This article provides a comprehensive guide on how to notify location contacts and students about their placements using an online system. It outlines the steps for sending placement notifications, including selecting placements, composing emails, and tracking the status of sent emails. The guide ensures that the process is efficient and clear for administrators managing student placements.

- Notifying Sites
- Notifying Students
- Notifying Preceptor / Clinical Instructor / Educator

Sending Placement Notifications to the Site

Once you've placed your students, you can notify your location contacts and share any necessary information!

1. Select Placements from the left-hand menu or dashboard.



2. Once on the placements page select a placement group, click Placements for Group.

Course Offerings Placement Groups + Add Group Class of 2024	Class of 2023 Class of 2023 Placements for Gr	oup			0
E Class of 2023	Q Search course	offering			
Class of 2021	COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM
Elloss of 2022*	DPT 950	Clinical Practice IV*	2022 - 2023	3rd Year	Spring
	DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring
	DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall

- 3. Select the Email & Publish tab,
 - A. Select Locations from the Notify header
 - B. Mode:- Individual to send a separate email for each placement.

C. Mode:- Group to send a group email for all the student placement information in a single email to the site.

Sending Placement Notifications to Sites and Students

≡ Email & Publish					000	Eø	?	모) Chat	M	🐼 Ask Leo	ATT	Exxat Sales (PT) 🗸
←	Dashboard	Rotation Setup	Slots	Wishlist	Placements	Email 8	k Publish	Placeme	nt Clearai	nce Reports		
Rotation Clinical Practice I [11/03/2019 - 12/21/2019]	•					Mode	i : In	dividual G	iroup	Notify (i) : Stude	nt Locations	Clinical Instructor
Send individual notifications to site/location contacts reg	arding each place	ment for each rotatio	ın.									

4. Select the Rotations you wish to send out the placement information for by clicking on the

checkboxes.

≡ Emai	il & Publish			🇱 🛃 🕐 🖵 Chat	Ask Leo	Amee Jotangiya Exxat Sales (F	hysical Therapy) $$
← ≣ c	class of 2021*	Dashboard Rotation Setup	Slots Wishlist	Placements Email & Pub	ish Placement Clearance	Reports	
Rotation Clinical Pra	actice [11/03/2019 - 12/21/2019]	•		Mode (i) :	Individual Group Notify	(i): Student Locations	Clinical Instructor
Search		in geach placement fo	r each rotation.				
Clinical Pra	actice IV [04/01/2022 - 06/18/2022]			🔂 Publi	sh Placements Compose I	Email Dashboard	:
Clinical Pra	actice III [02/01/2022 - 03/12/2022]					Select	ed Placements : 0
Clinical Pra	actice II [06/06/2021 - 07/03/2021]	Ef T		PLACEMENT DETAILS	LATEST STA	rus (i)	C
Clinical Pra	actice [11/03/2019 - 12/21/2019]						
Close		ra <mark>,</mark> a, Ashish		PM00002063 11/03/2019 - 12/21/2019	Last email o Placement i	elivered on 05/31/2024 Sublished on 10/09/2024	
	South Easton, MA Clinical Practice I			Acute Care	,		
	Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)*	Holt, Max 🟷		PM00001824 11/03/2019 - 12/21/2019 Outpatient	Last email d Placement j	elivered on 09/14/2023 published on 02/15/2024	
	Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)*	Poole, Mitchell		PM00001939 11/03/2019 - 12/21/2019 Outpatient	Placement j	nublished on 01/31/2024	
_	Caremark Central			PM00001832			

5. Here you find a list of all the placements form the selected rotations for each location. To view the placement details, click on "view details".

Q	Search by location			🖂 Compose Email	🖻 Email Dashboard
15 R	Results Found				Selected Locations : 0
	LOCATION T	PLACEMENT DETAILS	SITE/LOCATION CONTACTS (i)	CLINICAL INSTRUCTORS ()	LATEST STATUS 🔅 🔿 🖓
	Abundant Urgent care - NEW NAME Warren, IA	1 Placements 1 Published View detail	s & Teesha Shetty	온 Teesha Shetty	
	Adaptial - Wellington S BALTIMORE, MD	1 Placements 1 Published View detail	s & Nellie Hawkins & Aaron Hotchner	Not assigned	
	Alliance Medical Center - Cardiology Andover, MA	2 Placements 2 Published View detail	s & Kanthi Kalidindi & John Smith	Not assigned	Last email delivered on May 04, 2023
	Alliance Medical Center* (Location not assigned)	1 Placements 0 Published View detail	s 😤 Kanthi Kalidindi	Not assigned	
	Caremark Central 🚫 Winona, MN	2 Placements 2 Published View detail	s 😤 Stella Nichols	Traci Paul Added by student Geoffrey Ortiz Added by student Show more	Last email delivered on September 20, 2022
	Community Ambulatory Care Mount Airy, MD	1 Placements 1 Published View detail	s 온 Samantha Stev	Not assigned	
	Modern Wellness 🔊	4 Placements 2 Published View detail	s 🔱 Deborah Foster		

- 6. This will open a drawer with each student's placement information.
 - × Abundant Urgent Care (Geocoding Enabled)*

