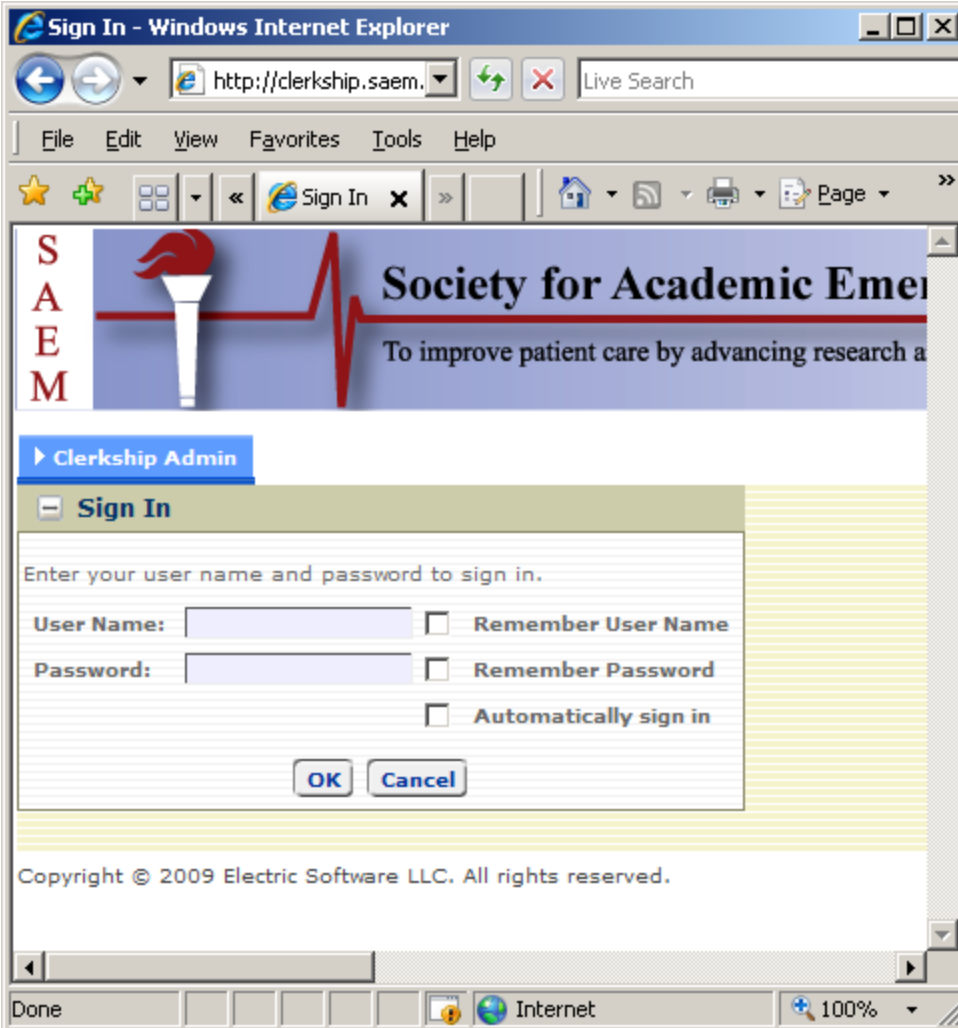


**Clerkship Directors Listing – Instructional Manual – 2009 Apr 24**  
[vyates@saem.org](mailto:vyates@saem.org) or [techsupport@saem.org](mailto:techsupport@saem.org)

**ENTERING YOUR INFORMATION AND EDITING YOUR INFORMATION**

ClerkshipAdmin

Click on the Blue Button that says Clerkship Admin at the top (unless you are already here at the Sign In). <http://clerkship.saem.org/Security/SignIn.aspx>



The screenshot shows a Windows Internet Explorer browser window titled "Sign In - Windows Internet Explorer". The address bar shows the URL "http://clerkship.saem.org". The page header features the SAEM logo (Society for Academic Emergency Medicine) with a red ECG line and a white stethoscope. Below the header, there is a blue button labeled "Clerkship Admin" and a "Sign In" section. The "Sign In" section contains a form with the following fields and options:

- Text input: "Enter your user name and password to sign in."
- Text input: "User Name:" with a checkbox for "Remember User Name".
- Text input: "Password:" with a checkbox for "Remember Password".
- Checkbox: "Automatically sign in".
- Buttons: "OK" and "Cancel".

