

Exxat Prism enables efficient communication with site locations, whether for general information, location updates, or slot requests. This guide details the steps to send emails, manage recipients, and review responses.

- [Sending Emails](#)
- [Reviewing Email Dashboard](#)
- [Reviewing the Response Report](#)

## Sending Email to Sites

Whether you are sending a general communication, a request for updated location information, or a slot request, the process of selecting the Locations you will contact and drafting your communication is the same!

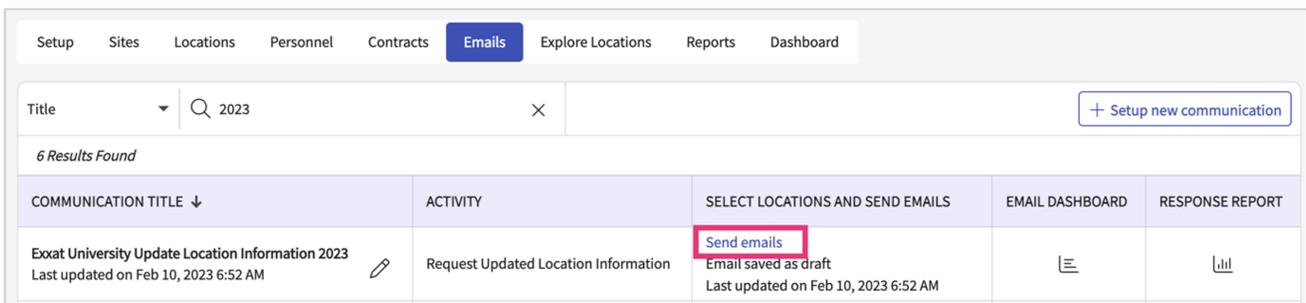
1. Select Sites from your left-menu or dashboard.



2. Select Emails from the ribbon.



3. Select Send Emails for your desired communication.



4. The system will show you all locations that have at least 1 personnel set to receive slot request emails.

5. If you prefer to filter the recipient's list by location, select the "Location" view

Slot Request 2024

Select by: **Location** Personnel

Filters: Include Staff...

69 Results Found

LOCATION	SITE	RECIPIENT	LOCATION SETTINGS	LOCATION CATEGORIES	LAST EMAIL SENT/SCHEDULED TIME	REQUEST RESPONSE
Abundant Health - Secondary Hos... KA, AK   Out-Area	Abundant Health - New Site	Alicia Ingram [Manager/Dir...]		Spanish Speakers Only	04/26/2024 6:34 AM EST	No Response
Abundant Health - Main Hos... Los Angeles, CA   In-Area	Abundant Health*	Alicia Ingram [Manager/Dir...] Alice Li [Administrator,Clinic...]	Cardiology Emergency Medicine Family Medicine	Indisciplinary Opportunity, ...	05/01/2024 1:50 PM EST	Slots offered
Abundant Health - Main Hos... Los Angeles, CA   In-Area	Abundant Health*	Alicia Ingram [Manager/Dir...] Alice Li [Administrator,Clinic...]	Cardiology Emergency Medicine Family Medicine	Indisciplinary Opportunity, ...	02/05/2024 9:39 AM EST	No Response
Abundant Health - Main Hos... Los Angeles, CA   In-Area	Abundant Health*	Alicia Ingram [Manager/Dir...] Alice Li [Administrator,Clinic...]	Cardiology Emergency Medicine Family Medicine	Indisciplinary Opportunity, ...	N/A	Slots offered
Abundant - Action Therapy (... Long Beach, CA   North Coast	Abundant Health*	Alice Li [Administrator,Clinic...] Peter Mentor [Clinical Prece...]	Allergy and Immunolo... Cardiology Emergency Medicine	Spanish Speakers Only, Indi...	N/A	N/A