Emails will only be sent to	contacts who are linked to a p	lacement. To view the association	ns, please refer to	the details below.		
STUDENT NAME	ROTATION	PLACEMENT DETAILS ↑	PUBLISH DATE	SITE/LOCATION CONTACTS	CLINICAL INSTRUCTORS	LATEST EMAIL DELIVERY
Barton, Gwendolyn*	Clinical Practice III	PM00001930 PM00001930 02/01/2023 - 01/31/2024 Home Health	11/16/2023	은 James Spader 은 John Smith 온 Kunal Vaishnav 온 Rosie Burton	온 James Spader	09/19/2023
Phelps, Lester	Clinical Practice III	PM00002037 PM00002037 02/21/2023 - 03/12/2023 Home Health	-	은 Aaron Hotchner 은 John Smith 온 James Spader 은 Kunal Vaishnav 온 Rosie Burton	온 Mr. Aaron Hotc	-
Long, Kimberly (Kim)	Clinical Practice IV	PM00001928 PM00001928 04/01/2023 - 06/18/2023 Neuro	-	용 James Spader 온 John Smith 온 Kunal Vaishnav 온 Rosie Burton	Not assigned	09/19/2023
Agar, Pratiksha (Pratika)	CLINICAL PRACTICE V	PM00001958 PM00001958 10/01/2023 - 12/31/2023 Acute Care	09/01/2023	용 John Smith 용 James Spader 용 Kunal Vaishnav 용 Rosie Burton	Not assigned	09/19/2023

- 7. Select your desired placements and click Compose email.
 - 1. If any locations do not have contacts or clinicians on file set to receive notifications, you will not be able to select them.

Q	Search by location			Compose Email	ail Dashboard
15	Results Found				Selected Locations : 3
	LOCATION T	PLACEMENT DETAILS	SITE/LOCATION CONTACTS	CLINICAL INSTRUCTORS	LATEST STATUS 🔅 C
	Abundant - Ambulatory Care	3 Placements 1 Published View details	윤 John Smith 윤 Casey Wright 윤 Kunal Vaishnav 윤 Rosie Burton Show more	名 James Spader	
	Abundant Health - Main Hospital	7 Placements 1 Published View details	온 Tammy Ingram* 온 Nettie Mcguire*	은 Tammy Ingram*	<i>Last email delivered on April</i> 07, 2023
	Abundant Urgent care - NEW NAME Warren, IA	1 Placements 1 Published View details	名 Teesha Shetty	온 Teesha Shetty	
	Adaptial - Wellington 🛇 BALTIMORE, MD	1 Placements 1 Published View details	은 Nellie Hawkins 온 Aaron Hotchner	Not assigned	

- 8. You'll complete a three-step process to send out notifications. On the first step, review your recipient's list. Click Next when ready.
 - 1. Override recipient's list: test this email by sending it to yourself
 - 2. Reply to: if anyone responds to the email, the email listed will receive the responses
 - 3. CC or blind copy any users

4. Attach any files as needed.

≡ Emai	l & Publish	× Compose Email		
← ⊞ C	lass of 2021*	1 Recipients 2 Template C Copy selected recipient email addresses	3 Preview	Next
Clinical Pr	actice III [02/01/2022 - 03/12/2022]	Recipients	2 selected recipients	If override is specified, ALL email notifications will be sent to THIS email instead of the original recipients.
Q Sea	rch location or student	Mitchell Poole (Mitchell.PoolePT@example.com)		Overnde Recipient's Email
9 Results	Found	Margarita Porter (Martarita.PorterPT@example.com)		Reply to*
				clinicalgroup@exxat.com
	Clinical Practice III Crestview Central			cc
	- Inactive Muscatine, IA Clinical Practice III			всс
	Newlife Central New Milford, CT Clinical Practice III			You have 25.00 MB remaining for attachments in Recipients Tab
	Northern Community Central Kissimmee, FL Clinical Practice III			Upload files
	Northern Community Central Kissimmee, FL Clinical Practice III			Supported formats: .pdf,doc.,jpg,jpeg,png,heic,docx,xlsx,pptx,pptm,potx,potm,ppt,rtf,xls,docm,bmp .csv,gif,tif,mp4
	Northern Community Central Kissimmee, FL Clinical Practice III			You can only upload files with file size under 25 MB. We recommend switching to PDF format if you encounter issues viewing the uploaded file in other formats.

9. On the second step, use the standard template or build your own. Click Preview to move on to the next step.

× Compose Email		
Recipients 2 Template 3	Preview	
Pick a template*		
Standard]	
+ Add Template	Previous	Preview
Subject*	Merge Fields	
Placement Notification	@First Name	í
	@Last Name	í
ECCAT	@Prefix	í
	@title	í
Ser Co	@Location Name	í
Dear @Prefix @First Name @Last Name,	@Location Address	í
This email is to notify you details of a Student placed at @Location Name @PlacementTable	@Site Name	í
@Student Link With Compliance Thank you	@Student Link With Compliance	í
	@Student Link Without Compliance	í
	@cohort	i

10. You will see a preview of your email. You can now decide when to send your emails! You can send your email immediately or schedule it for a specific date and time. Click Send or Schedule

based on your selection.

1. You can always go back by using the Previous button.

imes Compose Email		
Recipients 7 Template 3 Preview		
		Provious
		Previous
Placement Notification	Send email now	
	O Send email at specific date and time	
Dear @Prefix @First Name @Last Name,		
This email is to notify you details of a Student placed at @Location Name @PlacementTable		
©Student Link With Compliance		
nun you		
Compose Email Recipients		
		Previous
Placement Notification	O Send email now	
	• Send email at specific date and time	
EXXAT	Date Time *	
	05/26/2023 8:00 AM	
	2023	
Dear @Prefix @First Name @Last Name,	Fri, 26 May 08:00	
This email is to notify you details of a Student placed at @Location Name		
@PlacementTable	< May >	
@PlacementTable @Student Link With Compliance Thank wu	K May Su Mo Tu We Th Fr Sa	
@PlacementTable @Student Link With Compliance Thank you	K May Su Mo Tu We Th Fr Sa 1 2 3 4 5 6	
@PlacementTable @Student Link With Compliance Thank you	✓ May > Su Mo Tu We Th Fr Sa 1 2 3 4 5 6	
@PlacementTable @Student Link With Compliance Thank you	X May X Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13	
@PlacementTable @Student Link With Compliance Thank you	K May K Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20	
@PlacementTable @Student Link With Compliance Thank you	K May Su Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27	

