

## Using E\*Value

### Logging In

1. To enter E\*Value, you must first connect to the Internet with a browser.
2. Once the browser has opened, type E\*Value's web address, <https://www.e-value.net>, into the address locator space near the top of the browser screen and press Enter.

Because E\*Value is a secure web-site, you may be warned about its secure nature. Click "Continue". Once E\*Value's web-site appears, take a moment to bookmark this site.

3. Type in your login name and password, and then click the "Login" button (see figure 1).

If you do not know your login name or password, you can request it from E\*Value by typing your e-mail address into the space provided at the bottom of the screen and clicking the "Request Password" button. E\*Value will send your login name and password to the e-mail address you entered, provided it matches the one in the E\*Value database.

Figure 1

E\*Value/e-gme has the following information recorded about you. If any of this information is incorrect or missing, please contact your E\*Value/e-gme administrator, at .

- Your email address is: techsupport@advancedinformatics.com
- Your rank within the program is: Administrator
- Your roles within the program are:
  - o Program Director

**You have:**

- 0 Suspended Evaluation(s)
- 0 Pending Evaluation(s)

- After you have successfully logged in, E\*Value will greet you and let you know how many evaluations you have due, how many you have completed, and how many procedures you may have logged (see Figure 2). It will also let you know the email address it has for you, as well as your rank (such as PGY1, Associate Professor) and roles within the program. If any of this information is incorrect, you should ask your administrator to correct it.

Figure 2

### Completing an Evaluation

To complete an evaluation

- Click on the "Pending" button in the Evaluations submenu on the left side of your screen.

You will be shown the list of evaluations you have for each activity during specific time periods (see Figure 3). Evaluations not yet completed will have an "Edit Evaluation" link.

If you are required to complete your oldest evaluations first, then your newer evaluations will remain in queue until your older evaluations are completed.

Activity: Evidence Based Medicine		Site: General Hospital				
Period: May 2004		Time Frame: 05/01/2004 through 05/31/2004				
Edit/Status	Suspend	Evaluation Type	Subject	Request Date	View Image	View Printable Evaluation
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Resident	Paul Frazer	07/20/2004	<a href="#">View Picture</a>	<a href="#">View/Print</a>
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Resident	Andrea Chancey	07/20/2004	<a href="#">View Picture</a>	<a href="#">View/Print</a>
<a href="#">Edit Evaluation</a>	<a href="#">Suspend</a>	Resident	Ben Porter	07/20/2004	<a href="#">View Picture</a>	<a href="#">View/Print</a>

Figure 3

- Click on one of the "Edit Evaluation" links to open an evaluation and begin answering the questions.

Some questions may require a response. Mandatory questions are indicated by the word "Mandatory" next to the question number (see Figure 4). You cannot submit an evaluation until at least all the mandatory questions are answered.

**Service Responsibilities** (Question 1 of 8 - **Mandatory**)

Your service responsibilities were limited to patients for whom you had major Dx and Rx responsibility.

<input type="radio"/> Cannot Evaluate	<input type="radio"/> Strongly Disagree	<input type="radio"/> Disagree	<input type="radio"/> Neutral	<input type="radio"/> Agree	<input type="radio"/> Strongly Agree
---------------------------------------	---	--------------------------------	-------------------------------	-----------------------------	--------------------------------------

Figure 4

You will notice at the top of the evaluation form that you are given the option of whether or not you want to auto-scroll through the evaluation. Auto-scrolling is a feature that brings you to the next question once you have chosen a response for the question. Your choice of whether or not to auto-scroll will be saved for subsequent evaluations.

### Saving an Evaluation

If you are unable to complete your evaluation, or wish to wait to submit it, you may click the "Save for Later" button at the bottom of the evaluation form (see Figure 5). E\*Value will let you know that you have saved your answers.

**Review your answers in this evaluation. If you are satisfied with the evaluation, click the SUBMIT button below. Once submitted, evaluations are no longer available for you to make further changes.**

<input type="button" value="Save For Later"/>	<input type="button" value="Submit"/>
---	---------------------------------------

Figure 5

Your saved evaluation will continue to appear on your list of pending evaluations until you submit it (see Submitting an Evaluation). You will continue to receive reminder notices for any un-submitted evaluations according to the frequency determined by your program.

### Printing an Evaluation

Because browsers do not reliably print the evaluation forms, E\*Value offers a read-only option to either view or print an un-submitted evaluation prior to submission. To print an evaluation you have not yet submitted, click on the "View/Print" link next to the evaluation of interest in your list of pending evaluations (see Completing an Evaluation).

