



GPR Registrar Information Management & Education

Gippsland Education & Training for General Practice

GPRime User Guide

Board Members



GPRime is a Gippsland Education & Training for General Practice (getGP) Ltd. Project.
All material, both electronic and printed, is copyright ©2004-2005 getGP Ltd. and is made available under licence.
No part of this document or the GPRime system may be copied without the prior written authority of getGP Ltd.

Contents

1. Overview of the getGP GPRime	p. 3
▪ 1.1 What it can do for you during your association with getGP	
▪ 1.2 Computer Requirements	
2. Using GPRime	p. 4
▪ 2.1 Login	
3. Using the Board Members' Portal	p. 5
▪ 3.1 Overview	
▪ 3.2 Working with Agendas, Documents and other Features	
▪ 3.3 Group Communications – Email	
▪ 3.4 Working with the Calendar	
4. My Contact Details	p. 8
▪ 4.1 Overview	
▪ 4.2 Importance of currency	
▪ 4.3 How to keep your details up to date	

1 Overview of the getGP GPRime

1.1 What it can do for you during your time with getGP

GPRime is the On-Line system that the Gippsland training program uses for communication, and for keeping track of completion of educational requirements. It is also a powerful educational tool.

The system provides the following:

- All communication and document sharing for planned educational events and meetings.
- Documentation of educational requirements and documentation of completion of these requirements.
- Web based submission forms for reports and feedback
- Individual Learning planners and learning needs analysis tools
- Registrar portfolio of completed learning activities
- Links to quality GP educational sites
- Educational resource sharing
- Group bulk emailing

1.2 Computer Requirements

GPRime was designed to place minimal requirements on your computer system. With its web-based technologies, the system only requires that you have an Internet Browser *with cookies enabled* for use. An Internet connection at 33.6 kbps and any browser software in version 4 or later is compatible with the system, but for the best experience, we recommend the following configuration:

- Microsoft Windows 98 or later (Windows XP for best results)
- Microsoft Internet Explorer 5.5 or later *with cookies enabled*
- Macromedia Flash Player v6 or later plug-in installed
- Active Internet connection (56 kbps or broadband for faster utilisation)

The system will work with Macintosh and UNIX computers through their compatible browsers and will work with Netscape, Opera and modern web browsers from other software vendors.

Hint: *Downloading a new version of a web browser, whilst slow, is generally free, so it pays to stay current.*

2. Using GPRime

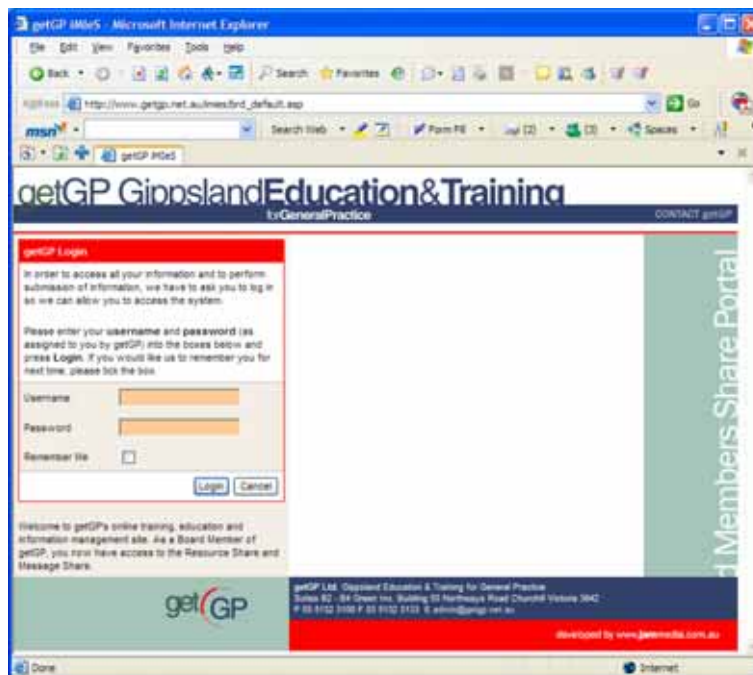
2.1 Login

You will have been assigned a username and password by your training provider and should have had it emailed or surface mailed to you. You will need these login details to access the system.

You can access the login page from the public site (<http://www.getgp.net.au>) via the link to log in or by going directly to the system start page at

- http://www.getgp.net.au/imies/brd_default.asp

Once you follow this address, you will be presented with a Welcome screen with a login box at the top-left of the page. Enter your username and password into the relevant boxes, remembering that they are both case-sensitive. Once they are entered, you can click on the **Login** button to proceed.



