

## FLS – Online Instruction Guide: Program Administration

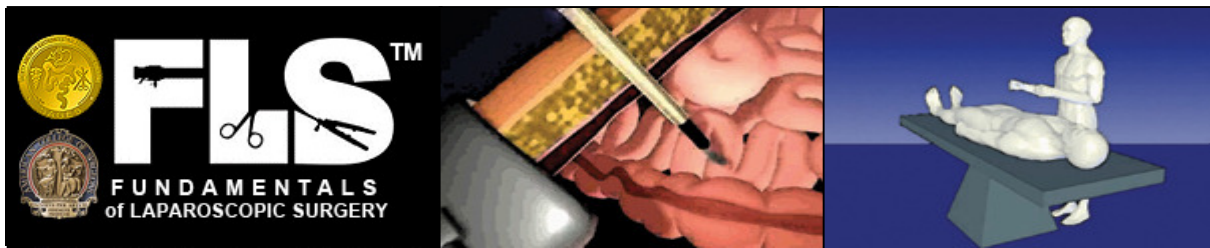
### Logging onto the System

1. To access the FLS-Online.org Program Administrator Module please go to the following web address:
  - a) <http://fls-online.org/program.php>
2. Enter Account Info
  - a) Enter Program ID & Password (provided in your FLS Packet Cover Letter)
  - b) Click on the Login Button

3. After successfully logging in, the Program Administration Panel should appear on your screen.
  - a) If this is your first time logging in, please confirm that the listed account information is correct.
  - b) Please pay close attention to the Time Zone as this will dictate the recorded completion dates/times posted for your users. \*If left incorrect, the accuracy of your reporting will be compromised.

Program Name	SAGES Editorial Review
Program Type	Residency
Director	Fd Rosado
Coordinator	Lisa Jukelevics
Time Zone	(GMT -8:00) Pacific Time (US & Canada)

- ▶ Add a User
- ▶ Edit Program Information
- ▶ User List Excel format
- ✕ Logout



## Edit Program Information

1. Select the “Edit Program Information” option from the Program Admin Panel.

**FLS Program Administration**

Logout

Program Name	SAGES Editorial Review
Program Type	Residency
Director	Ed Rosado
Coordinator	Lisa Jukelevics
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2. The Edit Information Panel should appear on your screen
  - a) Please make all necessary edits
  - b) Click on “Update Program Information” button

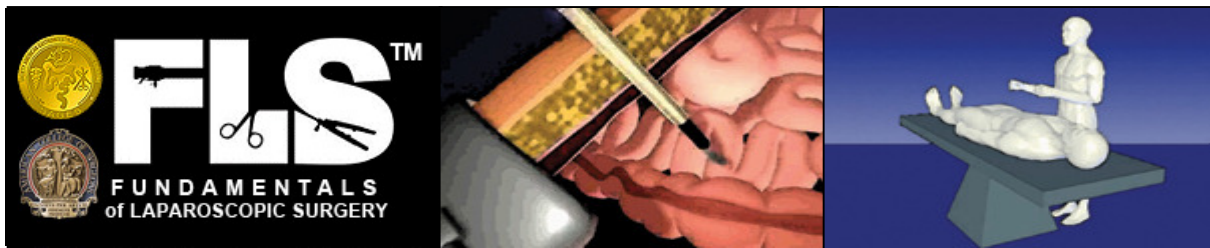
**Please Note:** if you would like to change your password, you may do so from this panel.

**FLS Program Administration**

Logout

**Edit Program Information**

Program Name	SAGES Editorial Review		
Program Type	Residency		
Director	First Name	Last Name	
	Ed	Rosado	
Coordinator	First Name	Last Name	
	Lisa	Jukelevics	
Time Zone	(GMT -8:00) Pacific Time (US & Canada)		
Change Password	Enter Password	Re-Enter Password	
	Update Program Information		



3. A message box indicating that your update was successful should now appear on your screen.

The screenshot shows the 'FLS Program Administration' interface. At the top, there are logos and the title 'FLS Program Administration'. A 'Logout' link is visible. A green message box with a dashed border contains the text 'Update Successful' and 'The program information has been updated.' Below this is a table with program details and a list of navigation options.

