Division
Division

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How to Create a Division
1. From an internet browser URL (Firefox, Internet Explorer 9 or higher, Google Chrome, or Safari) type: **uofm.ventis.ca**
2. Enter your username & password that was provided to you by your Department/PGME Office.

3. Click "Login".
4. Once you have logged in, the following landing page Dashboard will open.
5. Click on “SetUp” (on the top bar menu). The SetUp Page will open.
6. On the left hand side, Click on “Divisions”. A below screen will open.
**If there are Divisions already created, they will appear in this screen. If you have not created any division, you will see the screen below (no division appears).**
7. Click on the **button on the top right corner. Then Select “Add Division”**.
8. A new screen will open where you:
   - enter the Division Name,
   - select the Specialty/Subspecialty (from the drop down menu),
   - enter the Credits Min & Credits Max.
9. Once the fields have been entered, Click on the button (on the top right corner) & Click “Saves Changes”.

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10. A message will appear on the top bar indicating “The Division has been saved”. A new box will appear for Category.
11. Click on the button on the top right corner & then Click on “Return to List”.
12. It will take you to the screen with the list of created divisions. The Division you just created will appear here on the list.

** If you have a long list of divisions, there will be multiple pages & You can search for a division. – “How to Search for a Division”.

![Screen with list of divisions]

- **Name**: General Obstetrics & Gynecology
- **Specialty/Subspecialty**: Obstetrics & Gynecology
- **Credits**: 12

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How to Search for a Division
1. You are now at the screen of the list of created divisions. *If you have a long list of divisions, there will be multiple pages.*

**“How to get to this screen”** = Click on “SetUp” (on the top bar menu) then Click on “Divisions” (on the left hand side).
2. On the top right corner, next to the “Actions” button, Click in the field & Type the first few characters of the Division. The Division you are looking for will appear.
How to Edit a Division
1. From an internet browser URL (Firefox, Internet Explorer 9 or higher, Google Chrome, or Safari) type: **uofm.ventis.ca**
2. Enter your username & password that was provided to you by your Department/PGME Office.

3. Click "Login".
4. Once you have logged in, the following landing page Dashboard will open.
5. Click on “SetUp” (on the top bar menu). The SetUp Page will open.
6. On the left hand side, Click on “Divisions”. A below screen will open where you see the list of all divisions which are already created.
7. Click on **Edit**. The Division Information Page will open for you to edit.
8. Edit the data. Once the fields have been edited, Click on (on the top right corner) and:
   - If you Click “Saves Changes”, your work will be saved.
   - If you Click “Cancel Changes”, your work will NOT be saved & will be reverted to the previous information.
9. Click “Save Changes”, A message will appear on the top bar indicating “The Division has been saved”.