

User Guide





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Integration of Exxat Prism and Exxat One allows users to import approved schedules from Exxat One to Exxat Prism for further processing. This is a queue-based workflow enabling users to process Exxat One schedules into Prism efficiently.

Users are required to link sites/locations between Exxat One and Exxat Prism. This is a one-time activity to establish a connection between the site/location data maintained by the schools in Exxat Prism and the corresponding details in Exxat One.

After linking schools can filter sites/location linked to Exxat One, to ensure that these linked sites/locations are excluded from slot request emails sent from Exxat Prism.

Benefits

Streamlined Workflow

The queue-based workflow simplifies the process of importing approved schedules from Exxat One into Exxat Prism, reducing manual effort and ensuring a smoother transition between the two systems.

Improved Data Organization

The one-time linking of sites and locations establishes a structured connection between school-maintained data and Exxat One, enabling better organization and reduction in redundancy.

• Enhanced Efficiency

By linking sites/locations, schools can easily filter out Exxat One sites from slot request emails, saving time and ensuring communication is focused on relevant sites/locations.

• Future-Ready Integration

The planned synchronization of site names, addresses, and contact information will further reduce manual updates, ensuring data in Exxat Prism remains up to date with Exxat One, paving the way for a more robust integration.



Key Features

1. Link Site / Locations

- A one-time activity where schools link their sites and location in Exxat Prism with the corresponding sites and locations in Exxat One.
- This ensures that availability added by a site in Exxat One is visible in the corresponding sites in Exxat Prism.

2. Importing Exxat One schedules into Exxat Prism:

- Exxat Prism users can view all the approved schedules from Exxat One.
- It is a queue-based system. Users can process the queue items one at a time.
- Users can import the schedules as slots or placements based on the need for further activities in Exxat Prism.
- Exxat Prism provides alerts to the users for any major changes done on the schedules post the import (such as location updated, student updated, and schedule cancelled).

Link Sites and Locations

Link sites and locations between Exxat One and Exxat Prism, follow the steps provided below.

Link Sites

- 1. *Login* to the *Exxat Prism* using your *university login credentials*.
- 2. Go to *Exxat One* tile and click **Process Now** button to start linking sites/locations to Prism.



Exxat One				
Finding placements made easier. Availabilities published by top clinical sites are just one click away.	Explore Now			
Exxat One ↔ Exxat Prism New Simplify your workflow—link sites and locations to Exxat One and process schedules.	Process Now			

You will be taken to *Exxat One Sites* screen. The Exxat One *Sites* screen populates list of all the sites in Exxat One, along with their details.

alternatively, you can navigate to the **Sites** section and on the banner click on the **Link Now** button.

3. Choose **a site** you want to link, and then click on the **Link button** in the **ACTION** column for that site.

Excat One ↔ Excat Prism Link Sites, locations to Excat One and process schedules							
Exat One Sites Exxat One Schedules							
Q Search							
SITE 1	ADDRESS	CITY	STATE	ZIPCODE	NO. OF LOCATIONS	STATUS	ACTION
ACCESS PT @	16 Maybrook Rd	Campbell Hall	New York	10916	71	Linked	Edit
Advanced and Preferred Physical Therapy [Confluent]	8550 Marshall Dr. Ste 210	Lenexa	Kansas	66214	29	Not Linked	@ Link
Alliance Orthopedics	14 Cliffwood Ave West	Matawan	New Jersey	07747	7	Not Linked	@ Link
APT Healthcare	802 Cromwell Park Dr, Suite #T	Glen Burnie	Maryland	21061	52	Not Linked	@ Link
ATI	2001 Butterfield Rd,	Downer's Grove	Illinois	60515	908	Not Linked	@ Link
Austin Physical Therapy - Prompt	1282 Waterloo Geneva Rd,	Waterloo	New York	13165	1	Not Linked	@2 Link

Alternatively, you can click on the **value** in the **NO. OF LOCATIONS** column, and then in the locations screen click **Link PRISM Site** in the top panel.



