

Exxat Prism provides a streamlined process to manage these compliance requirements effectively. This guide outlines the steps to set up and customize compliance requirements, as well as automate notifications to keep students on track.

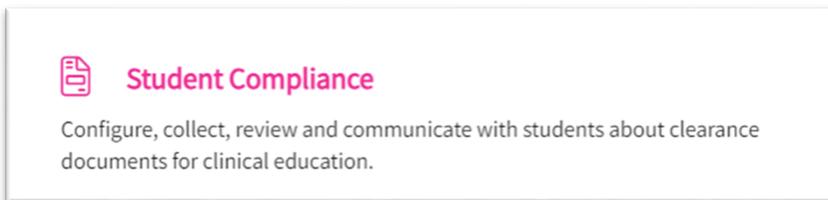
- [Setting up Compliance Requirements](#)
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## Setting up Compliance Requirements

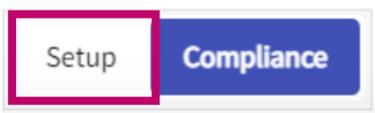
You can collect various immunization records, health forms, and other compliance documents required by your program within Exxat Prism. After you set up the list of documents that will be required, your students will be able to upload their documents which you can then review.

If you are not an Approve Service user you can follow the below steps:

1. Select Compliance from the left menu.

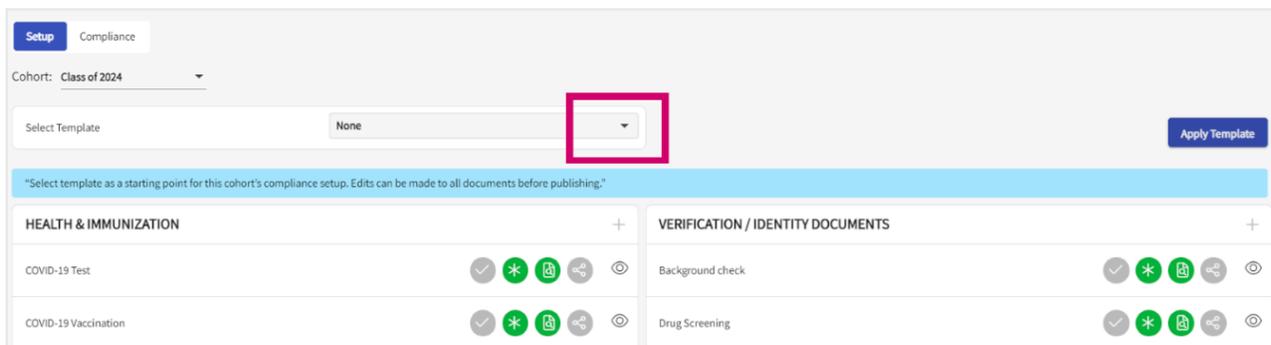


2. Select Setup on the ribbon at the top of the page and select the Cohort you'd like to manage.



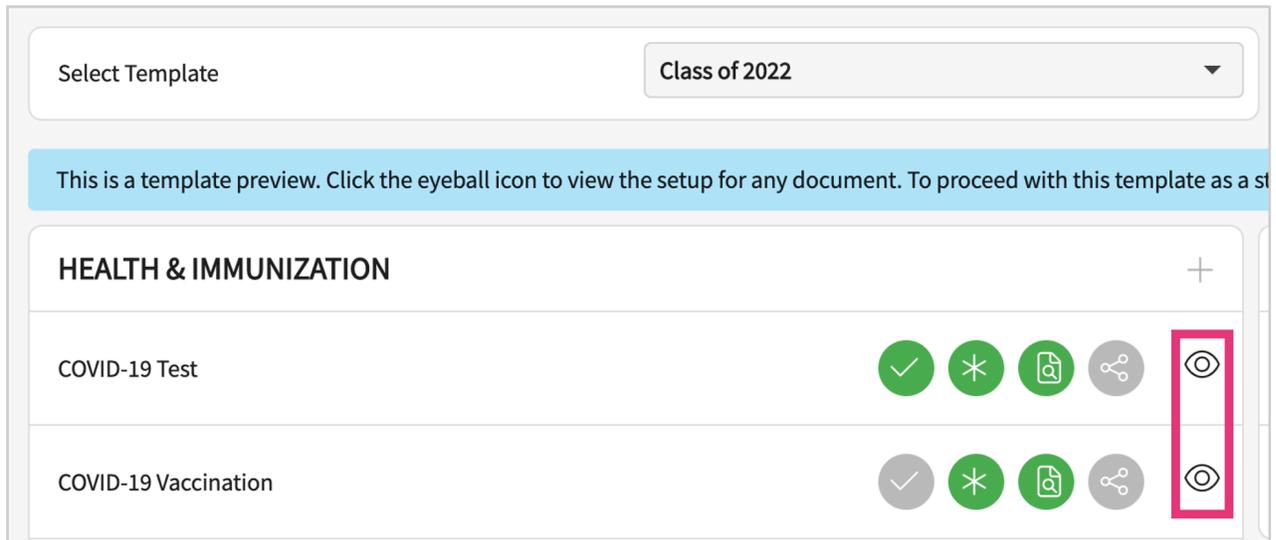
3. If this is your first time setting up compliance requirements, you'll have the option to select a Template. This feature allows you to copy any presets you've selected for other cohorts (which saves you time!). Select your desired cohort.

1. If you would prefer to not select any presets, select None.

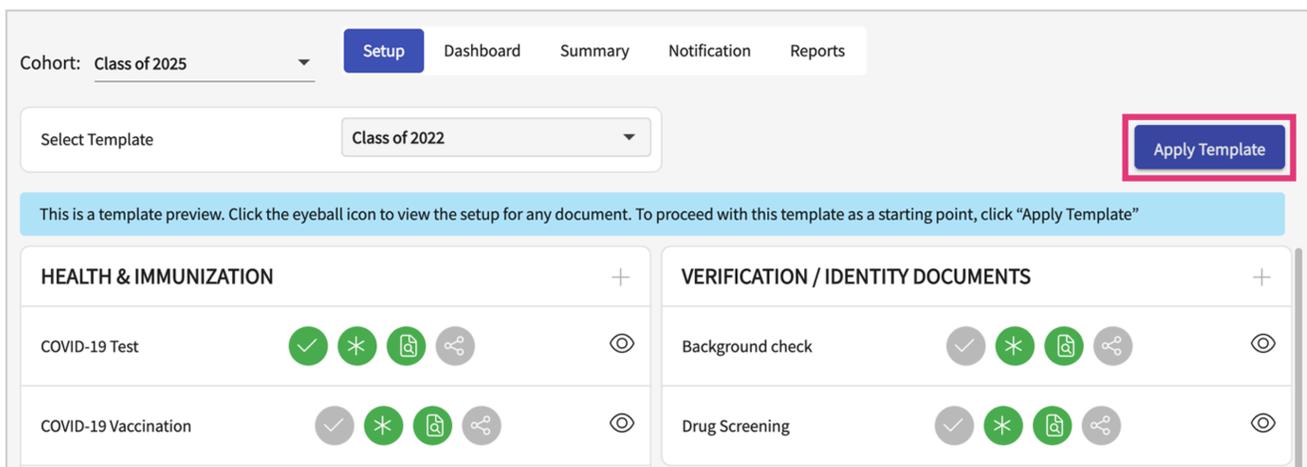


4. Once you've selected a template (cohort), the system will load all the presets you've previously published for that cohort in view mode only. Not to worry, you'll be able to make changes in a later step.

