

How To Add a Tooltip to your Program Contribution Roles (Programs)

TARGET AUDIENCE: PROGRAM COORDINATORS

Updated April 10, 2024

OVERVIEW

This document outlines how to add a tooltip into a program role to convey more information for users who are responsible for entering data.

LOGIN

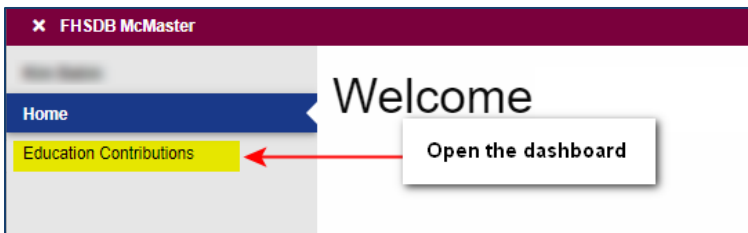
Login to the system using your MacID/password or local login.

If you have any questions about how to login, refer to this user guide on our website [How to Login to FHS DB](#)

PROGRAM CONTRIBUTION ROLES

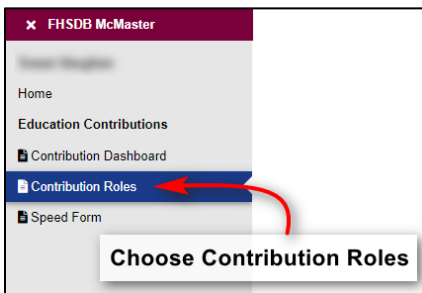
NAVIGATE TO THE EDUCATIONAL CONTRIBUTIONS MODULE

Click on the Educational Contributions menu to open more options related to the Contributions.

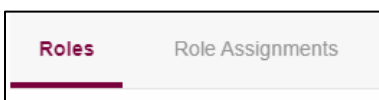


VIEW CONTRIBUTION ROLES

You can view all Contributions Roles in FHS DB. Some of these roles are assigned to your program. To view all roles and their attributes, go to the menu called Contribution Roles.



This opens a screen with two tabs to choose from. The first one is **Roles**. This will show you all FHS Roles and their attributes. Roles are assigned to the various programs. The second tab is **Role Assignments**. This is where you will see all roles assigned to your program or programs, depending on which ones you have access to.



Roles are somewhat generic in nature. Programs may have roles which sound similar as well. To help everyone in the program understand when to use the role, or to add more information about the activity which would be suitable for the role, we have added a feature called Tooltips. Everyone who enters for the program will be able to see this tooltip to ensure you are putting correct information in the tooltip field.

To create a tooltip, you will have to find the role you need to add more information to and click on the pencil on the right-hand side. If more than one role sounds like the one you are searching for, clarify with the program manager to ensure you have the correct one.

EDIT OR ADD TOOLTIP

Program roles will show you the information as read-only. At the bottom of the role window, you will be able to edit or add a tooltip. Scroll down to the bottom of the role form if you cannot see the tooltip option. Here are some examples:

***Please note these are examples only** and should not be taken as instruction if this role is in your program.

Program Details This instruction is for when to give credit

Role Description
Supervisor, Horizontal Research Elective, project

Tooltip
Add credit for project supervision only when project is complete

Self-Report Option Approval Required for Self-Reported Records
Display # of Learners Display Select Learner

Save Back

Program Details This instruction can be added to ensure proper credit is given

Role Description
Supervisor, On Call, night

Tooltip
Credit is being given per night for this activity

Self-Report Option Approval Required for Self-Reported Records
Display # of Learners Display Select Learner

Save Back

Program Details This instruction clarifies how to credit the number of times

Role Description
Reviewer, Admissions, candidate

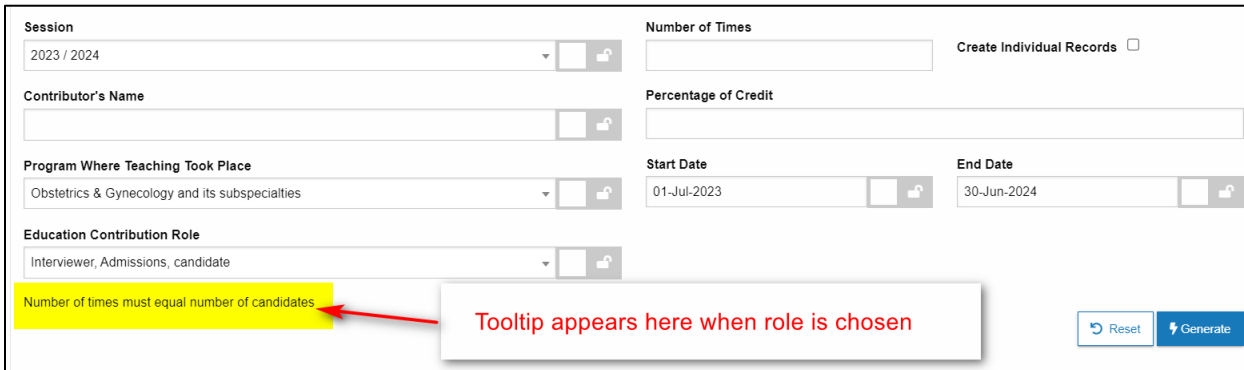
Tooltip
The number of times should equal the number of candidates reviewed by faculty member

Self-Report Option Approval Required for Self-Reported Records
Display # of Learners Display Select Learner

Save Back

Tooltips can be useful and time saving. Correct and consistent data entry is very important and by using the tooltips effectively, programs can ensure that all users are fully understanding of how a role works and how to enter.

A tooltip will appear in the speedform when the role is chosen.



Session 2023 / 2024	Number of Times <input type="text"/>	Create Individual Records <input type="checkbox"/>
Contributor's Name <input type="text"/>	Percentage of Credit <input type="text"/>	
Program Where Teaching Took Place Obstetrics & Gynecology and its subspecialties	Start Date 01-Jul-2023	End Date 30-Jun-2024
Education Contribution Role Interviewer, Admissions, candidate		

Number of times must equal number of candidates

Tooltip appears here when role is chosen

Reset Generate

NEED SUPPORT?

All FHS DB User Guides can be found on the [FHS DB website](#)