Exat One Sites Exat One Schedules							
2 Search							
TE ↑	ADDRESS	CITY	STATE	ZIPCODE	NO. OF LOCATIONS	STATUS	ACTION
CCESS PT @	16 Maybrook Rd	Campbell Hall	New York	10916	71	Linked	Edit
dvanced and Preferred Physical Therapy onfluent]	8550 Marshall Dr. Ste 210	Lenexa	Kansas	66214	29	Not Linked	@ Link
liance Orthopedics	14 Cliffwood Ave West	Matawan	New Jersey	07747	7	Not Linked	@ Link
T Healthcare	802 Cromwell Park Dr, Suite #T	Glen Burnie	Maryland	21061	52	Not Linked	@ Link
1	2001 Butterfield Rd,	Downer's Grove	Illinois	60515	908	Not Linked	@ Link
ustin Physical Therapy - Prompt	1282 Waterloo Geneva Rd,	Waterloo	New York	13165	1	Not Linked	@ Link
Site Not Linked Exat One PT Healthcare 802 Conversel Park Dr., Suite #T, GI	en Burnie, Maryland, 21061		•				Link PRISM Site
Site Not Linked Exat One PT Flackbace 802 Cromwell Park Dr, Suite #7, GI xat One Locations Q. Search	ien Burnie, Maryland, 21061		+				Link PRISM Site
Site Not Linked Exat One APT Healthcare Soz Cromwell Park Dr, Suite #T, Gl at One Locations Q Search DOCATION ↑	en Burnie, Maryland, 21061		↓	STATE	ZIPCODE	STATUS	Link PRISM Site
Site Not Linked Excat One BC at One BC 2 Cromwell Park Dr, Suite #T, GI at One Locations Q. Search OCATION 1 ctive Physical Therapy - California/Lexingto	ien Burnie, Maryland, 21061 ADDRESS n Park. 22599 MacAnthur BlvdS	uite #106	California	STATE Maryland	ZIPCODE 20619	STATUS Not Linked	Link PRISM Site
Site Not Linked Exat One PAT Healthcare at One Locations Q. Search OCATION ↑ cthe Physical Therapy - California/Lexingto cthe Physical Therapy - California/Lexingto	ien Burnie, Maryland, 21061 ADDRESS n Park 22599 MacArthur Bhd5 309 Sunburst HaySuite	uite #106 :#7	California Cambridge	STATE Maryland Maryland	21PCODE 20619 21613	STATUS Not Linked Not Linked	Link PRISM Site ACTION Link Link
Site Not Linked ExattOne APT Healthcare ac2 Cromwell Park Dr, Suite #T, GI at One Locations Q. Search CCATION ↑ Cthe Physical Therapy - California/Lexingto Cthe Physical Therapy - California/Cesingto Cthe Physical Therapy - Clinton	ien Burnie, Maryland, 21061 ADDRESS n Park. 22599 MacArthur BlvdS 309 Sunburst HeySuite 9135 Piscataway RdSui	iulte #105 #7 te 305	CTY California Cambridge Clinton	STATE Maryland Maryland Maryland	ZIPCODE 20619 21613 20735	STATUS Not Linked Not Linked Not Linked	Link PRISM Site ACTION Link Link Link Link
Site Not Linked Exat1One PAT Healthcare 202 Cromwell Park Dr, Suite #T, GL at One Locations CoatTon 1 CoatTon 1 Cithe Physical Therapy - California/Lexingto Cithe Physical Therapy - California/Calif	ien Burnie, Maryland, 21061 ADDRESS In Park. 22599 MacAnthur BlvdS 9135 Piscataway RdSui 1055 Little Patuxent P	suite #106 #7 #7 te 305 arkney Suite #1.4	California California Calmonidge Clinton Columbia	STATE Maryland Maryland Maryland Maryland	ZIPCODE 20619 21613 20735 21044	STATUS Not Linked Not Linked Not Linked Not Linked	Link PRISM Site ACTION Link Link Link Link Link Link
Site Not Linked Exat One APT Healthcare 902 Cromwell Park Dr, Suite #T, Gl at One Locations Control 1 Control 1 Control 1 Control 1 Control 1 Control 1 Control 1 California/Lealingto Citive Physical Therapy - California/Lealingto Citive Physical Therapy - Clanton Citive Physical Therapy - Columbia Citive Physical Therapy - District Heights	ien Burnie, Maryland, 21061 ADDRESS In Park. 22599 MacArthur Blod5 309 Sunburst HwySuite 9135 Piscataway RdSui 11055 Little Patusent P 5416 Silver Hill Rd.	iuite #106 #7 te 305 arkway.Suite #L4	CTY California Cambridge Clinton Columbia District Heights	STATE Maryland Maryland Maryland Maryland Maryland Maryland	ZIPCODE 20619 21613 20735 21044 20747	STATUS Not Linked Not Linked Not Linked Not Linked Not Linked	Link PRISM Site ACTION Link Link Link Link Link Link Link Link

The *Link Site drawer* populates the list of sites in Exxat Prism that closely match with the details of the selected Exxat One site.