At the bottom of the page, there is a copyright notice: "Copyright © 2009 Electric Software LLC. All rights reserved." The browser's status bar at the bottom shows "Done", "Internet", and "100%" zoom.

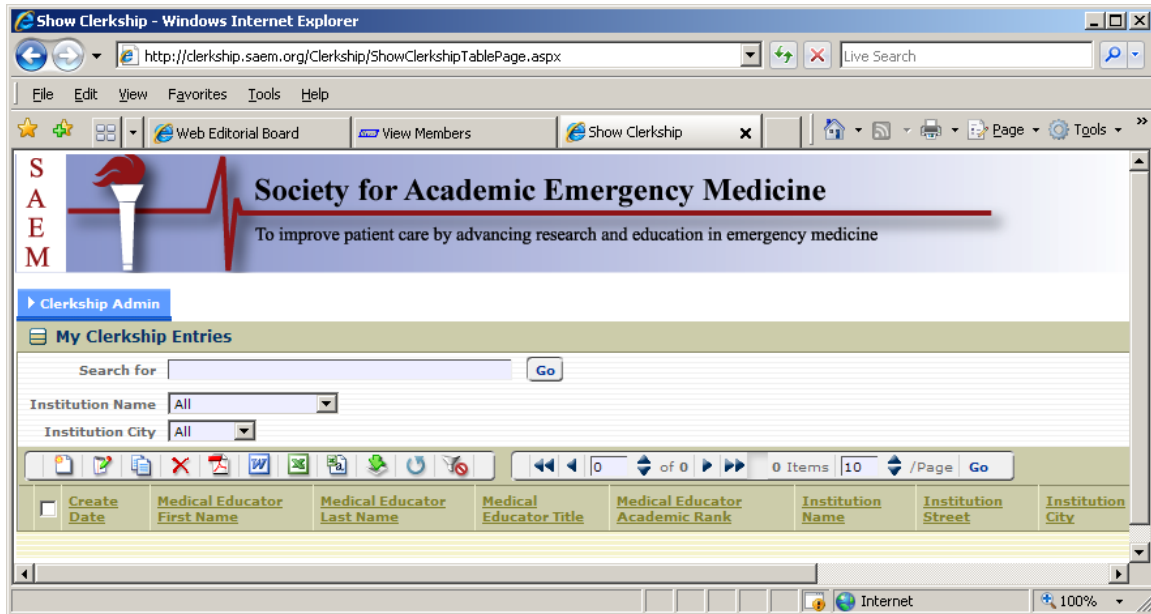
Leads you to the Login and Password page. An Administrator (ie Vene) gives each person either User Rights to the form or Admin Rights to the form.

This is done using the SAEM Web Account UserName created when a person sets up an account to enter in an abstract. This is the same UserName you use when you login to get to the CDEM Forum. If you do not remember your Password or UserName, send e-mail from your official SAEM email you have registered with us, and we can reset your password and send your name.

This will take you to the following page . . . ALMOST THERE . . . .

See next image . . .

<http://clerkship.saem.org/Clerkship/ShowClerkshipTablePage.aspx>



A new Tool Bar appears above the row and nothing is showing below . . .

