



Canadian Association of Radiologists

**Mammography  
Accreditation  
Program**

**MAP Online System**

**Primary Contact 1<sup>st</sup> Steps**

**User Guide**

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## 1.1 WHAT I NEED TO UPDATE – SNAPSHOT

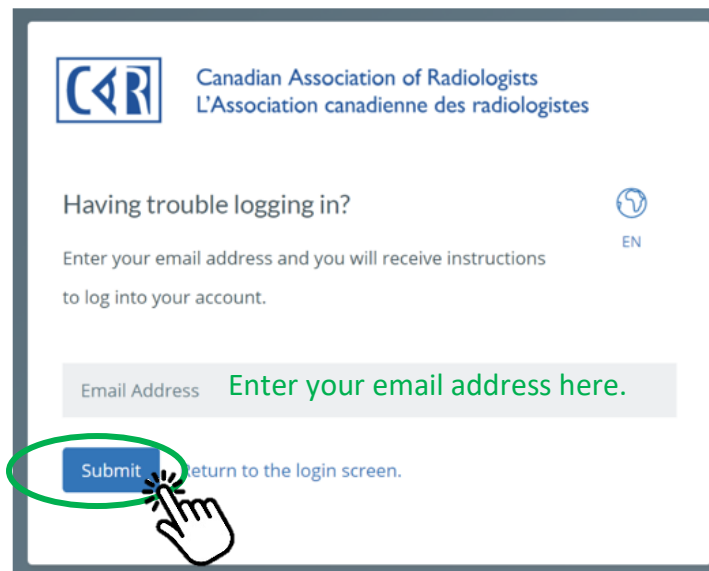
The following guide overviews the sections of the software that are currently available. At each step of the process, please review the existing information within the system to ensure it is correct. If incorrect, edit the information appropriately. At other times, we will require new information to ensure your MAP profile is complete. **Please Save your changes after updating/inputting any information.**

## 1.2 LOG IN – FACILITY PORTAL

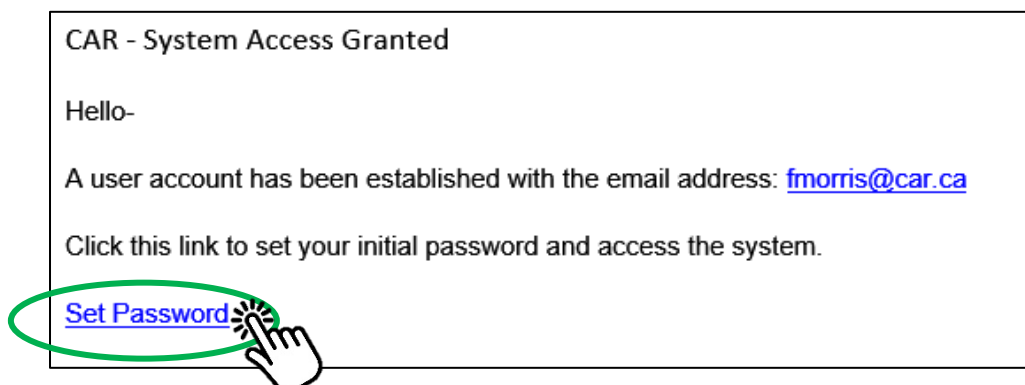
**First time logging in?** In the email titled, **Invitation - CAR MAP online / CAR PAM en ligne**, you'll find a link to the new system's log in page. If you did not see the link in the email here it is again:

<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.



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

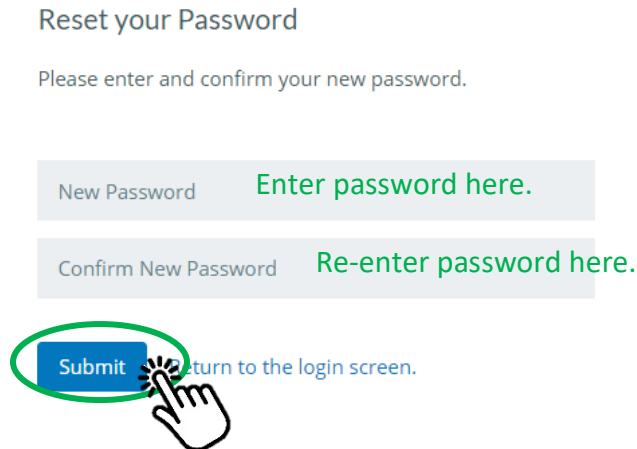
Reset your Password

Please enter and confirm your new password.