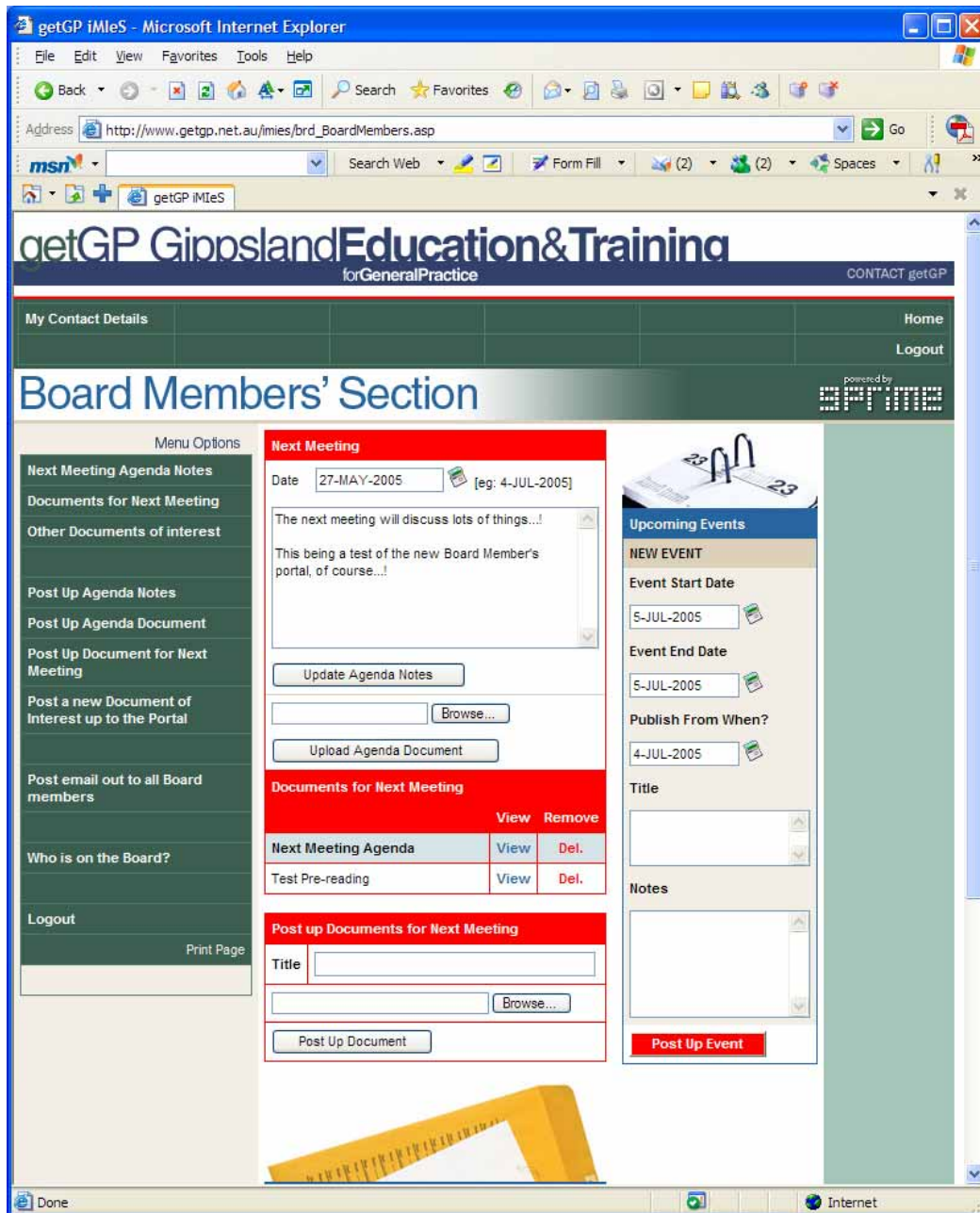
If your login is successful, you will be presented with your Board Member Portal page. If your login was unsuccessful for any reason, you will be notified and given the chance to try again.

If you cannot login but believe you should be able to, please contact getGP immediately.

3. Using the Board Members' Portal

3.1 Overview

Managing the Portal consists of five (5) major operations. Each is available directly from the Portal page for ease of administration. The links on the left of the Portal page will jump you directly to the appropriate management section of the Portal page.



3.2 Working with Agendas, Documents and other Features

3.2.1 Agenda Notes

You can set when the next meeting will occur (format : dd-MMM-YYYY) and enter notes about the upcoming Agenda by picking a date with the calendar and entering text (with line returns allowed) into the 'Next Meeting' section of the Portal Page.

When you have entered the Next Meeting's information and Agenda to your satisfaction, click on the **Update Agenda Notes** button to save your changes.

3.2.2 Agenda Documentation

If you would like to post up a document with more detailed notes on the Agenda, please use the **Browse** button below the Agenda Notes to locate your Agenda document file on your computer. This document could be a PDF, Word document or even an image.

Once you have located the file and clicked OK, click on the **Upload Agenda Document** button on the Portal page to post it up to the Group Portal.

3.2.3 Documents for Next Meeting

In order to prepare your Registrars for the next meeting, you may post up documents for pre-reading. To do this, use the **Browse** button below the **Post up Documents for Next Meeting** heading. You can locate the document (as per above) and then click on **Post Up Document** to submit it.