11. Your emails will be sent, and the report will show updated details in the latest status column.

Q	Search by location				Compose Email	ail Dashboard
15	Results Found					Selected Locations: 0
		PLACEMENT DETAILS		SITE/LOCATION CONTACTS	CLINICAL INSTRUCTORS	LATEST STATUS 🔅 📿
	Abundant - Ambulatory Care	3 Placements 1 Published	View details	은 James Spader 은 John Smith 은 Casey Wright 은 Kunal Vaish 은 Rosie Burton Show more	음 James Spader	Last email delivered on September 19, 2023
	Abundant Health - Main Hospital © Depew, NY	7 Placements 1 Published	View details	은 Tammy Ingr 은 Nettie Mcgui	온 Tammy Ingram*	<i>Last email delivered on September 19, 2023</i>

12. You can also keep track of the status of the emails sent using the Email Dashboard.

Q	Search by location			Compose Email	ail Dashboard
15	Results Found				Selected Locations : 0
		PLACEMENT DETAILS	SITE/LOCATION CONTACTS	CLINICAL INSTRUCTORS	LATEST STATUS 🤅 📿
	Abundant - Ambulatory Care	3 Placements 1 View Published details	은 James Spader 은 John Smith 은 Casey Wright 은 Kunal Vaish 은 Rosie Burton Show more	온 James Spader	<i>Last email delivered on</i> <i>September 19, 2023</i>
	Abundant Health - Main Hospital © Depew, NY	7 Placements 1 View Published details	은 Tammy Ingr 은 Nettie Mcgui	온 Tammy Ingram*	<i>Last email delivered on September 19, 2023</i>

- 13. Clicking on the Email Dashboard will open a new drawer where all the email statuses will show.
 - 1. You can view both sent and scheduled emails.
 - 2. You can view the email content by clicking on the Subject of the email. This would open a drawer and the email can be viewed