New Password [Enter password here.](#)

Confirm New Password [Re-enter password here.](#)

[Submit](#) [Return to the login screen.](#)

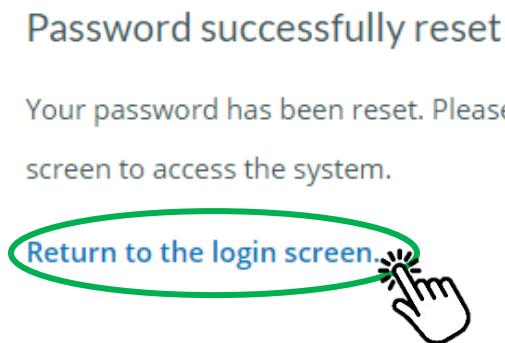


- d. Now that you've successfully created your password, you can log into the MAP online system, click on **Return to the login screen**.

Password successfully reset

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

[Return to the login screen.](#)

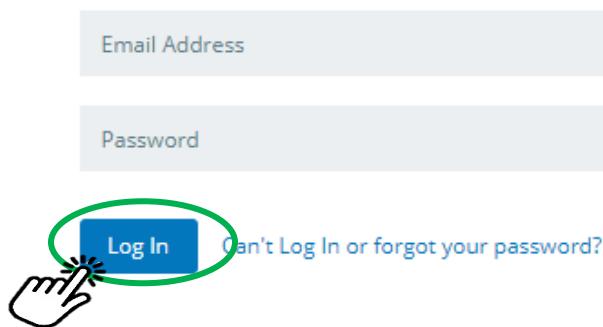


- e. Log in to the MAP online system using your email address and password then click on **Log in**.

Email Address

Password

[Log In](#) [Can't Log In or forgot your password?](#)



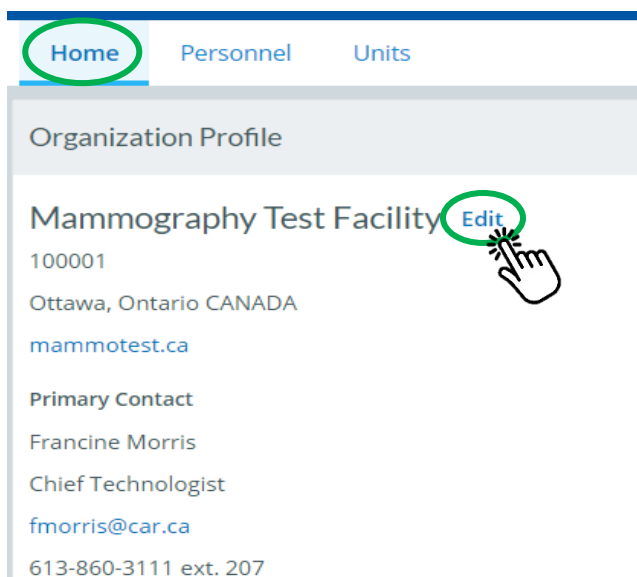
### 1.3 FACILITY INFORMATION (HOME PAGE)


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.
- Facility's Name
  - Facility's MAP ID
  - Facility's City and Province/Territory
  - Facility's Website Address
  - Primary Contact's Name and Title
  - 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.

## Mammography Test Facility

100001

[mammotest.ca](http://mammotest.ca)



- e. The **P** 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.

Addresses

To add an address. → [+ Add a new Address](#)

To edit the primary address, click on the three dots, then click on Edit.

⋮ [Edit](#) [Remove](#)

294 Albert St 📍 📄 **P**

suite 600

Ottawa, ON K1P 6E6

Phones

[+ Add a new Phone](#)

⋮ 613-860-3111 **P**

Emails

[+ Add a new Email](#)

⋮ MAP@car.ca 📧 **P**

- 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.

PROFILE DATA

[Edit Profile Data](#)

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

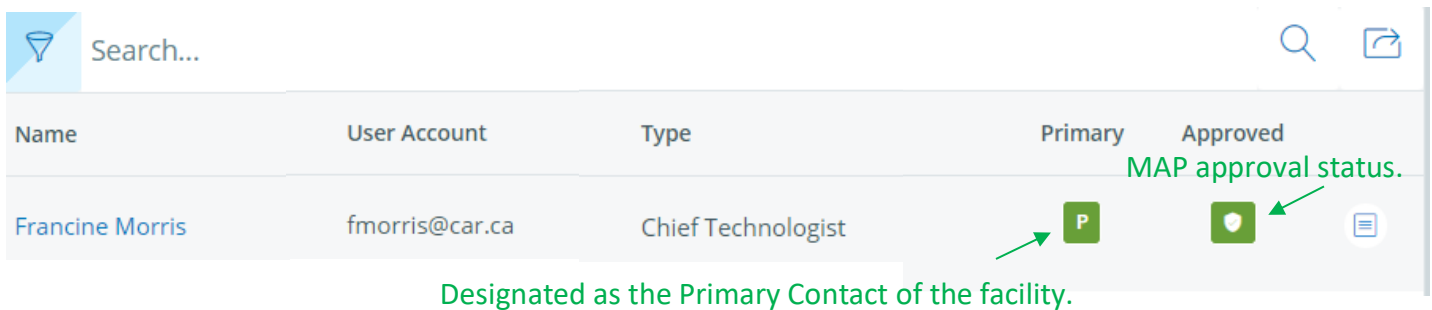
Initial Application Date	No Data	Default Language	English
Annual Volumes - Last Submission	01/08/2021 03:34:32 pm	Workstations - Count	1
Workstations - Last Update	04/08/2021 03:34:00 pm	Imaging Type	Screening & Diagnostic

