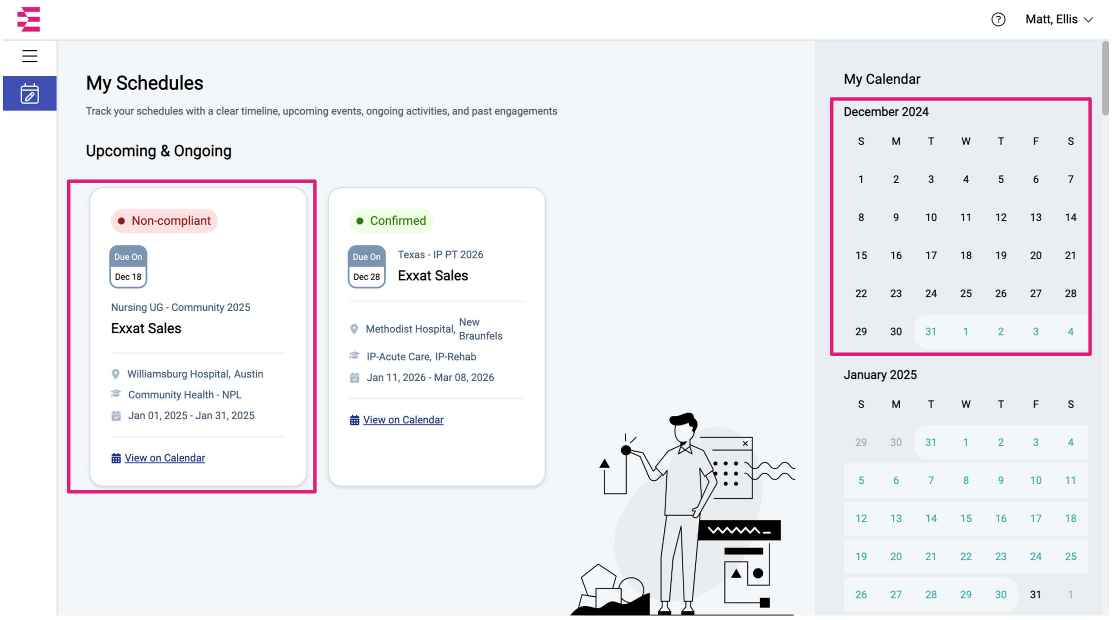
Overview

This is a detailed guide to help you navigate and utilize this platform for login process, student placement management, site onboarding requirements and communication capabilities.

It also comprises of event-based notifications which ensures you receive timely updates on key actions and changes related to your schedules and onboarding requirements. These alerts keep you informed, empowering you to take necessary steps to stay compliant and efficiently manage your clinical placements.

View Schedules and Complete Onboarding Requirements

1. Access all your confirmed schedules on the My Schedules screen.
2. Each schedule card displays essential details, including the site name, location, shift, due date, and schedule status at the top.
3. Use the Calendar view on the right to track the duration of each confirmed schedule.



