## Exxat Prism Product Customizations Guide

## Overview

Exxat Prism supports a variety of customizations. Some of these are self-service (which can be done by the program administrator from the set-up sections), whereas others can be configured by contacting Exxat. This document summarizes the customizations that require you to contact us.

## Feature Requests Guideline

To request changes or enable specific features, follow the established procedure:

1. **Raise a Support Ticket:** Feature requests should be submitted via the support ticket system and/or after discussing with your Account Manager
2. **Specify Institute and Program Name:** Mention the relevant Institution and Program for accurate implementation while requesting

## Feature list

**How to Request:** Raise a Support ticket

### Slots:

1. **Options for Slot Type:** label changes
2. **My Request Form:** form template for student self-placement requests.
3. **Options for My Request Statuses**: label changes
4. **Enabling Publish Slots Functionality:** Enables school administrators to publish slots, viewable by students from their dashboard based on the domain feature flag.

### Faculty:

1. **Enabling/Disabling Tiles on Faculty Dashboard:** Allows customization of tiles for faculty users in their dashboard.
2. **Configuring SSO Setup for Faculty and Admin Users:** Configures Single Sign-On (SSO) for school users. (Institutional level)
3. **Options for Faculty Attributes:**
   * Faculty Rank
   * Administrative position
   * Faculty Role with respect a course
   * Faculty Role with respect a student
4. **Enabling/Disabling Process My Requests for Faculty:** Activates the 'Process My Request' tile for faculty users in the dashboard.
5. **Enabling Faculty User Access to Multiple Programs:** Provide faculty users access to multiple programs within an institution. (Institutional level)
6. **Enabling Faculty Compliance Feature:** Requires program administrator approval. Includes setting up compliance requirements documents.

### Curriculum Mapping

1. **Options for Curriculum Mapping:** label changes

### Sites

1. **Configure Site Assessment Forms:** Customize site assessment forms as per your needs
2. **Configure Contract Template:** Sets up contract templates with merge fields for contract generation. (Program and Institutional level based on contract sharing)
3. **Changing Site Sharing Model:** Switching the site sharing model for your institution and programs.

**How to Request:** Discuss with AMs for raising the request.

**Feature List:**

1. **Institutional Access to Contract, User Management, and Compliance Management:** (Institutional Level)

### Students

1. **Options for Students Academic section:** label changes (academic standing, race, gender, ethnicity, etc.) (Institutional level)
2. **Hide or Enable Tiles on Student Dashboard:** Hides specific tiles on the student dashboard (except the help section). (Program and Institutional level)
3. **Access to multiple programs:** Assigns students to multiple programs within the institution. (Institutional level)

### User Experience

1. **Setting Up Institution/Program Specific Logo:** Configures/change Institutional /program-specific logos. (Program and Institutional level)
2. **Setting Up Idle Time:** Sets the idle time for automatic logout at the Institutional level. (Institutional level)
3. **Changing the Institution Name:** Allows setting up/changing the Institutional /Institute Name. (Institutional level)
4. **Access to Support Tickets of Specific Programs:** Grants access to view all tickets raised by users of a specific program.

### Compliance:

1. **Document Configuration - Expiration Field:** Allows switching the expiration date field on/off before and after publishing a document.
2. **Document Configuration - Workflow Review Required:** Changes to the workflow from review required to not required before publishing a document.
3. **Changing Layout:** Allows changing the layout from "Uploaded by school" to "Uploaded by student" before publishing a document.
4. **Document Configuration - Changing Layout (Detailed to Simplified):** Changes the layout from detailed to simplified before publishing a document.
5. **Configuring Sensitive Documents:** Allows configuring documents as sensitive and managing whitelist access.
6. **Configuring Restricted Student Document:** Configures documents as read-only for students, editable by admins.
7. **Setting Expiration Date for Document Status Change:** Configures the number of days before the expiration date when a document changes status.
8. **Document Configuration - No File Upload Required:** Configures documents not requiring file uploads.
9. **Disabling or Editing Auto-Notifications for a Cohort:** Configures auto-notification settings.
10. **Setting Student-Specific Due Date for a Document:** Sets a student-specific due date for a document.

### Learning Activities

1. **Reports**: Some reports can be enabled and disabled by request. E.g. - CRNA, SLP, Productivity, Required Procedure, etc.
2. **Turn on/off Learning Activities:** Enable/disable 'Patient Log' , 'Timesheet', 'Time Log' & 'Forms/Evaluations' to hide/show them. Once disabled, this category does not show.
3. **Options for Learning Activity statues:** label changes

### Forms and Evaluations

1. **Custom Evaluations/Forms**
2. **Workflow, Scoring & Notification:** Schools can set up specific workflows, scoring, and auto notifications. Auto notifications can be set up for low score, response-based, action-based, and auto reminders.
3. **Competency Tracking**: Reach out to your AM/CSS
4. **Report for Custom Evaluations**

### Patient log

1. **Customize Questions**
2. **Patient log name change**

### Timesheet

1. **Geocoding Feature**: Schools can request track location of check-in checkout for timesheet