Program/Stream Transfer
eForm

VENTIS
Academic & Clinical Management Tools for Schools of Medicine and Teaching Hospitals
Part A: Submission of the Program/Stream Transfer eForm

Program Administrator Access
1. From an internet browser URL (Internet Explorer 9 or higher, Google Chrome, Safari or Firefox) 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 “Registration” tab (on the top bar menu). A list view of all users will appear.
6. Click on the "Edit" button to the right of a trainee’s name.
7. The Demographic page of the trainee’s registration will open.
8. Click on "eForms" (on the left menu).
9. A new window will open to the Annual Trainee Appointment eForm.
10. Click on the green "Annual Appointment Trainee" field in the right hand corner. A drop down menu will appear. From the drop down menu choose “Program Transfer”.

![Ventis Interface]

- **Goldberg, Whoopi**
  - **PGY Level**: PGY2 2014-07-01 - 2015-06-30
  - **Appointment Type**: Renewing
  - **Leaves**: No leaves during this PGY Level.

- **Submission / Acceptance**
  - **PA**: Submitted April 22, 2014 at 05:55
  - **PD**: Accepted April 22, 2014 at 06:00
  - **Admin**: Verified April 22, 2014 at 08:08

- **Program Transfer**
  - Under the dropdown menu, select "Program Transfer".

- **Additional Details**
  - **Gender**: Female
  - **U of M Student No.**: 222222
  - **Specialty / Subspecialty / Stream**: Urology
  - **Start Date**: 2014-07-01
  - **End Date**: 2015-06-30
  - **Trainee Type**: Resident
  - **Funding Source**: Saudi Arabian Cultural B...
  - **Sponsor**: Saudi Bureau
11. A new page will open on Program Transfer. If previous Program Transfer eForms have been submitted you will see them in a list view with an Edit button next to each of them. **On the “Program Transfer” page click on the green "Add" button in the bottom right of the box.**
12. Two additional boxes will appear below the list view of previously submitted eForms. **Click on "New Department" field.**
13. A drop down menu will appear.
14. From the drop down menu choose a department the trainee will transfer into.
15. Click on "New Specialty / Subspecialty / Stream" field. From the drop down menu choose a program/stream the trainee will transfer into.
16. From the calendar enter a YYYY-MM-DD. The “Start Date" field will populate with the date.

**Following the Acceptance of this eForm by the Associate Dean, the Intake Program must complete the Annual Trainee Appointment eForm.**
17. Click on the green "Actions" button in the top right corner of the page. Click on “Save Changes”. 
18. A green message bar will appear at the top of the screen confirming your information has been saved. All fields where you changed data will turn blue.
19. In the "Submission / Acceptance" box click on the green "Submit" button.
20. A green message bar will appear at the top of the screen confirming your information has been saved. The green "Submit" button is now bold and reads "Submitted". The date & time of submission appear below the green "Submitted" button.