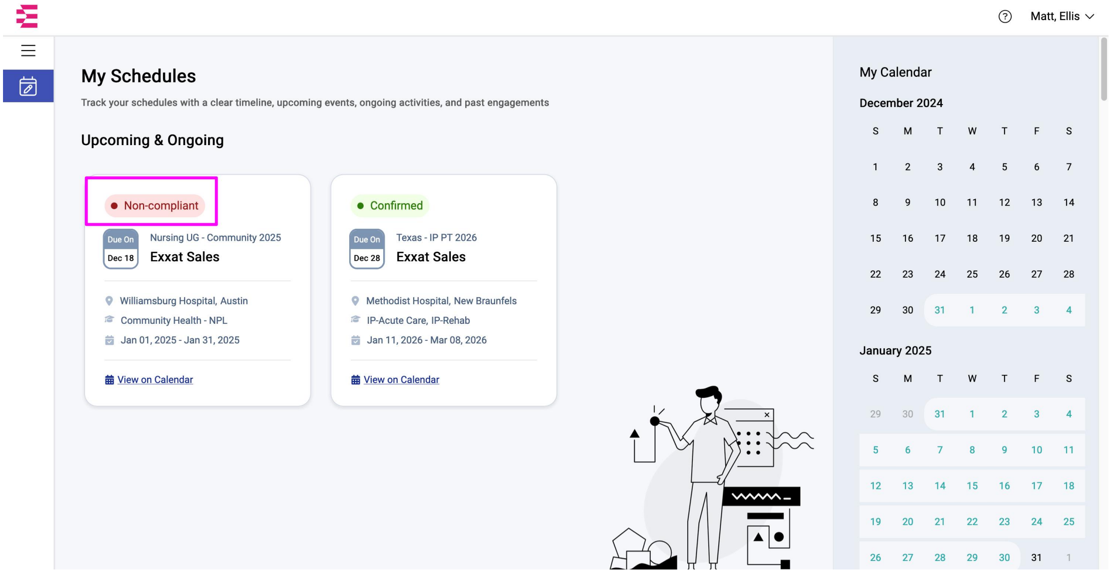
1. Onboarding Status Visibility

View your onboarding status for each schedule at the top of each schedule card on the **My Schedules** screen in Exxat One. The status indicates whether you are compliant or non-compliant with all requirements.

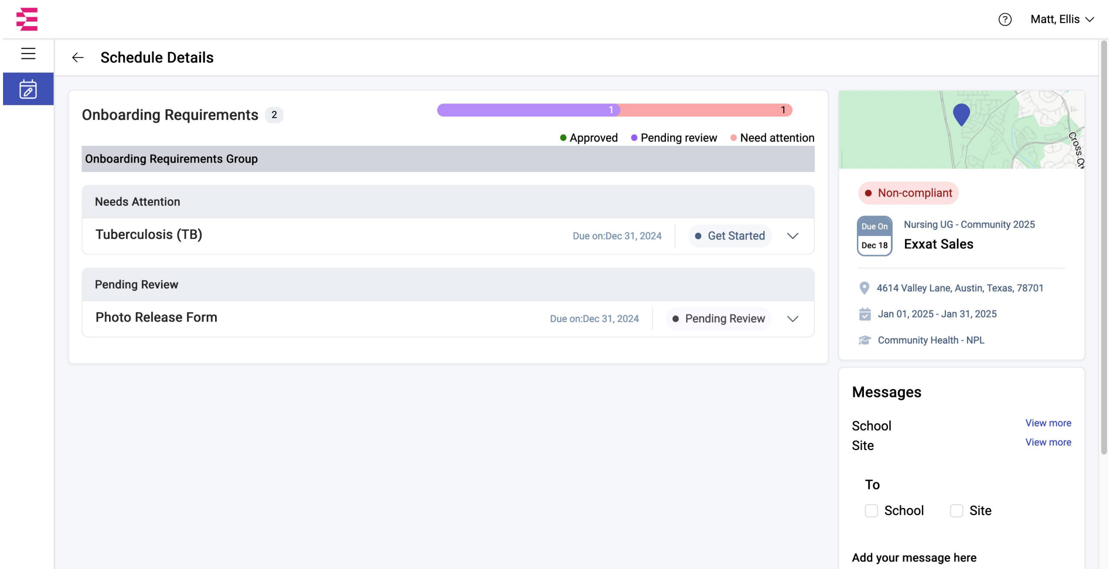
1. **Non-Compliant**: Displayed when some or all onboarding requirements are unfulfilled or pending approval.

   - A warning icon appears next to any requirement that requires action from you, indicating a **non-compliant** status.
   - If the status is **non-compliant** without a warning icon, it means the Onboarding Review Team is still reviewing the requirements.

2. **Compliant**: Displayed when all onboarding requirements have been fulfilled and approved.



You can also view a detailed list of onboarding requirements for each schedule, along with a progress bar at the top that shows status updates for all requirements, including **Need Attention**, **Pending Review**, and **Approved**.