					From	—	10	-	R	eset
All Rotations				Ŧ				•]	
ode Individual	Group Recipient : Loc	cations				Email Type	e: Sent	Sche	dule	d
Q Search by	Recipient Name,Recipient Ema	il,Subject or Email Conten								
RECIPIENT	RECIPIENT EMAIL	SUBJECT	STATUS	FRC	ОМ		EMAIL S	ENT TIM	E	
Admin Email	 to : pinaz.driver@exxat.com 	Placement Notification	Delivered	i) pina	az.driver@	exxat.com	Sep 19, 2 PM	2023 1:0	0	
Admin Email	 to : pinaz.driver@exxat.com 	Placement Notification	Delivered	i) pina	az.driver@	exxat.com	Sep 19, 2 PM	2023 1:0	0	
Admin Email	• to : chitra.menon@exxat.com	Placement Request	Delivered	i) chit	tra.menon	@exxat.com	Jun 06, 2 12:57 AM	2023 4		
Admin Email	• to :	Placement Notification	Delivered	i) adit	tya.kumar	@exxat.com	Apr 07, 2 AM	2023 6:46	5	
	aditya.kumar@exxat.com	L	Click	here t	o view	the ema	ail that	t was	ser	nt
nail Dashboard	aditya.kumar@exxat.com		Click	there t	View Ema	r the ema il Content ontent of sent email	ail that	t was	ser	nt
nail Dashboard	aditya.kumar@exxat.com		Click	there t	View Ema Below is the o	r the ema il Content untent of sent email ation	ail that	t was	ser	nt
nail Dashboard tions Individual Group Re Search by Recipient Name,J	aditya.kumar@exxat.com		Click	there t	View Email Below is the co	r the ema il Content intent of sent email ation	ail that	t was	ser	nt
nail Dashboard tions Search by Recipient Name, PIENT NAME	aditya.kumar@exxat.com	SUBJECT	Click	there t	View Email Below is the c Placement Notifi Dear Tammy ing	r the email il Content il Content ation ation am [*] , otfy you details of a sts	ail that	t Was	ser	nt
nail Dashboard tions individual Group Re Search by Recipient Name,J PIENT NAME	aditya.kumar@exxat.com cipient: Locations Recipient Email.Subject or Email Content RECIPIENT EMAIL * to : pinaz.driver@exat.com	SUBJECT Placement Notification	Click	there t	View Email Below is the c Placement Notifi Dear Tammy Ingred Dear Tammy Ingred Dear Tammy Ingred Dear Tammy Ingred Name Pho	r the email il Content untent of sent email ation am [*] , tify you details of a stu	ail that	Abundant H	Serr Setting	ain H Inst
nail Dashboard tions Individual Group Re Search by Recipient Name, PIENT NAME in Email	aditya.kumar@exxat.com	SUBJECT Placement Notification Placement Notification	Click STATUS Delivered Delivered	s here t	View Email Below is the co Placement Notifi Correct Control of Control Dear Tammy Ing This senail is to a Dear Tammy Ing	r the email il Content il Content il Content ontent of sent email ation am*, tify you details of a stu tify you details of a stu tify you details of a stu bonald Brewer@xxat.com	ail that	Abundant H Rotation Clinical Practice II	ser setting Acute Care	lain H Clini Instr. Hoto
nail Dashboard	aditya.kumar@exxat.com	SUBJECT Placement Notification Placement Notification Placement Notification	Click STATUS Delivered Delivered	there t	View Ema View Ema Below is the c Placement Notifi View Ema Placement Notifi Name Pho Brewer, 555 Donald 555 Cong. Cong. 555 Cong.	I Content il Content il Content ation ation ation ation biological contention ation ation ation ation biological contention ati	ail that	Abundant H Rotation Clinical Practice II Clinical Practice II	serr setting Acute Care	ain H Clini Inst Hotu Mr. J
nail Dashboard tions Individual Group Re Search by Recipient Name, IPIENT NAME in Email in Email in Email	aditya.kumar@exxat.com	SUBJECT SUBJECT Placement Notification Placement Request Placement Notification	Click STATUS Delivered Delivered Delivered	 here t × ×<!--</td--><td>View Email Below is the co Placement Notifi Dear Tammy Ing This senail is to no Name Pho Name Pho Server, 555 Donald 555 Stimberly 555 Chen, Lucy</td><td>I the email il content il co</td><td>ail that</td><td>Abundant H Rotation Clinical Practice II Clinical Practice II Clinical Practice II</td><td>ealth - M Setting Acute Care Acute Care Home</td><td>ain H Clinst Mr. J Hotr</td>	View Email Below is the co Placement Notifi Dear Tammy Ing This senail is to no Name Pho Name Pho Server, 555 Donald 555 Stimberly 555 Chen, Lucy	I the email il content il co	ail that	Abundant H Rotation Clinical Practice II Clinical Practice II Clinical Practice II	ealth - M Setting Acute Care Acute Care Home	ain H Clinst Mr. J Hotr
nail Dashboard	aditya.kumar@exxat.com	SUBJECT Placement Notification Placement Notification Placement Notification Placement Notification	Click STATUS Delivered Delivered Delivered Delivered	 here t × <	View Email View Email Below is the of Placement Notifi This email is to n Name Pho Brewer, 555 Donald 555 Donald 555 Chen, Lucy Charles 100 Long, 555	I Content ii Content ii Content ation ation ation ation bit you details of a stu- tif you details of a stu- ation bit you details of a stu- bit you d	ail that ail that bates bun 06,2022- bul 03,0222 c Lun 06,2022- bul 03,0222 bul 03,2022 bul 03,2022	Abundant H Rotation Clinical Practice II Clinical Practice II Clinical Practice II Clinical Clinical Clinical Clinical	ealth - M Setting Acute Care Home Health Home	ain H Clini Instr Mr. A Hoto Mr. A
nail Dashboard tions Individual Groop Re Search by Recipient Name, Ini Email in Email in Email in Email in Email	aditya.kumar@exxat.com	SUBJECT Placement Notification Placement Notification Placement Notification Placement Notification Placement Notification	Click STATUS Delivered Delivered Delivered Delivered Delivered Delivered	 here t × <	View Ema Below is the c Placement Notifi Dear Tampy Ing This email is to p Name Pho Brewer, 555 Donald 555 Kimberly 555 Chen, Lucy 555 Chen, Lucy 555 Strimberly 555 Strimb	the email il Content il Cont	Iteration ail that ail that bunch <	Abundant H Rotation Clinical Practice II Clinical Practice II Clinical Practice II Clinical Practice II Clinical Practice II	seri sealth - M Setting Acute Care Acute Care Home Health Home	ain H Clini Instr Mr. J Hoto Mr. J
nail Dashboard	aditya.kumar@exxat.com	SUBJECT Placement Notification Placement Notification Placement Notification Placement Notification Placement Notification Placement Notification	Click Click STATUS Delivered Delivered Delivered Delivered Delivered Delivered	 here t × <	View Email Below is the of Placement Notifi This email is to n Name Pho Brewer, 555 Donald 555 Donald 555 Chen, Lucy Charles 555 Kimberly 5555 Kimbe	I Content II Cont	Ithat ail that ail that bill	Abundant H Rotation Clinical Practice II Clinical Practice II Clinical Practice IV Clinical Practice IV Clinical Practice IV Clinical Practice IV Clinical Practice IV Clinical Practice IV	serio	ain Hu Clini Instr Mr. A Hoto Mr. A Hoto

14. From the Email Dashboard you will be able to cancel scheduled emails.

- Click on the 'Scheduled' option.
- You can view all the emails that are scheduled for future delivery.
- Select the emails that you want to cancel the schedule from the open checkbox.

• Click on the red 'X' cancel the schedule.

×E	Email Dashboar	ď				
Rotatio Clinic	n al Practice I [11/03]	/2020 - 12/21/2020]		•	From To	Reset
Mode :	Individual Gro	oup Recipient : Student	Locations Clinical Instructor		Email Type	Sent Scheduled
If yo	u wish to cancel sch	eduled emails in bulk, you can	only do that one page at a time.			
Q	Search recipient na	ame, email or subject				×
	RECIPIENT NAME	RECIPIENT EMAIL	SUBJECT	STATUS	FROM	EMAIL SCHEDULED TIME
	Taryn Bennett	taryn.bennett@exxat.com	ABC University Student Specific (i)	Scheduled (i)	nayan.punjani@exxat.com	11/29/2024 1:30 AM EST
	Rosa Myers	rosa.myers@exxat.com	ABC University Student Specific (i) Request	Scheduled (j)	nayan.punjani@exxat.com	11/29/2024 1:30 AM EST
	Nellie Hawkins	rocio.ramirez@exxat.com	ABC University Student Specific (i)	Scheduled (j)	nayan.punjani@exxat.com	11/29/2024 1:30 AM EST
				ltems per p	age: 50 1 – 3 of 3 🛛 <	< 1 > >

Sending Placement Notification to Students

Once you've placed and published student placements, you can send out notifications to inform them of the placement.

