



How to become a DART Administrator (Direct Appointment Request Tool)

What is a DART administrator?

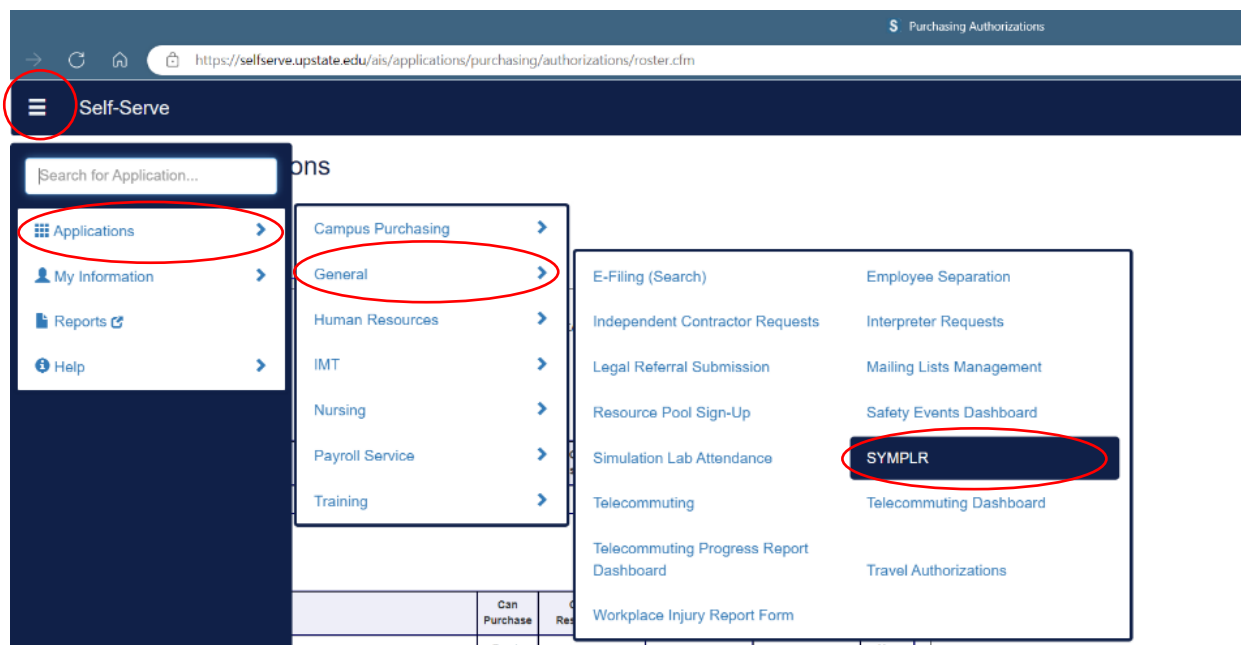
- A DART administrator is an Upstate staff member who is listed in the symplr vendor credentialing system for vendors to submit appointment requests to.

Why become a DART administrator?

- As a DART administrator, staff receive appointment requests from vendors in their Upstate E-mail inbox.
- DART administrators have the ability to accept or decline appointment requests depending whether they work with their schedule. *** Staff member accepting an appointment must be working during vendor visit and responsible for the vendor while on site. ***
- DART gives hospital staff and vendors a convenient, time-saving tool to schedule and verify vendor appointments.
- Only vendors/ reps with approved appointments will be able to print a badge and enter our facility.


How to request to be a DART administrator:

1. Log into Self-Serve
2. Select the three lines/hamburger on the top left of the screen
3. Select Applications
4. General
5. Symplr



6. DART Administrator?: Select Yes. Name, Department, and E-mail Address will be prefilled.
7. Click Submit

Upstate SYMPLR

•  About SYMPLR and the DART tool [↗](#)

[Redacted] (Employee ID: [Redacted])

DART Administrator? NO YES


Information Provided to DART:

Name [Redacted]
Department [Redacted]
E-mail Address [Redacted]

Reset Submit

8. The user's information will be submitted to Hospital Purchasing and may take up to 1 week for the new DART Administrator to be added in the symplr system.
 - a. If a vendor informs you they are unable to find you in the system after 1 week, please follow up with Hospital Purchasing.

Upstate SYMPLR

•  About SYMPLR and the DART tool [↗](#)

[Redacted] (Employee ID: [Redacted])

Attention: Your update has been recorded. It may take up to one week for the information to be reflected in the SYMPLR kiosks.

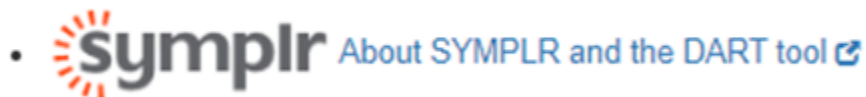
DART Administrator? NO YES

Information Provided to DART:

Name [Redacted]
Department [Redacted]
E-mail Address [Redacted]

Reset Submit

For additional information, click on the "About SYMPLR and the DART tool" in Self-Serve. This will direct the user to details of the DART Administrator role/responsibilities and a system overview.



Review the Vendor Access Policy (V-12) here → <https://upstate.ellucid.com/documents/view/1358>