## 1.4 PERSONNEL

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




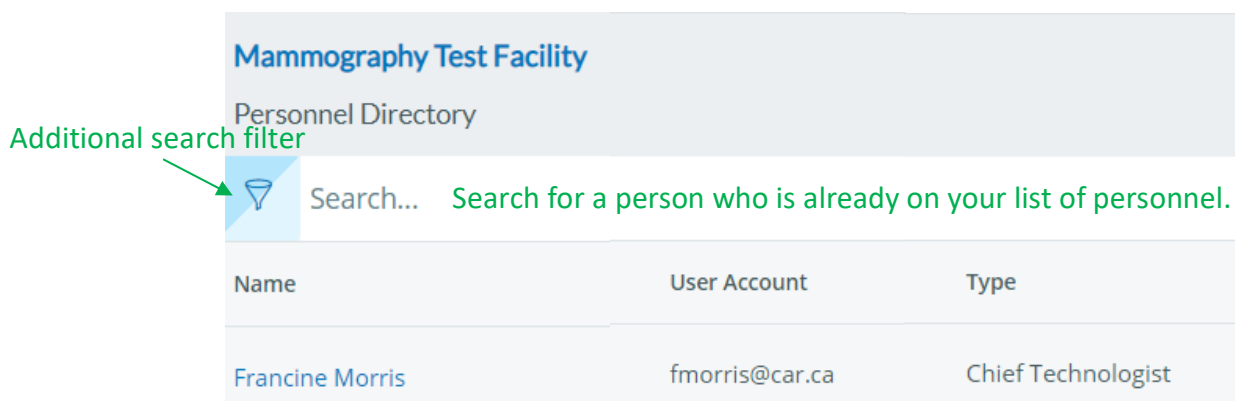
- b. A listing of the current personnel associated with your facility will be listed.
- Full Name
  - Email Address
  - Title
  - Designated as the Primary Contact of the facility
  - Status of MAP approval (only MAP approved radiologists and technologists are allowed to interpret images or practice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




Name	User Account	Type	Primary	Approved	
Francine Morris	fmorris@car.ca	Chief Technologist	P	MAP approval status.	

Designated as the Primary Contact of the facility.


- 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.*



Mammography Test Facility  
Personnel Directory

Additional search filter  Search... Search for a person who is already on your list of personnel.

Name	User Account	Type
Francine Morris	fmorris@car.ca	Chief Technologist

- 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 Sstaff 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.

Name	User Account	Type	Primary	Approved
Francine Morris	fmorris@car.ca	Chief Technologist	P	

Designate this person as the Primary Contact of this facility. → **Make Primary Contact**

Remove or archive from this facility’s list of personnel. → **Archive**  
**Remove**

- 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.*

Home Personnel Units

Mammography Test Facility

Personnel Directory

Search the MAP Directory and add a technologist or radiologist to your facility’s list of personnel. →

Search...

- 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.

**Check for Personnel**

To avoid creating duplicate personnel accounts, please search the Personnel Directory before creating a new entry.

To search the Personnel Directory, enter the person’s first or last name (you can search by entering only a few letters)

Enter name here. Find



- 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

← To add this person to your facility's list of personnel, click on the name.

mventuri@car.ca

613-860-3111



Mark Levental



Marcuss Aurelius

- h. The **Email Address** field is required in order to add any individual to the system. The **Primary Address** information is optional.