6. If you prefer to filter the recipient's list by personnel, select the "personnel" view

Slot Request 2024

Select by: Location **Personnel**

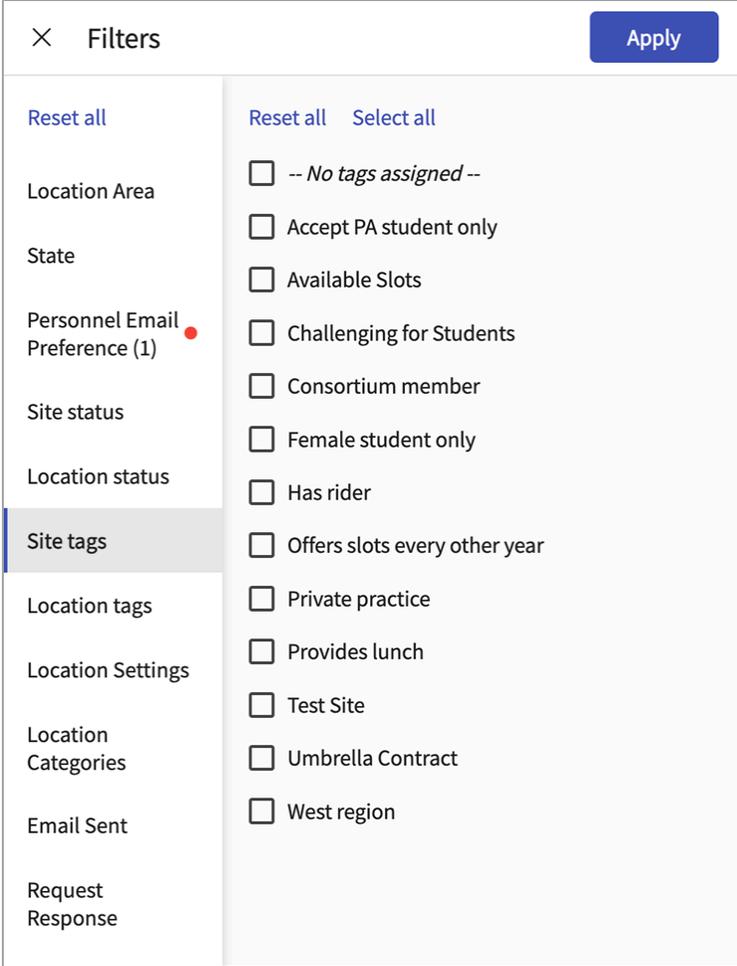
65 Selected recipients

PERSONNEL NAME	DESIGNATION	EMAIL ID	CATEGORY	PRACTICE SETTING	MARKED AS PRECEPTOR	COMMUNICATION PREFERENCE	ASSOCIATED SITES
Albert Ruiz	Administrator,Clinical Preceptor	rocio.ramirez@exxat.com			Yes	Slot request: Yes Email notification: No	Wellspring Medical Group (Primary)
Alice Li	Administrator,Clinical Preceptor,Contract Coordinator	Aliceli@email.com		Allergy and Immunolo... Cardiology	Yes	Slot request: Yes Email notification: Yes	Abundant Health* (Primary)
Alice Li	Clinical Preceptor,Field Instructor	alicali@email.com		Cardiology Internal Medicine Internvetnatio... Radio...	Yes	Slot request: No Email notification: No	Alliance Medical Center* (Primary)
Alicia Ingram	Manager/Director	alicia.ingram@exxat.com		Family Medicine	Yes	Slot request: Yes Email notification: Yes	Zeta Medical Group +1 more
Amee Jotangiya	Preceptor,Preceptor	amee.j@exxat.com		Cardiology	Yes	Slot request: No Email notification: No	Zeta Medical Group (Primary)
Amy Baker	Manager/Director	amy.baker@exxat.com			Yes	Slot request: Yes Email notification: Yes	Lutheran Regional +3 more
Ana Lambert	Contract Person	erik.steen@exxat.com			No	Slot request: Yes Email notification: Yes	Lifeshades Medical (Primary)
Anamika Singh		anamika.singh@exxat.com			Yes	Slot request: No Email notification: Yes	Abundant Health* (Primary)
Angel Sharp	Manager/Director	angel.sharp@exxat.com			Yes	Slot request: Yes Email notification: Yes	Memorial Hospital West (Primary)

7. The system will also show the filter options as listed below:-

- Location Area** – will filter the location, that are in the select location area as assigned by the school and to select the locations with No area assigned.
- Site status and location status** – Will filter Sites/Locations that are Active or Inactive as per the filter selected.
- Site Tag and location tag** – Will filter Sites/ locations based on tags that are assigned by the school or filter the site/locations with No tags, assigned.