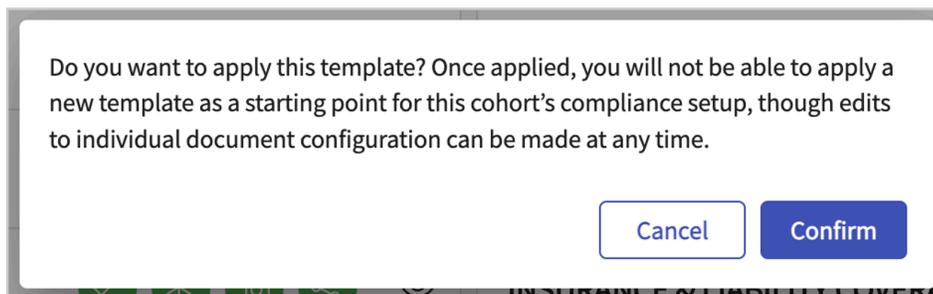
1. Click on the eye icon to view your presets for any items.



5. Once happy with your selection, click Apply Template.



6. The system will ask you to confirm applying the template you selected. Click Confirm.

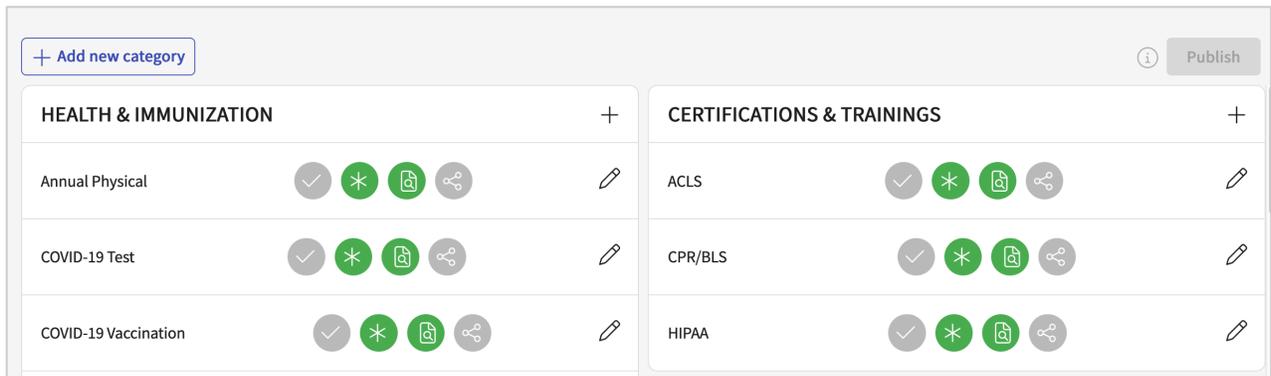


7. The page will then load the selected template. You can then review each item to ensure they are set up correctly. Click Publish when ready to share them with your students. [\[If you are Approve Service User, we will take care of the setup\]](#)

8. Each compliance requirement can be set in categories, below are the categories:

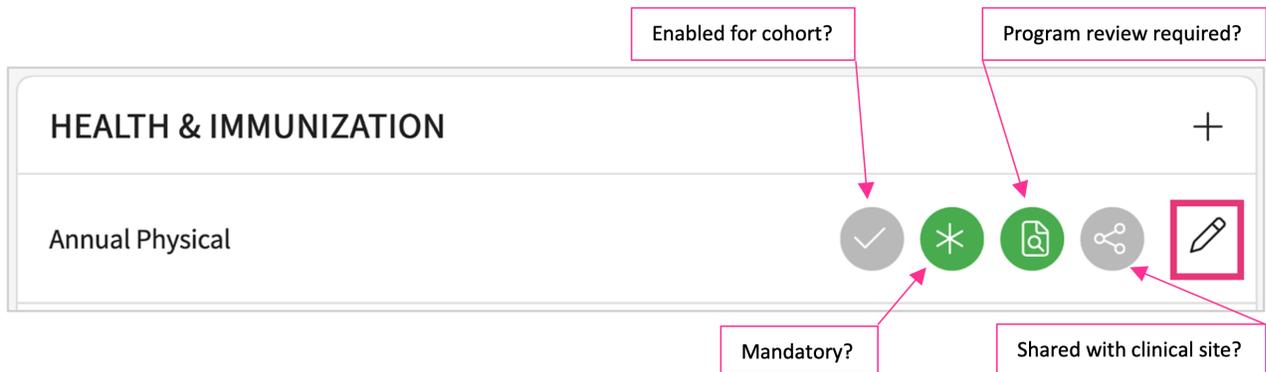
1. Health & Immunization
2. Certifications & Training
3. Verification / Identity Documents
4. Insurance & Liability Coverage

- 5. Memberships & Licensure
- 6. Attestations & Acknowledgements
- 7. Additional Documents



9. Each compliance requirement will show several different icons. Click on the pencil icon to configure each requirement.

