

**CANADIAN RESIDENT
MATCHING SERVICE**

CaRMS

November 2005

PROGRAM WEBSTATION MANUAL: SET-UP

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1. WELCOME!

Welcome to carms, the computerised service designed to increase efficiency and greatly simplify the specific activities related to the residency application and matching function for medical students and independent applicants entering into postgraduate medical training. The Canadian Resident Matching Service (carms) is a not-for-profit, fee-for-service corporation that works in close co-operation with medical schools and students to provide this service utilising the power and flexibility of the Internet.

2. Program Webstation

The Program Webstation (PWS) is utilised by program faculty and administrators at medical schools and enables them to:

- ◆ review all Applicant documentation and personal information (e.g. *Transcripts, Photograph, Dean's Letter, Letters of Reference, Personal Letters, Education Details, Residency and Work Experience, Publications, Research, Volunteer Work, and General Interests*);
- ◆ Set up unique program criteria for scoring
- ◆ assess and weight scores for all Applicant documentation, program criteria and interviews;
- ◆ define specific and combined filter criteria used for sorting/ranking applications;
- ◆ sort Applicant information by last name, medical school, rank, or score;
- ◆ identify any missing information in an application and follow up on it;
- ◆ contact Applicants;
- ◆ select and schedule Applicants for interviews;
- ◆ print summary sheets and application data for each Applicant;
- ◆ rank Applicants.

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2.1 Users of the Program Webstation Set-up Period

Only Program System Administrators will use the PWS Setup System. Program System Administrators are named by each program's Program Director prior to the opening of the Program Webstation.

They must complete a number of actions during a four-week period immediately preceding the PWS Opening Date including:

- ◆ Program Criteria Set-up;
- ◆ Score Set-up;
- ◆ Composite Score Set-up;
- ◆ Document Requirements Set-up;
- ◆ Create Other Users Set-up for *Full Access*, *Limited Access*, and *Read Only Access*.

An Administrator can only make changes to the set-up of the Program Webstation during the set-up period and must log in every time during that period on the left side of the screen, using their *Token*, *User ID*, and *Password* each time.

3. GETTING STARTED

The opening page of the PWS web site contains two log-in areas. The *Admin Only* block on the left side is used only during the set-up period by the program administrators. Thereafter, program administrators use only the *Log In* block on the right side.

All fields are case specific. We strongly recommend that you copy and paste your *Token* from the e-mail you received as it is complex code and just one error will prohibit you from entering the system.

Please note that Carms does not document your password information so if you forget it, you will have to contact Carms for further instructions.

NOTE: Be sure to check your Browser settings before your log in.

3.1 Browser Security

We recommend Internet Explorer 5.0 or higher, Netscape 4.7x or higher (we do not recommend Netscape 6.0). If you are using a Macintosh computer, Netscape for Mac will allow you to work in the ranking system, but Internet Explorer for Mac **cannot** be used. The system is SSL (Secure Sockets Layer) standard 128 bit encrypted, for all traffic and entries to and from the system.

3.2 Browser Settings

3.2.1 Netscape Navigator (7.0 is Optimal)

- ◆ On the Menu bar at the top of the page choose *Edit, Preferences*
- ◆ Click the arrow beside *Privacy & Security*, Click *Cookies*
- ◆ Choose the *Enable all Cookies* radio button
- ◆ Click the arrow beside *Advanced*, Click *Scripts & Plug-Ins*
- ◆ Make sure the *Navigator* box is checked under Enable JavaScript
- ◆ Click *Cache*
- ◆ Make sure the “Compare the page in the cache to the page on the network” has the *Every Time I view the page* radio button clicked.
- ◆ Click *OK*

3.2.2 Internet Explorer (6.0 is Optimal)

- ◆ On the Menu bar at the top of the page choose *Tools, Internet Options*
- ◆ Click the *General* tab, click the *Settings* button
- ◆ Make sure the 'Check for newer versions of stored pages' has the *Every Visit to Page* radio button clicked.
- ◆ Click the *Security* tab, click the *Custom Level* button
- ◆ Scroll down until you see the *Scripting* section, make sure the 'Scripting of java applets' has the *Enable* radio button clicked
- ◆ Click the *Privacy* tab
- ◆ Move slider to the very bottom until 'Allow cookies that are stored on your computer' has the *Enable* radio button clicked
- ◆ Click *OK* to close the window
- ◆ Click *Apply* then click *OK* to close the internet options window

NOTE: The Program Webstation is not supported on Netscape Navigator 6.0

3.3 Log In

An Administrator must log in every time during the Set-up period on the left side of the screen only, using their *Token*, *User Name*, and *Password*.