1. Select Placements from the left-hand menu or dashboard.



2. Once on the placements page, select your desired Course.

1. You can also select a placement group to manage multiple courses at a time.

Course Offerings	Course number	- Q Search				$\nabla 1$
Placement Groups + Add Group	Results found : 4					
E Class of 2024	COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT ↓
E Class of 2023	DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall	Class of 2023
E Class of 2021	DPT 850	Clinical Practice II*	2021 - 2022	2nd Year	Summer	Class of 2023
E Class of 2022*	DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring	Class of 2023

3. If you selected a placement group, click Placements for Group.

Course Offerings Placement Groups + Add Group	Class of 2023 Class of 2023				0 🛍
E Class of 2024	Placements for Gr	oup			
	Q Search course	offering			
E Class of 2021	COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM
i≡ Class of 2022*	DPT 950	Clinical Practice IV*	2022 - 2023	3rd Year	Spring
	DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring
	DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall

4. Select the Email & Publish tab and select the rotation you would like to send notifications for.

≡ Email & Publish					888	Eø	?	모) Chat	₽	🐼 Ask Leo	NTA)	Exxat Sales (PT) 🗸 🗸
\leftarrow (iii) Class of 2023	Dashboard	Rotation Setup	Slots	Wishlist	Placements	Email &	Publish	Placement	t Clearan	ce Reports		
Rotation Clinical Practice I [11/03/2020 - 12/21/2020]	•					Mode	i) : Inc	dividual Gro	oup	Notify (i) : Stude	Locations	Clinical Instructor
Publish placements and send individual notifications to stu	idents regarding	each placement for	each rotati	on.								

5. To send emails to students select the students from the list and click Compose Email. To Publish Placements to students without sending an email click on Publish Placements.

1. Click the checkbox at the top to select all students or select students individually.

$\leftarrow \blacksquare$	Class of 2023	Dashboard Rotation Setup	Slots Wishlist	Placements Email & Pu	blish Placement Clearance	Reports	
Rotation							
Clinical P	Practice I [11/03/2020 - 12/21/2020]	•		Mode (i) :	Individual Group Notify	(i): Student Locations	Clinical Instructor
Publish	placements and send individual notifications to stu	idents regarding each placement for	each rotation.				
Q Se	arch location or student			🔂 Pub	lish Placements Compose E	imail 🔳 💷 Email Dashboard	ı : V
7 Result	ts Found					Se	lected Placements : 7
		STUDENT		PLACEMENT DETAILS	LATEST STAT	rus (i)	C
	Adaptial - Wellington BALTIMORE, MD Clinical Practice I	Vaishnav, Kunal		PM00001905 11/03/2020 - 12/21/2020 Home Health	Last email d Placement p	elivered on 06/30/2023 published on 06/30/2023	
	Modern Wellness 🕟 Marshfield , WI Clinical Practice I	Todd, Jeannie 🚫		PM00001846 11/03/2020 - 12/21/2020 On H Home Health	fold		
	Orthopedic Experts East Orange, NJ Clinical Practice I	Barton, Gwendolyn* 🚫		PM00001843 11/03/2020 - 12/21/2020 Outpatient	Placement p	oublished on 11/11/2021	
	Preferred Care East Northport, NY Clinical Practice I	Phelps, Lester		PM00001881 11/03/2020 - 12/21/2020 Sub-Acute	Placement p	published on 12/20/2022	
-	Sheltercare Community Health	chara Lucas 🗈		PM00001935 11/03/2020 - 12/21/2020	Last email d	elivered on 06/30/2023	

- 6. You'll complete a three-step process to send out notifications. On the first step, review your recipient's list. Click Next when ready.
 - 1. Override recipient's list: test this email by sending it to yourself
 - 2. Reply to: if anyone responds to the email, the email listed will receive the responses
 - 3. CC or blind copy any users
 - 4. Attach any files as needed.

× Compose Email	
1 Recipients 2 Template 3 Prev	iew
CD Copy selected recipient email addresses	Next
Recipients 2 selected recipients	If override is specified, ALL email notifications will be sent to THIS email instead of the original recipients.
Marco Mills (Marco.Mills@exxat.com)	Override Recipient's Email
Terri Rios (Terrii.Rios@exxat.com)	Reply to *
	rocio.ramirez@exxat.com
	сс
	BCC
	Upload files
	Browse to upload
	Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx You can only upload files with file size under 5 MB.

7. On the second step, use the standard template or build your own. Click Preview to move on to the next step.

× Compose Email		
Recipients 2 Template	3 Preview	
Pick a template *		
Standard		
+ Add Template		Previous Preview
Subject *	Merge Fields	
Placement Notification	@FirstName	í
	@LastName	í
Dear [@FirstName@] [@LastName@], This email is to notify you details of your recent placement: [\$PlacementTable\$] Thank you	@PlacementTable	(j)

- 8. You will see a preview of your email. You can now decide when to send your emails! You can send your email immediately or schedule it for a specific date and time. Click Send or Schedule based on your preference.
 - 1. You can always go back by using the Previous button.

× Compose Email	
Recipients Preview Security Security Security Template Security Security	
	Previous Send
Placement Notification	• Send email now
	O Send email at specific date and time
Dear @FirstName @LastName, This email is to notify you details of your recent placement: @PlacementTable Thank you	

	3 Preview									
									Prev	ious
acement Notification		O Se	nd em	ail nov	v					
		💿 Se	nd em	ail at s	pecific	: date a	nd tir	ne		
EXXAT		Date Tir	ne*							
		05/29/	2023 11	L:55 AM			ū			
2011		2023								
ear @FirstName @LastName,		Mo	on, i	29 I	Мау	11:	:55			
his email is to notify you details of your recent placement: PplacementTable		<			Мау			>		
hank you		Su	Мо	Tu	We	Th	Fr	Sa		
			1	2	3	4	5	6		
		7	8	9	10	11	12	13		
		14	15	16	17	18	19	20		
		14 21	15 22	16 23	17 24	18 (25)	19 26	20 27		