4. **Location setting** – Will filter locations based on settings that are selected by the school or filter the locations with No settings, assigned.
  5. **Location category** – Will filter locations based on category that are assigned by the school or filter the locations with No category, assigned.
  6. **Request Response** – Will filter the locations with the response that they have provided for the slot request like, Filter locations that have no responded, Contact later, No slots to offer and NA.
8. The system will also show you all inactive Sites and Locations. If you would like to remove these from your mailing, click the filter icon and set the Site and Location Status to Active.



× Filters
Apply

[Reset all](#)

Location Area

State

Personnel Email Preference (1) ●

Site status

Location status

Site tags

Location tags

Location Settings

Location Categories

Email Sent

Request Response

[Reset all](#) [Select all](#)

-- No tags assigned --

Accept PA student only

Available Slots

Challenging for Students

Consortium member

Female student only

Has rider

Offers slots every other year

Private practice

Provides lunch

Test Site

Umbrella Contract

West region

9. To include locations in your mailing, simply click the open checkbox on the left. You can easily select all records by selecting the checkbox at the top. This will provide you an option to select all the records on all the pages by clicking on the Select all location.

1 Select locations 2 Compose email

Exxat University Slot Request 2024 Save changes Save & Next

Email sent 59 Sites/Locations 56 Recipients It's always recommended to click on "Save changes" after every 5-10 pages of locations selection. Selected locations: 103 Clear All

Location Search Filters: Slot request View List of Personnel 1

All locations in this page are selected. Select all 163 locations across all pages (any existing saved selections outside of this list will be disregarded)

<input checked="" type="checkbox"/>	LOCATION	SITE ↑	RECIPIENT	LOCATION SETTINGS	LOCATION CATEGORIES	LAST EMAIL SENT/SCHEDULED TIME	REQ
<input checked="" type="checkbox"/>	ABC Central Chesterfield, VA	ABC Community Medical (Demo)	Mock test Pinaz Test [Clinic...] John Johnson [SCCE]	Family Medicine Internal Medicine IP Mixed Show More		N/A	N/A
<input checked="" type="checkbox"/>	ABC Orthopedics Cottage Grove, MN   Out-Area	ABC Community Medical (Demo)	John Johnson [SCCE]	Family Medicine Internal Medicine IP Mixed Show More		N/A	N/A
<input checked="" type="checkbox"/>	ABC Ambulatory Care	ABC Community Medical (Demo)	Bradley Cooper	Family Medicine Internal Medicine		N/A	N/A

Items per page: 75 1 - 75 of 163 1 2 ... >

10. If you would like deselect all the Selection use the Clear All option.

1 Select locations 2 Compose email

Exxat University Slot Request 2024 Save changes Save & Next

Email sent 59 Sites/Locations 56 Recipients It's always recommended to click on "Save changes" after every 5-10 pages of locations selection. Selected locations: 103 Clear All

Location Search Filters: Slot request View List of Personnel 1

All locations in this page are selected. Select all 163 locations across all pages (any existing saved selections outside of this list will be disregarded)

<input checked="" type="checkbox"/>	LOCATION	SITE ↑	RECIPIENT	LOCATION SETTINGS	LOCATION CATEGORIES	LAST EMAIL SENT/SCHEDULED TIME	REQ
<input checked="" type="checkbox"/>	ABC Central Chesterfield, VA	ABC Community Medical (Demo)	Mock test Pinaz Test [Clinic...] John Johnson [SCCE]	Family Medicine Internal Medicine IP Mixed Show More		N/A	N/A