- ◆ On the left side of the screen, type in your:
 - *Token**; (it is suggested that you copy and paste from your e-mail)
 - *User Name**;
 - *Password**.
- ◆ Click on the *Submit* box.

NOTE: Clicking on your *Return/Enter* key will not log you in.

3.4 Change Password

NOTE: Administrators cannot change the password issued by carms as it is used to certify the program's rank order list.

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4. HOME PAGE

The *Home* page welcomes you to carms by displaying your name, university, and discipline. You may return to this screen at any time by clicking on the *Home* link at the top of your screen.

Regardless of which screen you are on, there are various ways to manoeuvre throughout the PWS system. At the top right of your screen, you can click on *Home*, *Site Map*, *Contact Us*, *Policies*, *Help*, or *Log Out* to access each of those information screens directly.

Immediately below the system title, you can click on *Program Setup*, *Manage Filter/Sort* to access procedural screens directly.

At the bottom of each screen, you will also find direct links to all of the above. As some screens are quite lengthy, it is sometimes more convenient to use the links at the bottom of the screen.

The screenshot shows the e-CARMS Program Director Web Station interface. At the top right, there are navigation links: Home, Site Map, Contact Us, Policies, Help, and Log Out. The main header area includes the e-CARMS logo and the text 'Program Director Web Station'. Below this, there are two tabs: 'Program Setup' (which is active) and 'Manage Filter/Sort'. The main content area displays a welcome message: 'Welcome To e-CARMS Program Directors WebStation' followed by 'Demo Program / Memorial University' and 'carms Administrator'. A notice states: 'PWS "Live" Setup will be open from December 1st to December 29th. All of the information input last year is intact. If you require assistance contact CaRMS Help Desk at 1-866-455-3255'. A red 'Security Alert' section follows, with the text: 'Please remind all users in your program that usernames and passwords must be kept confidential.' At the bottom, there are links for 'Program Set-up | Manage Filter/Sort' and 'Home | Site Map | Contact Us | Policies | Help | Log Out', along with a copyright notice: '© CaRMS, All rights reserved, 2001.' On the left side, there is a sidebar with sections for 'Tips', 'Program Set-up', and 'Important Information'.

4.1 Tips

To view *Tips* click on the home link at the top right hand side of the page.

- ◆ Click on the desired *Tip*.
- ◆ Click the *Print* button to print the tip for future reference.
- ◆ Click the *Close* button to close the window.

This section is meant to provide you will extra information or solutions to common problems. They will be updated regularly so please check it frequently.

4.2 Information

Click on the *Information* link on the left side for further instructions. This link works the same way as the *Tips* link.

Be sure to refer to the *Program Webstation Setup Manual* for answers to any questions you might have.

You can click on the *Print* button to save these instructions for future reference.

When finished, click on the *Close* button.

5. Program Criteria Set-up

Click on *Program Setup* on the menu bar at the top of the page, click on *Program Criteria Set-up* on the left hand side of the screen. This screen is used to format program criteria in the Carms system.

The screenshot displays the 'Program Director Web Station' interface. At the top, there is a navigation bar with links for Home, Site Map, Contact Us, Policies, Help, and Log Out. Below this, the page title is 'Program Director Web Station' and the current page is 'Program Setup' with a sub-link for 'Manage Filter/Sort'. On the left side, there is a sidebar menu with the following items: Program Criteria Set-up (selected), Document Requirements Set-up, User Authorisation, Score Set-up, and Composite Score. The main content area is titled 'Program Criteria Set-up' and contains the following fields: Field Name (text input), Field Type (dropdown menu with 'Text' selected), and Field Length (text input). Below these fields, there is a list of existing criteria: 'Demo Elective - TEXT/100', 'Red Flag - TEXT/100', 'Extra Reference Letter - TEXT/100', and 'Required Extra Document - TEXT/100'. Each item has a 'Delete' button to its right. At the bottom of the form, there are 'Save' and 'Clear' buttons. At the very bottom of the page, there is a footer with links for Program Set-up, Manage Filter/Sort, Home, Site Map, Contact Us, Policies, Help, and Log Out, along with the copyright notice '© CaRMS, All rights reserved, 2001.'

