

Add site to evaluations

Adds a preceptor site to evaluations

- 1 Navigate to <https://medatrax.com/login/admin.aspx>

- 2 Start by selecting the appropriate site.



3 Click "Evaluation Admin"



The screenshot shows the Medatrax main menu. The 'Evaluation Admin' link is highlighted with a red circle. The menu items are arranged in a grid:

- Options, Forms, Case Reports
- Case Locations, Transcripts, Evaluations
- Evaluation Results, Evaluation Scheduling, Evaluation Reports
- Evaluation Admin** (highlighted), Assignments, Site Directory
- Mail Center (0), Help, Logout

On the right side, there is a notice: "Medatrax offices will be closed on Thursday, Nov. 24, and Friday, Nov. 25 for the Thanksgiving Holiday. Our office will reopen Monday November 28th." Below the notice is the Medatrax logo (Mx).

At the bottom, there is a blue bar with the following text:

Office Hours
Monday-Friday 7:00 AM - 9:00 PM CST
Saturday 8:00 AM-12:00 PM CST

Questions or Comments?
[Click here.](#)
Phone: 800-647-4838

4 Click "Locations"



The screenshot shows the Medatrax Administration page. The 'Locations' link is highlighted with a red circle. The page header includes the Medatrax logo and the tagline "Clinical Data Tools for Health Professional Education". The navigation bar includes links for Preview, Administration, Reports, Medatrax, Options, Objectives, Personnel, and Log Out. The main content area is titled "Administration" and contains the following links:

- Schedules
- Results
- Courses
- Objectives
- Locations** (highlighted)
- Terms
- Add/Edit Faculty

- 5 Scroll to the bottom and enter the name of the site.

VA Medical Center	<input checked="" type="checkbox"/>	Edit
Veterans Med Center, San Francisco (VASF) - DGMC	<input type="checkbox"/>	Edit
Veterans Med Center, Washington DC (VADC)--FBCH	<input type="checkbox"/>	Edit
Veterans Medical Center, Asheville NC (VMCA)	<input type="checkbox"/>	Edit
Veterans Medical Center, Dayton (VMCD)-WPAFB	<input type="checkbox"/>	Edit
Veterans Medical Center, San Diego, CA (VMSD)	<input type="checkbox"/>	Edit
Veterans Medical Center, Washington DC (VADC)-WRB	<input type="checkbox"/>	Edit
Walter Reed National Military Medical Center	<input type="checkbox"/>	Edit
Washington DC VA	<input type="checkbox"/>	Edit
WPAFB	<input type="checkbox"/>	Edit
WPMC	<input checked="" type="checkbox"/>	Edit
WRAMC	<input checked="" type="checkbox"/>	Edit

Add a New Location



Location Name:

Add Location

Cancel

- 6 Click this button.

VA Medical Center	<input checked="" type="checkbox"/>	Edit
Veterans Med Center, San Francisco (VASF) - DGMC	<input type="checkbox"/>	Edit
Veterans Med Center, Washington DC (VADC)--FBCH	<input type="checkbox"/>	Edit
Veterans Medical Center, Asheville NC (VMCA)	<input type="checkbox"/>	Edit
Veterans Medical Center, Dayton (VMCD)-WPAFB	<input type="checkbox"/>	Edit
Veterans Medical Center, San Diego, CA (VMSD)	<input type="checkbox"/>	Edit
Veterans Medical Center, Washington DC (VADC)-WRB	<input type="checkbox"/>	Edit
Walter Reed National Military Medical Center	<input type="checkbox"/>	Edit
Washington DC VA	<input type="checkbox"/>	Edit
WPAFB	<input type="checkbox"/>	Edit
WPMC	<input checked="" type="checkbox"/>	Edit
WRAMC	<input checked="" type="checkbox"/>	Edit

Add a New Location



Location Name:

Add Location

Cancel

7

By default, the sites start disabled. Find the site you created and click "Edit"

	<input checked="" type="checkbox"/>	Edit
Hospital Camp Pendleton CA-NMCS	<input type="checkbox"/>	Edit
Hospital Okinawa	<input type="checkbox"/>	Edit
Medical Center Camp LeJeune	<input type="checkbox"/>	Edit
Medical Center Portsmouth	<input type="checkbox"/>	Edit
Medical Center Portsmouth, VA (NMCP)-FBCH	<input type="checkbox"/>	Edit
Medical Center Portsmouth, VA (NMCP)-WRB	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit
anover	<input type="checkbox"/>	Edit
ite	<input checked="" type="checkbox"/>	Edit
NMCS	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit
NMCS	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit
D	<input type="checkbox"/>	Edit
	<input checked="" type="checkbox"/>	Edit

8

Click this checkbox.