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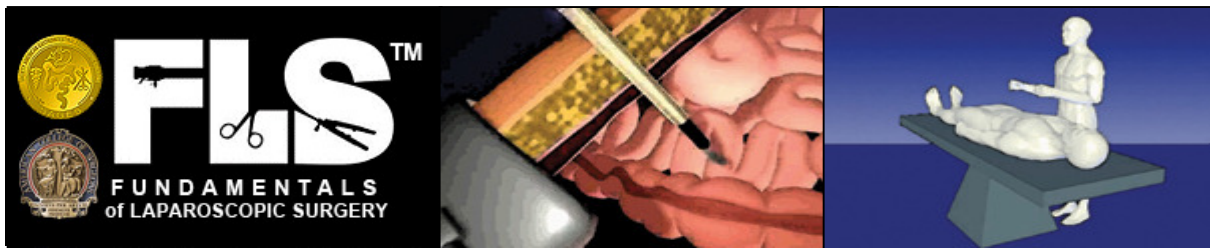
## Creating A New User Account

1. Select the “Add a User” option from the Program Admin Panel.

This screenshot is similar to the previous one, showing the 'FLS Program Administration' interface. A yellow arrow points to the 'Add a User' option in the navigation list.

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2. The User Admin Panel should appear on your screen
  - a. Fill in all required information
  - b. Click the “Submit” button

**FLS Program Administration**

[Logout](#)

**Add a User**

Username:  Alpha-Numeric only. No symbols or spaces.

Password:  No spaces.

First Name:

Last Name:

Email:

Gender:

Birthdate:

Education Status:

Specialty:

SAGES Member:

ACS Member:

3. A “user was added successfully” message should appear on your screen.

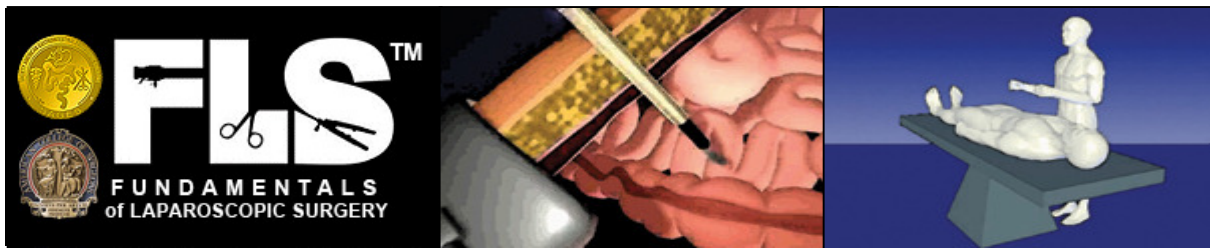
**FLS Program Administration**

[Logout](#)

✓ The user was added successfully.

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- ▶ [Edit Program Information](#)
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- ✕ [Logout](#)



## Editing a User's Profile

\* Once you have created an individual user account, it will appear on the admin panel home screen. (The very first screen that appear after you log in)

To edit a particular user's profile

1. Locate the specific user
2. Select "Edit"

Logout

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[Add a User](#)  
[Edit Program Information](#)  
[User List Excel format](#)  
[Logout](#)

Delete	Details	Edit	Username	Password	First Name	Last Name	Email	Registration Date	Last Login	Total Time Spent	Module 1	Module 2	Module 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	mcohen	northwood	Mike	Cohen	mcohen@cine-med.net	07/08/2008 08:27:55 PM	07/10/2008 04:35:00 PM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	erosado	fls	Ed	Rosado	ed@sages.org	07/08/2008 09:52:22 PM	07/10/2008 05:53:25 PM	00:03:53	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	scolon	fls	Sarah	Colon	sarah@sages.org	07/14/2008 04:06:10 PM			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

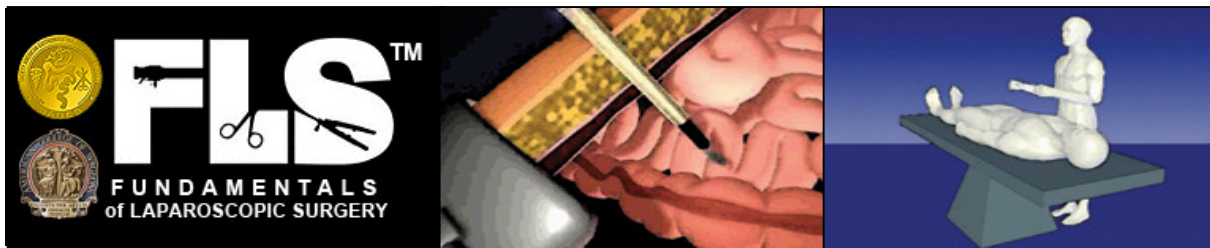
3. The user profile page will now appear on your screen
  - a. Edit the necessary information
  - b. Click on the "Submit" button