10. Your emails will be sent, and the report will show updated details in the latest status column.

LOCATION T	STUDENT	PLACEMENT DETAILS	LATEST STATUS ①	C
Abundant - Ambulatory Care DEPEW, NY Clinical Practice I	Dawson, Spencer 🚫	Apr 3, 2023 - May 26, 2023 Acute Care	<i>Last email delivered on May 25, 2023</i> <i>Placement published on May 25, 2023</i>	
Community Ambulatory Care Mount Airy, MD Clinical Practice I	Torres, Allison	Apr 17, 2023 - May 30, 2023 Outpatient	Placement published on May 25, 2023	
Community Ambulatory Care Mount Airy, MD Clinical Practice I	Jaylee, Valerie 🟷	Apr 3, 2023 - May 26, 2023 Rehab	Placement published on May 25, 2023	

11. You can also keep track of the status of the emails sent using the Email Dashboard.

Sending Placement Notifications to Sites and Students

← Ⅲ	Class of 2022*	Dashboard Rotation Setup	Slots Wishlist	Placements Email & Publish	Placement Clearance Reports	
Rotation Clinical P	ractice III [02/26/2021 - 03/27/2021]	•		Mode (1) : Individual Gr	Notify (1): Student Locations	Clinical Instructor
Publish	placements and send individual notifications	to students regarding each placement f	or each rotation.			
Q Sei	arch location or student			Publish Placements	🖂 Compose Email]:
9 Result	s Found				Sele	cted Placements : 9
	LOCATION T	STUDENT		PLACEMENT DETAILS	LATEST STATUS (1)	C
	Adaptial - Easton South Easton, MA Clinical Practice III	Pendergrass, Zachary 🏷		PM00001950 02/26/2021 - 03/27/2021 Acute Care	Last email delivered on 09/17/2024 Placement published on 02/15/2024	
	Adaptial - Wellington S BALTIMORE, MD Clinical Practice III	Jaylee, Valerie		PM00001895 02/26/2021 - 03/27/2021 Acute Care	<i>Last email delivered on 09/14/2023</i> <i>Placement published on 07/12/2023</i>	
	Advantia Health Silver Spring, MD Clinical Practice III	Masterson, Jacqueline		PM00001944 02/26/2021 - 03/27/2021 Home Health	Placement published on 04/26/2024	

- 12. Clicking on the Email Dashboard will open a new drawer where all the email statuses will show.
 - 1. You can view both sent and scheduled emails.

tation				From	То
linical Practice	III [02/26/2021-03/27/2021]			• E	
de : Individua	al Group Recipient: Str	udent Locations Clinical Inst	tructor	Email	Type: Sent Schedul
Q Search b	by Recipient Name,Recipient Em	ail,Subject or Email Content			
ecipient Ame	RECIPIENT EMAIL	SUBJECT	STATUS	FROM	EMAIL SENT TIME
dmin Email	• to : kksupriya@gmail.com	Placement Details	Opened (j	kanthi.supriya@exxat.com	09/17/2024, 11:43:37 AM EDT
dmin Email	 to: tanmay.kubde@exxat.com 	Placement Notification	Opened (i)	tanmay.kubde@exxat.com	08/14/2024, 10:04:08 AM EDT
dmin Email	 to : anamikasingh@exxat.com 	Placement Notification	Bounced (j)	Anamika.Singh@exxat.com	07/31/2024, 12:16:00 PM EDT
dmin Email	• to : sai.krishna@exxat.com	Placement Details	Opened (i)	sai.krishna@exxat.com	05/08/2024, 03:08:44 AM EDT
	• to :	Placement Notification fo	Opened (i)	Anamika.Singh@exxat.com	04/26/2024, 01:48:29 PM EDT
dmin Email	Anamika.Singn@exxat.com				

Sending Placement Notification to Preceptor / Clinical

Instructor / Educator

Once you've placed and published student placements, you can send out placement notifications and 'Thank You' emails to the Preceptor / Clinical Instructor / Educator.

1. Select Placements from the left-hand menu or dashboard.



2. Once on the placements page, select your desired Course. You can also select a placement group to manage multiple courses at a time.

Course Offerings	Course number	- Q Search				√1
Placement Groups + Add Group	Results found : 4					
E Class of 2024	COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM	COHORT ↓
E Class of 2023	DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall	Class of 2023
Class of 2021	DPT 850	Clinical Practice II*	2021 - 2022	2nd Year	Summer	Class of 2023
E Class of 2022*	DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring	Class of 2023

3. If you selected a placement group, click Placements for Group.

Course Offerings Placement Groups + Add Group	Class of 2023 Class of 2023 Placements for Gr	oup			0 🛍
🖽 Class of 2024					
Ξ Class of 2023	Q Search course	offering			
E Class of 2021	COURSE NUMBER	COURSE NAME	ACADEMIC YEAR	PROFESSIONAL YEAR	TERM
E Class of 2022*	DPT 950	Clinical Practice IV*	2022 - 2023	3rd Year	Spring
	DPT 900	Clinical Practice III*	2022 - 2023	3rd Year	Spring
	DPT 800	Clinical Practice I*	2020 - 2021	1st Year	Fall

4. Select the Email & Publish tab and select the rotation you would like to send notifications for, then select the Mode as 'Individual' & Notify as Clinical Instructor.

