



Schulich  
MEDICINE & DENTISTRY

# Introduction to the Acuity STAR Interface

**Author:** Paul Malcomson

**Last Update:** December 2015

**Target Audience:** Any Acuity STAR user



# Goals For This Training

This self-study guide should provide an introduction to:

1. Understand where and how to access STAR
2. Be able to navigate around the STAR interface
3. Be able to enter in basic Faculty activities
4. Basic understanding of the All Activities View
5. Know how to access the various STAR Reports
6. Gain some valuable tips and tricks
7. Understand how to get help with STAR

This presentation material has additional information located in the 'notes' section of most slides.

# What is STAR?

- STAR is an acronym for “Staff Tracking & Activity Reporting”
- Please download and install Mozilla FireFox as this offers the best experience <http://www.mozilla.org/en-US/>
- FireFox is acceptable by all hospital IT departments

Disable pop-up blocker for STAR application  
<https://www.schulich.uwo.ca/star/>  
<https://star.schulich.uwo.ca> \*application site

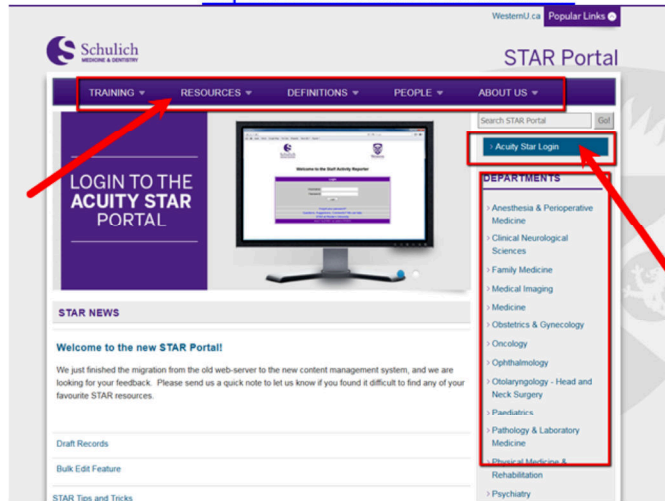


Please take a minute to download and install FireFox. This browser offers the best experience with STAR. This recommendation is for both PC and Mac users.

**It is critical to disable the automatic pop-up blocker for STAR.**

# STAR Portal

<https://www.schulich.uwo.ca/star/>



Your password has been set by your STAR Coordinator. Please contact them if you have lost your password.

There are several useful links indicated by the arrow, here you can access Training, Resources, and the Contacts menu.

Clicking the Welcome to Staff Activity Reporter image will launch STAR. You might want to bookmark this portal to quickly access STAR in the future.

# Logon Menu

<https://star.schulich.uwo.ca/>

**Welcome to the Staff Activity Reporter**

Login

Username: malcomsp

Password: .....

Login

[Forgot your password?](#)

[Questions, Suggestions, Comments? We can help.](#)

[STAR at Western University](#)

Version 5.14b\_20150527. Last updated on 2015/05/27.



Your password has been set by your STAR Coordinator. Please contact them if you have any problems logging on. Your star coordinator is listed in the Contacts tab from the main STAR portal.

The [STAR at Western University](#) link will take you to the Schulich Acuity STAR portal site where you can find training material, the training calendar and other Acuity STAR resources.

Acuity STAR Introduction

**Malcomson, Paul**  
Last Login: 12/3/2015 9:38:42 AM  
Current Role  
Department Coordinator (Medicine)

--- All Members ---

Home Page  
SSMD Professional CV Live Editor  
SSMD Professional CV View  
Common CV View  
Frequent Activities View  
All Activities View  
Personal Data  
Education and Career Experience  
Research and Scholarly Activities  
Teaching Activities  
Service and Administration  
Supports  
General  
Setup  
Help  
Logout

**Paul Malcomson, Welcome to the Staff Activity Reporter (STAR).**

Welcome to Western University's Acuity STAR CV management system. We ask that you please ensure your academic activities are updated in STAR at least once per month for reporting purposes.

