

NDTO Year 5/6 TPA Preference Selection

Step 1: Login and click on the forms icon in the lower left (see image below):

The screenshot shows the NorthernDeanery Home (Reem) web application. The page title is "NorthernDeanery Home (Reem) >> Choose Action". On the left side, there is a navigation menu with the following items: View Trainee, Assign Trainee, Requests, Generate Schedule, and Rollback Schedule. Below the menu is a calendar for August 2009, showing days from Sunday to Saturday. At the bottom left, there is a toolbar with several icons, including a document icon with a red circle around it. The main content area features a "NorthernDeanery Home" header with a "Roster" button. Below this, a message says "Hello Mike, please choose an option from the menu to the left...". A "Quick View" section contains six buttons: "This Month's Trainee Master", "Next Month's Trainee Master", "This Month's Trainee Clinic", "Next Month's Trainee Clinic", "This Month's Trainee Block", and "Next Month's Trainee Block". A "Scheduling News" section contains a white box with the following text: "iPhone Sync (Published 07/13/09; For everyone) You can now sync your iPhone directly to your SpinFusion schedules via Internet without the need for iTunes/computer intermediary (thanks to Norm C. for his help with this). Please find instructions here: [Apple's Instructions](#) and here as well [Norm's Screencast](#) (Please note this requires: [Apple Quick-time](#) to view in Windows)". At the bottom, a status bar displays "Good Evening! Currently: Monday, August 3, 2009 11:48:22 PM MDT".

Step 2: Click on the 'TPA Preferences' button

The screenshot shows the "Forms Gear" section of the web application. The title "Forms Gear" is displayed in red. Below the title, the text "Please choose a form below..." is shown. There are two buttons: "TPA Preferences" and "Trainee Points". The "TPA Preferences" button is highlighted with a red oval.

Step 3: Choose 3 posts and 1 subspecialty

Step 4: Click 'Save Form'

The screenshot shows a web form titled "Trainer Posts" on a dark blue background. At the top, there are two buttons: "Save Form" (with a green checkmark icon) and "Exit Without Saving" (with a red X icon). The "Save Form" button is circled in red. Below the buttons, the form fields are as follows:

- Year: 2009
- Trainee: ahmm (dropdown menu)
- TPA #1: CARLISLE:Miss Carol Brignall (dropdown menu)
- TPA #2: CARLISLE:Miss Carol Brignall (dropdown menu)
- TPA #3: CARLISLE:Miss Carol Brignall (dropdown menu)
- Subspecialties: Spine (dropdown menu)

The three TPA dropdown menus and the Subspecialties dropdown menu are grouped together and circled in red.

You will receive a confirmation email listing your choices.

Thank you for using SpinFusion's Rota Software!