Program Criteria are any extra items you may wish to evaluate with a score or to include a specific comment about the applicant.

- ◆ Type in the:
 - *Field Name*;
 - *Field Length* (number of **characters** that can be input into the field).
- ◆ Click on the small arrow button on the right side of the *Field Type*
- ◆ Click on the desired type (text or number).
- ◆ Click on the *Save* button.
- ◆ To clear all settings and input new information, click on the *Clear* button.
- ◆ When finished inputting new data, click on the *Save* button.
- ◆ To delete a criteria click on the *Delete* button to the right of the item.

NOTE: Criteria cannot be edited but deleted and re-entered.

6. Document Requirements Set-up

Click on *Program Setup* on the menu bar at the top of the page, click on *Document Requirements Set-up* on the left hand side of the screen.

The screenshot displays the 'Program Director Web Station' interface. At the top, there is a navigation bar with links for Home, Site Map, Contact Us, Policies, Help, and Log Out. Below this, the page title is 'Program Director Web Station' and the current page is 'Program Setup - Manage Filter/Sort'. On the left side, there is a sidebar menu with the following options: Program Criteria Set-up, Document Requirements Set-up (which is highlighted), User Authorisation, Score Set-up, and Composite Score. The main content area is titled 'Document Requirements Set-up' and contains the following questions and options:

- Is a Personal Letter required in your program? Yes No
- How many Letters of Recommendation are required for your program? [v]

At the bottom of the form, there is a 'Save' button. At the very bottom of the page, there is a footer with the following text: 'Program Set-up | Manage Filter/Sort', 'Home | Site Map | Contact Us | Policies | Help | Log Out', and '© CaRMS, All rights reserved, 2001.'

- ◆ Click on the appropriate radio button on the right side of the screen indicating whether or not a *Personal Letter* is required by your program.
- ◆ Click on the small arrow button on the right side of the numerical box.
- ◆ Click on the number of *Letter(s) of Recommendation* required for your program.

NOTE: If your program welcomes a range of references (i.e. 3-5) please enter the fewest references required to complete a file.

- ◆ Click on the *Save* button.

NOTE: Please refer to your program description on the carms website for details on the documents requested by your program.

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7. User Authorisation

Click on *Program Set-up* on the menu bar at the top of the page, click on *User Authorisation* on the left hand side of the screen. This screen is used to create new users, edit user information and delete users.

User Name	Permission Level	Edit User	Delete User	E-mail Password
P999999_01	Pdws Admin	Edit User		
P999999_FA	Pdws Full Access	Edit User	Delete User	E-mail Password
P999999_LA	Pdws Limited Access	Edit User	Delete User	E-mail Password
P999999_RO	Pdws Read Only	Edit User	Delete User	E-mail Password

Menu	Functionality	Read-Only	Limited Access	Full Access	Administrator
Program Setup	Change Entire Record Set				X
	Program Setup Report				X
Applications	View Applications	X	X	X	X
	Enter own interview scores		X	X	
	View Interview Score and Comments of Faculty			X	X
	View General Comments		X	X	X
	Edit General Comments			X	
	View Evaluation Data		X	X	X
	Enter documents scores, Overall Document Score and Overall Interview Score and Composite Score			X	X
	Change Status on Summary Sheet			X	X
	Enter Program Criteria Scores			X	X
	Edit Program Criteria Comments			X	X
Search	Find Applicant	X	X	X	X
Print Application	Summary Sheet	X	X	X	X
	Evaluation Data & Program Criteria items without scores	X	X		
	Evaluation Data & Program Criteria items with scores			X	X
	Scanned Documents	X	X	X	X
Contact Applicants	Send e-mail			X	X
	Mailing Labels			X	X
Manage Filter/Sort	Created Filter/Sort			X	X
	Combine Filter/Sort			X	X
Rank Applicants	Enter Rank List				X
	View Rank List			X	X
	Submit Rank List				X
Reports	Generate Reports			X	X

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7.1 Creating a New User

As an administrator, if you require more access to the system than allotted (i.e. are required to enter candidate scores on evaluation data page), you may want to create yourself a Full Access account.

