

Set-up a Supervisory Team

How to set up a Supervisory Team and associate that team of an incident or notify them an incident has taken place.

Team Set-up:

Navigate to e-Notes > Library Maintenance and select Supervisory Team from the dropdown box.

Home e-ADT e-Assessments e-Plan e-Notes e-MAR e-TAR e-Financials POC Wound Tracker

Add/Modify Batch **Library Maintenance**

Library Maintenance Home
Library Maintenance Home
Location
Cause Lookup
Supervisory Team
Staff Category

Care Plan:* MEDe-care RAPs Care Plan
Domain:* --Select--
Class:* --Select--
Diagnosis:* --Select--

Threshold Warning

From the next screen you can either create a new Team Name or select a pre-existing team from the list to edit by clicking on the icon next to the team.

Supervisory Team

Supervisory Team

Add/Edit Teams::

Team Name

Description:

Save **Clear**

Teams:

	Team Name
	Accreditation Team
	Care Team Group B
	Emergency Support

Add members to a team:

From the same page scroll down and select the team you want to add members to. Find the users you want to add to the team from the list. Select the check box next to each user and then select 'Save'.

Add/Edit Team Members:

Team: Accreditation Team

Description: Emergency Support
Health & Safety Committee
Infection Management Team
John QA
Management Team
Norman's team
Nursing Practice Committee
PAC
QA Software Team
QA Team
Quality of Work Life
Rit QA
Team V for Testin
Test Supervisory Team 1
Test Supervisory Team 2
The Toronto Blue Jays
TorontoRayTest

Team Selection: Search

First Name: Last Name: Position: Search

Organization: ABC Homes

Save Clear

Select	Name	Email ID	Organization	Position
<input checked="" type="checkbox"/>	admin facility			
<input type="checkbox"/>	Alexis BEAULNE		ABC Homes	PSW
<input checked="" type="checkbox"/>	Alfredo BEAULNE		ABC Homes	PSW
<input type="checkbox"/>	Alfredo BEAULNE		ABC Homes	PSW
<input checked="" type="checkbox"/>	Alireza BEAULNE		ABC Homes	RD

Once you have the team saved, you can see the members of the team at the bottom of the page:

Team Members:

	Team Members	Team
 	AdelaideXX BEAULNE	Accreditation Team
 	Abeba BEAULNE	Accreditation Team
 	admin facility	Accreditation Team
 	Able Proust	Accreditation Team
 	Afet BEAULNE	Accreditation Team
 	Agnes BEAULNE	Accreditation Team
 	Afet BEAULNE	Accreditation Team

Associate a team to an incident:

Once an Incident Note has been created you will be able to select the Supervisory Team you want associated to the Incident from the Incident tab.

Once you click the Supervisory Team button a new window will pop up where you can select which Supervisory Team you want associated. If you are unsure who is in which team you can click the icon next to the Team name.

Name	Comments
AdelaideXX BEAULNE	
Abeba BEAULNE	
admin facility	

Notify a team of an Incident:

If you want to send a message to the team about this incident click on the Summary tab. Scroll to the bottom and select the "Email" button .



A popup box will open where you can select the team that you want notified of the incident. If you are unsure who is in which team you can click the  icon next to the Team name.

 to view the team members.' Below this is a grid of team names with checkboxes and team icons. The 'Accreditation Team' checkbox is checked and highlighted with a red box. The teams listed are: Accreditation Team, Nursing Practice Committee, Norman's team, Team V for Testin, John QA, Infection Management Team, QA Software Team, Test Supervisory Team 1, Management Team, Rit QA, and Test Supervisory Team 2. Below the grid is an 'Other Email ID' input field. At the bottom, a red-bordered box titled 'Accreditation Team Team Members' contains a table with columns 'Name', 'Comments', and 'Email ID'. The table lists three members: AdelaideXX BEAULNE, Abeba BEAULNE, and admin facility." data-bbox="55 476 954 855"/>

Name	Comments	Email ID
AdelaideXX BEAULNE		
Abeba BEAULNE		
admin facility		

Click the  button and the summary report will be sent to all members of that team.