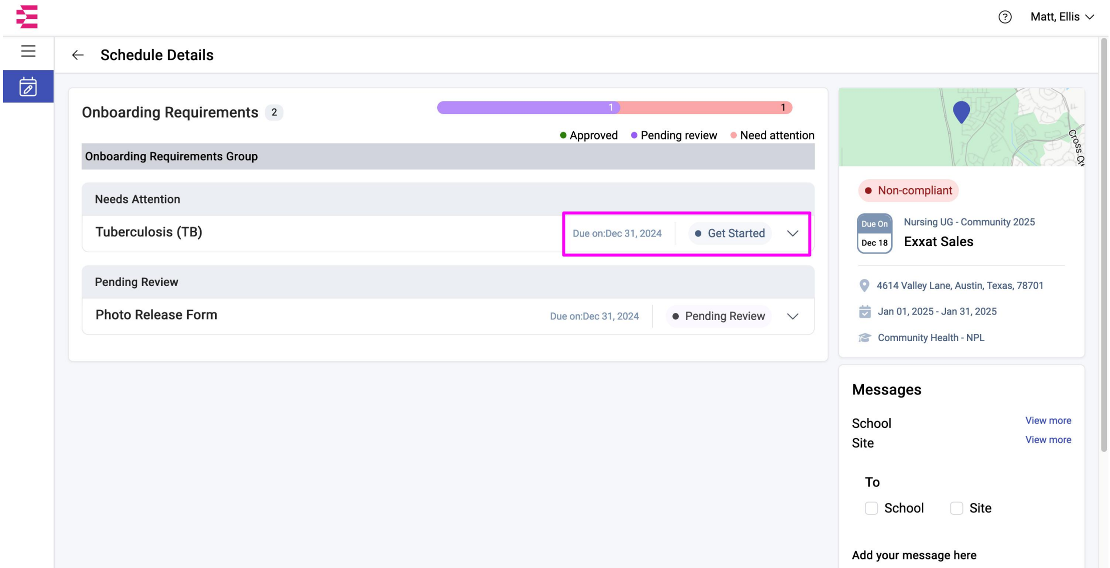
2. Viewing and Fulfilling Onboarding Requirements

1. **Access Schedule Details:** On the **My Schedules** screen, locate the due date for completing onboarding for each schedule, then click on the relevant confirmed schedule.
2. **Check Onboarding Requirements:** View the list of onboarding requirements for that schedule, along with their current statuses:

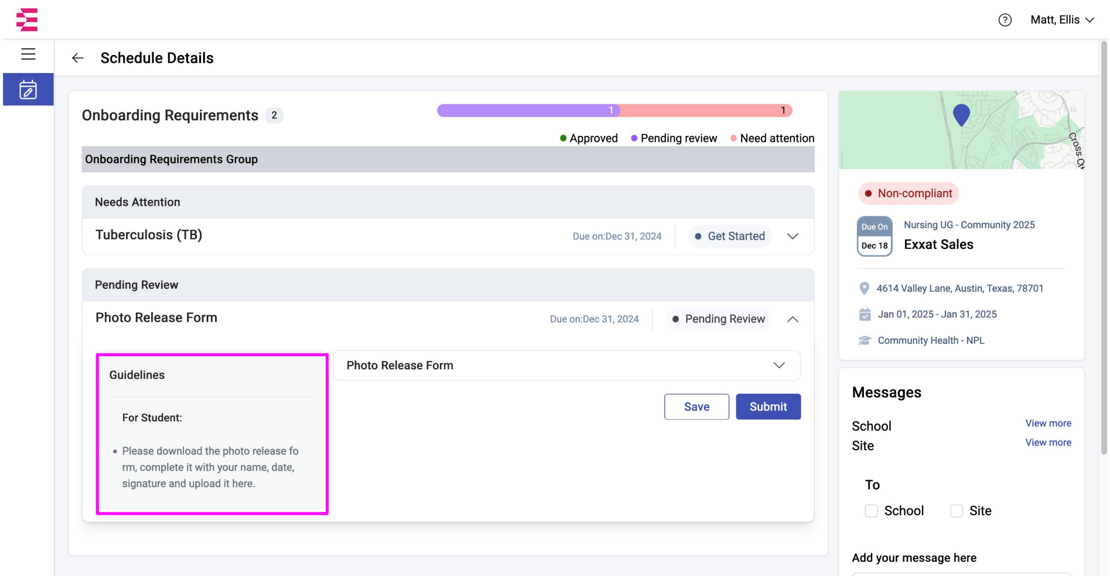
   - **Get Started:** Indicates you haven't begun completing the requirement and need to take action.
   - **Pending Review:** Shown when you've submitted the requirement, but it's awaiting review by the Onboarding Review Team.
   - **In Progress:** Indicates you've started filling in the requirement and saved it as a draft. You can return to complete and submit it.