11. Recipients who are associated with multiple locations that are all under 1 site, will receive 1 email.

Caremark Central Winona, MN	Centralmark Medical	Stella Nichols [SCCE]
Caremark Orthopedics Palm City, FL	Centralmark Medical	Stella Nichols [SCCE]
Caremark Ambulatory Care Anoka, MN	Centralmark Medical	Stella Nichols [SCCE]

12. Recipients who are associated with locations that belong to different Sites, will receive multiple emails.

Modern Wellness Marshfield, WI	Modern Wellness	Deborah Foster [SCCE]
Newlife Orthopedics Salt Lake City, UT	Newlife Hospital	Deborah Foster [SCCE]

13. If you notice a recipient is missing from your list, or would like to remove a recipient, click View List of Personnel – this will take you to the Personnel – Location Details report where you can easily update mailing preferences for personnel.

The screenshot shows the 'Exxat University Slot Request 2024' interface. At the top, there are two steps: '1 Select locations' and '2 Compose email'. Below this, the title 'Exxat University Slot Request 2024' is displayed. On the right, there are 'Save changes' and 'Save & Next' buttons. The interface shows 'Email sent' with '25 Sites/Locations' and '16 Recipients'. A blue notification bar states: 'It's always recommended to click on "Save changes" after every 5-10 pages of locations selection.' Below this, there is a search bar and a filter set to 'Slot request'. The 'View List of Personnel' button is highlighted with a pink box. At the bottom, it says '25 Results Found'.

14. Once you're done selecting items on the first page, click the arrow at the bottom of the page to go to the next page.

The screenshot shows a table of results for 'Exxat University Slot Request 2024'. The table has columns: LOCATION, SITE, RECIPIENT, LOCATION SETTINGS, LOCATION CATEGORIES, and LAST EMAIL SENT/SCHED. The first three rows are visible, each with a checkbox in the first column. The first row is 'Adaptial - Easton' with site 'Adaptial' and recipients 'Nellie Hawkins [SCCE]' and 'Aaron Hotchner [SCCE]'. The second row is 'Adaptial - Wellington' with site 'Adaptial' and recipients 'Nellie Hawkins [SCCE]' and 'Aaron Hotchner [SCCE]'. The third row is 'Alliance Medical Center - Cardiology' with site 'Alliance Medical Center\*' and recipients 'Kanthi Kalidindi [Manager/Director]' and 'John Smith [Clinical Instructor]'. At the bottom of the table, there is a pagination bar showing 'Items per page: 75' and '1 - 75 of 95'. The navigation arrows at the bottom are highlighted with a pink box.

15. As you select locations to include in your mailing, it is strongly recommended for you to Save Changes every 5-10 pages. While the system automatically saves your selections, this prevents any delays as the system tries to save large amounts of data.

The screenshot shows the 'Exxat University Slot Request 2024' interface. At the top, there are two steps: '1 Select locations' and '2 Compose email'. Below this, the title 'Exxat University Slot Request 2024' is displayed. On the right, there are 'Save changes' and 'Save & Next' buttons. The 'Save changes' button is highlighted with a pink box. The interface shows 'Email sent' with '25 Sites/Locations' and '16 Recipients'. A blue notification bar states: 'It's always recommended to click on "Save changes" after every 5-10 pages of locations selection.' Below this, there is a search bar and a filter set to 'Slot request'. At the bottom, it says 'Selected locations: 0'.

16. Once you're done selecting your Locations, click Save & Next.

The screenshot shows the 'Exxat University Slot Request 2024' interface. At the top, there are two steps: '1 Select locations' and '2 Compose email'. Below this, the title 'Exxat University Slot Request 2024' is displayed. On the right, there are 'Save changes' and 'Save & Next' buttons. The 'Save & Next' button is highlighted with a pink box. The interface shows 'Email sent' with '25 Sites/Locations' and '16 Recipients'. A blue notification bar states: 'It's always recommended to click on "Save changes" after every 5-10 pages of locations selection.' Below this, there is a search bar and a filter set to 'Slot request'. At the bottom, it says 'Selected locations: 0'.