FLS Program Administration

Logout

### Add a User

Username:  Alpha-Numeric only, no symbols or spaces.  
 Password:  No spaces.  
 First Name:   
 Last Name:   
 Email:   
 Gender:   
 Birthdate:     
 Education Status:   
 Specialty:   
 SAGES Member:   
 ACS Member:



## Tracking a User's Progress

### 1. Quick Glimpse:

- a. The user listing on the main admin page indicates whether or not each individual has completed a specific module, the last login date, and total time spent on the system.

Logout

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Delete	Details	Edit	Username	Password	First Name	Last Name	Email	Registration Date	Last Login	Total Time Spent	Module 1	Module 2	Module 3
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	mcohen	northwood	Mike	Cohen	mcohen@cine-med.net	07/08/2008 08:27:55 PM	07/10/2008 04:35:00 PM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	erosado	fls	Ed	Rosado	ed@sages.org	07/08/2008 09:52:22 PM	07/10/2008 05:53:25 PM	00:03:53	00:02:06	00:01:47	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	scolon	fls	Sarah	Colon	sarah@sages.org	07/14/2008 04:06:10 PM	-		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 2. Detailed Tracking Data

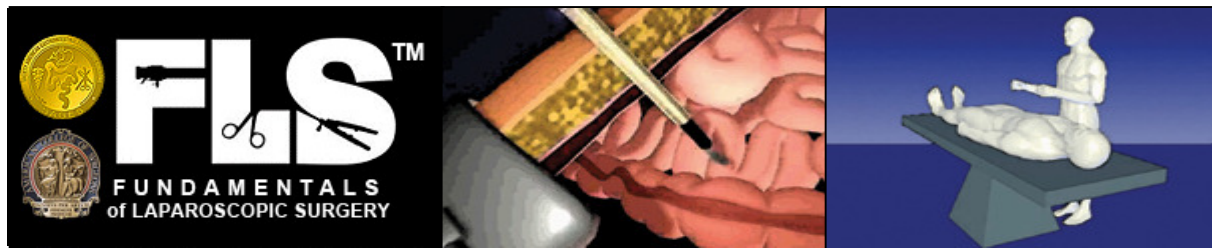
- a. To access detailed tracking information, select the “Details” tab for the specified user.

Logout

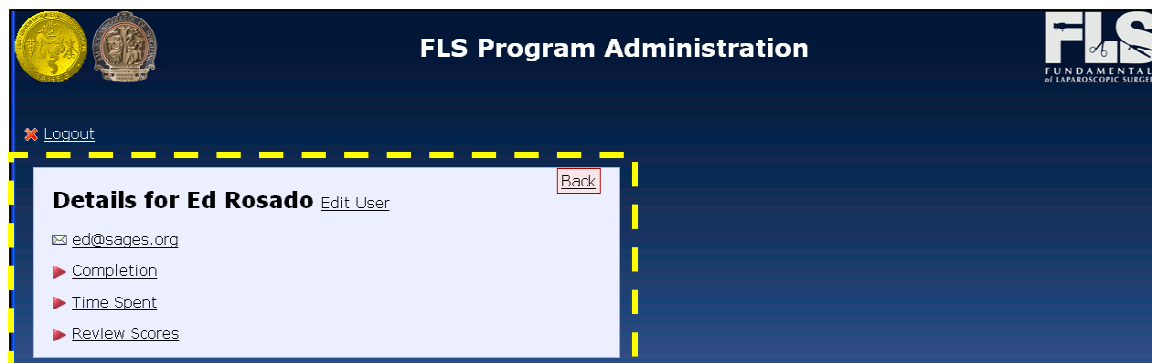
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Delete	Details	Edit	Username	Password	First Name	Last Name	Email	Registration Date	Last Login	Total Time Spent	Module 1	Module 2	Module 3
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	mcohen	northwood	Mike	Cohen	mcohen@cine-med.net	07/08/2008 08:27:55 PM	07/10/2008 04:35:00 PM		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	erosado	fls	Ed	Rosado	ed@sages.org	07/08/2008 09:52:22 PM	07/10/2008 05:53:25 PM	00:03:53	00:02:06	00:01:47	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	scolon	fls	Sarah	Colon	sarah@sages.org	07/14/2008 04:06:10 PM	-		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