- **Approved:** Displays once the requirement has been reviewed and approved.
- **Not Approved:** Displays if your submission has been reviewed but rejected.
- **Expired:** Indicates an approved certification or vaccination has passed its expiration date.

3. **Complete Requirements:** Click on each requirement to view guidelines and complete any necessary actions, such as filling out forms, uploading documents, or attesting to information.



4. **Track Status Updates:** Monitor real-time status changes as each requirement progresses through stages—from Get Started to Pending Review to Approved or Not Approved.



3. Refilling Expired or Unapproved Requirements

You can update any onboarding requirements that are marked as Expiring, Expired, or Not Approved to ensure compliance.

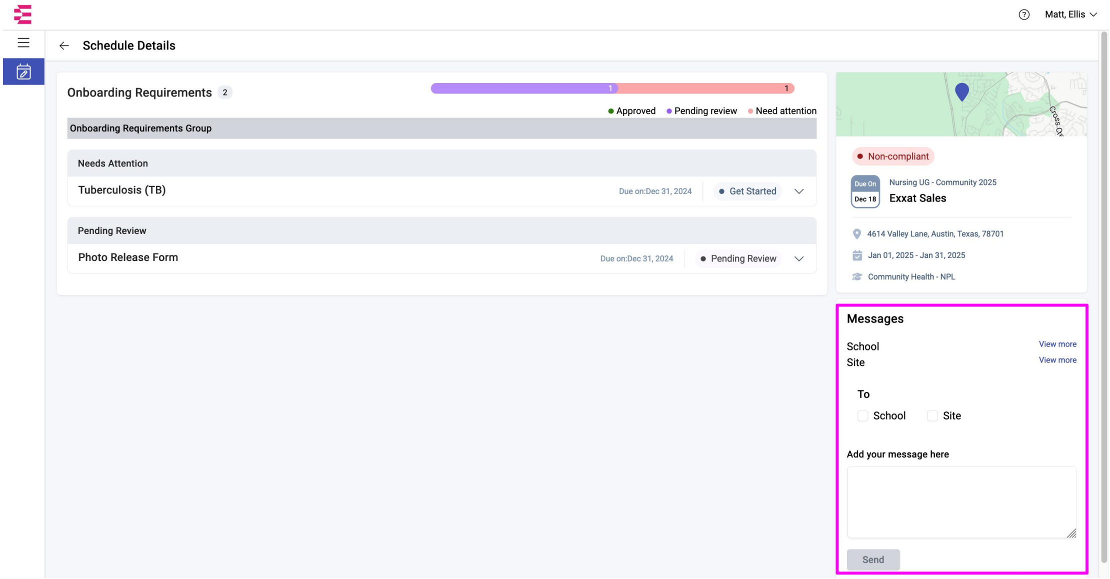
To refill requirements, follow these steps:

1. In the **Onboarding Requirements** section, locate any requirements labeled as **Expired**, **Expiring**, or **Not Approved**.

2. Click on the specific requirement to refill or update the necessary information.
3. Submit the updated requirement for review.

4. Sending messages to site and school

Enhanced communication capabilities are available to improve interaction between students, schools, and sites.