- ◆ Click on the *Create New User* button.
- ◆ Input a unique *User Name* and *Password*
- ◆ Input password again in the *Confirmation Password* box.
- ◆ Choose the radio button for the user's *Permission Level* for the user.

NOTE: All *Full Access* and *Limited Access* users will also be automatically created as *Interviewers* on the evaluation data sheet.

The screenshot shows the 'Program Director Web Station' interface. The page title is 'Program Director Web Station' and the breadcrumb is 'Program Setup > Manage Filter/Sort'. The main heading is 'New User/Edit User'. The form contains the following fields and options:

- User Name* (text input)
- Password* (text input)
- Confirm Password* (text input)
- Permission Level: Read Only Access, Limited Access, Full Access
- First Name* (text input)
- Middle Name (text input)
- Last Name* (text input)
- Building/Hospital (text input)
- Room (text input)
- E-mail* (text input)

At the bottom of the form are 'Save' and 'Cancel' buttons. A footer contains navigation links: 'Program Set-up | Manage Filter/Sort', 'Home | Site Map | Contact Us | Policies | Help | Log Out', and '© CaRMS, All rights reserved, 2001.'

- ◆ *First Name*, *Last Name* and *E-Mail Address* are mandatory entries.
- ◆ Enter the *Middle Name*, *Building/Hospital* and *Room* if applicable
- ◆ Click on the *Save* button.
- ◆ To clear entries and begin over, click on the *Clear* button.

NOTE: The user name and e-mail address must be unique to the entire carms system. If the name you have chosen has already been taken, a warning will appear letting you know to choose a different one.

7.2 Edit User

This screen identifies the *User Name* and *Permission Level* of all users currently in the system and provides an option to delete an existing *User* or send by *E-mail* the user's *User Name* and *Password*.

Edit:

- ◆ From the *User Authorization* screen click on the *Edit User* button to the right of the desired *User Name* and *Permission Level* you wish to edit.
- ◆ Change the required information.
- ◆ Click *Save*.

Delete:

- ◆ From the *User Authorization* screen click on the *Delete User* button to the right of the desired *User Name* and *Permission Level* you wish to delete.

E-mail Password:

- ◆ Click on the *E-mail Password* button to the right of the desired *User Name* and *Permission Level* for whom you wish to e-mail their user name and password.
- ◆ Once the e-mail has been sent, a notification will appear in red at the top of the page.

8. Score Set-up

This screen is used to identify a scoring range and related weight value for the Applicant's:

- ◆ Dean's letter;
- ◆ Transcript;
- ◆ Overall Document Score;
- ◆ Overall Interview Score;
- ◆ Letters of Reference (if specified during document requirement set-up);
- ◆ Personal Letter (if specified during document requirement set-up);
- ◆ Interviews (Full Access and Limited Access Users);
- ◆ Any other Program Criteria created.

The screenshot shows the 'Program Director Web Station' interface. The main heading is 'Score Set-up'. On the left is a navigation menu with categories: Program Criteria, Set-up, Document Requirements Set-up, User Authorisation, Score Set-up, and Composite Score. The main content area lists various criteria with 'Range' and 'Weight' columns. Each 'Range' entry consists of the text 'out of' followed by a text box containing '10'. Each 'Weight' entry consists of a text box containing '1'. A 'Save' button is located at the bottom left of the main content area.