17. The system will show you a total count of who you are sending your mailing to, along with any Add-On Activities you have selected when creating your communication. Click Compose Email.

The screenshot shows a user interface for composing an email. At the top, there are two tabs: 'Select locations' and '2 Compose email', with the latter being active. A 'Previous' button is located in the top right corner. The main content area is titled 'Exxat University Slot Request 2024' and is divided into sections. The 'Recipients' section shows '24 Sites/Locations' and '13 Recipients'. Below this is the 'Add-On Activity' section, which includes a calendar icon and the text 'Request Slots' and 'Gather availability for student placements'. At the bottom of this section, a blue 'Compose Email' button is highlighted with a red rectangular border.

18. A drawer will open with 3 steps. On step 1, you can:

1. **Override Recipient's Email:** this is great to test the email that will be sent. The email will be sent to the email address entered instead of the original recipient.
2. **Reply to:** any replies to the communication will be sent to this email address.
3. **CC/BCC:** include any additional recipients as needed.

#### 4. Upload files: Attach files if necessary

Compose Email

1 Recipients 2 Template 3 Preview

13 Total Recipients Next

If override is specified, ALL email notifications will be sent to THIS email instead of the original recipients.

Override Recipient's Email

Reply to \*

rocio.ramirez@exxat.com

CC

BCC

Upload files

Slot Request Attachment Sample.pdf

Browse to upload

Supported formats: .pdf,.doc,.jpg,.jpeg,.png,.docx,.xlsx,.pptx,.pptm,.potx,.potm  
You can only upload files with file size under 10 MB.

19. On Step 2, you will select the email template you would like to send. You can use the standard template available or create your own using the + Add Template option. Click Preview once ready.

Compose Email

Recipients 2 Template 3 Preview

Pick a template \*

Standard ▼

+ Add Template Previous Preview

Subject \*

Request for clinical internships



Dear @FirstName ,  
As you know, Clinical Education is integral to preparing students for patient care and helps to shape the future of our profession. We are reaching out to ask for your support of our program by agreeing to accept students during upcoming rotations.

Merge Fields

- @FirstName
- @LastName
- @Prefix
- @CommunicationTitle
- @RequestLink

20. On step 3, review your email. If everything looks good, you will now decide when to send your email.

1. **Send email now:** send your emails instantly
2. **Send email at specific date and time:** schedule your emails to be sent on a specific date and time. You will select your date and time using a calendar.

Compose Email

Recipients Template 3 Preview

Previous Send

Request for clinical internships

Dear @FirstName,  
As you know, Clinical Education is integral to preparing students for patient care and helps to shape the future of our profession. We are reaching out to ask for your support of our program by agreeing to accept students during upcoming rotations.

Send email now  
 Send email at specific date and time

Send email at specific date and time

Date Time\*

2023  
Tue, 14 Feb 19:18

February

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	28				

## Reviewing the Email Dashboard

Once you have scheduled or sent your site emails, you'll have a dashboard available to review how many emails were sent, delivered successfully, and more!

1. Select Sites from your left-menu or dashboard.



2. Select Emails from the ribbon.



3. Select the Email Dashboard icon for your desired communication.

COMMUNICATION TITLE ↓	ACTIVITY	SELECT LOCATIONS AND SEND EMAILS	EMAIL DASHBOARD	RESPONSE REPORT
Exxat University Slot Request 2023* Last updated on May 30, 2023 12:23 PM EST	Request slots Request Updated Location Information	Send emails Last email sent on May 30, 2023 12:23 PM EST		

4. The page will display a tally at the top, and a grid showing you any scheduled or sent emails for recipients you have selected.

53 Total Emails 4 Failed 0 In Progress 48 Successful - 26 Delivered (not opened) 10 Opened (link not clicked) 12 Link clicked 1 Scheduled

Please note that once you've sent the emails, some emails may appear to be stuck with "In Progress" or "Scheduled" status even though they are sent. You do not need to resend those emails, the accurate status will be updated within 24 hours.

