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**Civil Aviation Safety Authority**

**MRS Online User Manual**  
**Civil Aviation Safety Authority**

**MRS Online**

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# 1. Introduction

This User Manual is written for Designated Aviation Medical Examiners (DAMEs), DAME Nurses, DAME Receptionists and Designated Aviation Ophthalmologists (DAOs) to assist them in using the new MRS Online application.

This manual covers all procedures required to successfully use MRS Online to start, resume and complete a Medical or Ophthalmic examination, upload associated attachments and submit the examination to CASA. In addition, administrative functions such as changing your password are also covered in this manual.

MRS Online is a web-based application designed to function with the following browsers:

- Microsoft Internet Explorer versions 6 and 7
- Firefox 2 and 3
- Safari 3

The new MRS Online system will enable you to complete medical and Ophthalmic examinations, upload associated files and submit them to CASA.

*Note: if you require further information about the medical content of the questions or administrative aspects, please refer to the DAME Handbook. It is available online from the CASA website at:*

*<<http://www.casa.gov.au/manuals/htm/dame/dame.htm>>*

*If any assistance is required using this application contact details are located on the "log on" screen as shown below.*

The screenshot shows the login interface for the CASA Online Medical Records System. At the top left is the Australian Government Civil Aviation Safety Authority logo. The title 'CASA Online Medical Records System' is centered, with the slogan 'safe skies for all' on the right. The main content area is titled 'Login' and contains a 'Login to your account' section. This section has two input fields: 'ARN/UserName' and 'Password', followed by a 'Log In' button. To the right of the input fields, there are three lines of text: 'A DAME, DAO or DAEE must use their unique ARN as their username.', 'A user's account will be automatically locked following 5 successive incorrect password attempts. Each successful password attempt resets the counter.', and 'Passwords automatically expire after 90 days.' Below the login form, there is contact information for the MRS Online Administrator: 'For support with MRS Online, contact the MRS Online Administrator using the following contact details:', 'M: +61 434 076 851 Monday - Sunday, 9am - 9pm EST.', 'Ph: 131 757 (Local call cost within Australia)', 'F: +61 2 6217 1640', and 'Email: [avmed@casa.gov.au](mailto:avmed@casa.gov.au)'. At the bottom of the page, there are links for 'Security & Privacy', 'CASA Industry Complaints Commissioner', 'Contact CASA', and 'Aviation Medicine Contacts', along with a copyright notice for 2009 Civil Aviation Safety Authority.

## 2. Access and Login

To access MRS Online, open the following URL:

<https://portal.casa.gov.au/mrs/>

To login, perform the following steps:

- Enter your username in the ARN / Username field. For users with an existing ARN, this should be entered in the Username field.
- Enter your password in the Password field
- Once you have entered your Username and Password, select the 'Log In' button or press Enter.

Your initial password will be supplied by CASA. You can change your password after logging in using by selecting the Change Password link. This is described in chapter 13 Changing your password.

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CASA Online Medical Records System

*safe skies for all*

Login

Login to your account

ARN/UserName

Password

[Forgot your password?](#)

A DAME, DAO or DAEE must use their unique ARN as their username.  
A user's account will be automatically locked following 5 successive incorrect password attempts. Each successful password attempt resets the counter.  
Passwords automatically expire after 90 days.

For support with MRS Online, contact the MRS Online Administrator using the following contact details:  
M: +61 434 076 851 Monday - Sunday, 9am - 9pm EST.  
Ph: 131 757 (Local call cost within Australia)  
F: +61 2 6217 1640  
Email: [avmed@casa.gov.au](mailto:avmed@casa.gov.au)

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Figure 1 MRS Online Login screen

If you experience difficulty logging in, please contact the MRS Online Administrator using the details provided in the Login screen. These contact details are also displayed in the Help section of MRS Online.

Note that your password will expire after 90 days, according to CASA Security policy. If your password is determined to be expired by MRS Online, you will be automatically directed to the Change Password screen and forced to change your password.

If you enter five successive incorrect passwords, your account will be locked and can only be unlocked by the MRS Online Administrator.

Note: the HESA I-Key is not required for login to MRS Online.

### 3. Home page

Following successful login, the Home page will be displayed.

The Home page presents a listing of the saved and submitted examinations that are associated with the Stamp number associated with your user account. From this screen, you will have access to start a new examination or open an existing examination.

