

## VicHealth PICSAR CMS User Guide – Activity Deliverer

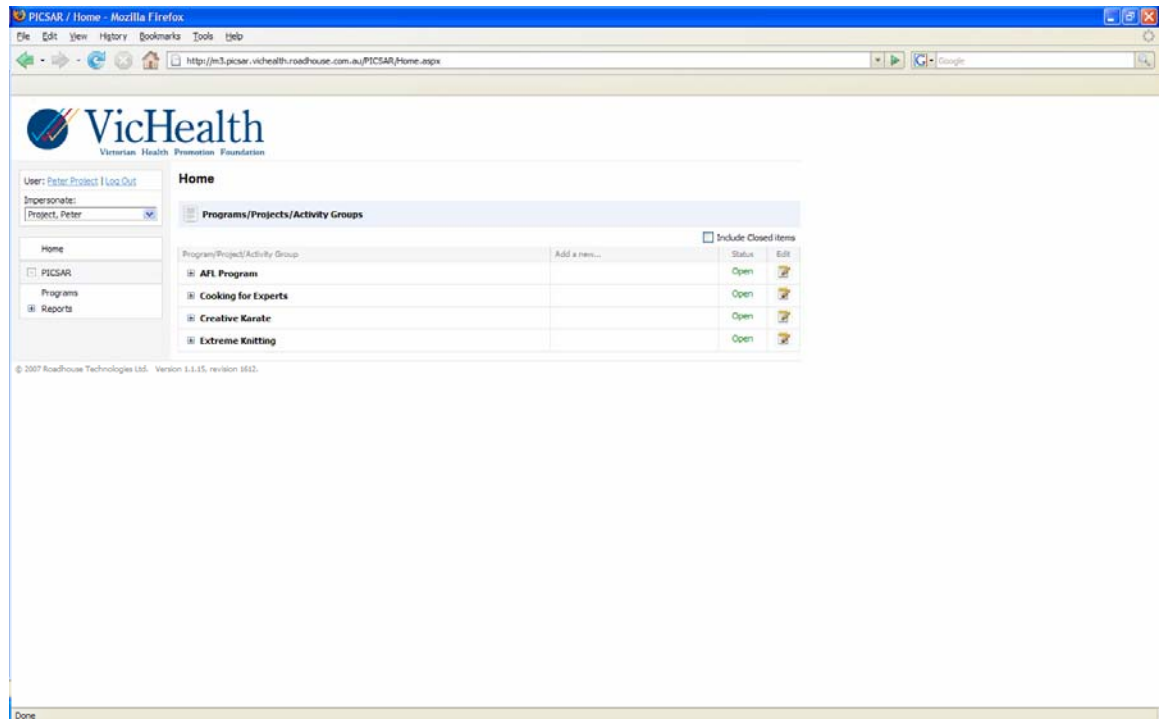
This user guide will explain the tasks and goals that a user with the role of an Activity Deliverer can carry out with in the CMS. A user's access rights will determine what they can do within the CMS which is set up by the CMS administrator.

### Goal – To successfully manage participants and groups within the CMS.

1. To login to the CMS enter the following address into the browser website field: <http://m3.picsar.vichealth.roadhouse.com.au>.
2. Log in using the CMS details provided to you.

