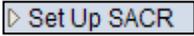


This is specifically for users of the Student Administration system in the Faculty of Medicine Post-Graduate Medical Education and Undergraduate Medical Education departments. It outlines steps to store and maintain Rotation Types in the Rotation Type Table.

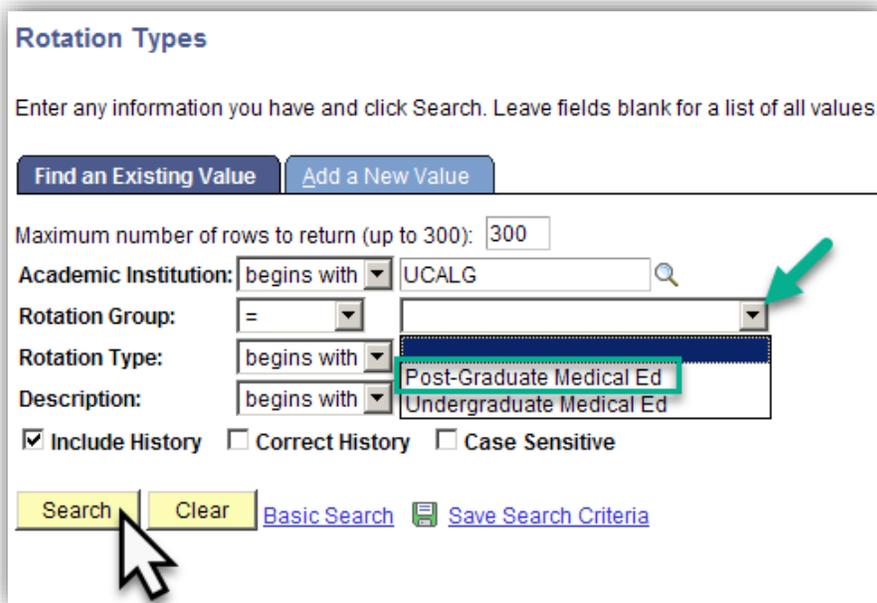
1. Click the **Set Up SACR** link.  

2. Click the **Common Definitions** link.  

3. Click the **Medicine** link.  

4. Click the **Rotation Type Table** link.  

5. By default the Academic Institution field is blank. Enter **UCALG** or click the **Look up Academic Institution** button and click the **UCALG** link.  

6. To view the **Rotation Group list**, click the button to the right of the **Rotation Group** field. Both Post-Graduate Medical Education and Undergraduate Medical Education will display. Select the appropriate Rotation Group (e.g. Post-Graduate Medical Ed) and click the **Search** button.



**Rotation Types**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** **Add a New Value**

Maximum number of rows to return (up to 300):

Academic Institution:

Rotation Group:

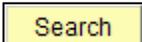
Rotation Type:

Description:

Include History  Correct History  Case Sensitive

[Basic Search](#)

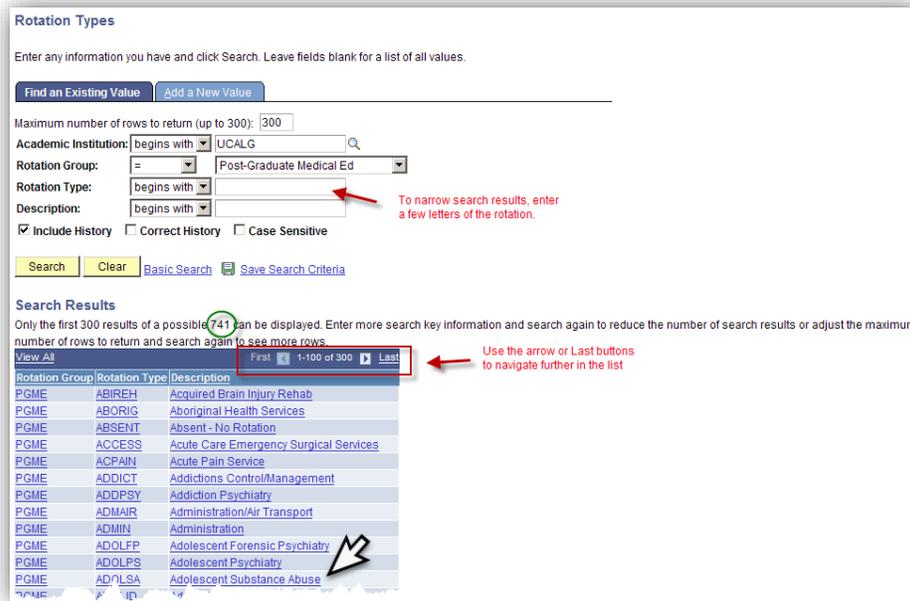
7. Select the appropriate Rotation Group. Click the **Search** button.