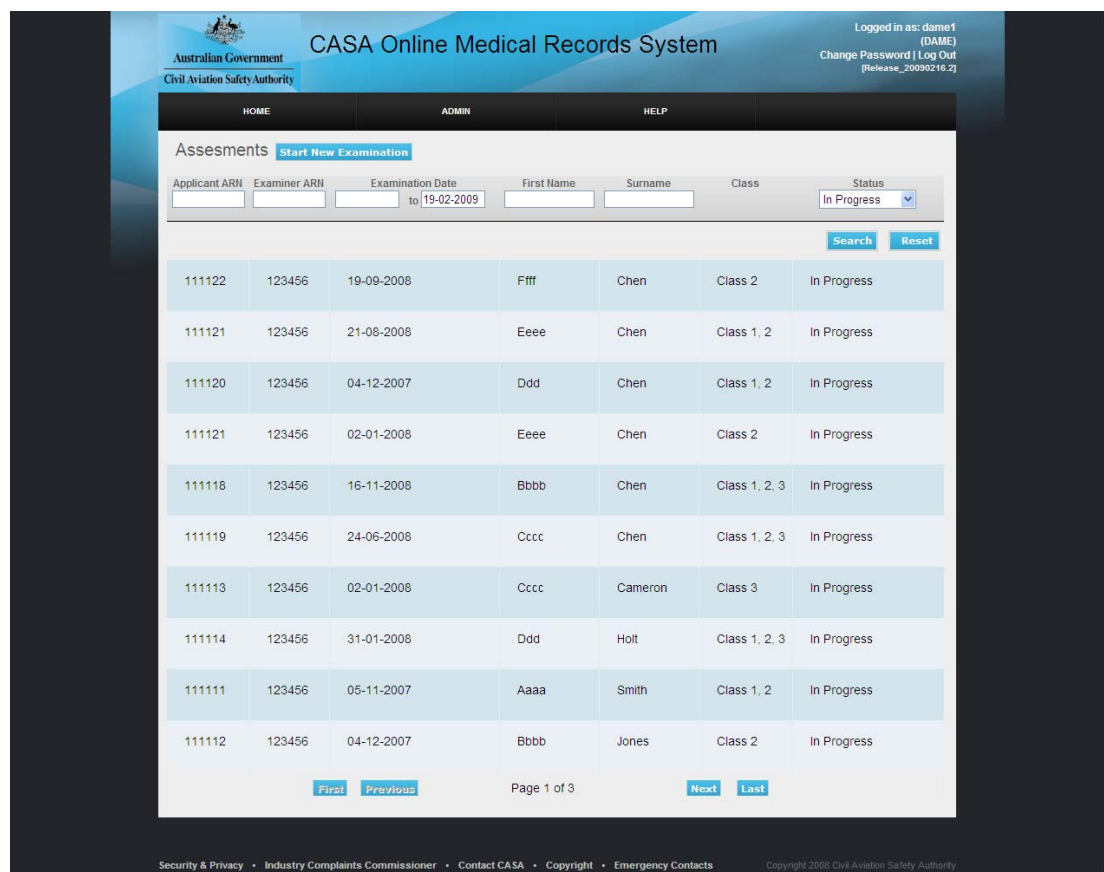


Figure 2 MRS Online Home page

The features of the Home page are as follows:

| Number | Feature                          | Description   |
|--------|----------------------------------|---|
| 1      | Login details                    | Displays the following login details: <ul style="list-style-type: none"> <li>Your Username (as captured during login)</li> <li>Roles – each of your system roles is displayed</li> </ul>  |
| 2      | Change Password and Logout links | <ul style="list-style-type: none"> <li>The 'Change Password' link displays the Change Password screen, which allows you to change your password at any time. Refer to chapter 13 Changing your password.</li> <li>The 'Log Out' link ends your MRS Online session and returns you to the home page. Refer to chapter 14 Logging out.</li> </ul> |
| 3      | Toolbar                          | The toolbar is a menu bar containing the following links:   |

|   |                              |  |
|---|------------------------------|--|
|   |                              | <ul style="list-style-type: none"> <li>• Home – displays the Home Page. If you are already on the Home page, this link will have no effect.</li> <li>• Help – displays the main help page.</li> </ul>  |
| 4 | Start New Examination button | Displays the Start New Examination screen and allows you to start a new examination. This process is described in chapter 4 Starting a new examination.  |
| 5 | List of examinations         | <p>This list displays all examinations associated with your Stamp number with a status of 'In Progress' or 'Submitted'.</p> <p>For each examination, the following fields are displayed:</p> <ul style="list-style-type: none"> <li>• Applicant ARN</li> <li>• Examiner ARN</li> <li>• Examination Date – this represents the date upon which the examination was initiated.</li> <li>• Applicant First Name</li> <li>• Applicant Surname</li> <li>• Class – displays the Classes of the examination, if the examination type is 'Aviation Medical'. If the examination is Ophthalmic, the text 'Ophthalmic' will be displayed.</li> <li>• Status – status of the examination. This presents 'In Progress' for an examination that has not yet been submitted to CASA. For an examination that has been submitted to CASA, the status will be 'Submitted'. Note that MRS Online is unable to track or report statuses of an examination after it has been submitted to CASA.</li> </ul> <p>Note: Cancelled examinations are not displayed in this listing.</p> |
| 6 | Link for each examination    | <p>Each examination represents a row in the list, and each row is a link. Clicking the link associated with an 'In Progress' examination will open the examination. Refer to chapter 5 Opening an existing examination</p> <p>Clicking the link associated with a 'Submitted' examination will open the summary screen associated with the examination, which provides details of the submitted examination and provides access to specific attachments associated with the Submitted examination. Refer to chapter 10 Viewing summary information for submitted examinations.</p>   |
| 7 | Search fields                | The search fields allow you to easily the search the list of examinations according to the criteria entered.   |
| 8 | Search button                | <p>Searches the list of examinations according to the criteria entered.</p> <p>Note the following:</p> <ul style="list-style-type: none"> <li>• For text field searches, the search results listing will include partial matches.</li> <li>• Multiple search criteria can be entered, in which case the search will only return examinations that meet all search criteria.</li> </ul>   |

|    |              |   |
|----|--------------|---|
| 9  | Reset button | Resets the search criteria so that no search criteria is selected.  |
| 10 | Pagination   | The following pagination features are available for the list of examinations: <ul style="list-style-type: none"><li>• First</li><li>• Prev</li><li>• Next</li><li>• Last</li><li>• Current page</li></ul> |

## 4. Starting a new examination

To start a new examination, perform the following steps:

1. Select the 'Start New Examination' link. This presents a popup screen of basic questions about the examination. Note that the questions are progressively displayed according to previous answers.
2. Answer each question that appears. Note that each question that appears must be completed in order for a new examination to be created successfully.
3. Select the 'Start Exam' button.

Start New Examination close or Esc Key

General Information

Examination Type  Medical  
 Ophthalmic

Class  Class 1 and 2  
 Class 2  
 Class 1 and 2 and 3  
 Class 3

Date of Examination

Sex  Male  Female

Do you have an ARN?  Yes  No

Some information will be overwritten when an ARN is provided!

Renewal  New

Date of last examination

Date of Birth

First Name

Surname

Required Reports

• ECG - Trace

Figure 3 Start Examination screen



Provided all mandatory questions have been completed, selecting the 'Start Exam' button will start the examination and autopopulate specific questions in the examination based on the answers provided in this screen.

If one or more mandatory questions have not been completed, selecting the Start Exam button will generate a list of error messages that prompt you to complete those questions.

Note that the Start Examination screen may be closed without actually starting the examination. To close the screen without starting the examination, either select the 'Close' link in the title bar, press Esc on the keyboard or select the Cancel button at the bottom of the screen. Scenarios in which this screen can be useful without actually starting the examination include the scenario in which the Applicant calls the practice and books the appointment – in this case the Start Examination screen can be useful for informing the Applicant of the specialist reports that they should bring to the examination.