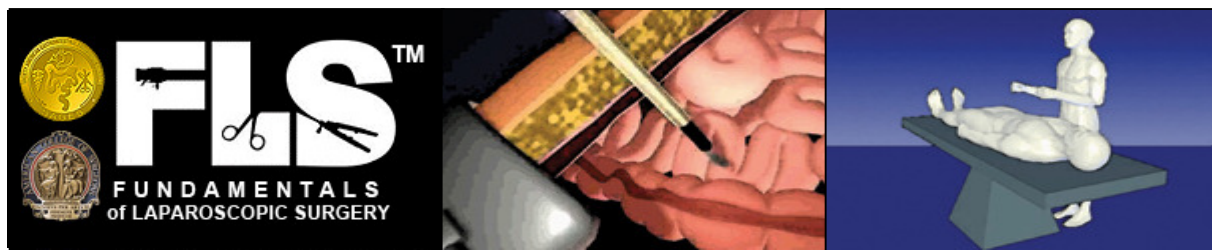


b. The user details panel should now appear on your screen.



c. To view an overview of completed sections select “Completion”  
 - The section completion summary should now appear on your screen.



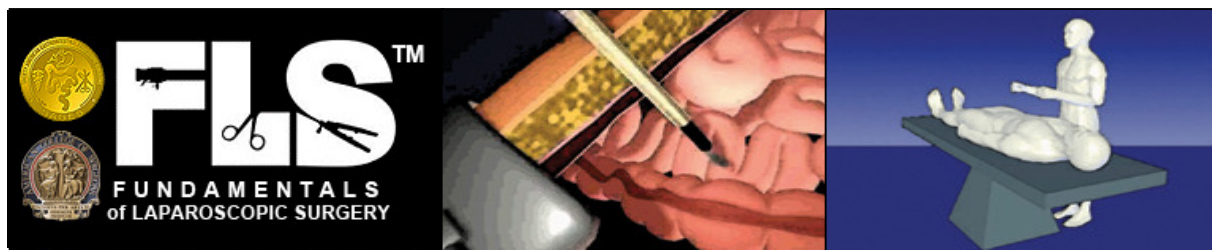


- d. To view a detailed breakdown on how much time the user spent on a specific section, select “Time Spent”.
  - The time breakdown tables should now appear on your screen.

<b>Time Spent</b>			
The minimum amount of time a user must spend in a section for it to be recorded is 30 seconds.			
Section	Start Time	Finish Time	Difference H:M:S
Module 1 - Laparoscopic Equipment - Review	07/08/2008 10:09:48 PM	07/08/2008 10:10:53 PM	00:01:05
Module 1 - Energy Sources - Review	07/08/2008 10:11:12 PM	07/08/2008 10:11:43 PM	00:00:31
Type of Anesthesia	07/09/2008 07:57:28 PM	07/09/2008 07:59:15 PM	00:01:47
Ultrasonic	07/10/2008 05:53:46 PM	07/10/2008 05:54:16 PM	00:00:30
<b>Total:</b>			<b>00:03:53</b>

- e. To view the user’s results from each of the section reviews select “Review Scores.”
  - The review scores should now appear on your screen.

<b>Review Scores</b>			
Section	Question Number	User Answer	Correct Answer
Module 1 - Laparoscopic Equipment - Review	1	C	✘
Module 1 - Laparoscopic Equipment - Review	2	C	✘
Module 1 - Laparoscopic Equipment - Review	3	C	✔
Module 1 - Energy Sources - Review	1	A	✔
Module 1 - Energy Sources - Review	2	Correct	✔
Module 1 - Energy Sources - Review	3	A	✘
Module 1 - Energy Sources - Review	4	C	✘
Module 2 - Physiology of Pneumoperitoneum - Review	7	E	✘

