

NEW COORDINATOR/EXITING COORDINATOR RMS CHECKLIST

- Make sure MMCGME Services is notified about the coordinator change @ rmshelp.umn.edu

ADMINISTRATION

CHANGING OVERALL EMAIL NOTIFICATION

1. Administration>Software Set-up>Local Set-up>Email Notification
2. Change email administrator if this is enabled

CHANGING EMAIL IN RECURRING ACADEMIC YEARS

1. Administration>Setup>Local Setup>Academic Years
2. If recurring academic years are configured change the coordinator name here

CHANGING COORDINATOR IN PROGRAM LIST

1. Administration>Software Setup>Programs>Personnel

EVALUATIONS

CHANGING EMAIL CONTACTS IN EVALUATIONS

1. Evaluations>Session Manager>Go into each session>Settings Tab and Match Schedule tab
2. Erase name and email address that is there and replace with new coordinator name and contact information

EVALUATIONS, LOW SCORE

CHANGING EMAIL ADDRESS IN LOW SCORE NOTIFICATION

1. Evaluations>Questionnaires

2. Next to each Questionnaire Name, select Edit. Click Formatting>Edit high/low score notifications. Deselect the coordinator name.

DUTY HOURS

CHANGING EMAIL ADDRESSES IN NOTIFICATIONS

1. If notifications are configured: Duty Hours>Setup-Notifications
2. Click edit next to any DH notification that are set up
3. Change CC recipients as necessary

DUTY HOURS, CONTINUED

CHANGING EMAIL ADDRESSES IN JUSTIFICATIONS

1. Duty Hours>Notifications>Justifications
2. Change the coordinator if one is configured

LOGGER

CHANGING EMAIL ADDRESS IN CONFIGURATION

1. If logger is used: Logger>Setup>Configuration
2. Change administrator email address in the first section

EVALUATIONS, LOW SCORE

CHANGING EMAIL ADDRESS IN LOW SCORE NOTIFICATION

3. Evaluations>Questionnaires
4. Next to each Questionnaire Name, select Edit. Click Formatting>Edit high/low score notifications. Deselect the coordinator name.

CONFERENCES

CONTACT IN CONFERENCE SURVEYS

1. Surveys>Administrative Emails