The questions and functions in the Start Examination screen are as follows:

| Number | Question                | Description  |
|--------|-------------------------|--|
| 1      | Examination Type        | This question acts as a selector for the type of examination. The possible responses are 'Medical' or 'Ophthalmic'. Depending on your role, the Examination Type may be preselected and not editable.  |
| 2      | Class                   | This question acts as a selector for the class or classes of medical that the Applicant is seeking. Note that if the Examination type is 'Ophthalmic', the class question will not appear.   |
| 3      | Date of Examination     | Date of examination - when the cursor is placed in this field, a graphical date selector pops up, allowing a date to be selected.  |
| 4      | Do you have an ARN?     | This question acts as a selector for whether the Applicant has an ARN available at the time this screen is completed. If you answer No to this question, a warning message will appear, stating that some manually entered information will be overwritten when an ARN is provided. An examination may be started without an ARN, but an ARN must be provided before the examination can be submitted to CASA. If you answer Yes to this question, a search box for ARN appears, as described below. |
| 5      | ARN                     | If the previous question (Do you have an ARN?) is answered Yes, this question allows the ARN to be entered. If the previous question (Do you have an ARN?) is answered No, this question will not appear.  |
| 6      | Search button           | Selecting Search invokes a search for the specified ARN in the CASA back end.  |
| 7      | Renewal or New selector | This question allows you to specify whether the examination is a New (Initial) examination for a medical certificate or a Renewal examination for an existing  |

|    |   |  |
|----|---|--|
|    |   | <p>medical certificate.</p> <p>This question only appears if no ARN has been provided by the Applicant (Do you have an ARN? is entered No) and the Renewal option is selected.</p>   |
| 8  | Date of last examination                          | <p>This question allows you to specify the date of the previous examination, in the case of a Renewal examination when no ARN has been provided.</p> <p>This question only appears if no ARN has been provided by the Applicant (Do you have an ARN? is entered No).</p> |
| 9  | Date of Birth                                     | <p>Applicant's Date of Birth.</p> <p>If an ARN is provided and is found successfully in the CASA database, the date of birth will be autopopulated and read only.</p>  |
| 10 | First Name  | <p>Applicant's First Name.</p> <p>If an ARN is provided and is found successfully in the CASA database, the Applicant's First Name will be autopopulated and read only.</p>  |
| 11 | Surname   | <p>Applicant's Surname.</p> <p>If an ARN is provided and is found successfully in the CASA database, the Applicant's Surname will be autopopulated and read only.</p>  |
| 12 | Generate button (next to required Reports button) | <p>Selecting the 'Generate' button generates the list of required reports based on the Class and Age of the Applicant and whether the examination was for a New medical certificate or Renewal of a medical certificate.</p>   |
| 13 | Start Exam  | <p>Selecting the 'Start Exam' button creates the examination and autopopulates the examination based on the information entered in this screen.</p> <p>After this button is selected, the examination is opened at the General -&gt; Examination screen.</p>             |
| 14 | Cancel  | <p>Selecting the Cancel option closes the Start Examination window and returns you to the home page screen.</p>  |

## 5. Opening an existing examination

To open an existing examination, perform the following:

1. Navigate to the Home page; and
2. Select the row corresponding to the desired examination. The entire space within each row acts as a hyperlink.

Note: a row becomes highlighted when hovered over. In the diagram below, the second examination in the list is hovered over and therefore highlighted.



Figure 4 Opening an existing examination

Note that to open an existing examination, the following conditions must be met:

- The examination must have a status of 'In Progress'.
- If you are a DAME, the examination must not be assigned to another DAME
- If you are a DAO, the examination must not be assigned to another DAO

Note that if you are a DAME Nurse or DAME Receptionist, you can open an examination even if the examination is assigned to a DAME.

Note that if you are a DAME or DAO and you open an examination, the examination becomes assigned to you. From then onwards, no other DAME or DAO can open that examination. If you are a DAME Nurse or Receptionist, opening an examination will not cause the examination to be assigned at all.

When you open an examination, the system will open the examination at the initial screen – the Examination sub tab of the General tab. Details of the structure of the examination, including tab structure and navigation, are covered in the chapter 6 Completing an examination.



**Figure 5 Initial examination screen presented after opening an examination**

Note that if you are a DAME Receptionist or DAME Nurse, you will not have access to the entire medical examination. You will instead have access to limited sections of the examination that are relevant to your role.

When you open the examination, you are able to edit the examination and complete all actions within the examination that are available to your role.

Details of the examination completion and submission are covered in the following chapters.

## 6. Completing an examination

Once an examination of either type (Medical or Ophthalmic) is started or opened, the Examination subsection of the General tab will be displayed. Note that for an Ophthalmic examination, the sections and questions of the examination will be different.



Figure 6 Initial screen presented after starting or opening an examination

Each examination screen includes the following elements:

| Number | Feature                          | Description   |
|--------|----------------------------------|---|
| 1      | Login details                    | Displays the following login details: <ul style="list-style-type: none"> <li>Your Username (as captured during login)</li> <li>Roles – each of your system roles is displayed</li> </ul>  |
| 2      | Change Password and Logout links | <ul style="list-style-type: none"> <li>The 'Change Password' link displays the Change Password screen, which allows you to change your password at any time. Refer to chapter 13 Changing your password.</li> <li>The 'Log Out' link ends your MRS Online session and returns you to the home page. Refer to chapter 14 Logging out.</li> </ul> |
| 3      | Top level tabs                   | The top level tabs represent the main sections of the examination.<br>Each top level tab, with the exception of the Submission tab, contains one or more left hand sub tabs, which represent subsections of the examination.<br>Clicking on a top level tab will result in navigation to the corresponding section of the examination.          |
| 4      | Left hand navigation tabs        | The left hand navigation tabs represent the subsections of each section of the examination.<br>The left hand navigation tabs vary according to the top  |