- 1. A green color indicates the feature is enabled
- 2. A gray color indicates the feature is disabled



10. A drawer will open. If you would like to use a requirement, make sure to enable it!

- 1. If any of your requirements should only be visible to select team members or no one on your team, this can be set up for you! Contact [prism-support@exxat.com](mailto:prism-support@exxat.com) and provide the following details:
  - 1. Cohort
  - 2. Document for which view should be restricted

### 3. Request the item be labeled as "Sensitive"

The screenshot shows the configuration form for a requirement named "Flu (Influenza)". The form includes the following fields and options:

- Requirement Name:** Flu (Influenza)
- Requirement Alias\*:** Flu (Influenza)
- Requirement Short Name\*:** FLU
- Enabled:** A toggle switch is turned on.
- Information Type:** Radio buttons for "Simplified" and "Detailed". "Detailed" is selected.
- Vaccination:** A checked checkbox.
- Declination Form:** A checked checkbox.
- Expiration Date:** Two toggle switches, both turned off.
- Mandatory:** A toggle switch turned on.
- Include In Profile Link:** A toggle switch turned on.
- Review Required:** A toggle switch turned on.
- Sensitive:** A toggle switch turned off.
- Due date:** Oct 31, 2023

Callouts from the right side of the image point to specific elements:

- "Set a different name for your requirement if needed" points to the Requirement Name field.
- "Set a short name to easily view in the Compliance section" points to the Requirement Short Name field.
- "Make sure to switch on if you'd like to enable it" points to the Enabled toggle switch.
- "Choose between simplified or detailed information" points to the Simplified/Detailed radio buttons.
- "Set your preferences" points to the Vaccination and Declination Form checkboxes.

11. When setting your preferences, you'll have a choice between collecting Simplified or Detailed information.

1. Simplified: collect a start and expiration date
2. Detailed: collect vaccination and/or declination forms.

The image compares the configuration options for "Simplified" and "Detailed" information collection.

**Simplified (Selected):**

- Radio buttons:  Simplified,  Detailed
- Select the fields you want to collect:
  - Start Date
  - Expiration Date
- Default Name: Start Date
- Alias: Start Date
- Do you want to collect other details?:  Yes,  No