RECIPIENT NAME	RECIPIENT EMAIL	SENT/SCHEDULED TIME	STATUS	SUBJECT	REQUEST LINK	RESEND
<input type="checkbox"/> Samantha Stevenson	noreply@exxat.com	May 31, 2023 11:00 AM EST	Scheduled	Exxat University Annual Slot Request - CY 2023	-	
<input type="checkbox"/> Rosie Burton	jake.killian@exxat.com	Apr 27, 2023 11:31 AM EST	Delivered	** Send Exxat University Annual Slot Request - 2023	View	Resend
<input type="checkbox"/> Kunal Vaishnav	jake.killian@exxat.com	Apr 27, 2023 11:31 AM EST	Delivered	** Send Exxat University Annual Slot Request - 2023	View	Resend

5. If you would like to cancel a scheduled email, select the recipient using the open checkbox and click the X icon.

53 Total Emails 4 Failed 0 In Progress 48 Successful - 26 Delivered (not opened) 10 Opened (link not clicked) 12 Link clicked 1 Scheduled

Please note that once you've sent the emails, some emails may appear to be stuck with "In Progress" or "Scheduled" status even though they are sent. You do not need to resend those emails, the accurate status will be updated within 24 hours.

RECIPIENT NAME	RECIPIENT EMAIL	SENT/SCHEDULED TIME	STATUS	SUBJECT	REQUEST LINK	RESEND
<input checked="" type="checkbox"/> Samantha Stevenson	noreply@exxat.com	May 31, 2023 11:00 AM EST	Scheduled	Exxat University Annual Slot Request - CY 2023	-	

6. If you'd like to view the email that was sent, click on the Subject text.

53 Total Emails 4 Failed 0 In Progress 48 Successful - 26 Delivered (not opened) 10 Opened (link not clicked) 12 Link clicked 1 Scheduled

Please note that once you've sent the emails, some emails may appear to be stuck with "In Progress" or "Scheduled" status even though they are sent. You do not need to resend those emails, the accurate status will be updated within 24 hours.

RECIPIENT NAME	RECIPIENT EMAIL	SENT/SCHEDULED TIME	STATUS	SUBJECT	REQUEST LINK	RESEND
<input type="checkbox"/> Samantha Stevenson	noreply@exxat.com	May 31, 2023 11:00 AM EST	Scheduled	Exxat University Annual Slot Request - CY 2023	-	
<input type="checkbox"/> Rosie Burton	jake.killian@exxat.com	Apr 27, 2023 11:31 AM EST	Delivered	** Send Exxat University Annual Slot Request - 2023	View	Resend
<input type="checkbox"/> Kunal Vaishnav	jake.killian@exxat.com	Apr 27, 2023 11:31 AM EST	Delivered	** Send Exxat University Annual Slot Request - 2023	View	Resend

7. A drawer will open showing you the content of the email sent.

✕
View Email Content

Below is the content of sent email

**\*\* Send Exxat University Annual Slot Request - 2023**

Dear Rosie Burton,

As you know, Clinical Education is integral to preparing students for patient care and helps to shape the future of our profession. We are reaching out to ask for your support of our program by agreeing to accept students during upcoming rotations.

We realize that scheduling and managing clinical education experiences are an enormous undertaking. To make the process more streamlined for you, please let us know your availability to accept students by clicking the link below.

8. If you requested slot availability or updated location information and would like to access the page a specific contact received, click the View text within the Request Link column.

← Exxat University Slot Request 2023\*

53 Total Emails
4 Failed
0 In Progress
48 Successful
26 Delivered (not opened)
10 Opened (link not clicked)
12 Link clicked
1 Scheduled

ⓘ Please note that once you've sent the emails, some emails may appear to be stuck with "In Progress" or "Scheduled" status even though they are sent. You do not need to resend those emails, the accurate status will be updated within 24 hours.