× Link Site						
±	Exxat One APT Healthcare 802 Cromwell Park Dr, Suite #T, Gler	1 Burnie, MD, 21061				
ect Ex	xat PRISM Site Site to link with the above Exxat One S	ite	Not a	ble to find the site in the lis	t? Add Ne	w Site
۹	APT Healthcare				Advanced	d Search 🗸
	SITE	ADDRESS		СІТҮ	STATE	ZIP CODE
	South Park Therapy Place	25 Union St.		Birmingham	MD	71562
	Healthfirst	23 El Dorado Dr.		Daphne	MD	35209
	Rabun Pediatrics	91 Lake Forest St.		Birmingham	MD	21401
	Rabun Pediatrics	91 Lake Forest St.	ltems per pag	Birmingham ge: 50 1 - 3 of 3		MD KD

- 4. Select a site in Exxat Prism to link.
 - You can **pick one or more sites from the list**.

SITE	ADDRESS	CITY	STATE	ZIP CODE
South Park Therapy Place	25 Union St.	Birmingham	MD	71562
Healthfirst	23 El Dorado Dr.	Daphne	MD	35209
Rabun Pediatrics	91 Lake Forest St.	Birmingham	MD	21401



• You can **search** for the site in the **search bar.** The search data in the search bar is auto populated with the selected location, users can change the search details if required.

Q	APT Healthcare	

• You can use the **Advanced Search** option to search site by its address.

Q APT Healthcare	Advanced Search 🔨
Address Line 1 802 Cromwell Park Dr, Suite #T	Address Line 2
City Glen Burnie	State MD
Zip 21061	Search

- You can **add a new site** if the site you are looking for is not available in Prism.
 - a. Click Add New Site
 - **b.** Fill all the **Basic Information** and **Address Information** as required and Click **Save**.

The newly added site details are auto selected for linking.



in the top right corner of the **Link Site** drawer.

Exxat Prism site is successfully linked to the selected Exxat One site.

Site Linked		
APT Healthcare 802 Cromwell Park Dr, Seite 47, Glen Burnie, Marylan	toothim ed, 2013	Cunlink PRISM Site

The status column has two statuses "Linked" and "Not Linked" and in the ACTION

column the button changes to Edit

5. Click Link button

Linked means the site is linked to a site in Exxat Prism. Not Linked means the site is not linked to a site in Exxat Prism.

Exact One ↔ Exact Prism Link Sites, locations to Exact One and process schedules							
Exat One Sites Exxat One Schedules							
Q Search							
SITE 1	ADDRESS	СІТҮ	STATE	ZIPCODE	NO. OF LOCATIONS	STATUS	ACTION
ACCESS PT 00	16 Maybrook Rd	Campbell Hall	New York	10916	71	Linked	Edit
Advanced and Preferred Physical Therapy [Confluent]	8550 Marshall Dr. Ste 210	Lenexa	Kansas	66214	29	Not Linked	Ø Link
Alliance Orthopedics	14 Cliffwood Ave West	Matawan	New Jersey	07747	7	Not Linked	@ Link
APT Healthcare	802 Cromwell Park Dr, Suite #T	Glen Burnie	Maryland	21061	52	Not Linked	@ Link



Link Locations

- 1. In the Exxat One Sites screen click **Edit** button in the ACTION Column for the site of which you want to link locations.
- 2. Click Link button in the Action Column of the Exxat One location you want to link.
- 3. In the Link location drawer, select the Exxat Prism Location from the Exxat Prism location list.

elect PRI hoose loca	SM Location tion you want to link to Exxat One		Not able to find the loca	tion in the list?	Add New Location
Q	Sage Physical Therapy - Urbana/Frederick				Advanced Search 🗸
	LOCATION	ADDRESS	CITY	STATE	ZIP CODE
•	Urbana/Frederick	3536A Urbana Pike	Frederick	MD	21704
\cap	Physical Therapy - Urbana/Frederick	3536A Urbana Pike	Frederick	MD	21704
0					

a. You can also use the search and advanced search options to look for a location.



- b. You can also **Add a New Location** if the location is not present in the Prism.
 - i. Click Add New Location
 - ii. Enter the **Basic Information** and **Address Information** as required and click **Save**.

The location is added to the list and is auto selected.

4. Click Link button in the top right corner of the Link location drawer.

The Exxat One Location is linked to the location in Exxat Prism.