- The University of Western Ontario Acuity STAR Portal
- STAR Departmental Coordinator Contact List
- Acuity STAR Definitions
- Access the Training Calendar
- Instructional Training Videos

**Department of Medicine**

Please remember to update your STAR database with your current activities. It is recommended that Faculty update their STAR records at least once per month.

**STAR 5.15 - Released on November 19, 2015**

**PUBLICATIONS**

On the Publications screen we now default the Peer Reviewed to Yes on all new publications. Most publications are peer reviewed so this change now errs on the side of setting the value to true.

Status	Date	Role	Peer Reviewed	Title
<input checked="" type="checkbox"/>	2015	3rd	<input checked="" type="checkbox"/>	

**Frequent Activities View**

Introducing a new Dynamic (Purple) menu called Frequent Activities View. This view summarizes the 'busy' screens in STAR into one menu. Same screens just presented to you in a more concise manner.

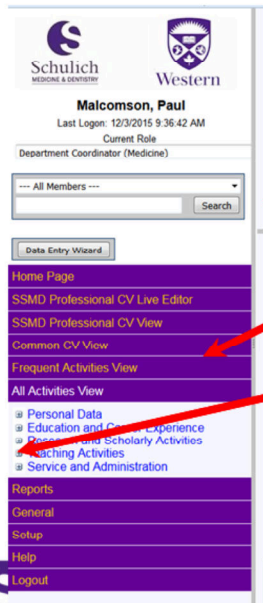
Coupled with the Monthly Activity Tracking document, this is a concise, and easy way to enter your repeating or most common activities.

Section 1 is the left pane navigation, this is a dynamic menu, grouped by function. Purple main topic menus will expand into sub-menus allowing you to drill into the detail item.

Section 2 is the right pane upper screen where you are presented the data grid menus.

Section 3 is the right pane lower screen where you are presented a data grid details.

# Left Pane Navigation Menu



The screenshot shows the left navigation pane of the Acuity STAR system. At the top, it displays the Schulich Western logo and the user's name, Paul Malcomson, with his last login time (12/3/2015 9:36:42 AM) and current role (Department Coordinator (Medicine)). Below this is a search bar labeled 'All Members' with a 'Search' button. A 'Data Entry Wizard' button is also present. The main menu items are: Home Page, SSMD Professional CV Live Editor, SSMD Professional CV View, Common CV View, Frequent Activities View, All Activities View, Personal Data, Education and Career Experience, Research and Scholarly Activities, Teaching Activities, Service and Administration, Reports, General, Setup, Help, and Logout. Red arrows point from text annotations to specific features: one to the search bar, one to the menu items, and one to the expand/collapse icons (+/-) next to the 'All Activities View' section.

Search for elements or specific content

Dynamic Menu will expand and collapse with mouse clicks

(+/-) will expand sections

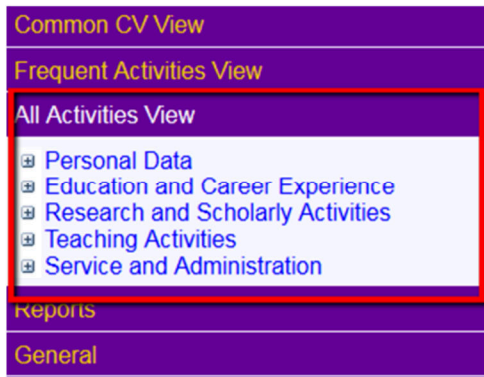
This menu controls what is displayed on right hand panel

Initially after logging on you should land on the Home Page. This has been set specifically for your department and contains important information from your STAR Coordinator.

Clicking on a purple menu choice will expand that menu item. The sub-menu items can be expanded or collapsed using the Plus or Minus (+/-) beside each menu item.