|   |                       |   |
|---|-----------------------|---|
|   |                       | level tabs selected.<br>Clicking on a left hand navigation tab will result in navigation to the corresponding subsection of the examination.  |
| 5 | Save button           | The Save button saves the examination in its present state to the server that hosts MRS Online.<br>It should be noted that the examination is automatically saved upon navigation to a different examination screen.  |
| 6 | Attachments button    | The Attachments button opens a screen allowing you to upload attachments that are associated with the examination. For example, you can use this function to upload an electronic copy of the ECG for an Applicant. For more information about uploading Attachments, refer to chapter 7 Uploading attachments. |
| 7 | Exit button           | The Exit button discards any changes made since the examination was last saved and returns you to the home page.<br>Note that the examination can be reopened by selecting the examination from the list of examinations.   |
| 8 | Prev and Next buttons | The Prev and Next buttons navigate to the previous and next subsections in the examination, respectively.   |
| 9 | Examination body      | The examination body contains, for each question in the selected subsection, the following features: <ul style="list-style-type: none"> <li>• Tool tip help</li> <li>• Question text</li> <li>• Question response</li> </ul> <p>Details of these features are contained in the next sections.</p>               |

|  |   |
|--|---|
| <p>? Certificates Applied For</p> <p>? Class 1 subtype</p> <p>? Class 2 subtype</p> <p>? Class 3 subtype</p> | <p>Class1, Class2, Class3</p> <p><input type="checkbox"/> Airline Transport Pilot</p> <p><input checked="" type="checkbox"/> Commercial Pilots</p> <p><input checked="" type="checkbox"/> Flight Engineer/Navigator</p> <p><input type="checkbox"/> Student Pilot</p> <p><input type="checkbox"/> Private Pilot</p> <p><input type="checkbox"/> Other</p> <p><input type="checkbox"/> Air Traffic Control Officer</p> <p><input checked="" type="checkbox"/> Flight Service Officer</p> |
| ? Medical ID   | 42246405-6efc-4237-b8df-883bc6af83b6  |
| ? Examination Initiation Date  | 23/02/2009  |
| ? Examination Submission Date  |   |
| ? Examination Type   | Aviation Medical  |

Figure 7 The Examination body area

## 6.1 Completing each question type

The examination contains the following question types:

### 6.1.1 Free text questions

Free text questions require a response in text form. MRS Online will accept any text response in the text box, provided that some response is given. MRS Online will produce a validation error if the text box is left blank.

|         |                 |
|---------|-----------------|
| ? Email | abc@hotmail.com |
|---------|-----------------|

Figure 8 Example of a free text question

### 6.1.2 Read only questions

Read only questions are questions in which the answers are predetermined and not able to be edited.

The diagram below contains examples of read only questions.

|                               |                                      |
|-------------------------------|--------------------------------------|
| ? Medical ID                  | 42246405-6efc-4237-b8df-883bc6af83b6 |
| ? Examination Initiation Date | 23/02/2009                           |

Figure 9 Examples of read only questions

### 6.1.3 Autocalculated questions

Autocalculated questions are questions that are automatically calculated based on answers to other questions. These questions are not able to be edited directly, but will automatically be recalculated and redisplayed when other questions are edited.

The diagram below displays an example of an autocalculated question, BMI, which is autocalculated based on the height and weight of the applicant.

The screenshot shows a form with three rows. The first row is 'State the applicant's height (to nearest cm)' with a text input field containing '190'. The second row is 'State the applicant's weight (to nearest kg)' with a text input field containing '100'. The third row is 'BMI' with a text input field containing '27.7'. Each row has a question mark icon to its left.

Figure 10 Example of an autocalculated question

### 6.1.4 Questions with radio buttons for selection

Questions with radio buttons require exactly one option to be selected. It is not possible to select more than one option. To select an option, click the radio button for the desired option. You can also use the arrow keys on your keyboard to cycle through the available options.

The screenshot shows three columns of radio button questions. Each column has a question mark icon and the text 'UNCORRECTED:'. The first column is 'RIGHT EYE', the second is 'LEFT EYE', and the third is 'BINOCULAR'. Each column has a list of options: 6/5, 6/6, 6/7.5, 6/9, 6/12, 6/18, 6/24, 6/36, and 6/60. The 6/9 option is selected in each column.

Figure 11 Examples of questions with radio buttons for selection

Many questions in MRS Online are radio button questions with 'Yes' and 'No' options that cause a free text question to appear if the answer 'Yes' is selected.

The screenshot shows a question: 'Have you sustained any major injury to bone, tendon, ligament or muscle?'. There are two radio buttons: 'Yes' (selected) and 'No'. Below the question is a text input field with the text 'Broke a right arm'. The text input field has a 'Please provide details:' label above it.

Figure 12 Example of a Yes No radio button requesting details if Yes is selected

### 6.1.5 Questions with checkboxes for selection

Questions with checkboxes allow one or many options to be selected. To select an option, click the checkbox for the desired option. You can also navigate between options using the keyboard by selecting the Tab key to move to the next option or selecting Shift-Tab to move to the previous option.



|  |  |
|--|--|
| <input type="checkbox"/> Class 1 subtype | <input type="checkbox"/> Airline Transport Pilot<br><input checked="" type="checkbox"/> Commercial Pilots<br><input checked="" type="checkbox"/> Flight Engineer/Navigator |
| <input type="checkbox"/> Class 2 subtype | <input checked="" type="checkbox"/> Student Pilot<br><input type="checkbox"/> Private Pilot<br><input type="checkbox"/> Other  |
| <input type="checkbox"/> Class 3 subtype | <input type="checkbox"/> Air Traffic Control Officer<br><input checked="" type="checkbox"/> Flight Service Officer   |

Figure 13 Examples of questions with checkboxes for selection

## 6.2 Navigating within the examination

You can navigate between examination sections and subsections in any of the following ways:

1. Select a top level tab to navigate to the corresponding section of the examination.
2. Select a left hand navigation tab to navigate to the corresponding subsection with a section.
3. Select the 'Prev' and 'Next' buttons to navigate to the previous and next subsections within the examination. However, note the following:
  - a. If the currently selected subsection is the first subsection within a section, you will navigate to the last subsection of the previous section.
  - b. The 'Prev' button will not appear in the first subsection of the examination (since there is no previous subsection in this case)
  - c. If the currently selected subsection is the last subsection within a section, you will navigate to the first subsection of the next section.
  - d. The 'Next' button will not appear in the Submission screen of the examination (since there is no next subsection in this case)

## 6.3 Validation

MRS Online performs validation in two ways:

### 6.3.1 Inline validation

Inline validation performs two types of immediate checks to determine the validity of the response. In each case, MRS Online will not allow navigation away from the screen producing the inline validation error until the error is corrected.