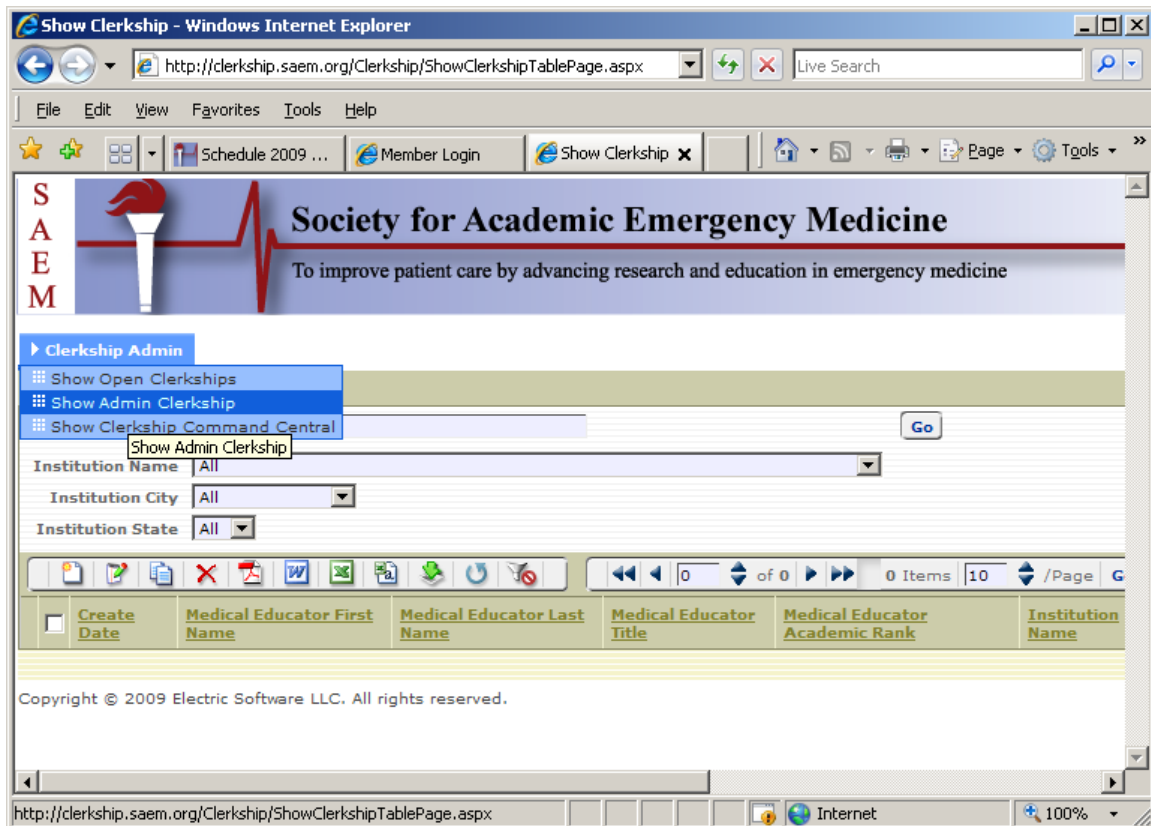
This is where you click a button that will take you to the actual form you fill out.

To Add new file, click on the left icon. The form will appear. When done, be sure to click Save & New below . . . when you edit, you click on Save . . .

To Edit existing file, put a check in the box next to your entry below and then click on the second icon that looks like a pad and pencil.

You can only see and edit your own entries. You should only need to create one entry and then edit that as needed.

IF YOU DO NOT SEE THE ICONS AS SHOWN ABOVE, You may need to do one more thing to get here . . .



Click or hover your mouse over the Blue Clerkship Admin button . . .  
Move your cursor over "Show Admin Clerkship" and click your mouse button once. This should bring up the Icons.

THE NEXT PAGE SHOWS WHAT THE FORM LOOKS LIKE. Keep in mind that some of the entry areas may have changed since we made this manual.

Adding NEW entry form is shown on next page . . .  
<http://clerkship.saem.org/Clerkship/AddClerkshipPage.aspx>

Windows Internet Explorer window titled "Add Clerkship - Windows Internet Explorer". The address bar shows "http://clerkship.saem.org/Clerkship/Add" and a search box with "Live Search". The browser menu includes File, Edit, View, Favorites, Tools, and Help. The page content features the SAEM logo and the text "Society for Academic Emergency Medicine" and "To improve patient care by advancing research and education in emerger".