Ξ	Email & Publish					888 Eø	⑦ 모: Chat	1	🛞 Ask Leo	Nayan Punjani Exxa	t Sales (PT) 🛛 🗸
~	□ Class of 2021*		Dashboar	d Rotation Setup Slo	ots Wishlist Place	ments Email	& Publish Placemen	it Cleara	nce Reports		
Rota Cli	tion nical Practice I [11/03/2019 - 12/2]	1/2019]	•			Mode	i i Individual Gr	oup	Notify (i) : Stude	ent Locations Clinic	al Instructor
S	end individual notifications to clinic	cal instructors regard	ing each place	ment for each rotation.							
C	2 Search location or student								Compose Email	Email Dashboard	\bigtriangledown
1	1 Results Found									Selected Pla	acements : 0
] LOCATION ↑	STUDENT		PLACEMENT DETAILS	CLINICAL INSTRUCTOR		ACTUAL CLINICAL HOU (% SUPERVISION)	URS	ACTUAL CEU	LATEST STATUS	C
	Abundant - Action Therapy Easton (Geocoding Enabled)*] - Inactive South Easton, MA Clinical Practice I	Maharaja, Ashish		PM00002063 11/03/2019 - 12/21/2019 Acute Care	NA		NA		NA	Placement published on 10/09/2024	
	Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)* O Los Angeles, CA Clinical Practice I	Holt, Max 🟷		PM00001824 11/03/2019 - 12/21/2019 Outpatient	은 Mr. Aaron Hotchner 온 Ronald Hanson	Manage	240 (Not Added) 192 (80%)	0 0		Last email delivered on Placement published on 02/15/2024	19/26/2024
	Abundant Health - Main Hospital (Geocoding										

5. To send emails to Clinical Instructors select the placements from the list and click Compose Email. Note: You will only be able to select placements that have a Clinical Instructor updated.

\leftarrow	Class of 2021*		Dashboard Rotation Setup Slot	s Wishlist Placements Email &	Publish Placement Clearance	e Reports						
Rotati	on											
Clini	linical Practice [11/03/2019 - 12/21/2019]											
Ser	Send individual notifications to clinical instructors regarding each placement for each rotation.											
Q	Q Search location or student 🗵 Compose Email 🔳 Email Dashboard 🗸											
11	Results Found						Selected Placements : 3					
	LOCATION 1	STUDENT	PLACEMENT DETAILS	CLINICAL INSTRUCTOR	ACTUAL CLINICAL HOURS (% SUPERVISION)	ACTUAL CEU	LATEST STATUS 🔅 C					
	Cos Angeles, CA Clinical Practice I		Outpatient									
	Caremark Central 🛛 🟷 Winona, MN	Porter, Margarita	PM00001832 11/03/2019 - 12/21/2019	Mr Peter Parker Manage	- (Not Added) (i)		Last email delivered on 02/07/2024 Placement published on 12/13/2021					
	Clinical Practice I		School Based	A mock test Manage	144 (60%)							
	Community Central Boynton Beach, FL Clinical Practice I	Sutton, Hattie 🏷	PM00001836 11/03/2019 - 12/21/2019 Rehab	NA	NA	NA	Placement published on 12/13/2021					
	Crestview Central - Inactive Muscatine, IA Clinical Practice I	Holt, Max 🏷	PM00001951 11/03/2019 - 12/21/2019 Sub-Acute	NA	NA	NA						
	Crestview Central - Inactive Muscatine, IA Clinical Practice I	Porter, Margarita	PM00001953 11/03/2019 - 12/21/2019 Sub-Acute	NA	NA	NA						
	Crestview Central - Inactive Muscatine, IA Clinical Practice I	Poole, Mitchell	PM00001952 11/03/2019 - 12/21/2019 Sub-Acute	NA	NA	NA						

- 1. You'll complete a three-step process to send out notifications. On the first step, review your recipient's list. Click Next when ready.
 - 1. Override recipient's list: test this email by sending it to yourself
 - 2. Reply to: if anyone responds to the email, the email listed will receive the responses
 - 3. CC or blind copy any users

4. Attach any files as needed.

× Compose Email	
1 Recipients 2 Template 3 Previ	ew
Copy selected recipient email addresses	Next
Recipients 2 selected recipients	If override is specified, ALL email notifications will be sent to THIS email instead of the original recipients.
	Override Recipient's Email
Marco Mills (Marco.Mills@exxat.com)	
Z Terri Rios (Terrii.Rios@exxat.com)	Reply to *
	rocio.ramirez@exxat.com
	сс
	всс
	Upload files
	C ↑ Srowse to upload Supported formats: .pdf,doc,.jpg,.jpeg,.png,docx,.xlsx You can only upload files with file size under 5 MB.

2. On the second step, use the standard template or build your own. Click Preview to move on to the next step.

× Compose Email		
Recipients 2 Template 3 Preview		
Pick a template *		
Thank you emails - Clinical hours (Default)		
+ Add Template	Previous Edit Pre	eview
Subject*	Merge Fields	
Thank you for working with [@StudentFirstName]	@First Name	í
	@Last Name	í
A Example	@prefix	í
	@title	í
@First Name @Last Name @title	@LocationName	í
Dear @prefix @First Name @Last Name,	@LocationAddress	
Onank you so much for working with @StudentFirstName @StudentLastName from @StudentCohort for the clinical experience @RotationTitle at @LocationName		
(@LocationAddress) from @PlacementDates for setting @Setting. Below are the hours awarded for this placement	@SiteName	(<u>i</u>)
Clinical hours: @ActualClinicalHours	@StudentProfileLink	í
@Actual CEU Please tell us if you need more information for your records and thank you for helping shape	@StudentProfileWithComplianceLink	í
our profession's future!	@StudentProfileWithComplianceAndLocationRequirementsLink	
The ABC University Placement Team	Goradenti fonemeneonphaneo macocado mequiremeneo zink	
	@StudentCohort	(i)
	@StudentFirstName	í
	@StudentLastName	í

3. You will see a preview of your email. You can now decide when to send your emails! You can send your email immediately or schedule it for a specific date and time. Click Send or Schedule based on your preference.