# All Activities View



Most work occurs through this view

Encapsulates everything in STAR

Grouped in logical sections of information

You can **ONLY** see the data you have access to

The All Activities View contains **all** the information you can enter in STAR. Use the (+/-) buttons to expand or collapse menu items. Clicking on a menu item will navigate to that data grid page on the right hand side of the screen.

Personal Data

Education and Career Experience


Research and Scholarly Activities

Teaching Activities

Service and Administration

Acuity STAR Introduction

# All Activities View



**Malcomson, Paul**  
Last Login: 7/6/2015 8:23:19 AM  
Current Role: Faculty Member

Search

[Data Entry Wizard](#)

**Home Page**

- [SSMD Professional CV Live Editor](#)
- [SSMD Professional CV View](#)
- [Common CV View](#)
- [All Activities View](#)

**Personal Data**

- Personal Data Summary**
- [Hospital Appointments](#)
- [University Contract](#)
- [University Rank History](#)
- [Western Appointments](#)
- [Addresses](#)
- [Leadership Evidence](#)
- [Department / Division Meetings Attendance](#)
- [Maintenance of Certification](#)
- [Areas of Interest](#)
- [Education and Career Experience](#)
- [Disclosures and Scholarly Activities](#)

**Personal Data Summary**



Enter ID   [Help for this page](#)

Grid Columns  
Bulk Edit Options

	Last Modified User	Last Modified Date	ID	Username	Title	Family Name	Given Name	Common Designate	Former Surname	Gender	Birth Date	Citizenship / Immigration Status	CMIPA #	CPSO #	Professional Title
...	Malcomson Paul	6/30/2015 08:28:13	2489	malcomsp	MR.	Malcomson	Paul	Paul	Smith	M	1955-01-17	Canadian			PhD

[Send your Faculty Administrator an email](#)

Menu selection in All Activities controls the display of data on the data grid

Clicking on a menu item will cause the right panels of STAR to display the information data grid containing that data. Each menu and data grid display is specific for that section of the CV.



# Pop-up Data Forms

Field Types:

- Text
- Date
- Dropdown
- Checkbox

Control buttons (bottom)

- Update
- Save
- Save/Clone
- Reset
- Cancel

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Once a Add New or Edit or Clone button has been clicked the pop-up Data entry form appears for that menu item. EVERY STAR data entry screen is made up of fields. Fields are Drop-Downs, Check Boxes, Text fields OR Date Fields. In TEXT fields, you can the cut+paste function on your computer to quickly enter in some text.

Drop down menus can be context sensitive, meaning that a selection will determine the values that show up in subsequent drop down menus. This means you should always work top down from these screens.

The buttons along the bottom include Save, Save/Clone, Reset, and Cancel.

- Save will write your data to the database and close this pop-up data form.
- Save/Clone will write this data to the database and create a cloned 'new' record with the same values. This is useful when you have several similar records to enter. It does not close the pop-up data form.
- Reset will wipe out any changes you have made on the screen and reload the data from the database.
- Cancel will NOT write any information to the database and it DOES close the pop-up data form.

# Pop-up Data Forms

- Each data form is specific to the section you are looking at from the Data Grid screen.



Data entry forms are specific to the CV section you are viewing from the Menu and the Data Grid screen.

\* (asterisk) indicates a mandatory field.

Where possible, use the standard drop down menu values and avoid using the “Other – please specify” freeform text value.

