



# **DOMINO**

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Department of Medicine Information Network On-Line

## **USER MANUAL**

VERSION 1.5

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# 1 Accessing the Application

## 1.1 Windows Users:

Internet Explorer version 7.0 or higher is the preferred web browser, but Firefox, Chrome and Safari should also function properly. If you wish to use the email links in the Application – then you must have Email software (such as Microsoft Outlook or Outlook Express) installed and configured on your machine.

To access the application – open a web browser and go to <https://domino.ucdenver.edu/DOMINO/> and log in.

## 1.2 Mac Users:

There are three options for Mac users (two requiring the use of the Windows OS via the Mac):

1) The Safari web browser running on a Mac should function properly. Go to <https://domino.ucdenver.edu/DOMINO/> and log in. If you experience any technical difficulties, please try option 2 or 3 below.

2) Use the <http://MyDesktop.UCDenver.edu/> site to remote into a remote Windows desktop session. This will allow you to connect to DOMINO using the Internet Explorer in the remote Windows session. This will require you to install Citrix browser add-in for the remote access. Please follow the on-screen instructions to the add-in installed. This installation process is required for the first time use only.

3) If you have Mac OS X version 10.2.8 or later installed on your computer, you can connect via the Remote Desktop Connection Client software installed on your machine. If you do not have the Remote Desktop Connection Client software, you can download a free copy from [http://www.apple.com/downloads/macosx/networking\\_security/remotedesktopconnectionclient.html](http://www.apple.com/downloads/macosx/networking_security/remotedesktopconnectionclient.html) or do a Google search to find a download for: Remote Desktop Connection for Mac”. Once the software is installed – open the Remote Desktop application and type in the following computer name: DominoRemote.ucdhsc-dom.org – then click the Connect button. When prompted – enter username: domino and password: domino. This will take you the Domino application log in screen where you can enter your Domino user name and password and begin working. Closing the browser will close your remote desktop connection. Please log out of Domino before closing the browser. NOTE: At present – this Mac setup does not support the use of the email links in the application to generate an Email messages.

## 1.3 Forgotten Login Name or Password:

If you have forgotten your user name or password – use the “I forgot my login name” or “I forgot my password” links on the login page.

## 1.4 Screen Display:

For the best display of Domino on your computer screen – set your resolution to 1024 X 768 or higher

## 1.5 System Time Out:

**The system will time out after 30 minutes of inactivity** and you will see a box prompting you to renew your session. Click Ok to keep working – click Cancel to log off. Activity includes anything that redisplay or displays a web page – such as editing and saving, navigating to a new page, entering and saving a new record etc. Scrolling

and reading a screen is not seen by the system as “activity”. If you are away from the application and 30 minutes elapse without you renewing your session – the system will automatically log you off. So – SAVE YOUR WORK OFTEN to avoid losing work.

### 1.6 Web Application Do's and Don'ts:

DO: save your work frequently, use the navigation links in the application to get around, contact support at [dominosupport@ucdhsc-dom.org](mailto:dominosupport@ucdhsc-dom.org) if you have questions or problems

DON'T: use the browser refresh or back button (you may get unpredictable results), walk away from the application without saving your work, forget to log off, share your user name and password. Be very careful if you create several open Domino browser windows – data changes in one window will not be reflected consistently in other windows – this practice is not recommended.

## 2 Navigating in DOMINO

### 2.1 Main Menu:

Once you login to DOMINO, you'll be presented with DOMINO's main menu. The DOMINO's main menu will allow access to all of the DOMINO sections that are available to you as a Faculty User in the system. Once you navigate away from the main menu, you can always return to the menu by clicking the Home link in the Left Navigation ([section 2.2](#), [Figure 2](#)).



Figure 1: Domino Main Menu

### 2.2 Left Navigation menu:

Once you navigate away from the main menu, the left navigation ([Figure 2](#)) will be the primary navigation method. However, you can always get back to DOMINO's main menu by clicking the Home link in the Left Navigation.