	Range	Weight
Dean's Letter	out of 10	1
Transcript	out of 10	1
Overall Document Score	out of 10	1
Overall Interview Score	out of 10	1
Demo Elective	out of 10	1
Red Flag	out of 10	1
Extra Reference Letter	out of 10	1
Required Extra Document	out of 10	1
Letter of Reference 1	out of 10	1
Letter of Reference 2	out of 10	1
Letter of Reference 3	out of 10	1
Personal Letter	out of 10	1
Interview - Limited Access	out of 10	1
Interview - full Access	out of 10	1

- ◆ For each of these scores, type in the appropriate values in the corresponding *Range* and *Weight* boxes.
 - Range: The maximum score a criteria can be given.
 - Weight: A factor assigned to a score in the total score to make the score's effect on the computation reflect its importance
- ◆ Click on the *Save* button.

9. Composite Score

This screen is utilised to add or remove variables used to calculate the Applicant's composite score. All available variables are identified in the left-hand box.

The screenshot shows the 'Program Director Web Station' interface. At the top, there is a navigation bar with links for Home, Site Map, Contact Us, Policies, Help, and Log Out. Below this, the page title is 'Program Director Web Station' and the current page is 'Program Setup' with a sub-link for 'Manage Filter/Sort'. On the left side, there is a vertical menu with the following items: Program Criteria Set-up, Document Requirements Set-up, User Authorisation, Score Set-up, and Composite Score. The main content area is titled 'Composite Score' and is divided into two columns. The left column is labeled 'Available Variables' and contains a list: 1 - Overall Document Score, 1 - Overall Interview Score, 1 - Demo Elective, 1 - Red Flag, 1 - Extra Reference Letter, 1 - Interview - Limited Access, and 1 - Interview - full Access. Below this list are two buttons: 'Add »' and « Remove'. The right column is labeled 'Composite Score Definition' and contains a list: 1 - Dean's Letter, 1 - Transcript, 1 - Required Extra Document, 1 - Letter of Reference 1, 1 - Letter of Reference 2, 1 - Letter of Reference 3, and 1 - Personal Letter. At the bottom of the page, there is a footer with links for Program Set-up, Manage Filter/Sort, Home, Site Map, Contact Us, Policies, Help, and Log Out, along with the copyright notice: © CaRMS, All rights reserved, 2001.

- ◆ Highlight a desired variable in the left-hand box and click on the *Add* button to add it to the *Composite Score Definition* in the right-hand box.
- ◆ Repeat this procedure until you have added all the variables you want to include in the Applicant's composite score.
- ◆ To remove a variable from the right-hand box, highlight the variable (in the right-hand box) and click on the *Remove* button

10. Manage Filter/Sort

Filters can be created during both the setup window and the regular usage window. Any filters created by the administrator become program wide filters (they can be implemented by all the users for that specific program).

All screens shown in this section are from a full access view.

Click on *Manage Filter/Sort*.

10.1 Define Filter Item

The *Define Filter Item* screen is used to define filter items which you want to use in addition to the default criteria and reports the:

- *Filter Description*;
- *Filter Field*;
- *Operator*;
- *Value*.

10.1.1 Adding a New Filter Item

- ◆ In the box to the right of *Description*, type in the name of the filter item desired.
- ◆ Click on the small arrow button on the right side of the *Field* box.
- ◆ Click on the desired criteria.
- ◆ Click on the small arrow button on the right side of the *Operator* box.
- ◆ Click on the desired operator.
 - ◆ = Equal to
 - ◆ != Not equal to
 - ◆ < Less than
 - ◆ > Greater than
 - ◆ <= Less than or equal to
 - ◆ >= Greater than or equal to
- ◆ Click on the small arrow button on the right side of the *Value* box.
- ◆ Click on or type in the desired filter value.
- ◆ Click on the *Add* button to add your new filter to the system.

- ◆ Repeat this procedure to add as many filter items as you wish to use in your evaluation process.

10.1.2 *Deleting a Filter Item*

- ◆ If you decide to delete a particular *Filter*, simply click on the *Delete* button to the right of the applicable filter.

Note: If you delete a filter used in a combined filter, that combined filter will be deleted as well.

10.2 **Combine Filter/Filter Items**

Click on *Combine Filter/Filter Items* on the left side of your screen. This screen is used to define combined filters and filter items which you want to use in addition to the default criteria:

- *Filter/Sort Name*;
- *First Argument*;
- *Condition*;
- *Second Argument*;
- *Sorted By*;
- *Sort Order*.