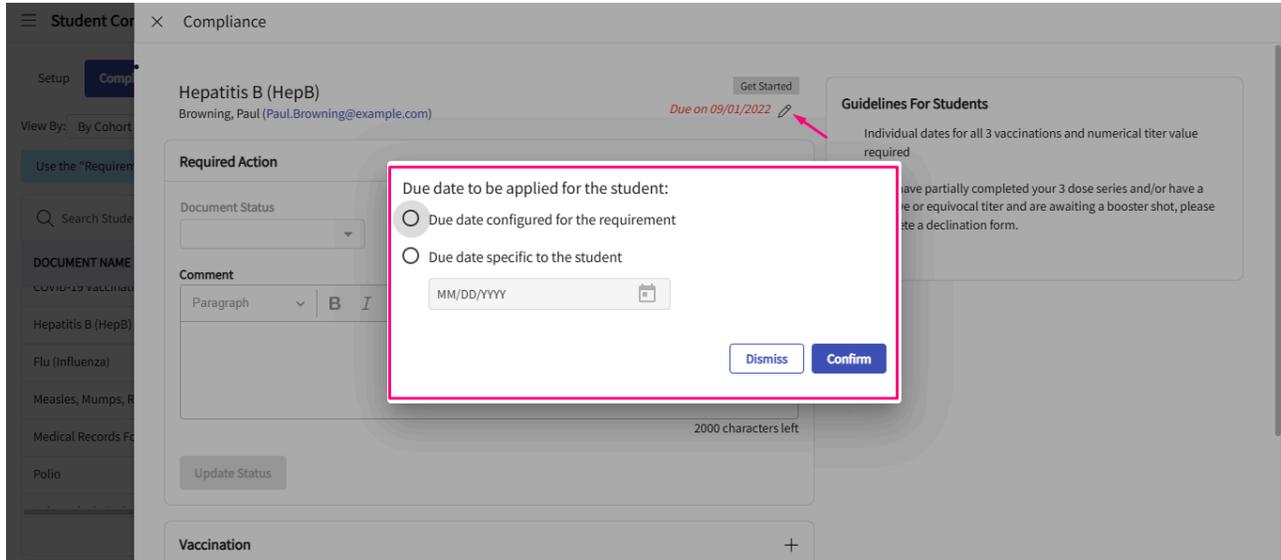
**Detailed:**

- Radio buttons:  Simplified,  Detailed
- Vaccination
- Do you want to set expiration date for students?:
- Declination Form
- Do you want to set expiration date for students?:

12. Please note that administrators users with required access now have the **ability to edit or reset student document due dates to the cohort default, with changes accurately reflected in reports and grids.**

1. Users with the necessary access can now manage document due dates for students.
2. The feature allows the due date for a student's document to be edited or reset to the default due date defined for their cohort.

- 3. This provides flexibility while ensuring consistency with cohort timelines.
- 4. Additionally, all due dates will be accurately reflected in reports and grids exported from the compliance module



- 13. You can also provide guidelines for both students and those who will review the compliance requirements (if applicable), along with templates and samples. Click Save once done.

Flu (Influenza) Save

**Guidelines**

Guidelines for Students

Paragraph v **B** *I* U := v ⋮

2000 characters left

Guidelines for Reviewers

Paragraph v **B** *I* U := v ⋮

2000 characters left

**Templates**

 Browse to upload

Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx  
You can only upload files with file size under 5 MB.

**Samples**

 Browse to upload

Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx  
You can only upload files with file size under 5 MB.

14. If you would like to add an additional requirement, click on the + icon within the respective category.

HEALTH & IMMUNIZATION +

Annual Physical	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
COVID-19 Test	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			