You will see the **link icon** Active Physical Therapy - California/Lexington Park @ next to the location name, the Status of

the location changes to **Linked**, and the Action button changes to **Unlink**

Unlink



Unlink Sites and Locations

- In the Exxat One Sites screen, select the site from the list to which you want to unlink sites/locations, and click Edit button in the Action Column.
 Click Unlink PRISM Site Unlink PRISM Site in the top panel to unlink the sites
- between Exxat One and Exxat Prism. Unlinking the site will unlink all the locations linked under it as well.
- You can choose to unlink the location only. Unlink a location click Unlink
 Wunlink button in the action column of the location list.

End ----

Filter Linked Sites and Locations in Exxat Prism

- 1. Go to Sites from the dashboard
- 2. In the top right of the screen, click the funnel icon also known as the filter \Box

Sites

3. Select Linked with Exxat One, and Click Apply.

× Filters	Appty
Reset all	- Clear all
Status (1)	Ves
Location Area	✓ No
Programs (1)	
Location Settings	
Tags	
Categories	
Linked with ExxatOne (2)	

All the linked locations will be marked to notify it is linked to Exxat One.

Atlantic Terminal Hotfix 🖉 Exxat One

nts for all clinical sites



Note:

- You cannot move a linked location to another site in Prism. You must unlink the location first and then move the location.
- You can filter linked sites and location in Exxat Prism from the Sites tab, Location tab, and the email tab.

E Sites				× Filters	
← ■	1 Select locations 2 Compose	email		Reset all	Reset
Slot F	Request 2025			Location Area	• Yes
Select	by: Location Personnel			State	O No
Loca	ition 👻 Q Search		Filters: Active Locati 🛞	Personnel Email Preference	
94	Results Found			Marked as Clinical Instructor	
	LOCATION	SITE 1	RECIPIENT	Personnel Designation	
	DEF Denver 🖏 Denver, CO Out-Area	ABC Speech Therapy-Inactive		Site status Location status (1)	
	Location Test Test, AL	Ability Center-Inactive		Site tags	
	Abundant Health - 4th Hospital San Diego, CA	Abundant Health - New Site 🛛 🛇	Dane Marvin [SCCE]	Location Settings Location Categories	
	Abundant Health - Tertiary 🛇	Abundant Health - New Site 🛛 🛇	Robin Galley [Clinical Coord Dane Marvin [SCCE]	Email Sent Request Response	
	Abundant Health - Secondary Hos	Abundant Health - New Site 🛇	A Robin Galley [Clinical Coord Ramva Murali ISCCE]	Location Linked with ExcatOne (1) Site Linked with ExcatOne	Filter from Email-tab in Sites.

End----

Import Exxat One Schedules into Exxat Prism

Exxat One and Exxat Prism linkage enables seamless processing of Exxat One schedules in Exxat Prism. This means you can process the schedules offered in Exxat One as slots and placements in Exxat Prism.

This section covers how to process Exxat One schedules into Exxat Prism as slots and placements.

Exxat One Schedule tab provides a list of all the **site-approved Exxat One Schedules** along with their details such as availability name, site, location, student assigned and other schedule details.

Import Exxat One schedule to Exxat Prism, the user needs to perform a set of steps.

Note: Exxat One Schedule tab is accessible only if you have both Exxat One and Exxat Prism login access.



Navigate to the Exxat One Schedules tab.

1. In the Exxat One $\leftarrow \rightarrow$ Exxat Prism dashboard, Click Exxat One Schedules

tab.	
Exxat One ← Exxat Prism Link sites and locations from Exxat One to Prism, and process schedules from Exxat One to Prism.	(?) Get Started A quick guide to help you begin
Exat One Sites Exat One Schedules	

alternatively, you can navigate to the **Placements** section and on the banner click on the **Process Now** button and go to **Exxat One Schedules** tab; or in the **Placements** section click on the **Exxat One Schedules** tile.