1. Answer range validation  
This type of validation is applied to questions requiring integer and decimal responses. The validation checks that the question response is within an acceptable range.

The diagram below displays an example of this type of inline validation.

|   |                                  |
|---|----------------------------------|
| <input type="text"/> State the applicant's height in metres (to nearest cm) | <input type="text"/>             |
| <input type="text"/> State the applicant's weight (to nearest kg)           | <input type="text" value="250"/> |
| Please enter a value within the range (20 and 200)                          |                                  |

Figure 14 Example of inline range validation

2. Answer format validation

This type of validation is applied to questions requiring integer and decimal responses. The validation checks that the question response is of the appropriate format.

The diagram below displays an example of this type of inline validation.

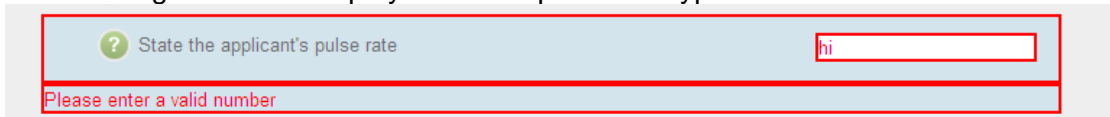


Figure 15 Example of inline format validation

### 6.3.2 Overall validation

When the Submission screen of the examination is loaded, MRS Online will perform a validation of the examination to ensure that no questions have been unanswered.

If there are validation errors, MRS Online will display a list of validation errors and the 'Submit' button will be unavailable.

The following diagram presents an example of the validation messages.

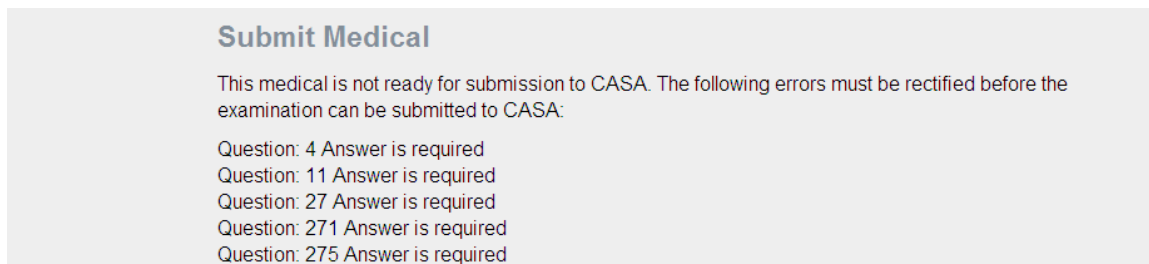


Figure 16 Example of validation on submission screen

### 6.4 Identifying which sections are complete

As you complete sections of the examination, MRS Online will display visual cues to indicate that those sections are completed. These visual cues are displayed after navigation or after a manual save operation in the examination.

If all subsections within a section are complete, the top level tab will have a 'completed' indicator below the tab title.

If all questions within a subsection have been completed, a green tick will appear to the right of the left hand navigation title.

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CASA Online Medical Records System

Logged in as: dame1 (DAME)  
Change Password | Log Out  
[Release\_20090211.1]

General | Aviation | History | Clinical Measurement | Vision | Hearing | Doctor COMPLETED | Examination | Submission COMPLETED

Examination

DAME Details ✓  
Applicant Details  
Certificate Details ✓

Save Attachments Exit Next

|                             |                                      |
|-----------------------------|--------------------------------------|
| Certificates Applied For    | Class1, Class2                       |
| Medical ID                  | 2a014e01-af3c-4b25-b1a2-2251424b26c0 |
| Examination Initiation Date | 12/02/2009                           |
| Examination Submission Date |                                      |
| Examination Type            | Aviation Medical                     |

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Figure 17 Example of Examination screen displaying indicators for section completeness

## 7. Uploading attachments

MRS Online allows all user roles to upload attachments associated with an examination.

To upload attachments, open the Attachment Upload screen, which is available in the toolbar of each examination screen.

The screenshot shows the 'Attachment Upload' interface. The top part, titled 'Attachment Upload', lists outstanding reports: Audiology Report, Ophthalmology report, ECG - Trace, LIPIDS Report, and Glucose Results. Below this list, it states 'No reports have been uploaded.' The bottom part, titled 'Upload report', contains a 'File Type' dropdown menu set to 'Allied Health Report', a checkbox for 'Yes, this file has been signed by the DAME', a 'File' input field with a 'Browse...' button, and two buttons at the bottom: 'Upload' and 'Close'.

Figure 18 Example of Attachment Upload screen

To upload an attachment, perform the following steps:

1. Select the 'Attachments' button, which is available on the toolbar of each examination screen.
2. Select the File Type from the File Type selection dropdown menu:

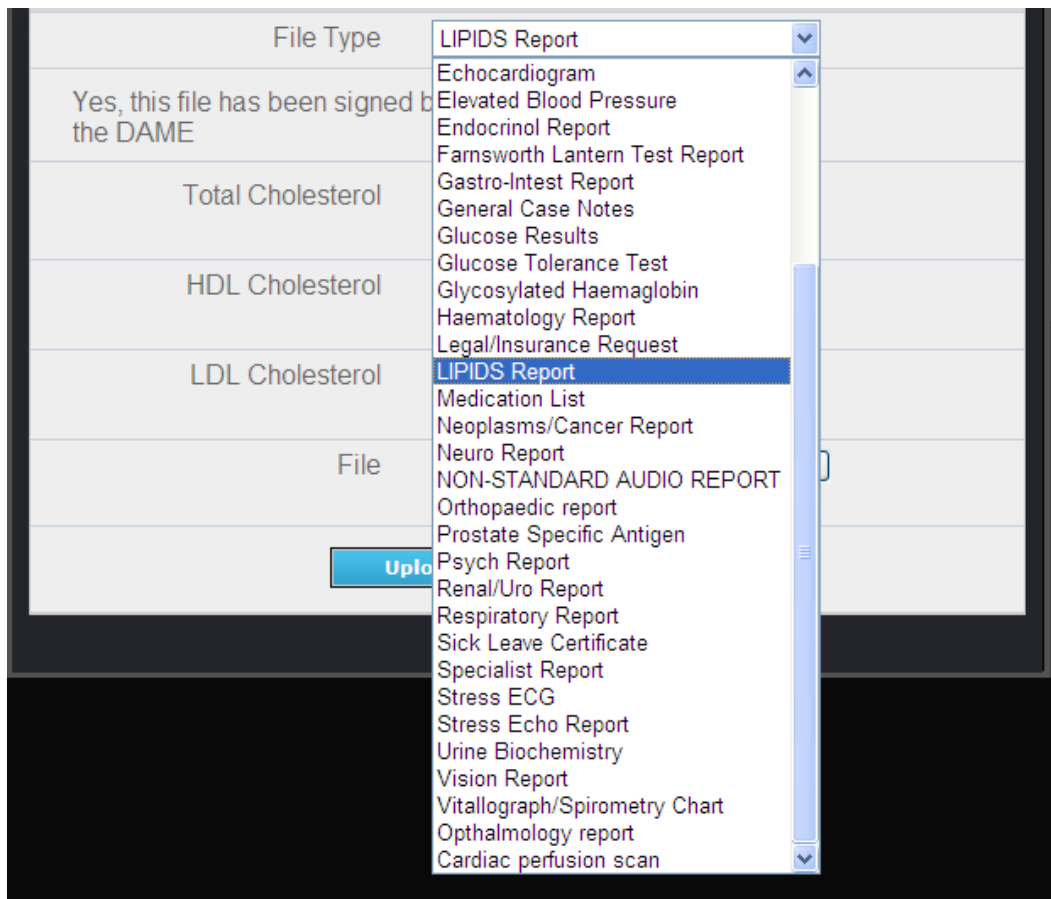


Figure 19 File type selection dropdown

3. Provide any required information about the attachment on the Attachment Upload screen. Note: some attachments, such as the LIPIDS Report, require extra information to be completed at the time of upload.

| Upload report   |                               |
|---|-------------------------------|
| File Type   | LIPIDS Report                 |
| Yes, this file has been signed by <input type="checkbox"/> the DAME |                               |
| Total Cholesterol   | <input type="text"/> Required |
| HDL Cholesterol   | <input type="text"/> Required |
| LDL Cholesterol   | <input type="text"/> Required |

Figure 20 Example of File type requiring additional information

4. Click the Browse button next to the File selector

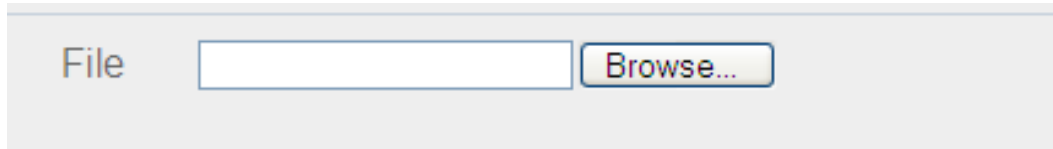


Figure 21 Browse button for file selection

5. Select the file to upload using the Windows Explorer functionality and select 'Open' (or double click the file)
6. Select the Upload button.

The file will then appear in the list of reports that have been uploaded.

| Attachment Upload                         |   |             |           |                      |            |
|---|---|-------------|-----------|----------------------|------------|
| The following reports are outstanding:    | <ul style="list-style-type: none"> <li>- Audiology Report</li> <li>- Ophthalmology report</li> <li>- ECG - Trace</li> <li>- LIPIDS Report</li> <li>- Glucose Results</li> </ul> |             |           |                      |            |
| The following reports have been uploaded: | <table border="1"> <thead> <tr> <th>Report Type</th> <th>File Name</th> </tr> </thead> <tbody> <tr> <td>Allied Health Report</td> <td>Sunset.jpg</td> </tr> </tbody> </table>   | Report Type | File Name | Allied Health Report | Sunset.jpg |
| Report Type                               | File Name   |             |           |                      |            |
| Allied Health Report                      | Sunset.jpg  |             |           |                      |            |

Figure 22 Outstanding reports and Upload reports sections of Attachment Upload screen

If the file type of the uploaded file was previously listed in the outstanding reports list, it will be now removed from this list. The following sections contain more information about the outstanding reports list and other sections of the Attachment Upload screen.

## 7.1 Sections of the Attachment Upload screen

The Attachment Upload screen is divided into the following sections:

### 7.1.1 List of outstanding reports

The list of outstanding reports contains the required reports associated with the examination for which no files of that type have been uploaded.

### 7.1.2 List of uploaded reports

The list of uploaded reports contains the report type and filename of all reports that have been uploaded.

## 8. Submitting an examination

The submission of an examination will electronically submit the entire examination and any attachments uploaded during the completion of the examination to CASA.

To perform submission of the examination and attachments, perform the following tasks:

1. Select the 'Submission' tab
2. Complete each of the Declaration checks (each check must be ticked)
3. Select the 'Submit' button.