Figure 2: Domino Left Navigation menu

## 3 Faculty Reviews

### 3.1 Reviews:

Faculty Review is started by clicking the My Review Tasks in the Left Navigation or by clicking the Faculty Reviews and Professional Planning in the Main Menu. The review process starts with selecting type of review, Annual or Interim. Selecting the Annual review will automatically populate the Period Start and the Period End Dates ([Figure 3](#)). One thing to note is if you have a prior year's review that isn't in Completed status, you will not be able to start a new review.

Next, in the Search and Select Reviewers and Mentors, type in the last name for your Higher Level Reviewer (HLR) or the Department Head and click the search button. You'll be presented with a list similar to the one shown in [Figure 4](#). Click the appropriate button (HLR, Div(ision) Head, and/or Mentor) in the row for the person that serves that role. Once selected and saved and you need to make modifications to values for HLR, Division Head, and/or Mentor, please contact DOMINO support in order to get it corrected.

Once the HLR, Division Head, and/or Mentor are selected for the review, the Review screen will change to reflect this information ([Figure 5](#)). Once this information is entered, click the Start New Review button to begin answering the Review questions. The full list of Review sections and questions are provided in [Appendix B](#). Once all of the Review questions that apply to you and/or are required are entered, please click the Submit Review button at the end of the Review in order for your review to be available for the Higher Level Reviewer you designated at the beginning of your review.

### Your Review in Process

Your current annual or interim review is listed below. Click on the review to open it and continue working.

**NOTE:** You have no current reviews.

### Start New Review

**Step 1: Choose Review Type. Enter dates if Interim Review is chosen.**

Review Type:	Annual Review ▾
Period Start Date (MM/DD/YYYY):	7/1/2010
Period End Date (MM/DD/YYYY):	6/30/2011

**Step 2: Click on the first Domino below to select your Higher Level Reviewer, Division Head and Mentor. Faculty with a rank in the Instructor series or Assistant Professor are required to designate a mentor. This designation is optional for faculty with the rank of Associate Professor and Professor.**

**Notes: Higher Level Reviewer and Division Head may or may not be the same person. If you yourself are the Division Head - then choose yourself as the Review Division Head.**

**Search and Select Reviewers and Mentor**

**Enter the full or partial last name of your Higher Level Reviewer(HLR), Division Head or Mentor and then click Search.**

Full or Partial Last Name:	<input type="text"/>
	<input type="button" value="Search"/>

**Mentoring**

**Click on the check box below to opt out of being available to current and future mentees, including students, fellows, and other faculty. You can change your availability to be a mentor at any time by updating your faculty profile.**

Not Available to be a Mentor

**Step 3: Please verify that the Reviewer, Division Head and Mentor(if applicable) displayed above are correct. Then click below to create your review.**

Figure 3: Start New Review

**Search and Select Reviewers and Mentor**

**Note: Faculty must exist in the system in order to display on the search results. If the faculty member you are searching for is not in the results shown - please contact your Division Administrator for assistance.**

Last Name	First Name	Suffix	Rank	Department	Division	Click to Select
		MD	Associate Professor	Medicine	Medical Oncology	HLR Div Head Mentor
		MD	Assistant Professor	Medicine	Pulmonary Sciences and Critical Care Medicine	HLR Div Head Mentor
1						

Figure 4: Selecting HLR and DH for the Review

**Your Review in Process**

Your current annual or interim review is listed below. Click on the review to open it and continue working.  
**NOTE:** You have no current reviews.