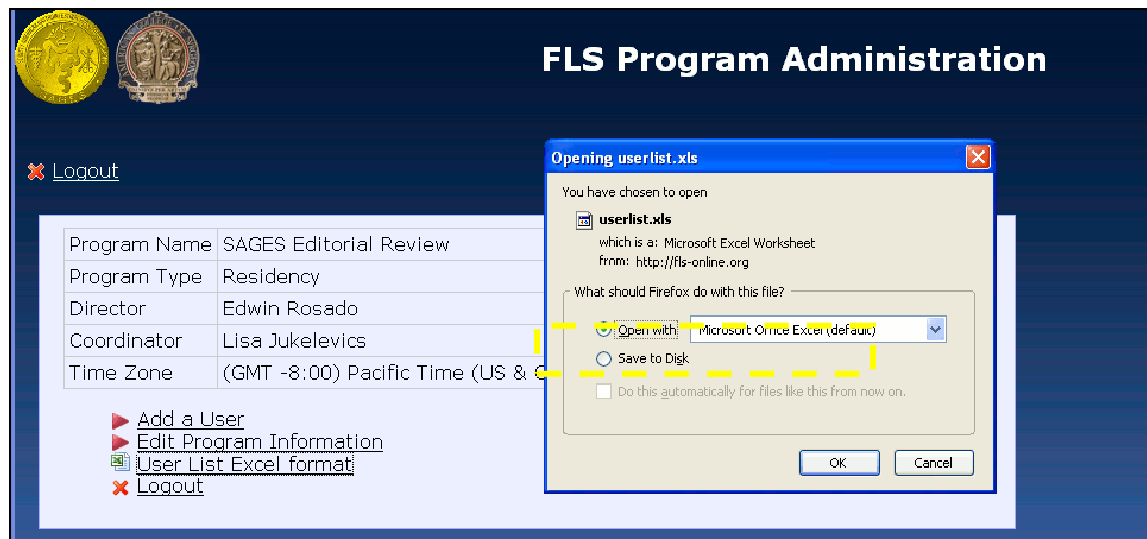


## Export List Of Program's Users

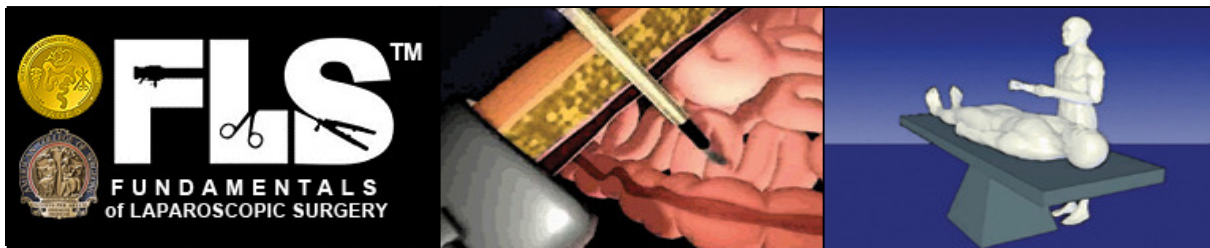
1. Select "User List Excel Format" from the Program Admin Panel



2. Select "Save to Disk" in the dialog box.



3. The file entitled, "userlist.xls" will be saved to your default location.  
\* **Most defaults are set to your desktop or my documents folder.**



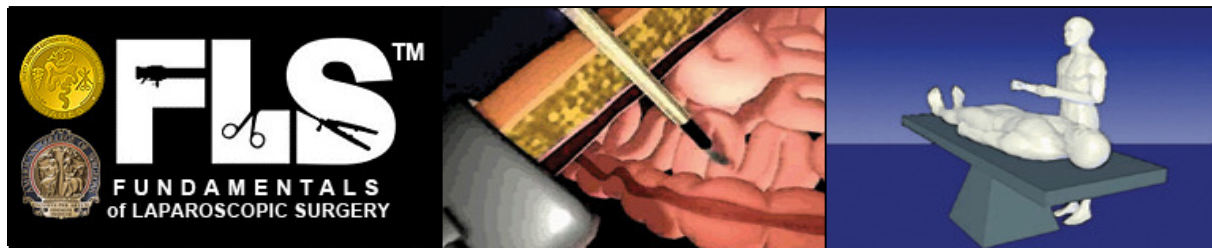
## Viewing the FLS Content

Once a user has had an account created, they are ready to start viewing the on line material. Individual users will be instructed to report any difficulties or technical issues to their program administrator. If the issue persists the program administrator should call the SAGES office for technical assistance.