1. You can always go back by using the Previous button.

Recipients Template S Preview										_
									Previous	
nank you for working with [@StudentFirstName]	O Se	nd em	ail now	/						
	 Set 	nd em	ail at sp	pecific	date	and tii	ne			
EDGAT	Date Tir	ne*								
	_	_				Ĭ.				
	2024									
First Name @Last Name	We	ed,	13 N	lov	19	:46				
Dear @prefix @First Name @Last Name, Thank you so much for working with @StudentEirstName@StudentLastName from @StudentCohort for			No	ovembe	er		>			
the clinical experience @RotationTitle at @LocationName (@LocationAddress) from @PlacementDates for setting @Setting. Below are the hours awarded for this placement.	Su	Мо	Tu	We	Th	Fr	Sa			
Clinical hours: @ActualClinicalHours @Actual CEU						1	2			
Please tell us if you need more information for your records and thank you for helping shape our profession's future!	3	4	5	6	7	8	9			
Best, The ABC University Placement Team	10	11	12	13	14	15	16			
me no americany meanners ram	17	18	19	20	21	22	23			

10. Your emails will be sent, and the report will show updated details in the latest status column.

Q	Search location or student				E	Compose Email	💷 Email Dashboard	\bigtriangledown				
117	11 Results Found Selected Placements :											
~	LOCATION 1	STUDENT	PLACEMENT DETAILS	CLINICAL INSTRUCTOR	ACTUAL CLINICAL HOURS (% SUPERVISION)	ACTUAL CEU	LATEST STATUS (1)	C				
	Abundant - Action Therapy Easton (Geocoding Enabled)* - Inactive South Easton, MA Clinical Practice I	Maharaja, Ashi:	PM00002063 11/03/2019-12/21/2019 Acute Care	NA	NA	NA	Placement published on 10	0/09/2024				
	Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)* C Los Angeles, CA Clinical Practice I	Holt, Max 🚫	PM00001824 11/03/2019 - 12/21/2019 Outpatient	은 Mr. Aaron Hotchner 은 Ronald Hanson Manage	240 (Not Added) 🖉 192 (80%) 🖉	•	Last email delivered on 09, Placement published on 0.	/26/2024 2/15/2024				
	Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)* © Los Angeles, CA	Poole, Mitchell	PM00001939 11/03/2019-12/21/2019 Outpatient	NA	NA	NA	Placement published on 0.	1/31/2024				

11. You can also keep track of the status of the emails sent using the Email Dashboard.

Clinic	al Practice I [11/03/2019 - 12/21/	/2019] -		Mo	ode 🔃 : Individual Group	Notify (i) : Stu	dent Locations Clinical Instructor					
Send	d individual notifications to clinica	al instructors regarding each plac	ement for each rotation.									
Q	Q Search location or student 🖂 Compose Email 📃 Email Dashboard											
11 R	11 Results Found Selected Placements : 3											
	LOCATION 1	STUDENT	PLACEMENT DETAILS	CLINICAL INSTRUCTOR	ACTUAL CLINICAL HOURS (% SUPERVISION)	ACTUAL CEU	LATEST STATUS (1)					
	Abundant - Action Therapy Easton (Geocoding Enabled)* - Inactive South Easton, MA Clinical Practice I	Maharaja, Ashish	PM00002063 11/03/2019 - 12/21/2019 Acute Care	NA	NA	NA	Placement published on 10/09/2024					
	Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)* S Los Angeles, CA Clinical Practice I	Holt, Max 🟷	PM00001824 11/03/2019 - 12/21/2019 Outpatient	송 Mr. Aaron Hotchner 옷 Ronald Hanson Manage	240 (Not Added) 192 (80%)	-	Last email delivered on 09/26/2024 Placement published on 02/15/2024					
	Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)*	Poole, Mitchell	PM00001939 11/03/2019 - 12/21/2019 Outpatient	NA	NA	NA	Placement published on 01/31/2024					

- 12. Clicking on the Email Dashboard will open a new drawer where all the email statuses will show.
 - 1. You can view both sent and scheduled emails.

Rotation				From	То							
Clinical Practice	Clinical Practice I [11/03/2019 - 12/21/2019]											
Mode Individua	Group Recipient : Student	Locations Clinical Instructor			Email Type : Sent Scheduled							
Q Search b	y Recipient Name,Recipient Email,Sub	ject or Email Content										
RECIPIENT NAME	RECIPIENT EMAIL	SUBJECT	STATUS	FROM	EMAIL SENT TIME							
Admin Email	 to : vikram.singh@exxat.com 	Thank you for working wit	Opened (j)	vikram.singh@exxat.com	09/26/2024, 10:14:24 AM EDT							
Admin Email	 to : vikram.singh@exxat.com 	Thank you for working wit	Opened i	vikram.singh@exxat.com	09/26/2024, 10:14:23 AM EDT							
Ronald Hanson	• to : rocio.ramirez@exxat.com	Thank you for working wit	Delivered (i)	vikram.singh@exxat.com	09/26/2024, 10:13:48 AM EDT							
Aaron Hotchner	 to : aaron.hotchner@exxat.com 	Thank you for working wit	Bounced (i)	vikram.singh@exxat.com	09/26/2024, 10:13:48 AM EDT							
Admin Email	 to : vikram.singh@exxat.com 	Thank you for working wit	Opened (i)	vikram.singh@exxat.com	09/26/2024, 10:04:12 AM EDT							
Admin Email	 to : vikram.singh@exxat.com 	Thank you for working wit	Opened (i)	vikram.singh@exxat.com	09/26/2024, 10:04:12 AM EDT							
Admin Email	 to : vikram.singh@exxat.com 	Thank you for working wit	Opened (i)	vikram.singh@exxat.com	09/26/2024, 09:32:43 AM EDT							
Admin Email	• to : kunal.vaishnav@gmail.com	Thank you for working wit	Opened (i)	kunal.vaishnav@exxat.com	n 09/22/2024, 03:27:47 PM EDT							