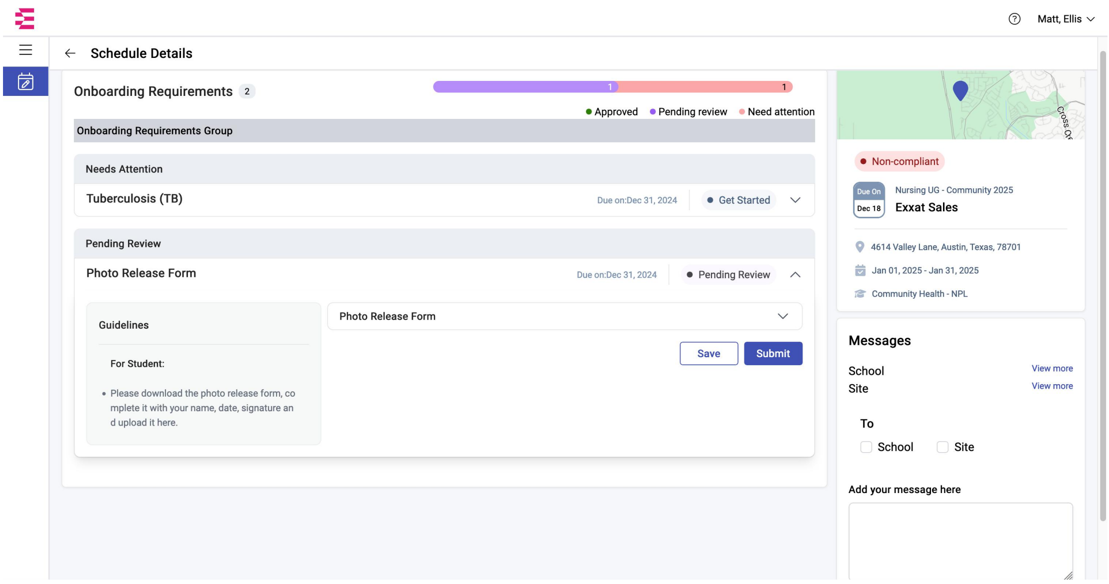


5. Student-to-Site and Student-to-School Messaging

You can send messages directly to sites and schools concerning your schedules and onboarding, facilitating better communication.

6. Sending messages to site and school on a schedule:

1. On the **My Schedules** screen, click on the desired schedule to view its onboarding requirements.
2. Locate the messaging section on the right side of the screen. Select the recipient by checking the box for **Site** or **School**.
3. Type your message in the text box.
4. Click **Send** to deliver your message



7. Receive messages from site and school:

You may receive messages from your site or school regarding your schedules and onboarding.

1. Click on the desired schedule card.
2. On the right side of the screen, locate the Messages section to view any messages from the site or school.
3. You can reply directly to the site or school from this section.

Event-Based Notifications for Students

Event-based notifications ensure you receive timely updates on key actions and changes related to your schedules and onboarding requirements. These alerts keep you informed, empowering you to take necessary steps to stay compliant and efficiently manage your clinical placements.

Trigger Events for Student Notifications

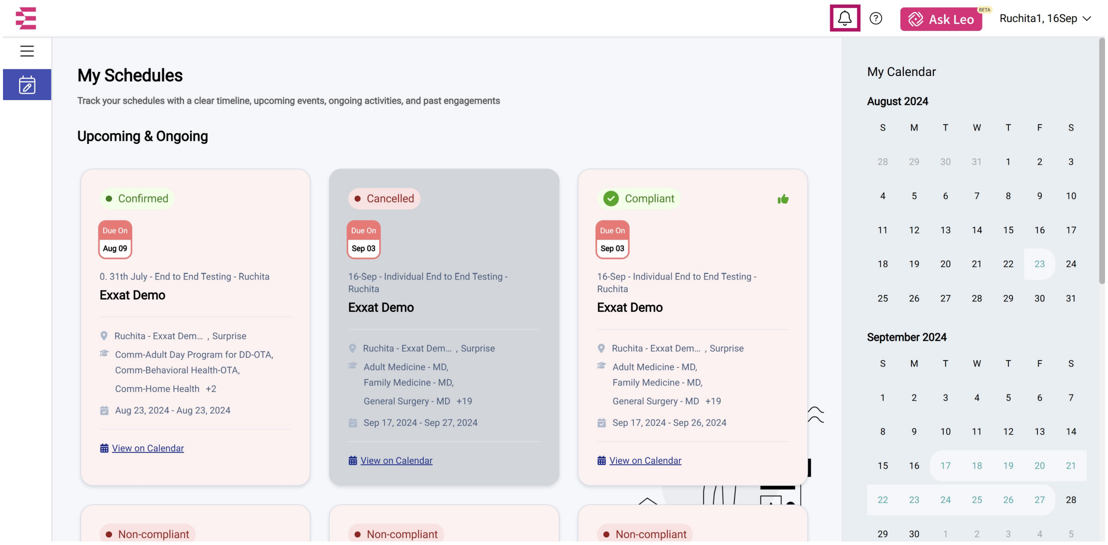
You will receive notifications for the following events:

- **Schedule Confirmed**: Your school confirms a schedule for you.
- **Schedule Updated**: Your schedule details are updated by the site.
- **Onboarding Status Updates**: Approval or rejection of your onboarding submissions.
- **Messages Received**: A message is sent by the site or your school.
- **Schedule Cancellation**: Your schedule is canceled by the site or your school.