Setup Course Offerings Area Course Offerings Course Offerings Course Offerings Low Reports Exocat One Schedules (New	To make placement Q. Search COURSE NUMBER	s and process them to Prisr its, select an individual cour	rse offering below	or select a group on the l	left to place fo	r multiple course offe	rings at once.	V
Course Offerings Reports Exocat One Schedules (New)	Q Search							∇
Exxat One Schedules (New)	COURSE							
		COURSE NAME	ACADEMIC	PROFESSIONAL YEAR	TERM	COHORT	CAMPUS	REGISTERED STUDENTS
Placement Groups + Add Group	DPT 900 Demo	Clinical Practice III (Curriculum Mapping)*	2024 - 2025	2nd Year	Summer	Class of 2022*		4
III AY 2023-2024	PT 101	Clinical Education I	2026 - 2027	1st Year	Summer	Class of 2028		0
Class of 2021*	PT 103	Clinical Education III	2026 - 2027	3rd Vear	Fall	Class of 2027*		s
	Exxat One ← Link sites and Exxat One Site	Expart Prism form Exat One to Exat One Schedules	Prism, and proces	s schedules from Exxat C	One to Prism.			
	AV 2022-2024 Class of 2021*	Ar 2022-2024 FT 101 FT 101	Magging ¹ Magging ¹ PT 30 Class of 2021 ⁴ PT 30 Class of 2021 ⁴ PT 30 Class of fourtion 31 PT 30 Class of fourtion 31 Exact One 4-> Exact Prism Lets sites and locations from Exact One for Exact One Site Exact One Site Cost One Sites Cost One Sites	Magning! Magning! Magning! FT 101 Clinical Education 1 2005-2007 Class of 2021* FT 101 Clinical Education 1 2005-2007	Magning? Magning? #12023-2024 FT 101 Clinical Education 1 2026-2027 Int Year FT 101 Clinical Education 1 2026-2027 Int Year	Magingle* Nagingle* Imagingle* Imagingle*	Mapping? Image: Construction of the second co	Maggingt* Image: Construction of the second of the secon

This screen provides the list of all the site-approved Exxat One Schedules along with their details.

Exxat One ↔ Exxat Prisn ink sites and locations from) Exxat One to Prisn	n, and process schedules fron	n Exxat One to Prism.				(?) G A quick	et Started guide to help you begi
Exxat One Sites Exxat On	ne Schedules							
All 6	To Be Ad	lded Added to P	rism Requires Update	2 6				
Q Search						Start Date	End Date	Reset 🗸
AVAILABILITY NAME	SCHEDULE ID	EXXAT ONE SITE	EXXAT ONE LOCATION	STUDENT DETAILS	SCHEDULE DETAILS	LAST UPDATED	PRISM PROCESSING STATUS	ACTION
Cypress OP OT 2025	10004043	Exxat Sales 🛷 1990 Seminole Way, Tallahassee, Florida,	All Athletes 🖉 7779 Shady Grove Road, Grand Ridge, Florida,	Matt hay matt.hay@example. com	Cancelled 03/15/2025 - 05/15/2025	New Update (i) 02/22/2025, 01:32 AM	Requires Update	Update
Jacksonville OP PT 2025	10004437	Exxat Sales 🛷 1990 Seminole Way, Tallahassee, Florida,	Location not assigned	Teri Bailey teri.bailey@example .com	Not Confirmed 03/15/2025 - 05/15/2025	-	To Be Added	Add to Prism
Jacksonville OP PT 2025	5048026000	Exxat Sales 🛷 1990 Seminole Way, Tallahassee, Florida,	Location not assigned	Mitchel Geller dummyfortestingco mp@example.com	Not Confirmed 03/25/2025 - 05/25/2025	02/27/2025, 11:44 PM	Added to Prism	View Details
Jacksonville OP PT 2025	10004159	Exxat Sales 🛷 1990 Seminole Way, Tallahassee, Florida,	Methodist Hospital 1651 Crestview Terrace, New Braunfels, Texas,	Brian Adkins brian.adkins@exam ple.com	Cancelled 03/15/2025 - 06/15/2025	New Update (1) 02/20/2025, 04:47 PM	Requires Update	Update
						Items per page: 50	1 – 50 of 60 < <	2 > >

 Use search bar to search for a particular schedule. Use the Start Date and End Date option to filter the schedules in a date range.



ixxat One ↔ Exxat Prism	1 Exxat One to Prisr	n, and process schedules fron	n Exxat One to Prism.				(?) A qui	Get Started ck guide to help you begi
Exxat One Sites Exxat Or	ne Schedules							
All 6	To Be Ad	Ided Added to P	rism Requires Update	e <u>6</u>				
Q Search						Start Date	End Date	Reset 🗸
AVAILABILITY NAME	SCHEDULE ID	EXXAT ONE SITE	EXXAT ONE LOCATION	STUDENT DETAILS	SCHEDULE DETAILS	LAST UPDATED	PRISM PROCESSING STATUS	ACTION
Cypress OP OT 2025	10004043	Exxat Sales 🕖 1990 Seminole Way, Tallahassee, Florida,	All Athletes 🛷 7779 Shady Grove Road, Grand Ridge, Florida,	Matt hay matt.hay@example. com	Cancelled 03/15/2025 - 05/15/2025	New Update (i) 02/22/2025, 01:32 AM	Requires Update	Update
Jacksonville OP PT 2025	10004437	Exxat Sales 🛷 1990 Seminole Way, Tallahassee, Florida,	Location not assigned	Teri Bailey teri.bailey@example .com	Not Confirmed 03/15/2025 - 05/15/2025		To Be Added	Add to Prism
Jacksonville OP PT 2025	5048026000	Exxat Sales 🛷 1990 Seminole Way, Tallahassee, Florida,	Location not assigned	Mitchel Geller dummyfortestingco mp@example.com	Not Confirmed 03/25/2025 - 05/25/2025	02/27/2025, 11:44 PM	Added to Prism	View Details
Jacksonville OP PT 2025	10004159	Exxat Sales 🛷 1990 Seminole Way, Tallahassee, Florida,	Methodist Hospital 1651 Crestview Terrace, New Braunfels, Texas,	Brian Adkins brian.adkins@exam ple.com	Cancelled 03/15/2025 - 06/15/2025	New Update (i) 02/20/2025, 04:47 PM	Requires Update	Update
						Items per page: 50	1 – 50 of 60	1 2 > >