# Using the Rotation Type Table

SA – Medicine

8. A list of approximately 741 rotation groups will be displayed which you can search the first 300. To narrow the search results, enter the first letters of the rotation, e.g. Surg for Surgery or Rad for Radiology to search for a specific rotation. Click on the applicable rotation (e.g. Adolescent Substance Abuse).



Rotation Types

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Maximum number of rows to return (up to 300): 300

Academic Institution: begins with UCALG

Rotation Group: PGME Post-Graduate Medical Ed

Rotation Type: begins with ADOLSA

Description: begins with Adolescent Substance Abuse

Include History  Correct History  Case Sensitive

Search Clear Basic Search Save Search Criteria

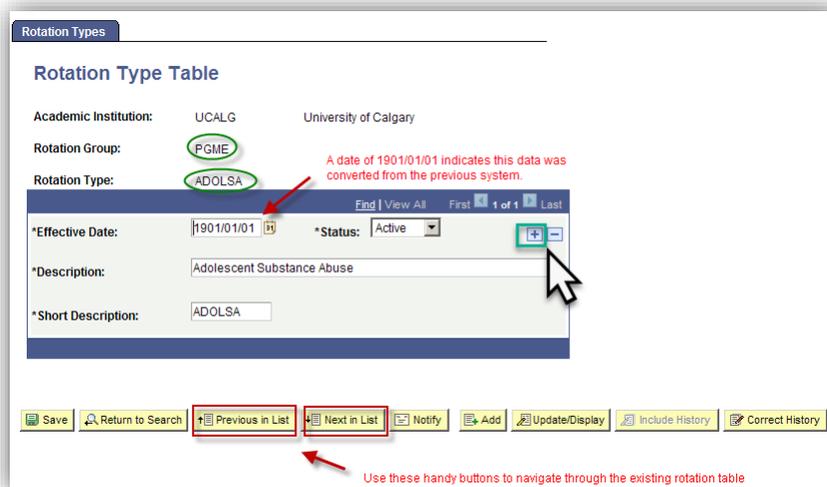
Search Results

Only the first 300 results of a possible 741 can be displayed. Enter more search key information and search again to reduce the number of search results or adjust the maximum number of rows to return and search again to see more rows.

View All First 1-100 of 300 Last

Rotation Group	Rotation Type	Description
PGME	ABIREH	Acquired Brain Injury Rehab
PGME	ABORIG	Aboriginal Health Services
PGME	ABSENT	Absent - No Rotation
PGME	ACCESS	Acute Care Emergency Surgical Services
PGME	ACPAIN	Acute Pain Service
PGME	ADDICT	Addictions Control/Management
PGME	ADDPSY	Addiction Psychiatry
PGME	ADMAIR	Administration/Air Transport
PGME	ADMIN	Administration
PGME	ADOLFP	Adolescent Forensic Psychiatry
PGME	ADOLPS	Adolescent Psychiatry
PGME	ADOLSA	Adolescent Substance Abuse

9. The existing rotation group and type will appear. To make changes to an existing rotation type within the rotation group, a new row must be added because this data is effective dated. This ensures a new effective date is created and this will carry forward the previous information which you can then edit as necessary. The previous rotation type will become historical once this record is saved. Click the **Add a new row** button.



Rotation Types

### Rotation Type Table

Academic Institution: UCALG University of Calgary

Rotation Group: PGME

Rotation Type: ADOLSA

A date of 1901/01/01 indicates this data was converted from the previous system.

Find View All First 1 of 1 Last

\*Effective Date: 1901/01/01 \*Status: Active

\*Description: Adolescent Substance Abuse

\*Short Description: ADOLSA

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

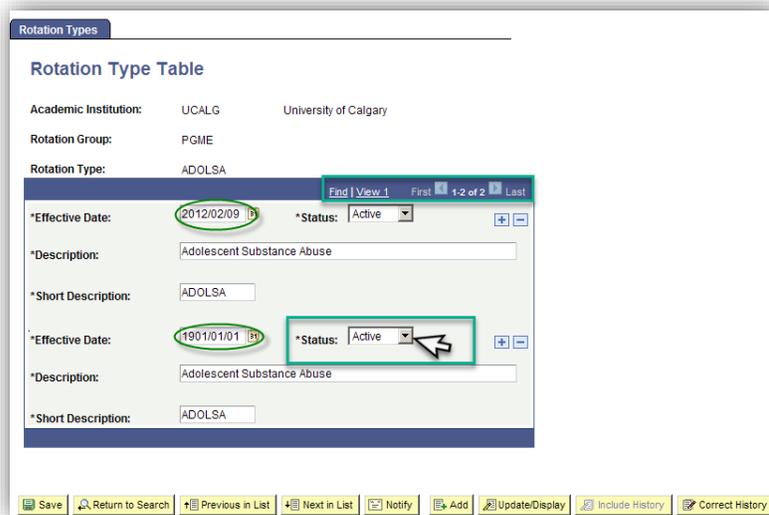
Use these handy buttons to navigate through the existing rotation table

10. Once a new row has been added, the effective date will change to "today's date". In order to view all the records in the rotation table click the **View All** link.

