

ConEdLink users,

I wrote to most of you last May (attached) about changes we made in ConEdLink to help sponsors filter the list of classes that they see when they log in. You may recall that when sponsors are viewing their "class catalog" in ConEdLink, the default filter is:

In process - extensive

and I recommended that most sponsors change the "Range" filter right away to:

In process - current or due ONLY

In practice that gets tiresome.

After reviewing the situation, we have changed the program again to make it simpler, and to give sponsors a way to provide some information to ConEdLink that it can't determine itself -- the actual disposition of certain kinds of classes -- while immediately sharing the additional information with the regional council.

As a result, there is now only one "In process" filter. It is the default setting, and most of the time it will show a sponsor exactly what they want to see. If a sponsor does see a class that should no longer show up on their list, they can just go into the class's roster and look for three new buttons:

- Class was CANCELED
- Class RAN but NO CE was requested
- Roster ALREADY SUBMITTED

These buttons only appear if there are no students on the roster. Each of these buttons sends a message to the regional council asking them to make appropriate updates to the state's registry system (EMSRS). These buttons also cause the class to disappear from ConEdLink.

Here are more details about what these buttons do:

- Class was CANCELED

Sponsor should use this when the class did not run at all. Causes the class to disappear from ConEdLink. Sends a message to the regional council asking them to mark the class "CANCELED" in EMSRS.

- Class RAN but NO CE was requested

Sponsor should use this when they did conduct the class, but there were no Pennsylvania EMS practitioners in attendance, and therefore no PA EMS Con Ed credits to issue. Causes the class to disappear from ConEdLink. Sends a message to the regional council asking them to mark the class "RAN NO CE" in EMSRS.

- Roster ALREADY SUBMITTED

Sponsor should use this when they already submitted a class roster to the regional EMS council using some non-ConEdLink mechanism, like bubble cards or a Large Conference Data Sheet. This is a common situation when the region has just become a ConEdLink subscriber. If the region has been a ConEdLink subscriber for a while, there is almost never a valid reason to use this button. Causes the class to disappear from ConEdLink. Sends a message to the regional council telling them that the sponsor has removed the class from their list in ConEdLink because it was already submitted by some other means.

If a sponsor clicks any of the above buttons, ConEdLink will require confirmation before it takes any action. If there are students listed on the roster, none of the above buttons will be available until the sponsor deletes those students from the roster.

We think this arrangement will be more straightforward and intuitive. As always, sponsors should contact their regional council with any questions or concerns. Regional Council staffers should contact us directly.

Thanks!

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