## Add Personnel

### Create Personnel

If you would like to retry your search, please [Click Here](#)

Name

▼	First Name	Middle	Last Name
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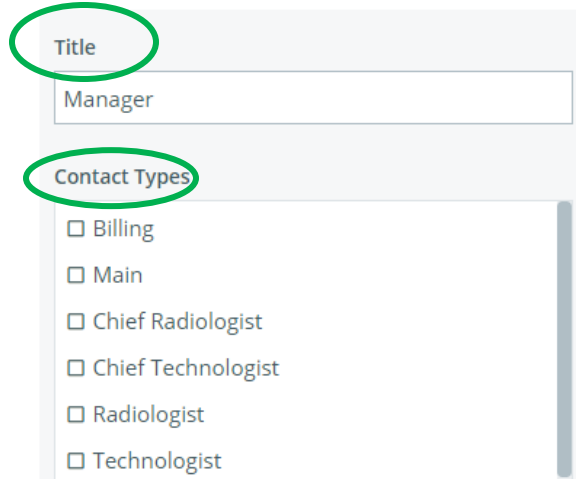
Email Address **Required field.**

Primary Phone

Phone Number	ext.	Extension
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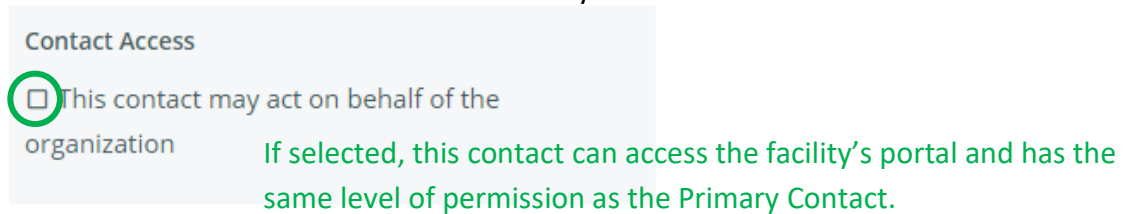
Primary Address **Optional.**

- 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.**



The screenshot shows a form with two sections. The first section is labeled 'Title' and contains a text input field with the word 'Manager' entered. The second section is labeled 'Contact Types' and contains a list of checkboxes with the following options: Billing, Main, Chief Radiologist, Chief Technologist, Radiologist, and Technologist. Both the 'Title' label and the 'Contact Types' label are circled in green.

- 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.



The screenshot shows a checkbox labeled 'Contact Access' with the text 'This contact may act on behalf of the organization' next to it. The checkbox is circled in green. To the right of the checkbox, there is a green text box that reads: 'If selected, this contact can access the facility's portal and has the same level of permission as the Primary Contact.'

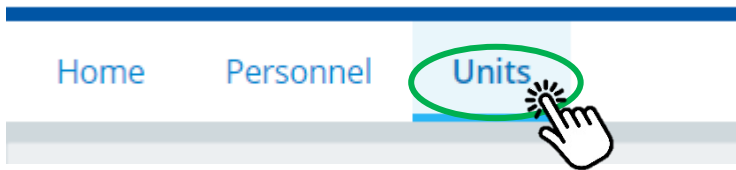


The screenshot shows a blue 'Save' button and a 'Close' button. A green arrow points to the 'Save' button.

When done making updates, click Save.


## 1.5 Unit Information



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



- b. A listing of the facility's MAP accredited units will be displayed
- 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.

Name	Manufacturer	Model	Serial Number	Manufacturer Year
3Dimensions 123456789 2019	Hologic	3Dimensions	123456789	2019
Senographe Pristina 9876543210 2020	GE	Senographe Pristina	9876543210	2020

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

Name	Manufacturer	Model	Serial Number	Manufacturer Year	
3Dimensions 123456789 2019	Hologic	3Dimensions	123456789	2019	
Senographe Pristina 9876543210 2020	GE	Senographe Pristina	9876543210	2020	

- 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.**

## Organization Equipment

Name **Change the name of the unit (optional)**  
3Dimensions 123456789 2019

Common Makes / Models  
Common Makes / Models

Manufacturer Hologic

Model 3Dimensions

Serial Number 123456789

Manufacturer Year 2019

Equipment Attributes **Verify and update Manufacturer, Model, Serial Number and Manufacturer Year.**

Province **Your facility's province.**  
ON

Type of Mammography unit **Choose from dropdown menu.**  
Digital Breast Tomosynthesis (DBT)

Is this a Mobile unit?  
 Yes  No

Facility Unit room number **Room number if applicable.**

Detector Serial Number  
584632

- 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.

Date Installed/Changed  
2019

Tube Serial Number  
L-0345697

Tube Date Installed  
2020

Bucky (24x30) Serial Number  
654987

Date Installed/Changed  
2019

Bucky (18x24) Serial Number  
320159

Date Installed/Changed  
2019

Grid Serial Number  
65940

Date Installed/Changed  
2020

Type of Filter **Choose from dropdown menu** ▼

Date Installed/Changed

Last Physicist Report **No action required. Physicist report date will auto-populate when you are asked to upload your next physicist report.**

📅 --

When done making updates, press Save

Save

Cancel