Acuity STAR Introduction

# Reports

**Malcomson, Paul**  
Last Logon: 7/6/2015 8:23:19 AM  
Current Role  
Faculty Member

Search

- Home Page
- SSMD Professional CV Live Editor
- SSMD Professional CV View
- Common CV View
- All Activities View
- Reports
- Reports**
- General
- Help
- Logout

## Reports

**Select Report :**

- SSMD Professional CV
- Biographical Sketch
- Department of Psychiatry MBR
- SSMD Professional CV**
- SSMD Promotion CV
- SSMD Teaching Dossier

**Select Screen Options :**

☐ Include All Grants and Clinical Trials

☐ Group Presentations by

-- Select Group By Field --

**Select Date Range :**

Jul  Jun

## Reports Menu

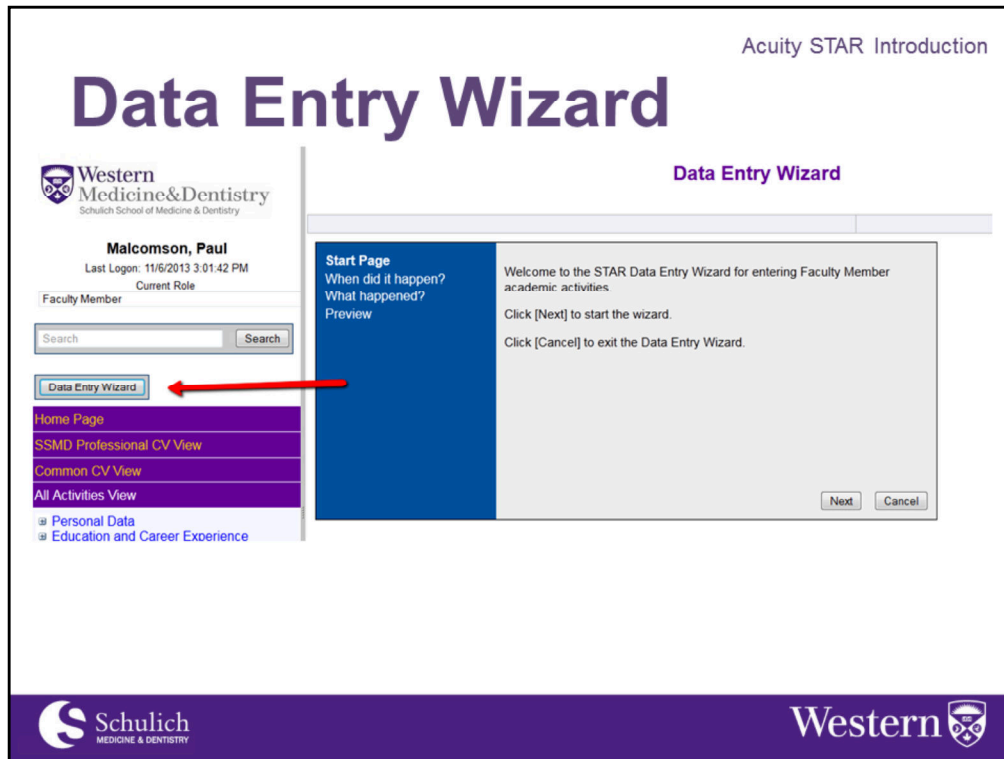
Typically three reports are used:

- 1) SSMD Professional CV
- 2) SSMD Promotion CV
- 3) SSMD Teaching Dossier

Each are generated from the Reports menu, select the report you want to generate and if required, the Person or Unit (if you manage multiple faculty members' data) and click Generate report.

Clicking the **Click here** will download the report in .rtf format.

If you are on a Mac computer, the Safari browser might not display .rft files properly (use Firefox...)



## Data Entry Wizard

Located just below the Search bar is a Wizard that should allow you to quickly answer several key questions and have you navigate directly to the Data Entry Page with those answers populated.

Questions have been organized in a way that you can choose the Faculty Member (if you manage more than one person's data), choose the Activity date then answer some details about the activity.

The next page outlines the initial questions currently available

# Data Entry Wizard

What is the type of activity?