Figure 23 Submission screen

The Submission screen contains the following components:

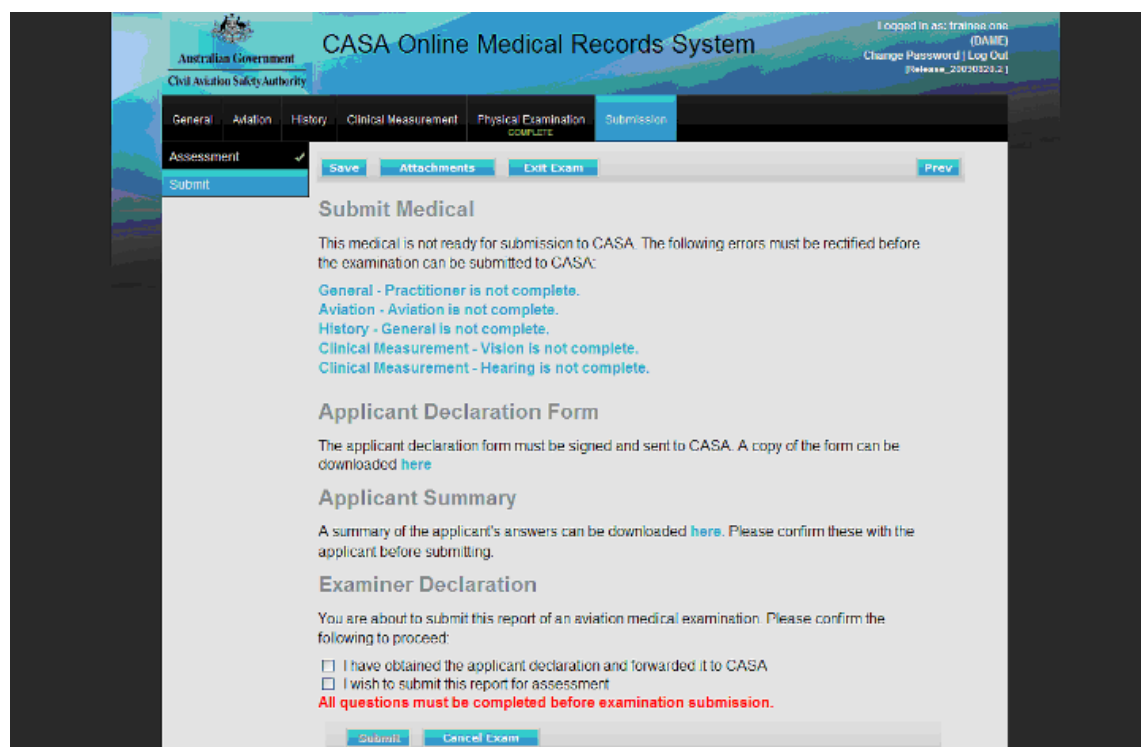
| Number | Feature                | Description  |
|--------|------------------------|--|
| 1      | Validation section     | The validation section will only appear if there are validation errors with the examination at the time the Submission screen is loaded.<br><br>The 'Submit' button will be unavailable if validation errors are detected. |
| 2      | Applicant Summary link | MRS Online provides a link to an Applicant Summary of the examination. This is a summary of the History section of the examination, including all questions and  |

|   |  |   |
|---|--|---|
|   |  | <p>responses. It also includes the Applicant Name, ARN and the date of examination.</p> <p>For information about printing and saving PDF documents, please refer to chapter 11.</p>   |
| 3 | Link to autopopulated Declaration form and blank Declaration forms | <p>MRS Online provides links to a Declaration form in PDF format that is autopopulated with DAME and Applicant details. The Declaration form needs to be signed and sent to CASA.</p> <p>MRS Online also provides a link to a blank Declaration form.</p> <p>For information about printing and saving PDF documents, please refer to chapter 11.</p> |
| 4 | Declaration checks   | MRS Online provides a set of Declaration checkboxes that need to be ticked before the Submit button becomes available to be selected.   |
| 5 | Submit button  | <p>The Submit button invokes the attempt to submit the examination to CASA.</p> <p>After the Submit button is selected, MRS Online presents the Submission Confirmation screen, described in the next chapter.</p>  |
| 6 | Cancel examination button  | This button allows you to cancel an examination and mark it for deletion. For detailed information about this function, refer to chapter 10 'Cancelling an Examination'.  |



## 9. The Submission Confirmation screen

The Submission Confirmation screen appears following the submission attempt from the Submission screen.



The Submission Confirmation screen contains the following:

| Number | Feature                                   | Description   |
|--------|---|---|
| 1      | Status message                            | Describes the outcome of the submission attempt.<br><br>If the examination was submitted successfully, the message will be:<br>'The examination was submitted to CASA successfully.'  |
| 2      | Link to autopopulated Payment Form        | MRS Online provides a link to an autopopulated Payment form in PDF format. This form needs to be completed printed and given to the Applicant.<br><br>Note: MRS Online does not provide any capability to process or support payment for the examination.<br><br>For information about printing and saving PDF documents, please refer to chapter 11. |
| 3      | Link to autopopulated Examination Summary | MRS Online provides a link to an autopopulated Examination Summary in PDF format.<br><br>It is recommended that this summary should either be printed and stored on the Applicant's file or saved to your local computer.   |

|   |                           |   |
|---|---------------------------|---|
|   |                           | For information about printing and saving PDF documents, please refer to chapter 11.  |
| 4 | Submit button             | The Submit button invokes the attempt to submit the examination to CASA.<br><br>After the Submit button is selected, MRS Online presents the Submission Confirmation screen, described in the next chapter. |
| 6 | Cancel examination button | This button allows you to cancel an examination and mark it for deletion. For detailed information about this function, refer to chapter 10 'Cancelling an Examination'.                                    |

## 10. Viewing summary information for submitted examinations

Basic information about submitted examinations, along with the autopopulated Payment and Declaration forms, are available in the Examination Summary screen. However, submitted examinations are not able to be opened or edited.

To view the Examination Summary screen for a submitted examination, simply select the submitted examination from the list in the home page.

For information about printing and saving PDF documents, please refer to chapter 11.

Australian Government  
Civil Aviation Safety Authority

CASA Online Medical Records System

Logged in as: trainee one (DAME)  
Change Password | Log Out  
[Release\_20090820.2]

Exit Exam Attachments

### Examination Summary

**Examination Transcript Number**  
3478db36-96bd-4f52-8e2b-c7f99acfdcde

**Status**  
MedicationUpdated

**Class**  
Class1, Class2

**Applicant ARN**  
000444

**Applicant Name**  
Robert HARRIS

**Examination Date**  
2/02/2010

**Stamp**  
T010

**Examiner ARN**  
999010

**Examiner Name**  
Trainee one

**Submission Date**  
2/02/2010 11:23:29 AM

**Submitted By**  
trainee one

**Examination Type**  
Aviation Medical

Exit Exam

### Documents

- Examiner Summary
- Applicant Declaration
- Applicant Summary

Security & Privacy • CASA Industry Complaints Commissioner • Contact CASA • Aviation Medicine Contacts

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Figure 24 Examination Summary screen

## 11. Opening, saving and printing PDF documents

MRS Online generates PDF documents during the process of completing and submitting the examinations.