Naval Hospital Camp Pendleton CA-NMCS	<input type="checkbox"/>	Edit
Naval Hospital Okinawa	<input type="checkbox"/>	Edit
Naval Medical Center Camp LeJeune	<input type="checkbox"/>	Edit
Naval Medical Center Portsmouth	<input type="checkbox"/>	Edit
Naval Medical Center Portsmouth, VA (NMCP)-FBCH	<input type="checkbox"/>	Edit
Naval Medical Center Portsmouth, VA (NMCP)-WRB	<input type="checkbox"/>	Edit
Nellis	<input type="checkbox"/>	Edit
New Hanover	<input type="checkbox"/>	Edit
<input type="text" value="New Site"/>	<input checked="" type="checkbox"/>	Update Cancel
NHCP-NMCS	<input type="checkbox"/>	Edit
NHJAX	<input type="checkbox"/>	Edit
NHTP-NMCS	<input type="checkbox"/>	Edit
NIH	<input type="checkbox"/>	Edit
NMCP	<input type="checkbox"/>	Edit
NMCS	<input type="checkbox"/>	Edit
NNMC	<input checked="" type="checkbox"/>	Edit
Norton Children's - NMCL	<input type="checkbox"/>	Edit

9 Click "Update"

ospital Camp Pendleton CA-NMCSD	<input type="checkbox"/>	Edit
ospital Okinawa	<input type="checkbox"/>	Edit
edical Center Camp LeJeune	<input type="checkbox"/>	Edit
edical Center Portsmouth	<input type="checkbox"/>	Edit
edical Center Portsmouth, VA (NMCP)-FBCH	<input type="checkbox"/>	Edit
edical Center Portsmouth, VA (NMCP)-WRB	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit
inover	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Update Cancel
NMCSD	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit
NMCSD	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit
	<input checked="" type="checkbox"/>	Edit
Children's - NMCCCL	<input type="checkbox"/>	Edit

10 To disable the site, reverse the process.

ospital Camp Pendleton CA-NMCSD	<input type="checkbox"/>	Edit
ospital Okinawa	<input type="checkbox"/>	Edit
Medical Center Camp LeJeune	<input type="checkbox"/>	Edit
Medical Center Portsmouth	<input type="checkbox"/>	Edit
Medical Center Portsmouth, VA (NMCP)-FBCH	<input type="checkbox"/>	Edit
Medical Center Portsmouth, VA (NMCP)-WRB	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit
anover	<input type="checkbox"/>	Edit
ite	<input type="checkbox"/>	Edit
NMCSD	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit
NMCSD	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit
D	<input type="checkbox"/>	Edit
	<input checked="" type="checkbox"/>	Edit
Children's - NMCCCL	<input type="checkbox"/>	Edit

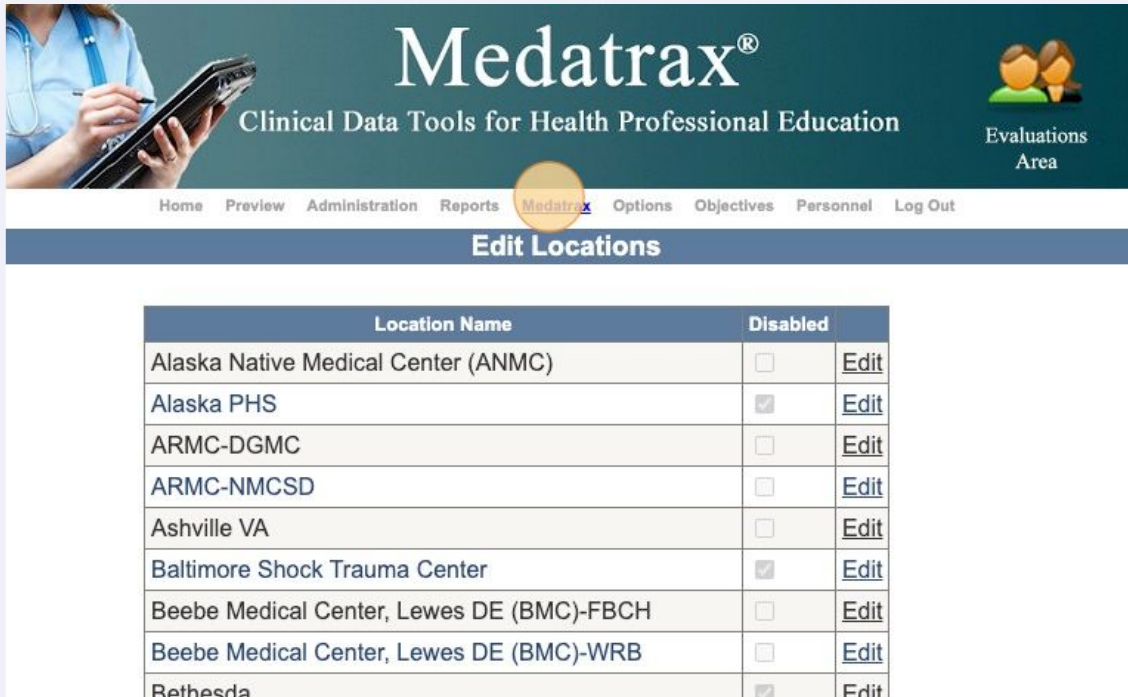
11 Click this checkbox.