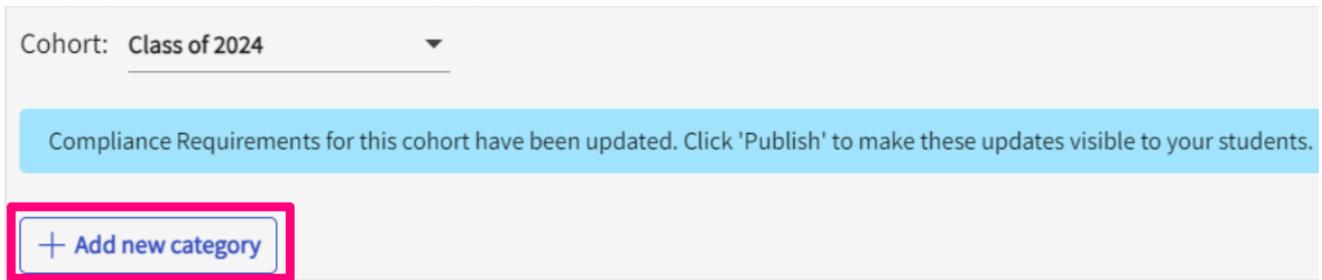
HEALTH & IMMUNIZATION Save

**Requirement Name**

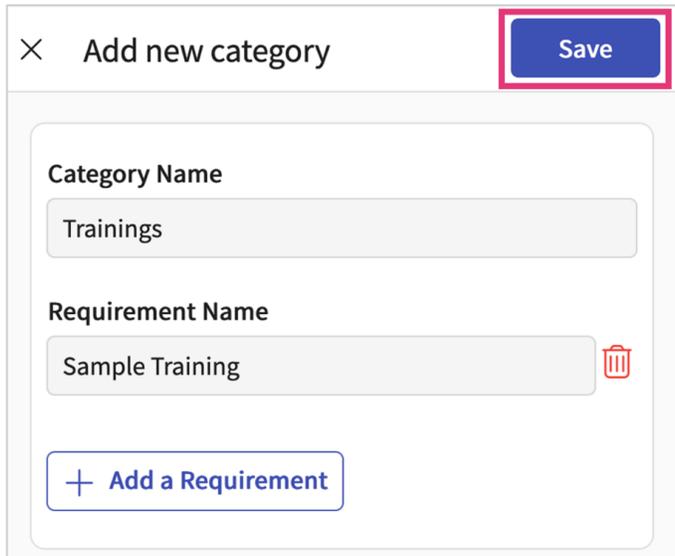


+ Add a Requirement

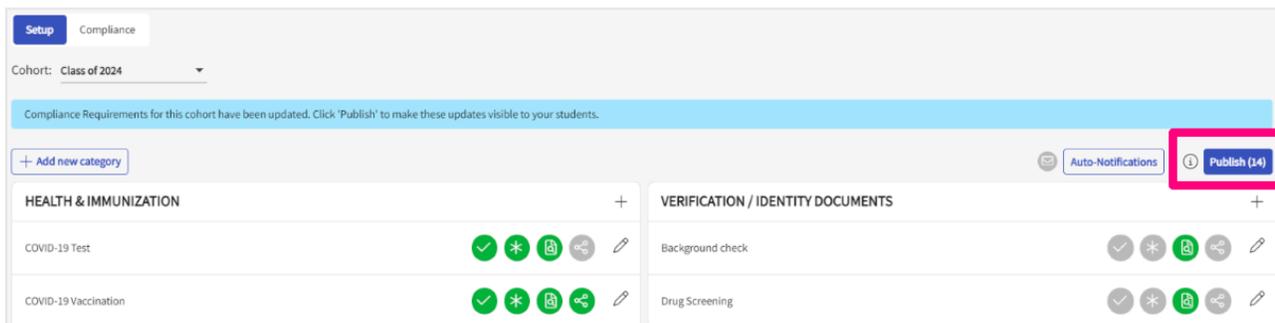
15. If a requirement you'd like to add does not fit into any pre-existing category, simply create new category! Click +Add New Category.



16. Provide a category name and add in your requirement. Click Save once done.



17. Once you've enabled all the requirements you'd like to use, click Publish. The system will show you the number of requirements you've enabled. Publishing will allow your students to view the requirements and begin working on them.



## Setting up Auto notification

Collecting compliance requirements from students is important, and we know that students may forget to complete these promptly! To assist with this task, you can enable auto-notifications so that your students receive a weekly reminder of any documents. 5 types of Auto notifications can set up

for the compliance document, which are as, Not Approved, Expiring, Expired, Past Due Date and Past Follow-up Date

- **Understand the Notification Criteria:**

- Students will receive an email if they meet any of the following conditions:
- One or more documents are in the **Not Approved, Expiring, or Expired** state.
- One or more mandatory documents are in the **Get Started or In Progress** state.

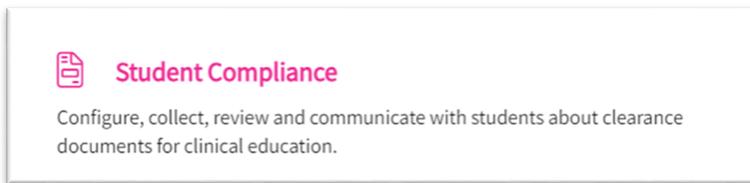
- **Ensure Documents are Enabled:**

- Notifications will only include documents that have been marked as enabled in your system.

- **Notification Recipients:**

- Only **active students** in the cohort will receive these email notifications.

