Mammography Accreditation Program

MAP Online System
Primary Contact 1st Steps
User Guide
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1.1 WHAT I NEED TO UPDATE – SNAPSHOT
The following guide overviews the sections of the software that are currently available. At each step of the process, please review the existing information within the system to ensure it is correct. If incorrect, edit the information appropriately. At other times, we will require new information to ensure your MAP profile is complete. Please Save your changes after updating/inputting any information.

1.2 LOG IN – FACILITY PORTAL
First time logging in? In the email titled, Invitation - CAR MAP online / CAR PAM en ligne, you’ll find a link to the new system’s log in page. If you did not see the link in the email here it is again: https://accred.car.ca/#/auth/forgot-password

a. Enter your email address (this will be the email address you will use to log into the MAP online system) then click on Submit. You will receive a system email (noreply@car.ca) with instructions on how to set your password.

b. Check your email inbox (or spam folder) for an email from “noreply@car.ca”, open the email and click on Set Password. This will bring you back to the MAP online system to create a password.

CAR - System Access Granted
Hello-
A user account has been established with the email address: fmorris@car.ca
Click this link to set your initial password and access the system.

Set Password
c. **Create/enter** a password (this will be the password you will use to log into MAP online system) then click on **Submit**.

![Password reset page]

```
Reset your Password
Please enter and confirm your new password.
```

```
New Password  Enter password here.
Confirm New Password  Re-enter password here.
```

![Submit button]

```
Submit
```

![Return to login screen]

```
Return to the login screen.
```

d. Now that you’ve successfully created your password, you can log into the MAP online system, click on **Return to the login screen**.

![Password successfully reset]

```
Password successfully reset
Your password has been reset. Please return to the login screen to access the system.
```

![Return to login screen]

```
Return to the login screen
```

e. Log in to the MAP online system using your email address and password then click on **Log in**.

![Login page]

```
Email Address
```

```
Password
```

![Log in button]

```
Log In
Can't Log In or forgot your password?
```

1.3 **FACILITY INFORMATION (HOME PAGE)**

If you are a Primary Contact at more than one facility, a listing of the facilities you are associated with will be displayed. Click on the name of the facility to access that facility’s information.

a. In the facility’s portal there are currently three (3) headers: **Home**, **Personnel** and **Units**. On the Home page, there are currently 2 sections: **Organization Profile** and **Welcome**.

b. In the **Welcome** section of the facility’s Home page you will find a listing of the Primary Contact’s main responsibilities. *Please note that not all features and sections of the online*
system have been activated at this time and therefore you cannot view all the features, sections and headers that are mentioned in this section.

c. In the **Organization Profile** section of the facility’s Home page you can view the following information. **Update** the listed information by clicking on Edit, next to the facility’s name.
   a. Facility’s Name
   b. Facility’s MAP ID
   c. Facility’s City and Province/Territory
   d. Facility’s Website Address
   e. Primary Contact’s Name and Title
   f. Primary Contact’s Email Address and Telephone Number

d. On the edit page, you can edit the facility’s website address by clicking on the edit icon next to the website address.

e. The icon next to the facility’s address, telephone number and email address indicates that these are the facility’s contact points for the public (the facility’s primary address, telephone number and website address will be published on the CAR website in the MAP accredited units list). Please **update** the information displayed by clicking on the three dots then clicking on Edit. To add a secondary address (billing address, mailing address...), telephone number or email address click on + . Please add a **billing address** and a **billing email address** where MAP invoices are to be sent.
f. On the edit page, you will find the **Profile Data** section. In this section, **update** the Default Language for MAP communications, the number of radiologist workstations at the facility and the **type of imaging** performed at the facility. To update the information, click on Edit Profile Data.