--- Select type of activity ---

--- Select type of activity ---

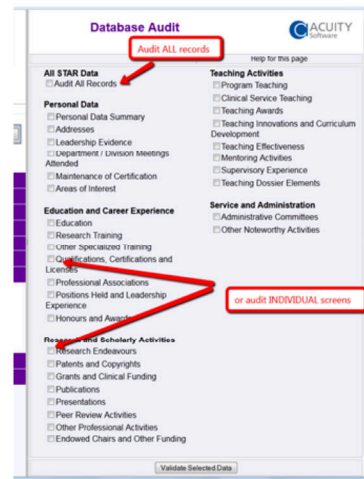
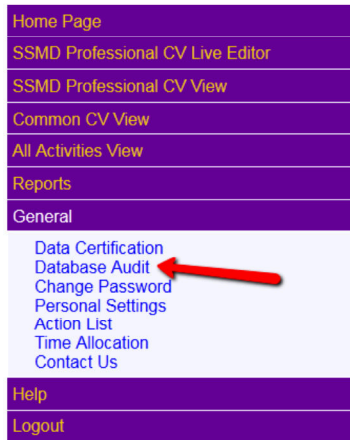
- Had a role on a committee
- Applied for or received research funding
- Conducted or had a role in a Clinical Trial
- Mentored another Faculty Member
- Was invited to give a Lecture
- Was a Visiting Professor at another University
- Presented an Abstract at a Research Conference
- Published an Abstract in a Conference Proceeding
- Published an article in a Journal
- Published a Book or a Chapter of a Book
- Postgraduate Medical Education activity at Schulich
- Undergraduate Medical Education activity at Schulich
- Taught another type of class
- Supervised residents or medical students
- Attended a Conference
- Record of CME credits (Royal College/ CCFP)
- Was a Chair / Organizer / Moderator at a Conference or Symposium

Car

Once you answer the initial question, any subsequent Wizard screens are designed to gather specific information about the activity and when you press GO, the appropriate pop up data entry screen will appear where you can complete the entry and press save.



# Database Audit



Used to identify any missing mandatory fields, quickly and efficiently.

NOTE: remember to SAVE the record after editing

## Tips & Tricks

If the Buttons disappear in the Data Grid:

- Check to see if the double scrollbars are offset on the right hand side of the browser

If you enter and save a record and do not see it in the data grid:

- Check to see if you have data filters set prohibiting you from seeing all data records.

# STAR Support



A screenshot of the STAR interface. A red rectangular box highlights a grey question mark icon located to the left of the 'Hospital' dropdown menu. The dropdown menu currently displays '— All Hospitals —'. Below it, there is a checkbox labeled 'Primary Appointees Only'.

- There are Help buttons for specific data questions
- STAR Coordinators across all departments  
<https://www.schulich.uwo.ca/star/contacts>
- Additional support is available from the STAR support team.

Hovering over the grey question mark should provide some simple instructions for you.

# Self Study Quiz

Acuity STAR Introduction

1. Where does activity **x** go in STAR?
2. What if I forget my username / password?
3. How can I change my password?
4. Who can see the data I put in STAR?
5. How can I register for instructor led training?
6. How do I create a SSMD Professional CV
7. Who do I ask to about questions I have?
8. Can I use cut and paste (Ctrl+C/Ctrl+V) in the STAR data entry screen?

# Next Steps

## DO:

Register for additional training

Ask questions of your STAR coordinator or STAR support team

Review the CV for quality and accuracy

Use a set frequency (*Monthly, Quarterly, etc*) to update STAR data

Compile activities offline to enter in 'batch mode'

Print the SSMD Professional CV to compare

Please prepare for Academic Promotions Cycle 6 Months in advance

## DO NOT:

Continue to use 'old' original CV

Leave Academic Promotion updates to the last minute

Stop asking questions!

# Goals For This Training

Have these goals been met?:

1. Understand where and how to access STAR
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4. Basic understanding of the All Activities View
5. Know how to access the various STAR Reports
6. Gain some valuable tips and tricks
7. Understand how to get help with STAR