[View All](#)

11. Note the effective date for a new row is always "today's date" however, you can amend this to be earlier or later. The system will begin using the new description information for any updated records as of the date on the new, most recent effective-dated row. Also, newly created values will not be available for use on a page using this Rotation Type field until the effective date for that new code has actually arrived. You may wish to use a standard date for annual updates that take effect during a rotation year (e.g. July 1) or some other date that corresponds with your business practices. Click the **Status** list.

Active ▾



Rotation Types

### Rotation Type Table

Academic Institution: UCALG University of Calgary

Rotation Group: PGME

Rotation Type: ADOLSA

Find | View 1 First 1-2 of 2 Last

*Effective Date:	2012/02/09	*Status:	Active
*Description:	Adolescent Substance Abuse		
*Short Description:	ADOLSA		
*Effective Date:	1901/01/01	*Status:	Active
*Description:	Adolescent Substance Abuse		
*Short Description:	ADOLSA		

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

12. You may also change an existing Rotation Type status from **Active** to **Inactive** using the Status options. Click the **Inactive** list item and Click the **Save** button.



Rotation Types

### Rotation Type Table

Academic Institution: UCALG University of Calgary

Rotation Group: PGME

Rotation Type: ADOLSA

Find | View 1 First 1-2 of 2 Last

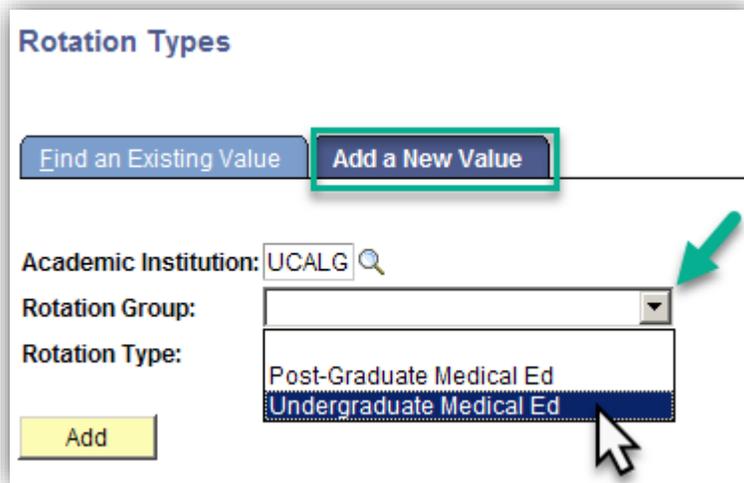
*Effective Date:	2012/02/09	*Status:	Active
*Description:	Adolescent Substance Abuse		
*Short Description:	ADOLSA		
*Effective Date:	1901/01/01	*Status:	Inactive
*Description:	Adolescent Substance Abuse		
*Short Description:	ADOLSA		

Save Return to Search Previous in List Next in List Notify Add Update/Display Inc

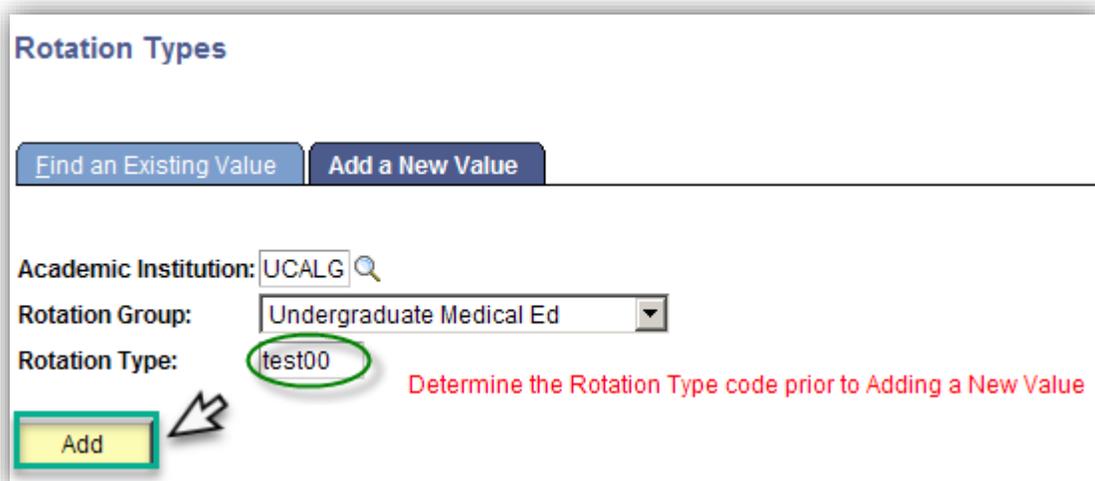
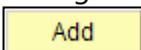
13. A new Rotation Type value can be added to the table using the following steps. From the Rotation Types page, click the **Add a New Value** tab.



