



We have spoken to your colleagues who have already had a chance to work with CanAMS, and here are some of their valuable suggestions:

1. Get started early and work on the document in stages. This is a marathon, not a sprint.
2. Only one person at a time should edit the same section within an Instrument. Otherwise, you may accidentally overwrite each other's work.
3. Some users have suggested copying and pasting the Instrument content into a Word document and uploading it to a shared OneDrive folder. This allows for a better collaborative experience and more effective history and tracking of changes to the draft document. The team can then cut and paste their verified responses into the Instrument once they are done.
4. The wording of questions does not directly match the underlying indicators. While creating your narrative response, keep the standards/indicators you are addressing in mind and make sure you touch on each one. By doing this you will be making it easier for the reviewer.
5. Use full names and avoid acronyms as much as possible in your narrative answers. The less time wasted by reviewers looking things up, the better.
6. When providing lists of available resources (e.g., Resident Wellness, Career Counselling) include a selection of the most relevant resources (not everything you can think of), organize with sub-headings where possible (e.g., Local, National). Consider using hyperlinks, but ensure all links are active and go to the correct location.
7. Include evidence when stating that you have implemented a successful change, etc. Ensure the reviewers have data/evidence to prove that what you did worked or was worthwhile.
8. Be judicious in the uploading of documents. Be sure they relate to your answers, the indicators, and provide evidence to support the statements in CanAMS. More is not always better.



9. When saving documents, be sure to use clear, logical naming conventions that match what is being requested and are easy for the reviewer to sort through (e.g., TOR CC, TOR RPC, etc.).
10. Deleting a document from CanAMS is not intuitive and may lead to confusion. You will not see a 'Delete' button under the file, but you must instead click 'Change'. At this stage, the document is no longer attached to the element, but still exists in document storage.
11. Make sure you proofread for internal consistency, writing style, and details. This should read as a coherent narrative and not a copy-paste.