Miami Valley Medical Center-WPAFB	<input type="checkbox"/>	Edit
MVH	<input checked="" type="checkbox"/>	Edit
NAFB	<input checked="" type="checkbox"/>	Edit
Naval Hospital Camp Pendleton CA-NMCSD	<input type="checkbox"/>	Edit
Naval Hospital Okinawa	<input type="checkbox"/>	Edit
Naval Medical Center Camp LeJeune	<input type="checkbox"/>	Edit
Naval Medical Center Portsmouth	<input type="checkbox"/>	Edit
Naval Medical Center Portsmouth, VA (NMCP)-FBCH	<input type="checkbox"/>	Edit
Naval Medical Center Portsmouth, VA (NMCP)-WRB	<input type="checkbox"/>	Edit
Nellis	<input type="checkbox"/>	Edit
New Hanover	<input type="checkbox"/>	Edit
<input type="text" value="New Site"/>	<input checked="" type="checkbox"/>	Update Cancel
NHCP-NMCSD	<input type="checkbox"/>	Edit
NHJAX	<input type="checkbox"/>	Edit
NHTP-NMCSD	<input type="checkbox"/>	Edit
NIH	<input type="checkbox"/>	Edit
NMCP	<input type="checkbox"/>	Edit

12 Click "Update"

alley Medical Center-WPAFB	<input type="checkbox"/>	Edit
	<input checked="" type="checkbox"/>	Edit
	<input checked="" type="checkbox"/>	Edit
ospital Camp Pendleton CA-NMCSD	<input type="checkbox"/>	Edit
ospital Okinawa	<input type="checkbox"/>	Edit
edical Center Camp LeJeune	<input type="checkbox"/>	Edit
edical Center Portsmouth	<input type="checkbox"/>	Edit
edical Center Portsmouth, VA (NMCP)-FBCH	<input type="checkbox"/>	Edit
edical Center Portsmouth, VA (NMCP)-WRB	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit
nover	<input type="checkbox"/>	Edit
<input type="text" value=""/>	<input checked="" type="checkbox"/>	Update Cancel
IMCSD	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit
MCSD	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit
	<input type="checkbox"/>	Edit

- 13 Your new site should now be visible to the student in their evaluations.



The screenshot shows the Medatrax web application interface. At the top, there is a header with the Medatrax logo, the tagline "Clinical Data Tools for Health Professional Education", and an "Evaluations Area" icon. Below the header is a navigation bar with links: Home, Preview, Administration, Reports, Medatrax (highlighted), Options, Objectives, Personnel, and Log Out. The main content area is titled "Edit Locations" and contains a table with columns "Location Name", "Disabled", and "Edit".

Location Name	Disabled	Edit
Alaska Native Medical Center (ANMC)	<input type="checkbox"/>	Edit
Alaska PHS	<input checked="" type="checkbox"/>	Edit
ARMC-DGMC	<input type="checkbox"/>	Edit
ARMC-NMCSD	<input type="checkbox"/>	Edit
Ashville VA	<input type="checkbox"/>	Edit
Baltimore Shock Trauma Center	<input checked="" type="checkbox"/>	Edit
Beebe Medical Center, Lewes DE (BMC)-FBCH	<input type="checkbox"/>	Edit
Beebe Medical Center, Lewes DE (BMC)-WRB	<input type="checkbox"/>	Edit
Bethesda	<input checked="" type="checkbox"/>	Edit