Notifications will appear as pop-ups near the Notification Bell icon and are stored in the Notification Center for future reference.

How to access Notifications

1. Look for the bell icon at the top status bar of your screen.



2. Click the bell icon to access the Notification Center.

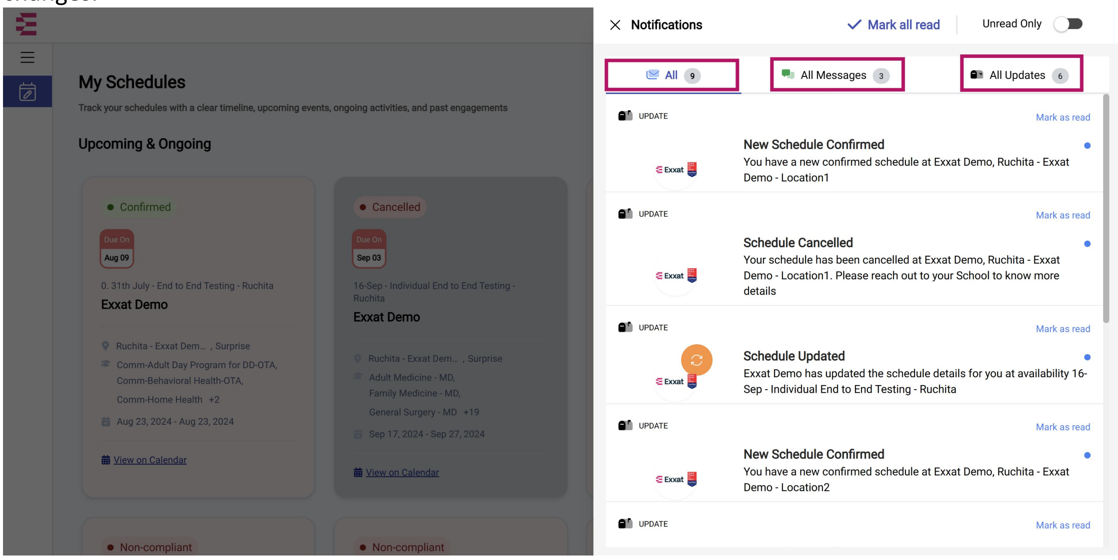
3. View Notifications by Category:

(a)In the Notification Center panel, notifications are grouped into three categories:

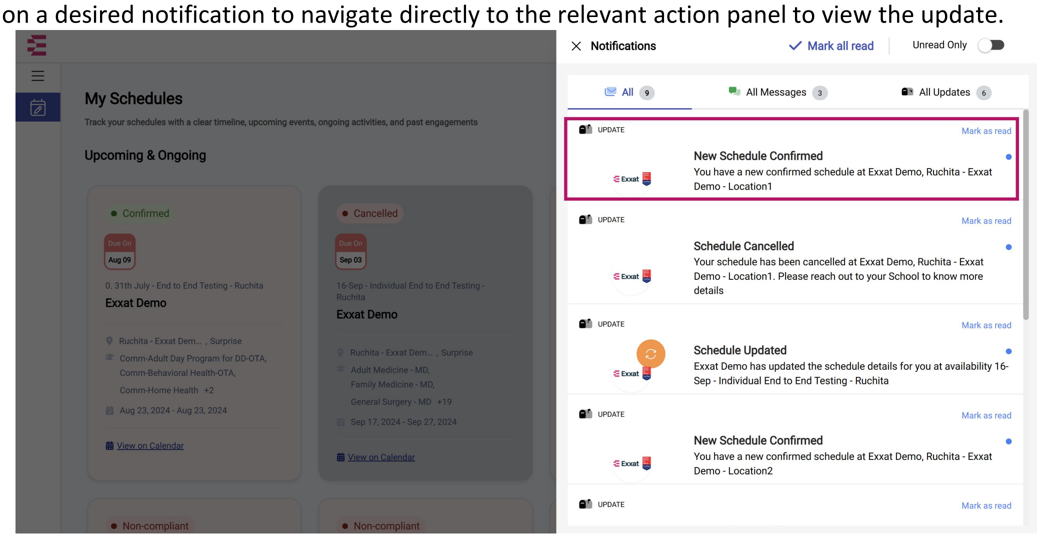
i.**All**: Displays all messages and updates.

ii.**All Messages**: Shows messages exclusively from sites or schools.