3. Use filter icon to refine the table by Schedule Status and Processing Status.

\bigtriangledown	× Filters		Apply
	Reset all Schedule Status Processing Status	Select all Cancelled Confirmed Not Confirmed To Be Scheduled	

- 4. Schedule Processing Status Schedules can fall under one of the following three processing statuses:
- Added to Prism: Schedules successfully added to Exxat Prism.
- **To Be Added**: Schedules from Exxat One that have not yet been added to Exxat Prism.
- **Requires Update**: Major updates to schedule such as location change, student updates or cancellations made in Exxat One from the Exxat One school or site side, after the schedule was processed into Exxat Prism.

Toggle between the Processing Statuses tabs to see schedules in that process status.





Process Schedules

To Process Exxat One Schedules as slots and placements into Exxat Prism follow these steps.

1. For a schedule with Not Processed status, Click on the Process Schedule



button Lin the Action column.

A Process Schedule drawer opens.

xxat One chedule Details		1 Lin Link Locati	k Location 2 Select F	Rotation 3 Slot Detai	IS			
Lacksonville OP PT 2025		Site - Exxat H Select PRIS Choose locat	Health SM Location tion you want to link to Exxat O	ne		Not able to find the lo	cation in the list ?	Add New Location
Site & Location		Q +	Happy Pediatrics			Se	arch A	dvanced Search 🗸
Site Exxat Sales 1990 Seminole Way, Tallahassee, Florida,			LOCATION	SITE	ADDRESS	СІТҮ	STATE	ZIP CODE
Location		0	Happy Pediatrics	Exxat Health	824 Peninsula Lane	Jacksonville	FL	32246
Happy Pediatrics 824 Peninsula Lane, Jacksonville, Florida, 32246					h	tems per page: 50 1 – .	Lof1 < <	1 > >
🗟 Slot Dates	~							
E Slot Details	~							

The left pane of the drawer provides details of the Exxat One schedule. This is an easy reference point while importing schedules.

Based on the processing step, the left pane expands the respective cards (Slot Dates, Slot Dates, and Student Details) for reference while processing the schedule.



