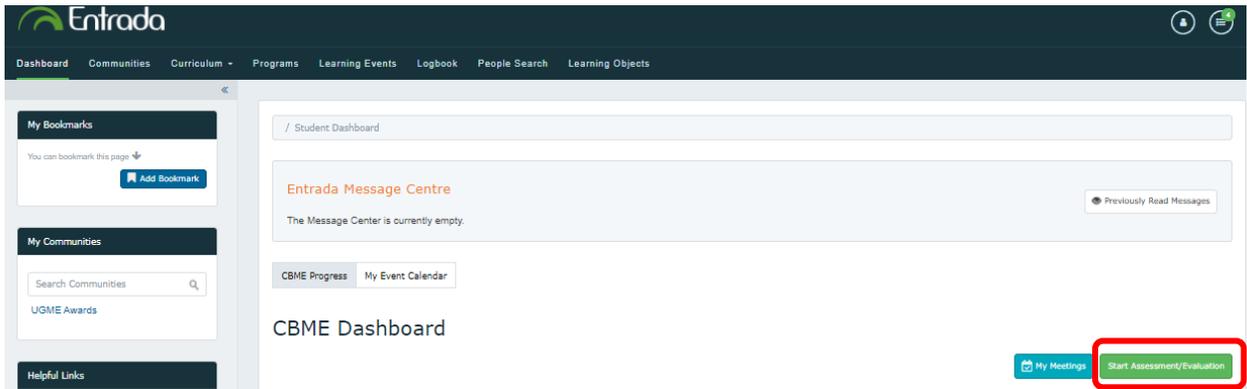
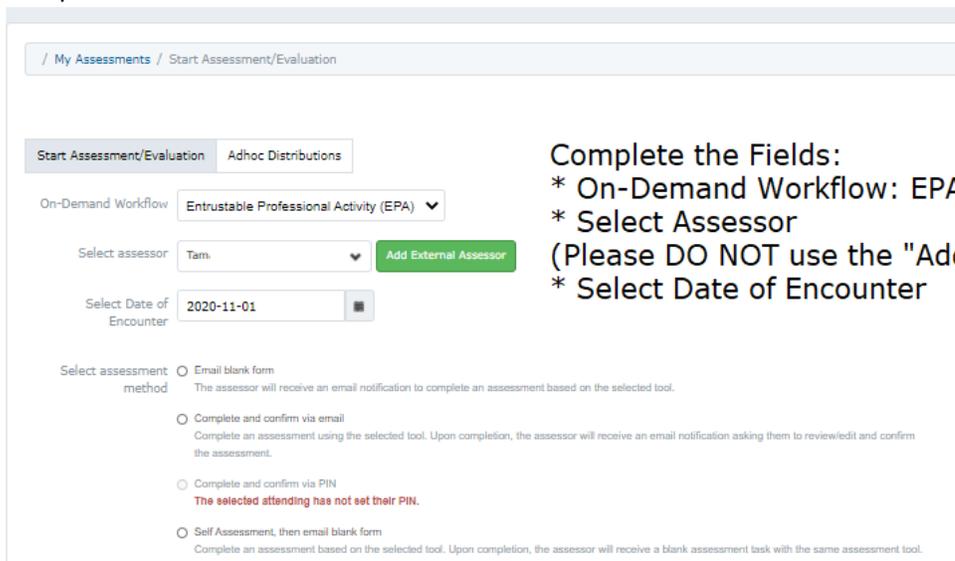


Resident Triggering a Field Note

1. After Resident logs into [Entrada](#) (using recommended browsers Google Chrome / Firefox & UofM email and password), From the Dashboard, Click on a green **"Start Assessment/Evaluation"** button on the right side of the screen.



2. Complete the Fields



The screenshot shows the 'Start Assessment/Evaluation' form. The breadcrumb trail is '/ My Assessments / Start Assessment/Evaluation'. There are two tabs: 'Start Assessment/Evaluation' (active) and 'Adhoc Distributions'. The form includes the following fields:

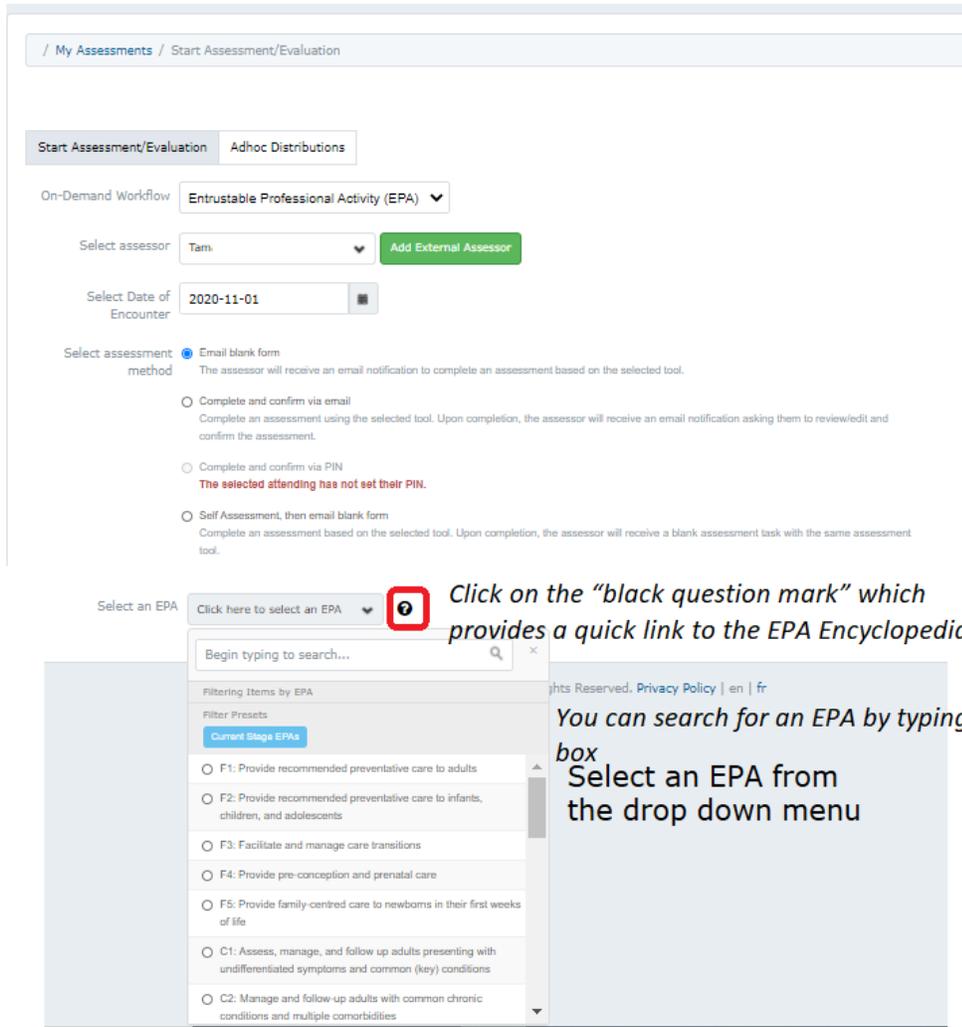
- On-Demand Workflow:** A dropdown menu with 'Entrustable Professional Activity (EPA)' selected.
- Select assessor:** A dropdown menu with 'Tam' selected and an 'Add External Assessor' button.
- Select Date of Encounter:** A date picker showing '2020-11-01'.
- Select assessment method:** A group of radio buttons with the following options:
 - Email blank form: The assessor will receive an email notification to complete an assessment based on the selected tool.
 - Complete and confirm via email: Complete an assessment using the selected tool. Upon completion, the assessor will receive an email notification asking them to review/edit and confirm the assessment.
 - Complete and confirm via PIN: **The selected attending has not set their PIN.**
 - Self Assessment, then email blank form: Complete an assessment based on the selected tool. Upon completion, the assessor will receive a blank assessment task with the same assessment tool.

Complete the Fields:

- * On-Demand Workflow: EPA
- * Select Assessor (Please DO NOT use the "Add External Assessor")
- * Select Date of Encounter

Select Assessment Method

- After selecting Assessment Method, choose the applicable “EPA”
For a reminder on what is included in a specific EPA, you can click on the “black question mark” which provides a quick link to the EPA Encyclopedia.



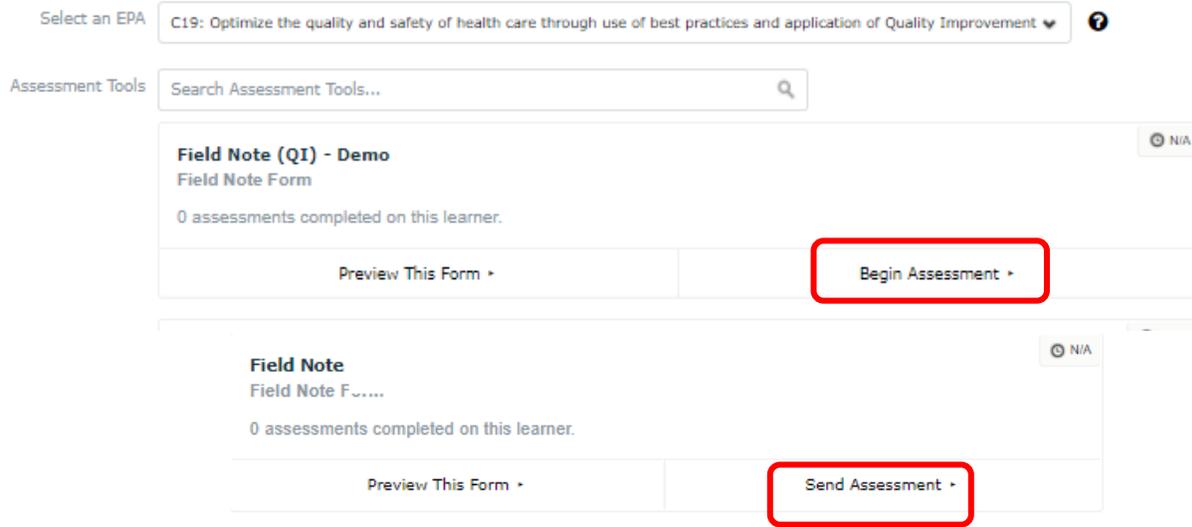
Click on the “black question mark” which provides a quick link to the EPA Encyclopedia.

You can search for an EPA by typing in a few words in the box
Select an EPA from the drop down menu

- After an EPA is selected, the available assessment tools will be displayed.
Note: the small clock in the top right of each tool. This is an estimate of how long the form will take to complete based on the experience of other users.

Click **“Send Assessment”** or **“Begin Assessment”** depending on what Assessment Method you select in the previous step.

You can click **“Preview this Form”** to view it first.



- The form opens.

Or the form is sent directly to the assessor.