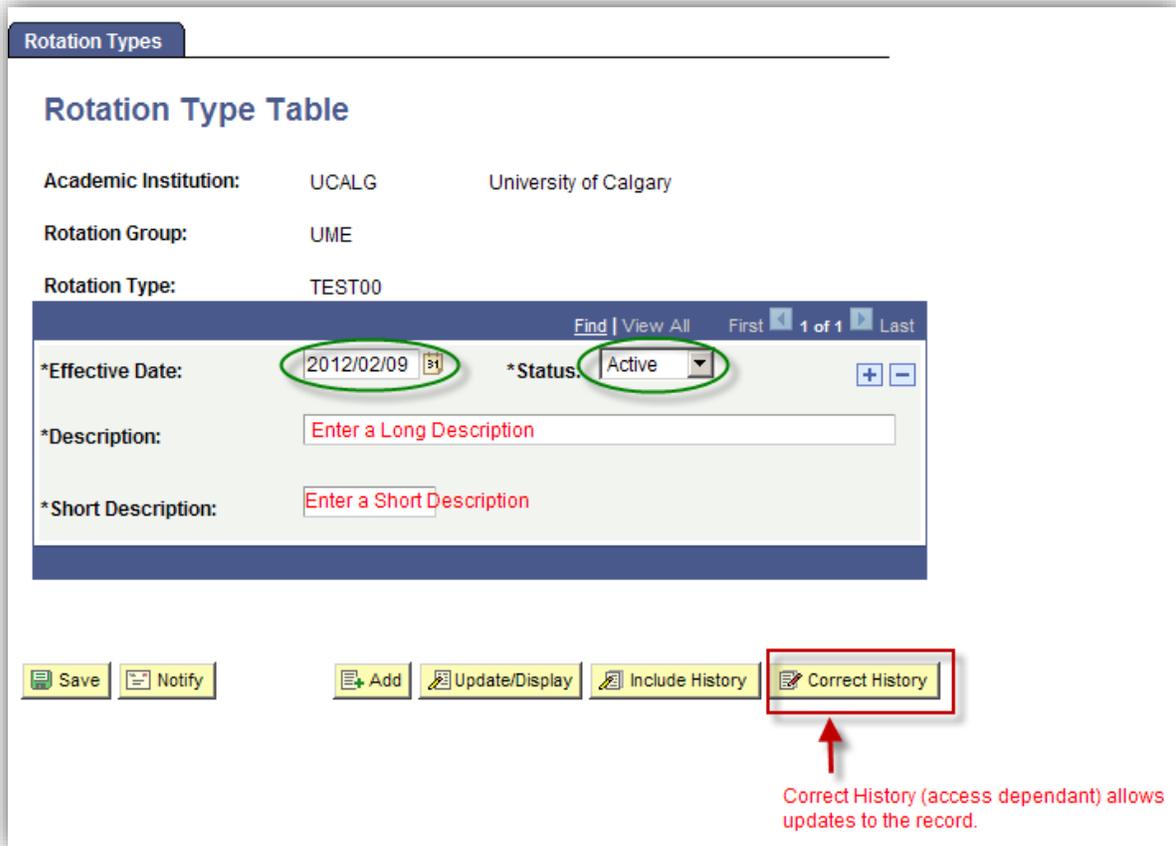
14. Click the button to the right of the **Rotation Group** field and Post-Graduate Medical Ed and Undergraduate Medical Ed will display. Select the appropriate Rotation Group (e.g. Undergraduate Medical Ed).



15. Enter a Rotation Type (max 6 characters). It is important to select a rotation type code prior to adding a new value. Click the **Add** button.



16. A new Rotation Type Table record opens for the Rotation Group and rotation type. Note the effective date and the Active Status. Enter a long and short description. When returning to the page Correct History can be used to update the information if you have been provisioned with access. Otherwise, corrections or changes must be made by adding a new effective-dated row. Effective dates must always be unique.



**Rotation Types**

### Rotation Type Table

Academic Institution: UCALG University of Calgary

Rotation Group: UME

Rotation Type: TEST00

Find | View All First 1 of 1 Last

\*Effective Date: 2012/02/09 \*Status: Active

\*Description: Enter a Long Description

\*Short Description: Enter a Short Description

Save Notify Add Update/Display Include History **Correct History**

Correct History (access dependant) allows updates to the record.

For the corresponding online learning, consult the Student and Enrolment Services, Student Administration (PeopleSoft Campus Solutions) training website.

### End of Procedure