Exxat One Schedule Details Availability Jacksonville OP PT 2025 Site & Location ^ Site Exxat Sales 1990 Seminole Way, Tallahassee, Florida, 32301 Location Methodist Hospital 1651 Crestview Terrace, New Braunfels, Texas, 78130 Slot Dates ~ Slot Dates ~		
Schedule Details Availability Jacksonville OP PT 2025 Site & Location Site Exxat Sales 1990 Seminole Way, Tallahassee, Florida, 32301 Location Methodist Hospital 1651 Crestview Terrace, New Braunfels, Texas, 78130 Solot Dates Slot Dates Slot Dates	Exxat One	
Availability Jacksonville OP PT 2025 Site & Location Site Exxat Sales 1990 Seminole Way, Tallahassee, Florida, 32301 Location Methodist Hospital 1651 Crestview Terrace, New Braunfels, Texas, 78130 Slot Dates Slot Dates	Schedule Details	
Availability Jacksonville OP PT 2025 Site & Location Site Exxat Sales 1990 Seminole Way, Tallahassee, Florida, 32301 Location Methodist Hospital 1651 Crestview Terrace, New Braunfels, Texas, 78130 Slot Dates		
Jacksonville OP PT 2025 Site & Location Site Exxat Sales 1990 Seminole Way, Tallahassee, Florida, 32301 Location Methodist Hospital 1651 Crestview Terrace, New Braunfels, Texas, 78130 Slot Dates V E Slot Dates V		
Jacksonville OP PT 2025 Site & Location Site Exxat Sales 1990 Seminole Way, Tallahassee, Florida, 32301 Location Methodist Hospital 1651 Crestview Terrace, New Braunfels, Texas, 78130 Slot Dates V E Slot Dates V		
Image: Site & Location ^ Site Exxat Sales 1990 Seminole Way, Tallahassee, Florida, 32301 Location Location Methodist Hospital 1651 Crestview Terrace, New Braunfels, Texas, 78130 ✓ Image: Slot Dates ✓ Image: Slot Details ✓	Jacksonville OP PT 2025	
Image: Site & Location ^ Site Exxat Sales 1990 Seminole Way, Tallahassee, Florida, 32301 Location Location Methodist Hospital 1651 Crestview Terrace, New Braunfels, Texas, 78130 ✓ Image: Slot Dates ✓ Image: Slot Details ✓		
Site Exxat Sales 1990 Seminole Way, Tallahassee, Florida, 32301 Location Methodist Hospital 1651 Crestview Terrace, New Braunfels, Texas, 78130	Site & Location	^
Exxat Sales 1990 Seminole Way, Tallahassee, Florida, 32301 Location Methodist Hospital 1651 Crestview Terrace, New Braunfels, Texas, 78130 Control Solution States Slot Dates Slot Details	Site	
1990 Seminole Way, Tallahassee, Florida, 32301 Location Methodist Hospital 1651 Crestview Terrace, New Braunfels, Texas, 78130 Slot Dates ~ E Slot Details ~	Exxat Sales	
Location Methodist Hospital 1651 Crestview Terrace, New Braunfels, Texas, 78130	1990 Seminole Way, Tallahassee, Florida, 32301	
Methodist Hospital 1651 Crestview Terrace, New Braunfels, Texas, 78130 Slot Dates ~ E Slot Details ~	Location	
1651 Crestview Terrace, New Braunfels, Texas, 78130	Methodist Hospital	
E Slot Details	1651 Crestview Terrace, New Braunfels, Texas, 78130	
E Slot Dates ~		
E Slot Details	🛱 Slot Dates	\sim
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		_
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2. Link location and sites in Exxat Prism.

If you have not linked the site and location in the Exxat Prism, you will have to first link the site and location in Exxat Prism.

- a. Select the appropriate location and site details from the list and Click **Next.**
- b. You can also add the locations and sites to the Exxat Prism.

For detailed instruction on linking sites and locations, see section <u>Link Sites</u> and <u>Locations</u>, for a step-by-step instruction on how to link Sites and Location.

Note: If the Exxat One Site and location is linked to Exxat Prism site previously, then this step is skipped and user lands on the Select Rotation step.

< Process Schedule									
Exxat One Schedule Details		Link	1 Link Loca	ation 2 Select Rotation	3 Slot Details 4	Select Student 5 Placement Details			Next
Availability Jacksonville OP PT 2025		Site Sele Chor	Exxat Health text PRISM Lo ose location y	i ication ou want to link to Exxat One			Not able to find t	ne location in the lis	t? Add New Location
Site & Location	^		Q Metho	dist Hospital			Search		Advanced Search 🗸
Site Excat Sales 1990 Seminole Way, Tallahassee, Florida, 32301				LOCATION	SITE	ADDRESS	СІТҮ	STATE	ZIP CODE
Location Methodist Hospital)	Methodist Hospital	Exxat Health	1651 Crestview Terrace	New Braunfels	тх	78130
1651 Crestview Terrace, New Braunfels, Texas, 78130							Items per page: 50	1 – 1 of 1 <	
🗟 Slot Dates	~								
루 Slot Details	~								



 In Select Rotation step ,Select Exxat Prism rotation to the Exxat One schedule, according to the slot dates of the schedule, and Click Next.
 System recommends the potential rotation matches on top of the list, based on the Exxat One slot dates.