Reset
↺
✕
📄
🔍

	RECIPIENT NAME	RECIPIENT EMAIL	SENT/SCHEDULED TIME	STATUS	SUBJECT	REQUEST LINK	RESEND
<input type="checkbox"/>	Samantha Stevenson	noreply@exxat.com	May 31, 2023 11:00 AM EST	Scheduled	Exxat University Annual Slot Request - CY 2023	-	
<input type="checkbox"/>	Rosie Burton	jake.killian@exxat.com	Apr 27, 2023 11:31 AM EST	Delivered	** Send Exxat University Annual Slot Request - 2023	View	<a href="#">Resend</a>
<input type="checkbox"/>	Kunal Vaishnav	jake.killian@exxat.com	Apr 27, 2023 11:31 AM EST	Delivered	** Send Exxat University Annual Slot Request - 2023	View	<a href="#">Resend</a>

9. This will open a new tab and show you the slot request/updated location information page.

The screenshot shows an email template from Exxat. At the top left is the Exxat logo and a menu icon. At the top right is the user name 'Rosie Burton ExxatSales (DPT)'. The main content area has a heading 'Request For Availability And Update Information'. Below the heading is a paragraph of text: 'Thank you for considering working with a student from our university's DPT program. We sincerely appreciate the time and effort that it takes to educate a student and cannot express our gratitude enough, after all, you are shaping the future of our profession!'. This is followed by another paragraph: 'Please take a moment to review the clinical experience schedule you'll see after clicking the "Start" button below. In order to provide insight into where each experience falls within the curriculum, you will find the curriculum in the documents below.'. Below this is a section titled 'Shared documents' with a link 'View Documents'. At the bottom center of the content area is a blue button labeled 'Start', which is highlighted with a red box. The Exxat logo is at the bottom of the email.

10. If you'd like to resend an email, click Resend for any specific recipient.

The screenshot shows an email management interface for 'Exxat University Slot Request 2023\*'. At the top, there are status filters: 53 Total Emails, 4 Failed, 0 In Progress, 48 Successful, 26 Delivered (not opened), 10 Opened (link not clicked), 12 Link clicked, and 1 Scheduled. Below this is a blue informational banner: 'Please note that once you've sent the emails, some emails may appear to be stuck with "In Progress" or "Scheduled" status even though they are sent. You do not need to resend those emails, the accurate status will be updated within 24 hours.'. The main area is a table with columns: RECIPIENT NAME, RECIPIENT EMAIL, SENT/SCHEDULED TIME, STATUS, SUBJECT, REQUEST LINK, and RESEND. The 'RESEND' column contains buttons for each row. The first row (Samantha Stevenson) has a 'Scheduled' status and no button. The second row (Rosie Burton) has a 'Delivered' status and a 'Resend' button. The third row (Kunal Vaishnav) has a 'Delivered' status and a 'Resend' button. The 'RESEND' column header and the two 'Resend' buttons are highlighted with a red box.

<input type="checkbox"/>	RECIPIENT NAME	RECIPIENT EMAIL	SENT/SCHEDULED TIME	STATUS	SUBJECT	REQUEST LINK	RESEND
<input type="checkbox"/>	Samantha Stevenson	noreply@exxat.com	May 31, 2023 11:00 AM EST	Scheduled	Exxat University Annual Slot Request - CY 2023	-	
<input type="checkbox"/>	Rosie Burton	jake.killian@exxat.com	Apr 27, 2023 11:31 AM EST	Delivered	** Send Exxat University Annual Slot Request - 2023	View	Resend
<input type="checkbox"/>	Kunal Vaishnav	jake.killian@exxat.com	Apr 27, 2023 11:31 AM EST	Delivered	** Send Exxat University Annual Slot Request - 2023	View	Resend