10.2.1 *Adding a Combined Filter Item*

- ◆ Type in the *Filter/Sort Name* box the title of a specific filter item you want to use.
- ◆ Click on the small arrow button on the right side of the *First Argument* box.
- ◆ Click on the desired argument (a filter that has already been created).
- ◆ Click on the small arrow button on the right side of the *Condition* box.
- ◆ Click on the desired *Condition*.
 - ◆ *And* includes both filters
 - ◆ *Or* includes one or the other filters
- ◆ Click on the small arrow button on the right side of the *Second Argument* box.
- ◆ Click on the desired argument (a filter that has already been created).
- ◆ Click on the small arrow button on the right side of the *Sorted By* box.
- ◆ Click on the desired *Sort*.

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- ◆ Click on the desired *Sort Order* radio button (*Ascending, Descending*).
- ◆ Click on the *Add* button to add your new combined filter item to the system.
- ◆ Repeat this procedure to add as many combined filter items as you wish to use in your evaluation process.

10.2.2 *Deleting a Combined Filter Item*

- ◆ If you decide to delete a particular *Combined Filter*, simply click on the *Delete* button to the right of the applicable filter.

NOTE: When you delete any component of a combined filter, any other filters using that piece will also be deleted.

11. CONTACT US

This screen is included under the *Contact Us* link in the Toolbar.

We value any comments that our users may have. We encourage you to contact us with ideas, feedback, or questions. You may reach us as follows:

11.1 Mailing Address

Canadian Resident Matching Service
2283 St. Laurent Blvd.
Suite 110
Ottawa, Ontario
K1G 5A2

11.2 Telephone/Fax

Tel: (613) 237-0075

Fax: (613) 563-2860

11.3 Web Site

www.carms.ca

11.4 E-Mail Address

help@carms.ca

If you would like to speak with a representative from carms, please contact us at the phone number listed above.

12. GLOSSARY

Administrator

Someone acting in the role of setting up the access and structure for the PWS system.

Applicant

Someone who submits an application to carms for admission into a postgraduate medical residency program.

Application

A formal request to carms who compiles Applicant information and support documentation, then forwards it to the appropriate medical school Program Administrators. Applications include both mandatory Applicant information and documents (*Personal Information, Education, Work Experience, Transcript, Dean's Letter, and Recommendations*) and optional items (*Photograph, Personal Letter*).

AWS

The computer Applicant Webstation used by graduate medical students and independent applicants applying for residency using the carms service.

Buttons

Operational short-cut controls which enable an carms user to move around the program (directional), control program content (*Add, Remove*), print a screen or report, make a selection (radio button, pull-down menu), *Edit* a file, *Save* a file, or *Exit* the system, for example.

carms

The Canadian Resident Matching Service (carms), a not-for-profit, fee-for-service corporation that works in close co-operation with medical schools and students. Its purpose is to greatly simplify the specific activities related to the residency application and matching function for medical students and independent applicants entering into postgraduate medical training utilising the power and flexibility of the Internet.

carms Applicant Code

A system generated unique identifier for an Applicant required for an Applicant to use the carms service.

Composite Score

A means by which a Program Administrator may custom tailor their scoring procedure by selecting scoring variables (e.g. *Transcript, General Comments, Dean's Letter, Overall Document Score, Overall Interview Score, Interview, etc.*).

Criteria

A set of standards on which a judgement is based (e.g. elements in a filter/sort).

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Dean's Letter

The official letter given to a medical school graduate by the Dean of Medicine outlining the Applicant's complete educational history while attending medical school.

Directional Buttons

Buttons in the carms system which enable a user to move from screen to screen (*Back*, *Forward*, header titles, etc.), within a screen (*Top*), or to open a drop-down box (down arrow).

Document Requirements Set-up

A set-up screen which identifies whether or not a *Personal Letter* is required and how many *Letters of Recommendation* are required for each program.

Data Filter/Sort

See *Filter* and *Sort*.

Field

A box in which data may be entered. The nature of the data to be entered is generally specified next to the field box (e.g. *Last Name*).

Field Name

The identifier for a particular text box.

