## **Overview**

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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.

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### **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.

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Williamsburg Hospital, Austin	Methodist Hospital, New Braunfels		29	30	31	1	2	3	
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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**.

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đ	Onboarding Requirements 2 Onboarding Requirements Group	Approved      Pending review      Need attention	- Comercia
	Needs Attention		Non-compliant     Due on     Nursing UG - Community 2025
	Pending Review	Due on Dec 31, 2024 • Get Started V	Dec 18 Exxat Sales
	Photo Release Form	Due on:Dec 31, 2024  • Pending Review  V	😸 Jan 01, 2025 - Jan 31, 2025 🞓 Community Health - NPL
			Messages School View more Site View more To School Site Add your message here

#### 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.

← Schedule Details		
Onboarding Requirements 2 Onboarding Requirements Group	Approved      Pending review      Need attention	
Needs Attention Tuberculosis (TB)	Due on Dec 31, 2024 • Get Started V	Non-compliant  Due n  Nursing UG - Community 2025  Exxat Sales
Pending Review Photo Release Form	Due on Dec 31, 2024 • Pending Review V	<ul> <li>4614 Valley Lane, Austin, Texas, 78701</li> <li>Jan 01, 2025 - Jan 31, 2025</li> <li>Community Health - NPL</li> </ul>
		Messages School View mor Site View mor

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.

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Guidelines	Photo Release Form		~		
For Student:			Save Submit	Messages	View more
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## 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.

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Onboarding Requirements 2	Approved      Pending review      Need attention	•
Onboarding Requirements Group		
Needs Attention Tuberculosis (TB)	Due on Dec 31, 2024 • Get Started V	Non-compliant     Nursing UG - Community 2025     Dec 18     Exxat Sales
Pending Review Photo Release Form	Due on Dec 31, 2024   • Pending Review   V	<ul> <li>Q 4614 Valley Lane, Austin, Texas, 78701</li> <li>iiiiiiiiiiiiiiiiiiiiiiiiiiiiiiii</li></ul>
		Messages School View more
		To School Site
		Add your message here
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#### 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

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Onboarding Requirements 2 Onboarding Requirements Group	Approved      Pending review      Need attention	• Constant
Needs Attention Tuberculosis (TB)	Due on Dec 31, 2024 • Get Started V	Non-compliant      Due on Nursing UG - Community 2025 Exxat Sales
Pending Review Photo Release Form	Due on:Dec 31, 2024  • Pending Review	<ul> <li>4614 Valley Lane, Austin, Texas, 78701</li> <li>Jan 01, 2025 - Jan 31, 2025</li> <li>Community Health - NPL</li> </ul>
Guidelines For Student: • Please download the photo release form, co mplete it with your name, date, signature an d upload it here.	Photo Release Form	Messages School View more Site View more To School Site
		Add your message here

## 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.

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	Confirmed	Cancelled	Compliant		4	5	6	7	8	9	10	
	Due On Aug 09	Due On Sep 03	Due On Sep 03		11	12	13	14	15	16	17	
	0. 31th July - End to End Testing - Ruchita Exxat Demo	16-Sep - Individual End to End Testing - Ruchita Exxat Demo	16-Sep - Individual End to End Testing - Ruchita Exxat Demo		18 25	19 26	20 27	21 28	22 29	23 30	24 31	
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	Comm-Adult Day Program for DD-OTA, Comm-Behavioral Health-OTA, Comm-Home Health +2	Adult Medicine - MD, Family Medicine - MD,	Adult Medicine - MD, Family Medicine - MD,		S 1	M 2	т	w	T	F	S 7	
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	Non-compliant	Non-compliant	Non-compliant		29	30	1	2	3	4	5	

- 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





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.

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	Incompliant	Non-compliant	UPDATE	Mark as read

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