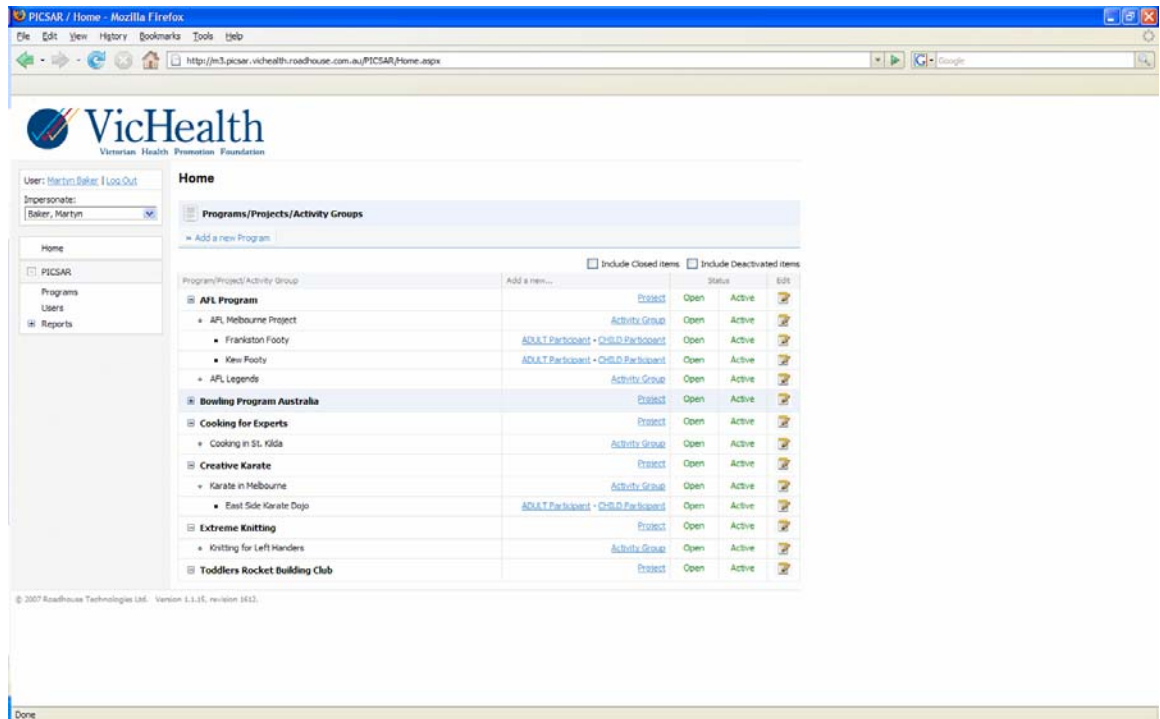
Once logged in you will be taken to the homepage of the CMS, as shown in figure 1.

Figure 1 – CMS homepage



3. You should now be logged into the CMS as an activity deliverer. The options on the left hand side should be: PICSAR, which then expands to show two options, Programs and Users, and Reports.
4. You can view the projects and activity groups associated with a program by clicking on the small plus symbol next to the program name. The menu then expands and shows the projects and activity groups. All of the details of the projects and activity groups are shown here. See figure 2.

Figure 2 – Homepage with expanded menu



5. To withdraw a participant you must first open the activity group and scroll down to the "Attendance" heading. Click on the "Withdraw" link located next to the participant's name in the CMS. When you withdraw a participant, their status changes to "Withdrawn".
6. To un-withdraw a participant click on the "Un-withdraw" link next to their name. When you un-withdraw a participant, their status changes to "Active".
7. To enter total participation opportunities for an activity group click on the activity group and under the "Attendance" heading and you will see at the top of the participants name an entry titled "Total Participation Opportunities". Enter the value in the field provided of the total number of participation opportunities. To save the data, simply click out of the field and the system stores the value.
8. To enter attendance data for a participant click on the activity group and under the "Attendance" heading and you will see at the top of the participants name an entry titled "Total Participation Opportunities". Enter the value in the field provided of the total number of participation opportunities. To save the data, simply click out of the field and the system stores the value.
9. To view and print a blank attendance register for a group click on the activity group and under the "Attendance" heading on the "Activity Register" screen click the "Print Attendance" button. A printable list of Participants and Participation Opportunities will be presented. Blank spaces are available for the Activity Deliverer to write in Participation.

10. To view and print a blank survey form click on the activity group and under the "Attendance" heading on the "Activity Register" screen click the "Print Child Survey" or "Print Adult Survey" button. A printable PDF file of the Child or Adult Survey is presented included the Program and Project names.