3.2.4 Documents for the Portal

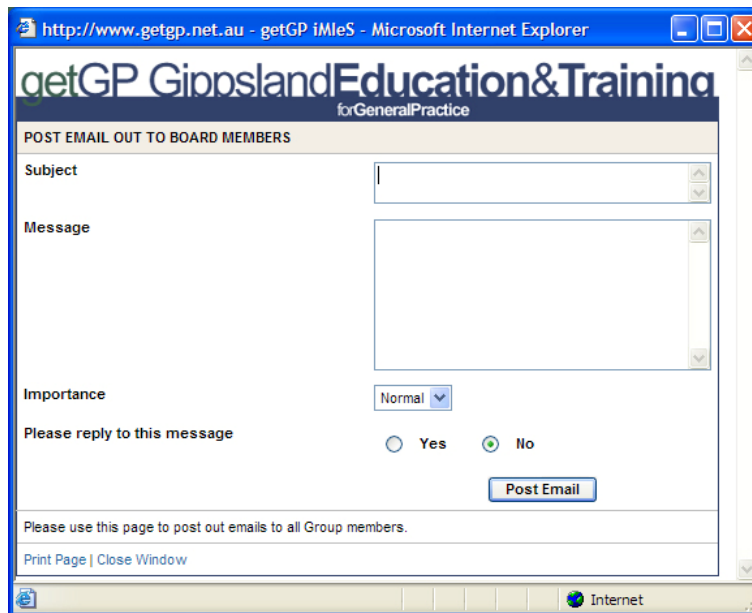
Similarly to above, you can post up documents to the Group's Portal to build up an online library. Use the **Browse** button and **Post** button below the **Other Documents of Interest** section to post up documents to this 'library'.

3.2.5 Board Members

On the left, the last link will open a page displaying the contact details for all the members currently assigned to this Group. It is a quick and handy way to discover who is in the Group.

3.3 Group Communications - Email

Each Group has the ability to send out emails to all assigned members automatically. The **Post email out to all Group members** link on the left will open up a page where you can type out details for an email.



The screenshot shows a web browser window titled "http://www.getgp.net.au - getGP iMeS - Microsoft Internet Explorer". The page content is titled "POST EMAIL OUT TO BOARD MEMBERS" and includes the following fields and controls:

- Subject:** A text input field.
- Message:** A large text area for composing the email body.
- Importance:** A dropdown menu currently set to "Normal".
- Please reply to this message:** Two radio buttons, "Yes" and "No", with "No" selected.
- Post Email:** A button to submit the email.
- Footer:** A note stating "Please use this page to post out emails to all Group members." and links for "Print Page" and "Close Window".

Once you have entered all the relevant information, click on the **Post Email** button to send it out to all the Group's members.

3.4 Managing the Calendar

Each Group also has an independent Calendar that you can add events to. On the right of the Group page is the Calendar. Below any existing events is an area where you can enter dates and text to create a new event.

An event is made up of six (6) items – a start date, an end date, a publish date, a title, notes and the applicable group(s). The start date and end date are the dates the event starts and ends, whilst the publish date is the date the event becomes visible on the calendar. This way, events can be created long into the future but not appear until closer to the start date. The publish date gives you a window to 'advertise' the event before it starts.

- **An event can occur over multiple consecutive days if the start and end dates are different (end date must be greater than the start date).**

You can also enter text for the title of the event and add in notes about it that appear in the calendar. The last option is to specify which Group or Groups this event applies to. Pick an option from the drop-down menu and then click on the **Post Up Event** button to post the event to the Calendar.

4. My Contact Details

4.1 Overview

Your Contact Details are vitally important both to you and to getGP. We use the details you enter here to contact you via mail, phone and email, so having your details current and correct is very important.

- You can use this page to make certain that all the details about you are correct and current.
- You can update anything that is wrong or out-of-date.

You can also provide a resume that describes your career to date in Word or PDF format.

- To post up your resume, click on the **Browse** button to locate it and follow the on-screen instructions.
- To view a resume you have already posted up, click on its name (in blue) to open it.

You can also use this page to change your login password. It is a good idea to change your password every 3 months to ensure security.

The screenshot shows a web browser window displaying the 'My Contact Details' page on the getGP Gipsland Education & Training website. The page is titled 'Board Members' Section' and features a form for updating personal and account information. The form is organized into three main sections: 'User Details', 'Postal Address Details', and 'Account Details'. The 'User Details' section includes fields for Title, First Name, Last Name, Phone, Mobile, Fax, Email, and Biography File. The 'Postal Address Details' section includes fields for Address, Suburb, Postcode, and State (set to Victoria). The 'Account Details' section includes fields for Username, Password, and Confirm Password. A vertical banner on the right side of the form reads 'Download Forms & Documents'. The browser window shows the URL 'http://www.getgp.net.au/members/PersonalDetails.asp' and the page title 'getGP Gipsland Education & Training for General Practice'.

4.2 Importance of currency

The importance of keeping your details current cannot be overstressed. If any of the details is wrong or old, you may miss out on vital communications. Please keep your details correct and current. You are responsible for managing your own contact information.

4.3 How to keep your details up to date

To edit any item in your profile, just click in the corresponding box and type in the new or edited information. This applies to your name, address details, phone, email, etc. and your password.

When you are done updating or changing any items, just click on the **Update Details** button to save your changes.