Do not update the Initial Application Date, Annual Volumes and Workstations at this time.
1.4 PERSONNEL

a. Click the **Personnel** header to access the list of all associated radiologists and technologists.

b. A listing of the current personnel associated with your facility will be listed.
   a. Full Name
   b. Email Address
   c. Title
   d. Designated as the Primary Contact of the facility
   e. Status of MAP approval (only MAP approved radiologists and technologists are allowed to interpret images or practice mammography on a MAP accredited unit)

c. To search for a particular person in **your facility's** personnel listing, type in the person’s name in the **Search** box. Click on the funnel icon to narrow your search by choosing certain criteria. *Please note, this search feature only searches for people who are already associated with your facility.*

d. The documents options icon at the end of every individual row allows the following three (3) functions:
a. **Make Primary Contact**—designates a new primary contact. Only the current primary contact or CAR Staff can change the primary contact. **There can only be one (1) primary contact at each facility.**

b. **Archive**—temporarily removes someone from your list of personnel. Archived individuals can be found by utilizing the search filters and selecting “archived”.

c. **Remove**—removes an individual from your list of associated personnel.

e. To search the MAP Directory to add a technologist or radiologist to your personnel list, click on the **+** icon. **Please update your list of associated personnel to include an email address for each individual as soon as possible. Without this email information we cannot invite the radiologist(s) and technologist(s) into the system.**

f. To avoid duplication of individuals, you must search the MAP Directory for the name of the person you would like to add to your list of personnel. You can search by entering just a few letters of the person’s first or last name.
g. Click **Find** to view the search results. If the person you wish to add appears in the search results, this means they are already in the system (may be associated with another facility). To add this person to your list of personnel, click on their name. If the person that you wish to add to your list of personnel does not appear in the search results, select **Click Here**.

We found 3 matching records. Please select the matching person below.

If the person is not listed, please **Click Here** to add a new person to the directory

- **Marc Venturi**
  - mventuri@car.ca
  - 613-860-3111

- **Mark Levental**

- **Marcus Aurelius**

h. The **Email Address** field is required in order to add any individual to the system. The **Primary Address** information is optional.
i. If the personnel member holds a title at the facility, please indicate it in the **Title** field. Choose the person’s **Contact Types** (Radiologist, Technologist, Chief Radiologist....). An individual can have more than one contact type.

![Contact Types](image1)

j. **It is strongly suggested that the Contact Access button remain unchecked.** The **Contact Access** selection button indicates “this contact may act on behalf of the organization”. This feature allows you to designate a Secondary Contact. When this box is selected, it allows an individual to have the same level of access as the Primary Contact.

![Contact Access](image2)

If selected, this contact can access the facility’s portal and has the same level of permission as the Primary Contact.

When done making updates, click **Save**.
1.5 Unit Information

a. Click the **Units** header to access unit information.

![Units header](image)

b. A listing of the facility’s MAP accredited units will be displayed
   
   a. **Unit Name** – system defaults the Name as the unit’s Model, Serial Number and Manufacturer Year.
   
   c. To **view** detailed information of a particular unit, click on the unit’s Name.

<table>
<thead>
<tr>
<th>Name</th>
<th>Manufacturer</th>
<th>Model</th>
<th>Serial Number</th>
<th>Manufacturer Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>3Dimensions 123456789 2019</td>
<td>Hologic</td>
<td>3Dimensions</td>
<td>123456789</td>
<td>2019</td>
</tr>
<tr>
<td>Senographe Pristina 9876543210 2020</td>
<td>GE</td>
<td>Senographe Pristina</td>
<td>9876543210</td>
<td>2020</td>
</tr>
</tbody>
</table>

d. To **edit** information of a particular unit, including the **Name** of the unit, click on the **Quick Edit** icon.

<table>
<thead>
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![Quick Edit icon](image)

e. You can change the **Name** of the unit so that it is easily identifiable by the facility (example: unit #1 or room #2 or Ruby...).

f. Verify and update all the information in the unit details page, ensuring that we have the correct serial numbers for all components listed. This must be done for all the units displayed under the Units header. **After the three week transition period, you will no longer be able to edit your unit details. All changes at that point will be done as part of a formal part change process.**
Verify and update Manufacturer, Model, Serial Number and Manufacturer Year.

- Change the name of the unit (optional)
- Verify, update or add the Serial Number of all the components listed.
- Indicate the date of installation or the date the component was last changed.
- Most of this information will be in the unit’s latest physicist report.

When done making updates, press Save.