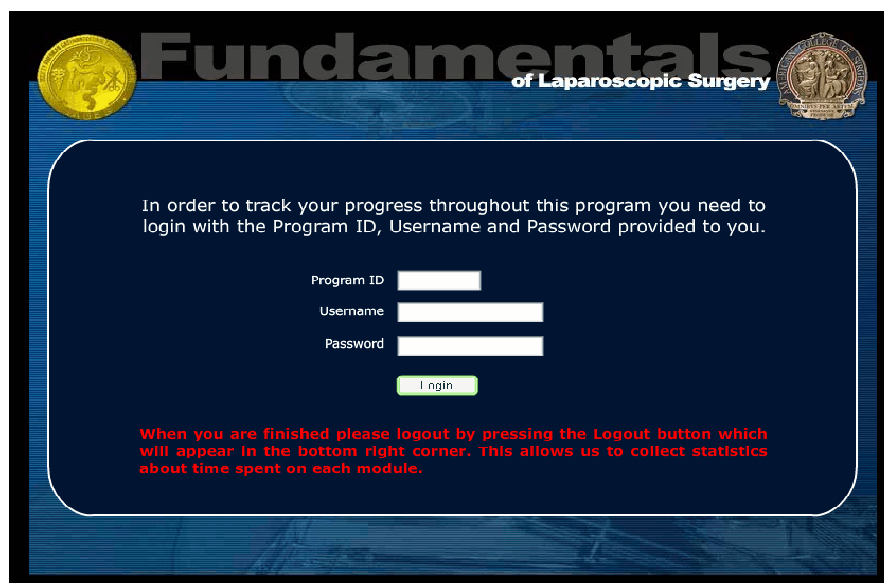
The below instructions are available as a separate handout “FLS-online Instruction Guide - Viewing Online Content.pdf” to distribute to each of your individual users.

1. To access the FLS Online content, please go to the following web address:
  - a. <http://fls-online.org>
2. The FLS intro page will load

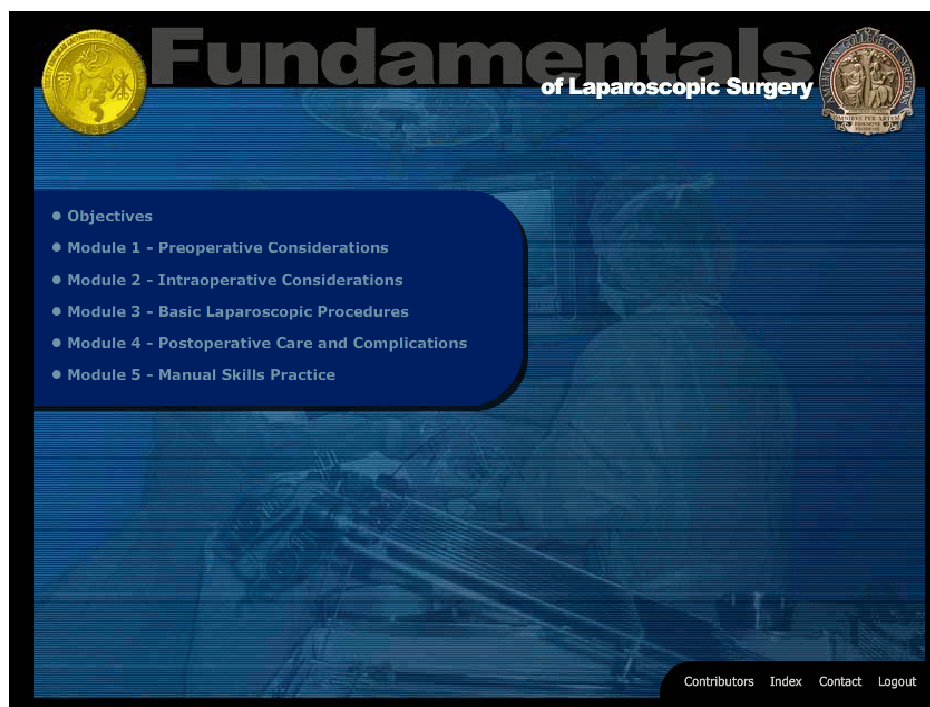




3. After the introduction, the login page will appear



4. Once the user enters the login information provided by the program administrator, they will enter the FLS-Online Learning Module and can begin reviewing the material as they like.



If you require technical assistance please call the SAGES office at 310-437-0544 x 108  
Or E-mail: [ed@sages.org](mailto:ed@sages.org)