11. A drawer will open where you can set your preferences and resend your email.

The screenshot shows a 'Resend' dialog box with a close button (X) in the top left. It features a progress bar with three steps: '1 Recipients' (active), '2 Template', and '3 Preview'. Below the progress bar is a 'Copy selected recipient email addresses' button. On the right side, there is a 'Next' button highlighted with a red box. The main area is divided into two columns. The left column has a 'Recipients' section with a checked checkbox and '1 selected recipients' text, followed by a list of recipients including 'Rosie Burton (jake.killian@exxat.com)'. The right column contains a warning: 'If override is specified, ALL email notifications will be sent to THIS email instead of the original recipients.' Below this are input fields for 'Override Recipient's Email', 'Reply to \*' (with 'rocio.ramirez@exxat.com' entered), 'CC', and 'BCC'. At the bottom, there is an 'Upload files' section with a 'Browse to upload' button and a list of supported file formats: .pdf, .doc, .jpg, .jpeg, .png, .docx, .xlsx, .pptx, .pptm, .potx, .potm. A note states: 'You can only upload files with file size under 10 MB.'

## Reviewing the Response Report

Once you have sent out a slot request, or update location information request, as your sites begin to respond with offers and updates, the Response Report will inform you of who has responded.

1. Select Sites from your left-menu or dashboard.



2. Select Emails from the ribbon.



3. Select the Response Report icon for your desired communication.

Setup Sites Locations Personnel Contracts **Emails** Explore Locations Reports Dashboard

Title  Search [+ Setup new communication](#)

51 Results Found

COMMUNICATION TITLE ↓	ACTIVITY	SELECT LOCATIONS AND SEND EMAILS	EMAIL DASHBOARD	RESPONSE REPORT
Exxat University Slot Request 2023* Last updated on May 30, 2023 12:23 PM EST	Request slots Request Updated Location Information	<a href="#">Send emails</a> Last email sent on May 30, 2023 12:23 PM EST		

4. Depending on the Add-On Activities you selected, the report may include two tabs – Slot Request and Updated Location Information.

5. The Slot Request tab will show you a tally of how many locations you contacted, and who has either not responded, responded with offers, a request to be contacted later, or had nothing to offer.

6. The grid will list all the locations included in your communication and will include a slot request response column for you to review. For locations who have offered slots, you can click on View to see the offers they have provided to you.

← Exxat University Slot Request 2023\*

**Slot Request** Updated Location Information

26 Total Locations 22 No Response 4 Response - 3 Offered slots 0 Contact Later 1 No slots to offer

Please visit the Placement > Slots section for a consolidated view of the offered slots. You can create a placement group in a way that it covers all the Rotations that you want to see together.

Search

28 Results Found

LOCATION	SITE	CITY	STATE	ZIP CODE	SLOT REQUEST RESPONSE	LAST UPDATED BY	LAST UPDATED ON ↓	VIEW DETAILS
Location not assigned	Abundant Health*	Depew	NM	02345	No slots to offer	John Smith	May 18, 2023 5:43 AM EST	-
Abundant - Ambulatory Care	Inactive Abundant Health*	DEPEW	NY	14043	Slots offered	Rosie Burton	May 4, 2023 5:50 PM EST	<a href="#">View</a>
Adaptial - Wellington	Adaptial	BALTIMORE	MD	21231-2620	No Response	Nellie Hawkins	May 1, 2023 12:41 PM EST	-

7. A drawer will open showing you the slot offer details.

× Abundant - Ambulatory Care

Last Updated By: Rosie Burton on May 4, 2023 5:50 PM EST

Offered Slots

ROTATION	SCHEDULE	NO.OF STUDENTS	SETTING	CLINICAL INSTRUCTOR	SUPERVISION TYPE	SLOT TYPE
Clinical Practice IV	Apr 1, 2024 - Jun 18, 2024	1	Home Health	Clinical Instructor not assigned	-	Resume Required
Clinical Practice IV	Apr 1, 2024 - Jun 18, 2024	2	Acute Care	James Spader	1 Student:1 CI	-
Clinical Practice III	Feb 1, 2023 - Mar 12, 2023	2	Home Health	James Spader	2 Student:1 CI	-