1. Once the evaluation appears, you may click the gray "Print This Report" button to print the evaluation immediately from a printer linked to your computer (see Figure 6).
2. Alternatively, you could click the gray "Email Me the Report" button to have the evaluation sent to you in PDF format as an e-mail attachment. This latter process generally takes a few minutes longer than printing to your printer, but is reliably formatted.

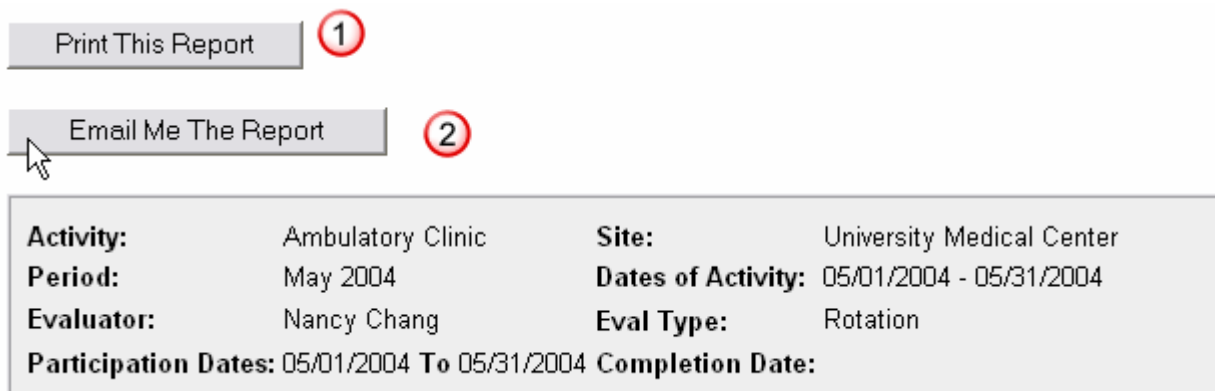


Figure 6

### Submitting an Evaluation

Once you have completed an evaluation, you may submit it. To submit an evaluation, click on the "Submit" button at the bottom of the evaluation form (see Figure 5). If you have not answered one or more of the mandatory questions, E\*Value will highlight the unanswered mandatory questions in red.

Once you have successfully submitted your evaluation, E\*Value will give you a message indicating your successful submission. **Once submitted, evaluations may no longer be edited.**

After you have completed an evaluation, you will be able to view it by clicking on the Completed button on the Evaluations submenu (see Viewing Your Submitted Evaluations).

### Suspending An Evaluation

If an evaluation was incorrectly assigned to you or you did not interact with the person for an adequate amount of time, you may click the "Suspend" link next to the evaluation of interest (see Figure 3).

When you suspend an evaluation, E\*Value asks that you enter a reason for suspending the evaluation (see Figure 7). This reason will be sent to your E\*Value Administrator who will then determine if the evaluation should be deleted or re-activated for you to complete.

Once you have entered the reason for suspending the evaluation, click the "Suspend Evaluation" button. If you decide you have made a mistake and should not suspend the evaluation, click on the "Cancel" button.

**Evaluator:** Nancy Chang  
**Time Frame:** 05/31/2004  
**Activity:** Ambulatory Clinic  
**Eval Type:** Rotation  
**Subject:** Ambulatory Clinic

I want to use the default reason for suspension ("I did not work with this person"):  Yes  No

**Reason For Suspension:**

Figure 7

In your list of pending evaluations the word "Suspended" will appear in the Edit/Status column next to the evaluation you suspended

### Creating On-The-Fly Evaluations

On-the-fly evaluations are utilized in situations in which an evaluation is appropriate but is not otherwise scheduled. Examples of on-the-fly evaluations include Praise or Concern Cards for exemplary or concerning performance respectively and mini-CEX evaluations. If your program has elected to do on-the-fly evaluations, you will see a menu button for this option under Evaluations.

To create an on-the-fly evaluation (see Figure 8):

1. First click on the menu button entitled "On-The-Fly".
2. Indicate which type of evaluation you wish to create
3. Select the subject of the evaluation
4. Choose the activity this evaluation is occurring within
5. Indicate the time period
6. Enter the date of the evaluation
7. Once you have chosen these parameters, click the "Next" button. Your evaluation will appear and is ready to be completed.

**Select an evaluation type:**

**Who is this about?:**

**Activity:**

**Time Frame:**

**Evaluation Date:**

Figure 8