Filter

A means of sorting data in the carms system based on defined filter items which may include a *Description*, *Filter*, *Operator*, *Value*, *Sort Criteria*, *Sort Order*, and/or any other filters added or combined by the Program Administrator.

Home Page

The first page which appears when a user opens an carms system component (e.g. *CAWS*, *Program Webstation*, *Applicant Webstation*).

Internet

An international computer network linking computers electronically through telecommunication systems.

Letter of Recommendation

A written testimonial, generally provided to an Applicant by a faculty member or close contact, supporting the Applicant for further education or employment.

Matched

The successful pairing of an Applicant with a postgraduate medical residency program.

Menu Bar

A variety of categories arranged horizontally across the top of most screens in the carms system (e.g. *Application*, *Supporting Documents*, *Program Selection*, *Criteria*).

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Operator

The modifier that determines the relationship of a field to a value (e.g. only Applicants who have received a particular award) or is used in the filter/sort function (e.g. =, !=, <, >, <=, >=, *Like, Not Like, Null, Not Null*).

Password

A part of the security protection component of the carms system comprised of a unique series of characters a user must input to enter the system.

PWS

The Program Webstation in the carms system utilised by Program Administrators at medical schools to: review all Applicant documentation and personal information; assess and weight scores for all Applicant documentation and interviews; rank Applicants; sort Applicant information; identify any missing information in an application; and, schedule Applicants for interviews.

Personal Letter

A letter required by most programs to augment an Application and act as an introduction to the interview. Different programs have different requirements for *Personal Letter*.

Privacy Statement

An explanation of the steps taken by carms to ensure the safety and security of all Applicant information and of the carms web site, portions of which utilise the Secure Sockets Layer.

Program Criteria Set-up

A set-up screen into which the *Field Name, Field Type, and Field Length* are input for each program.

Program

A specific element in the residency component of an Applicant's medical education process.

Pull-Down Menu

A selection of items available to identify the most suitable choice in a particular field.

Radio Button

A round button used to make a selection (e.g. *Yes, No, N/A, No Response, Pass, Fail*).

Ranking Applicants

The process of evaluating an Applicant based on comparing all application information and support documentation to a program's requirement criteria.

PROGRAM WEBSTATION MANUAL: SET-UP

Rank Order List

A list of Applicants sorted by *Composite Score*, *Last Name*, or *Rank*. The software assigns a ranking automatically until a Program Administrator assigns a new ranking manually.

Reference Letter

See *Letters of Recommendation*.

Report

A compilation of information on an Applicant's application comprised of data specific to the nature of the report (e.g. *Summary Sheet*).

Scores

A report identifying the mark given to an Applicant for—*Overall Interview*, *Overall Document*, *Dean's Letter*, and *Transcript* along with identification and score of each interviewer.

Score Set-up

The set-up screen in which a scoring value range and weight are input for each *Transcript*, *General Comments*, *Overall Document Score*, *Overall Interview Score*, *Interview*, and *Dean's Letter*.

Search Criteria

Elements by which sets of data are searched (e.g. *First Name*, *Medical School*).

Sorting

The process of organising a list of information in a hierarchical order based on sort criteria.

Sort Criteria

Elements by which sets of data are sorted (e.g. *All Applicants*, *Application Status*, etc.).

Token

A unique, 20-character sequence that identifies each Applicant in an Applicant Webstation or Program Webstation system and is used for authentication purposes.

Toolbar

The collection of graphical links arranged horizontally across the top of each screen (e.g. *Home*, *Site Map*, *Contact Us*, *Policies*, *Help*, *Carms Home*, *Log Out*).

User

An individual who utilises the CAWS, Program Webstation, or Applicant Webstation components of the carms service.

User Authorisation

The permission level assigned to a carms web site user—*Full Access*, *Limited Access*, or *Read Only Access*.

PROGRAM WEBSTATION MANUAL: SET-UP

User ID

A unique identifier assigned by carms after receiving a registration form from a user wishing to use the carms service.

Value

Information contained in a field (text or numeric).

Variable

Criteria in a search or sort list.

Weight Scores

A percentage or specific value given to a particular factor identifying its importance relative to other factors.

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