**Start New Review**

**Step 1: Choose Review Type. Enter dates if Interim Review is chosen.**

Review Type:

Period Start Date (MM/DD/YYYY):

Period End Date (MM/DD/YYYY):

Higher Level Reviewer:

Division Head:

Mentor:

Figure 5: Review with HLR, Division Head, and Mentor specified

## 4 Faculty Search

### 4.1 Search for Faculty by Research and Expertise:

You can search for other faculty members by clicking the Search Faculty Research and Expertise in the Main Menu (Figure 1) or by clicking the Research and Expertise – Faculty Search link in the Left Navigation (Figure 2). Clicking either of those options will allow you to search faculty by name, keywords that were provided by them, or by their department/division affiliation. The search screen is shown in Figure 6.



**Faculty Search**

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**Search DOMINO Faculty Database**

**Find Faculty by LAST NAME** (Enter full or partial last name only and click Search)

Enter Last Name:

**Find Faculty by KEYWORD**

You may search for individual terms or phrases. Use OR between terms to search for ANY of the terms entered. Use AND between words to search for ALL the terms within a single record. The wildcard symbol of \* may be used after a partial individual term such as *cardio\**. Searches are *not* case sensitive.

Enter Keyword:

**Find Faculty by DEPARTMENT AND DIVISION**

School:  Department:  Section/Division:

Figure 6: Faculty Research and Expertise search

## 5 Edit Faculty Profile

### 5.1 Edit Faculty Profile:

The Edit Faculty Profile are of DOMIN allows you enter any additional information you may want to include in your DOMINO profile such as Contact Information, Education and Training, Research, Research Terms, Research Expertise, Clinical Expertise, Special Technical Expertise, Technical Core Involvement, Patents, and Mentoring. The Profile Section and questions are provided in [Appendix C](#).

## 6 View Faculty Profile (Formatted)

### 6.1 View Faculty Profile:

You can navigate to the formatted view of your faculty profile via the View Faculty Profile link in the Left Navigation [Figure 2](#). This formatted view will contain the updated profile information each time you edit your profile. A sample of the formatted faculty profile is shown in [Appendix D](#).

# Appendix

## Appendix A: Faculty Review Process

### Your Review in Process

Your current annual or interim review is listed below. Click on the review to open it and continue working.

**NOTE:** You have no current reviews.

[Start New Review](#)

**Step 1: Choose Review Type. Enter dates if Interim Review is chosen.**

Review Type:

Period Start Date (MM/DD/YYYY):

Period End Date (MM/DD/YYYY):

**Step 2: Click on the first Domino below to select your Higher Level Reviewer, Division Head and Mentor. Faculty with a rank in the Instructor series or Assistant Professor are required to designate a mentor. This designation is optional for faculty with the rank of Associate Professor and Professor.**

**Notes: Higher Level Reviewer and Division Head may or may not be the same person. If you yourself are the Division Head - then choose yourself as the Review Division Head.**

Search and Select Reviewers and Mentor

**Note: Faculty must exist in the system in order to display on the search results. If the faculty member you are searching for is not in the results shown - please contact your Division Administrator for assistance.**

Last Name	First Name	Suffix	Rank	Department	Division	Click to Select
LastName	FirstName	MD	Professor	Medicine	General Internal Medicine	<input type="button" value="HLR"/> <input type="button" value="Div Head"/> <input type="button" value="Submit"/>
1						

**Enter the full or partial last name of your Higher Level Reviewer (HLR), Division Head or Mentor and then click Search.**

Full or Partial Last Name:

See Results Above

Mentoring

**Click on the check box below to opt out of being available to current and future mentees, including students, fellows, and other faculty. You can change your availability to be a mentor at any time by updating your faculty profile.**

Not Available to be a Mentor

**Step 3: Please verify that the Reviewer, Division Head and Mentor (if applicable) displayed above are correct. Then click below to create your review.**

### Your Previously Completed Reviews

Your previously completed reviews are listed below. Click on any review in the list to open it and view its contents in read only format.

Review Type	Date Completed	Period Start Date	Period End Date	Printable Review (takes a minute)
<a href="#">Annual Review</a>	7/25/2006	7/1/2005	6/30/2006	<a href="#">PDF Version</a>

Annual Review Routing Process



