

Add Preceptor to Medatrax

Workflow to add a new preceptor to medatrax

1 Navigate to <https://medatrax.com/default.aspx>

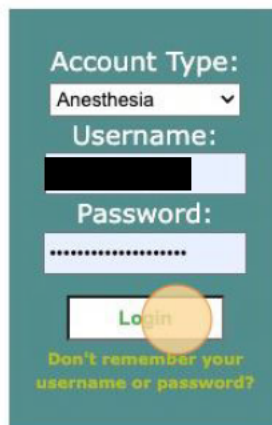
2 Login to medatrax

data tracking systems provide
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nical criteria. Medatrax provides
v of student recorded data. A
monitor and control individual

adaptable to either distance
of statistics, monitoring, and
rt all educator personnel.

irements for a graduate nursing
irtually any set criteria. Mobile
gy.

1999



3 Click "Evaluation Admin"

The screenshot shows a dashboard with a grid of icons and labels. The 'Evaluation Admin' icon, which features a gear, is highlighted with a yellow circle. Other icons include a monitor for 'Options', a document for 'Forms', a bar chart for 'Case Reports', a box for 'Case Locations', a document with a green bar for 'Transcripts', a clipboard for 'Evaluations', a document with a clock for 'Evaluation Results', a clock for 'Evaluation Scheduling', a clipboard with a line graph for 'Evaluation Reports', a gear for 'Evaluation Admin', a document with a pencil for 'Assignments', and a person icon for 'Site Directory'. At the bottom, there is a 'Mail Center (0)' icon, a lightbulb for 'Help', a red arrow pointing left, and a 'Logout' link.

Options Forms Case Reports

Case Locations Transcripts Evaluations

Evaluation Results Evaluation Scheduling Evaluation Reports

Evaluation Admin Assignments Site Directory

Mail Center (0) Help Logout

Medatrax offices will be closed on Thursday, Nov. 24, and Friday, Nov. 25 for the Thanksgiving Holiday. Our office will reopen Monday November 28th.

[COA Guidelines for Counting Clinical Experiences](#)

Office Hours
Monday-Friday 7:00 AM - 9:00 PM CST
Saturday 8:00 AM-12:00 PM CST

Questions or Comments?
[Click here.](#)
Phone: 800-647-4838

4 Click "Add/Edit Faculty"

The screenshot shows the 'Administration' section of a web application. A navigation bar at the top includes links for 'Preview', 'Administration', 'Reports', 'Medatrax', 'Options', 'Objectives', 'Personnel', and 'Log Out'. Below this is a dark blue header with the word 'Administration' in white. The main content area contains several icons with labels: a clock for 'Schedules', a map for 'Locations', a document for 'Results', a document for 'Terms', a book for 'Courses', and a document with a pencil for 'Objectives'. The 'Add/Edit Faculty' icon, which shows two people, is highlighted with a yellow circle.

Preview Administration Reports Medatrax Options Objectives Personnel Log Out

Administration

Schedules Locations

Results Terms


Courses Add/Edit Faculty

Objectives

5 Click this dropdown and select your site.

6 Click "New Ad Hoc User". This opens a popup so you might have to click a button in the address bar to allow the popup.

- 7 Add the last name, first name, and email address.



Manage Faculty

Account Info

User type: Adhoc ▾

Last Name:*

First Name:*

Middle Name:

Email:*

Title/Rank:

Position/Department/Course:

Location: Select Location ▾

Phone:

Cell Phone/Pager:

Account Active:

- 8 Select the location where the preceptor works.

Manage Faculty

Account Info

User type: Adhoc ▾

Last Name:* Asheville

First Name:* Asheville

Middle Name:

Email:* asheville@ashevilleva.c

Title/Rank:

Position/Department/Course:

Location: Select Location ▾

Phone:

Cell Phone/Pager:

Account Active:

Create Cancel

* Required Fields

9 Make the account active.

Manage Faculty

Account Info

| | |
|-----------------------------|--------------------------|
| User type: | Adhoc |
| Last Name:* | Asheville |
| First Name:* | Asheville |
| Middle Name: | |
| Email:* | asheville@ashevilleva.c |
| Title/Rank: | |
| Position/Department/Course: | |
| Location: | Ashville VA |
| Phone: | |
| Cell Phone/Pager: | |
| Account Active: | <input type="checkbox"/> |

* Required Fields

10 Create the account.

Manage Faculty

Account Info

| | |
|-----------------------------|-------------------------------------|
| User type: | Adhoc |
| Last Name:* | Asheville |
| First Name:* | Asheville |
| Middle Name: | |
| Email:* | asheville@ashevilleva.c |
| Title/Rank: | |
| Position/Department/Course: | |
| Location: | Ashville VA |
| Phone: | |
| Cell Phone/Pager: | |
| Account Active: | <input checked="" type="checkbox"/> |

* Required Fields

11 Click the preceptor that you just created.

Area

Home Preview Administration Reports Medatrac Options Objectives Personnel Log Out

Manage Faculty

Site: USUHS-NMC-Camp Lejeune Faculty Type: Active Only

All Faculty

New Ad Hoc User **New Adjunct User**

Ashville VA

Faculty

EH Asheville Asheville EH Asheville VA

Carolina East

Faculty

[Redacted]

East Carolina

Faculty

EH Sample Preceptor

- E = Evaluati
- A = Adminis
- F = Adjunct
- H = Ad Hoc
- Accou = Accou
- Locati = Locati

12 Make note of the username so you can send it to the preceptor.

Manage Faculty

Account Info Documents

User type: Adhoc

Last Name: * Asheville

First Name: * Asheville

Middle Name:

Email: * asheville@ashevilleva.c

Title/Rank:

Position/Department/Course:

Location: Asheville VA

Phone:

Cell Phone/Pager:

Username: * Asheville

Reset Password

Account Active:

Update Cancel

* Required Fields

13 Click the reset password button.

The screenshot shows the 'Manage Faculty' form with the following fields and values:

| | |
|-----------------------------|-------------------------------------|
| User type: | Adhoc |
| Last Name:* | Asheville |
| First Name:* | Asheville |
| Middle Name: | |
| Email:* | asheville@ashevilleva.ci |
| Title/Rank: | |
| Position/Department/Course: | |
| Location: | Ashville VA |
| Phone: | |
| Cell Phone/Pager: | |
| Username:* | Asheville1 |
| Account Active: | <input checked="" type="checkbox"/> |

Buttons: Update, Cancel, Reset Password (highlighted with a yellow circle). A red asterisk indicates required fields.

14 Close the popup.

The screenshot shows the 'Manage Faculty' form with a red success message at the top: "User details have been sent to asheville@ashevilleva.com". The form fields are the same as in the previous screenshot. The 'Reset Password' button is now disabled. The 'Cancel' button is highlighted with a yellow circle.

Buttons: Update, Cancel (highlighted), Reset Password (disabled). A red asterisk indicates required fields.

Send an email to the preceptor with their username and inform them that they will be receiving an email from Medatrax to reset the password to their new account.