**► Clerkship Admin**

**[-] Add Clerkship**

Medical Educator First Name

Medical Educator Last Name

Medical Educator Title **\*\* Please Select \*\*** ▼

Medical Educator Academic Rank **\*\* Please Select \*\*** ▼

Institution Name

Institution Street

Institution City

Institution State

Institution ZIP Code

Telephone

Fax

Clinical Med Student Education

Preclinical Med Student Education

Evaluation And Assesment

Procedure SKILLS Teaching

Ultrasound Education

Simulation Education

Student Membership And Advising

Educational Research

Curriculum Development

Other

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Done Internet 100%

## USING THE DIRECTORY – There are TWO Interfaces

<http://clerkship.saem.org/Clerkship/SearchForOpenClerkships.aspx>

Available to everyone. Shows names and contact information of the Institution where they work. Also shows primary areas of interest. This is the "default page / Home page" that people reach when they type in [clerkship.saem.org](http://clerkship.saem.org)

The screenshot shows the SAEM Clerkship Search interface. The header includes the SAEM logo and the text "Society for Academic Emergency Medicine" with the tagline "To improve patient care by advancing research and education in emergency medicine". Below the header is a "Clerkship Admin" link and a "Search for Available Clerkships" section. The search section includes a search bar, a "Go" button, and dropdown menus for "Institution Name" (set to "All") and "Institution City" (set to "All"). Below the search section is a table of results. The table has 17 columns: Medical Educator First Name, Medical Educator Last Name, Medical Educator Title, Medical Educator Academic Rank, Institution Name, Institution Street, Institution City, Institution State, Institution ZIP Code, Telephone, Fax, Clinical Med Student Education, Preclinical Med Student Education, Evaluation And Assessment, Procedure SKILLS Teaching, Ultrasound Education, Simulation Education, and Student Member And Advisor. The table displays three rows of results for "Vene Yates" at "SAEM on the Grand" in "Lansing, MI".

Medical Educator First Name	Medical Educator Last Name	Medical Educator Title	Medical Educator Academic Rank	Institution Name	Institution Street	Institution City	Institution State	Institution ZIP Code	Telephone	Fax	Clinical Med Student Education	Preclinical Med Student Education	Evaluation And Assessment	Procedure SKILLS Teaching	Ultrasound Education	Simulation Education	Student Member And Advisor
Vene	Yates	PHD	Assistant Professor	SAEM on the Grand	901 N Washington	Lansing	MI	48906	517-485-5484	517-555-5555	No	Yes	No	No	No	Yes	No
Vene	Yates	PHD	Assistant Professor	SAEM on the Grand	901 N Washington	Lansing	MI	48906	517-485-5484	517-555-5555	No	Yes	No	No	No	Yes	No
Vene	Yates	MD	Assistant Professor	SAEM on the Grand	901 N Washington	Lansing	MI	48906	517-485-5484	517-555-5555	No	Yes	No	No	No	Yes	No

## USER FRIENDLY INTERFACE

While this interface allows you to do some searching, it is not too "user friendly". . . Where most people will want to go to see information on members is here:

<http://www.saem.org/saemdn/Academies/CDEM/ClerkshipCatalog/ClerkshipDirectory/tabid/1192/Default.aspx>

List shows 3 at a time and is arranged Alphabetical by State and then by Name. Use the >> arrows to move between groups of 3 at a time.

Links to all of the above are available from most CDEM web pages. Look for the module that is titled Catalog Navigation. (Usually in the right column on the CDEM web pages.)

Any Issues: Send an email to [vyates@saem.org](mailto:vyates@saem.org) or [techsupport@saem.org](mailto:techsupport@saem.org) if during the work day.

We plan to add some other pages that will sort the names by interest and to next offer a form for Clerkship Directors to use in letting others know of their openings.