PDF documents are able to be easily printed and saved to any location, though they are not able to be edited.

To open and view a PDF document, simply click the link associated with the PDF document. The document will pop up in a separate window to MRS Online.

To print a PDF document, perform one of the following:

1. Open the PDF document.
2. Select the Print option from the File menu
3. Complete the Print dialog box and select the Print option

Or

1. Right click the link to the PDF document
2. Select the Print Target option from the menu that appears
3. Complete the Print dialog box and select the Print button

To save a PDF document, perform the following:

1. Open the PDF document.
2. Select the Save As option from the File menu
3. Complete the Save As dialog box and select the Save button

Or

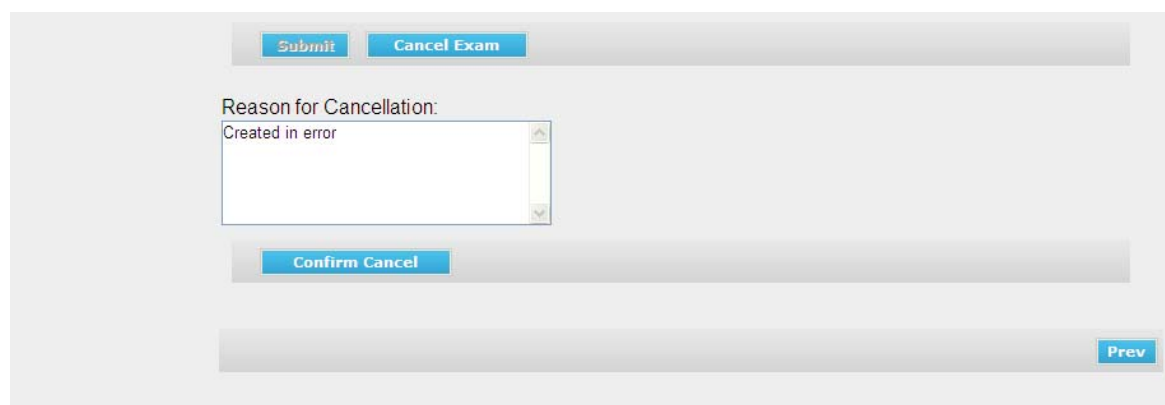
1. Right click the link to the PDF document
2. Select the 'Save Target As' option from the menu that appears
3. Complete the 'Save As' dialog box and select the Save button

## 12. Cancelling an examination

MRS Online provides a function to cancel an examination with a status of 'In Progress', so that it is marked for deletion according to CASA data retention policy. This function is only available to DAME and DAO users. Once an examination is cancelled, it will no longer be able to visible to any MRS Online user, including the user that performed the cancel function.

To perform the cancel examination function, perform the following steps:

1. Navigate to the submission tab of the examination
2. Select the 'Cancel Examination' button at the bottom of the screen.
3. Provide a reason for cancelling the examination. This information is mandatory; the operation cannot proceed without this information.
4. Select the 'Confirm Cancel' button



The screenshot displays the 'Cancel Exam' interface. At the top, there are two buttons: 'Submit' and 'Cancel Exam'. Below these, the text 'Reason for Cancellation:' is followed by a text input field containing the text 'Created in error'. At the bottom of the form, there is a 'Confirm Cancel' button and a 'Prev' button.

Figure 25 Interface for Cancelling an examination within the Submission screen

## 13. Changing your password

MRS Online provided you with the ability to change your password at any time. To change your password, perform the following steps:

1. Select the 'Change Password' link that is provided in every MRS Online screen
  2. Enter your existing password in the 'Password' field
  3. Enter your new password in the 'New Password' field
  4. Enter your new password in the 'Confirm New Password' field
  5. Select the 'Change Password' button.
- Note: the Cancel button can be used to cancel the Change Password operation. However, if your current password has expired, the Cancel button will not be available.



Figure 26 Change password screen

Password complexity requirements are the following:

Password length must be 7 or more characters.

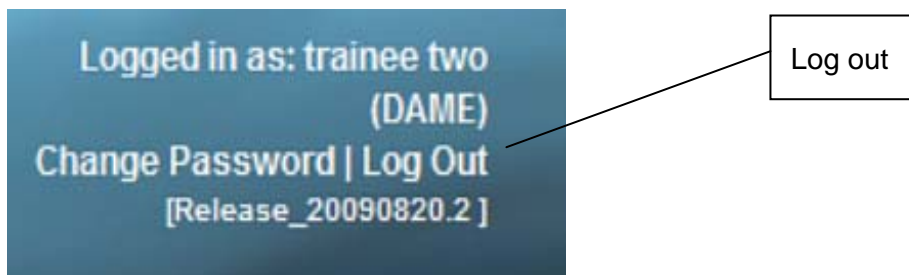
Three of the following character types must be used:

- Lower case letters
- Upper case letters
- Numbers
- Symbols

## 14. Logging out

To log out from MRS Online, select the 'Log out' link that is located in the top right of all MRS Online screens.

This function will end your session in MRS Online and redirect you to the login screen. It should be noted that the log out function will not perform any automatic saving of an examination, so if you are editing an examination at the time, it is important that you save the examination before selecting the log out function.



## 15. Help content

MRS Online provides tool tip help to assist you to complete the examination.

To access tool tip help, simply hover over the green question mark icon that is present for each examination question. The help content is specific to the selected question and continues to appear as long as the mouse is hovered over the question mark icon.



Figure 27 Example of tool tip help content



Some tool tip help icons link act as hyperlinks to more detailed help content. To access these hyperlinks, simply click the question mark icon as for any other hyperlink. The tool tip help content identifies indicates whether a hyperlink is present, and if so, the description and URL of the link.