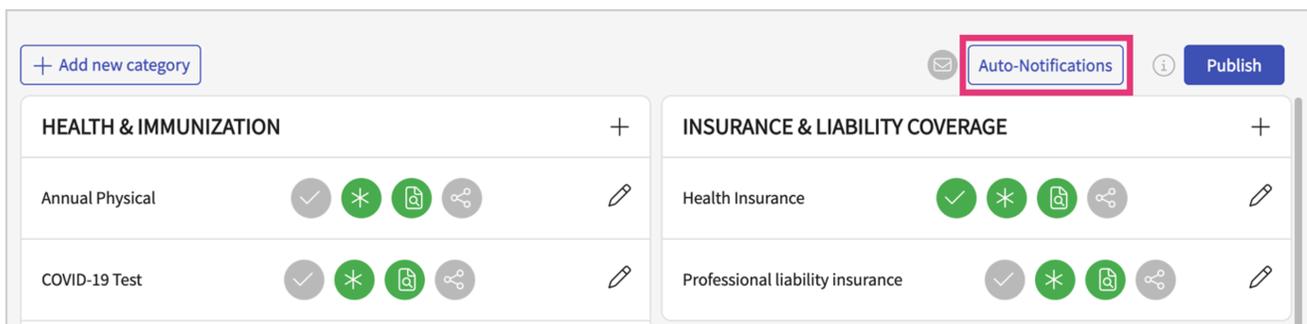
1. Select **Student Compliance** from your dashboard or left menu.



2. Select **Setup** and select the cohort you want to manage.



3. Click **Auto-Notifications**.



4. On the **Auto-Notifications** window, turn on the **Enable Email Auto-Notification**.

**Note:** Once you save, you cannot turn off or change the notification end date.

5. On the **Auto-Notifications** window, specify the notification date for when you want the notifications to end, and click **Save**.

6. The drawer will close, and the auto-notification icon will indicate they have been enabled.

The screenshot shows a software interface for managing notifications. At the top, there is a navigation bar with a dropdown menu for 'Cohort: Class of 2023' and buttons for 'Setup', 'Dashboard', 'Summary', 'Notification', and 'Reports'. Below this, there is a '+ Add new category' button on the left and an 'Auto-Notifications' button with a green checkmark icon on the right, which is highlighted with a red box. A 'Publish' button is also visible. The main content area is divided into two columns: 'HEALTH & IMMUNIZATION' and 'INSURANCE & LIABILITY COVERAGE'. Each column contains a list of items with status indicators (checkmarks, asterisks, document icons, share icons, and edit icons).

Category	Item	Status	Other Icons	Action
HEALTH & IMMUNIZATION	Annual Physical	✓	* 📄 🌐	✎
	COVID-19 Test	✓	* 📄 🌐	✎
INSURANCE & LIABILITY COVERAGE	Health Insurance	✓	* 📄 🌐	✎
	Professional liability insurance	✓	* 📄 🌐	✎

7. You can enable the radio button to turn on Auto-notifications. You have the ability to setup a threshold date when you should stop receiving the emails .

Enable Email Auto-Notifications 

Once enabled, auto-notifications can only be disabled by raising a support ticket @ [prism-support@exxat.com](mailto:prism-support@exxat.com)

## Notification End Date \*

11/17/2034



MM/DD/YYYY

On enabling this feature, students in your cohort will receive a helpful weekly email notification. The email will contain a list of all documents that demand their attention.

Students will receive an email if any of the following conditions apply:

- They have one or more documents in "Not Approved", "Expiring", or "Expired" state
- They have one or more mandatory documents in the "Get started" or "In Progress" state

Rest assured, these notifications will only be sent to active students in the cohort, for documents that have been marked as enabled. With this system in place, students can effortlessly stay on top of their document requirements.

Disable Notifications for Optional Documents 

8. Additionally, if you don't wish your students to receive the notification for expiring or missing documents for any optional documents you can turn on the radio button "**Disable Notifications for Optional Documents**"