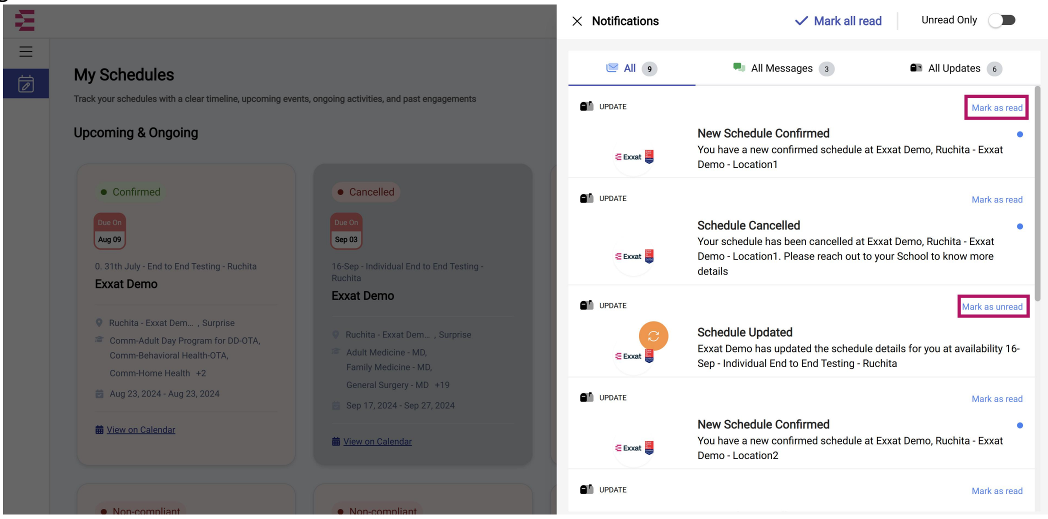
iii.**All Updates**: Includes all update notifications, such as schedule or onboarding changes.



4. Click on a desired notification to navigate directly to the relevant action panel to view the update.

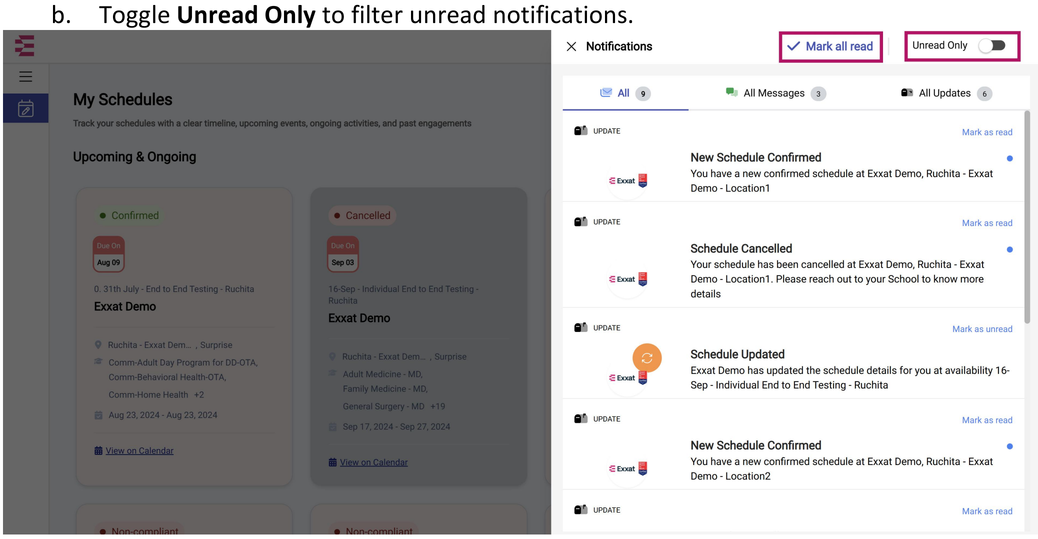


5. Unread notifications are marked with a blue dot. Use the **Mark as Read** or **Mark as Unread** options to manage notification status.



6. Manage Notifications:

a. Use the **Mark All Read** option to mark all notifications as read.
b. Toggle **Unread Only** to filter unread notifications.



This feature ensures you stay informed and can act promptly on important updates.