assessors email reminders* regarding outstanding assessments.

*Note – email reminders are limited to one email per assessment per day

How: 1) Click on the **Assessment & Evaluation** icon, then select the **My Triggered Tasks** tab.

You will then see a list of tasks you have triggered and their status (e.g. not started, auto-expired, deleted, etc.) along with the dates of any previous notifications sent.

Sending Reminders

2) If your task was deleted the reason is also shown. Outstanding assessments have the option to send reminders **by selecting the check box**, then clicking **Send Reminders**.

If a reminder has already been sent for that assessment that day, the box will be greyed out.

Assessor notification dates also includes the notification sent when assessment is triggered, any expiry reminder emails, and an PA/PD triggered reminders.

Notification already sent today	Title	Course	Assessor	Delivery Date	Expiry Date	Assessor Notifications	Status	Deleted Reason
<input type="checkbox"/>	Surgical Foundations: Transition to Discipline EPA#1	Surgical Foundations		2021-03-11		2021-03-11	Not Started	
<input type="checkbox"/>	Surgical Foundations: Transition to Discipline EPA#4	Surgical Foundations		2021-02-12	2021-03-14		Not Started	
	Obstetrics & Gynecology: Foundations EPA #3	Obstetrics & Gynecology		2020-10-22	2020-11-21	2020-11-19 2020-10-22	Auto-Expired	