× Process Schedule							
Exxat One Schedule Details		Link Select Rotati	Location 2 Select Rotation	Slot Details 4 Select	Student 5 Placement Details		
Availability Jacksonville OP PT 2025		Site - Exat He	alth Location - Methodist Hospital	edule			Previous
Site & Location	~	Q Sea 21 Resul	arch I ts Found				
🗟 Slot Dates	^		ROTATION NAME	ROTATION DATES	ASSOCIATED COURSE(S)	COHORT	
04/01/2025 - 06/15/2025		0	Clinical Practice I	08/22/2022 - 12/31/2025	DPT 800 - Clinical Practice I*, 2025 - 2026, 1st Year, Fall, Class of May 2025*	Class of May 2025*	
E Slot Details	~	۲	Clinical Practice II	01/01/2023 - 12/31/2025	DPT 850 - Clinical Practice II*, 2023 - 2024, 2nd Year, Summer, Class of May 2025*	Class of May 2025*	
18 Student Details	~	0	Clinical Practice 3	08/01/2023 - 12/31/2025	DPT 900 - Clinical Practice III*, 2026 - 2027, 3rd Year, Spring, Class of 2027*	Class of 2027*	
		0	Clinical Practice III	08/01/2023 - 12/31/2025	DPT 900 - Clinical Practice III*, 2023 - 2024, 3rd Year, Fall, Class of May 2025*	Class of May 2025*	
		0	TEST	01/01/2025 - 10/31/2025	DPT 900 - Clinical Practice III*, 2022 - 2023, 1st Year, Summer, Class of 2026	Class of 2026	

The **Slot Details** tab opens, and the location and details fields are pre-filled based on the selection made in Step 3.

- 4. In the *Slot Details* screen, **Update or Enter** the slot details as per your requirement.
 - a. Enable the **Assign student to this slot** Assign student to this slot slider and click **Next**, to place a student in this slot.

× Process Schedule				
Exxat One Schedule Details	Link Location Select Rotation Solot Details	ot Details 4 Select Student	5 Placement Details	
Jacksonville OP PT 2025	Site - Exat Health Location - Methodist Hospital Assign student to this slot			Previous Next
	Slot details			
🛱 Slot Dates	Location* Methodist Hospital	Rotation* Clinical Practice II	*	No. of Slots
Els: Stot Details Not Confirmed Stot Type FCFS Experience Type Indiadatal	Start Date * 01/01/2023 Clinical Instructor Clinical Instructor Clinical Instructor	End Date * 12/31/2025 Setting Child Nutrition	Ť	Sumpling Tax
	Confirmed	▼	•	supervision type
	Notes - Shared with students		Notes - Internal use only	
	B I U ≡ ∨ ∂ ≔ ∨ ¦≕ ∨ A ∨ A	I • ⋿ ⋿ " • →	Β Ι <u>υ</u> ≡ ∝ ⊘	ːː·ː· A·A· 王 프 46 5 8
		5000 characters left		5000 characters left

or

b. Disable the Assign student to this slot Assign student to this slot and click

Add slot button – to add a slot to Exxat Prism and place a student later.



	Slot Created Successfully
lt see One.	ems that you've created the slot based on the Exxat
s	ite
E	xxat Health
L	ocation
Н	appy Pediatrics
82	24 Peninsula Lane, Jacksonville, FL, 32246
R	otation
	linical Practice II

Slot is created successfully in Exxat Prism.

5. In the Select Student step, Select the student to make the placement and click Next.

The search bar is pre-filled with the student details that match the closest in the Exxat Prism.

× Process Schedule									
Exxat One		🖉 Link I	ocation Select Rotation	Slot Details	4 Select Studen	t 🔗 Placem	ent Details		
Schedule Details		Select Studer Site - Exxat Hea	nt Ith Location - Methodist Hospital						Previous
Jacksonville OP PT 2025		Select stud	lent from Prism						
Site & Location	~	Q Sear	ch						\bigtriangledown
		Total rec	ords - 10						
🔂 Slot Dates	~		STUDENT NAME		COHORT	GROUP	CATEGORY	CAMPUS	DISTANCE (j)
Es Slot Details	~	0	Adkins , Brian (Brian) 🔊	í	Class of May 2025*	Hybrid	Pediatric Specialization	Newark Campus	
		۲	Bailey , Teri 🕟	(i)	Class of May 2025*	-	Pediatric Specialization	Newark Campus	
Student Details	^	0	Blair , Marty* 🕤	í	Class of May 2025*	Residential	-		1,019 mi
Geller, Mitchel dummyfortestingcomp@example.com		0	Brown , Janet 🔊	i	Class of May 2025*	-	-		
		0	Dawson , Spencer	(j)	Class of May 2025*	Residential	Pediatric Specialization	Blackwood Campus	
		0	Dixon , Omar	(i)	Class of May 2025*	-	-	Blackwood Campus	
		0	Doe, John	Δ	Class of May 2025*	-	Hybrid	-	
		\circ	Eugan Kaulat	\cap	Class of May 20251				

Hover over the information icon icon next to the student for details on the student profile.

- 6. In the Placement details tab edit / fill the placement details according to the requirement.
- In the top right of the screen Click Place button to make the placement or click
 Place & Publish Now button to make the placement and publish the placement.



× Process Schedule					
Exxat One Schedule Details		Link Location Select Rotation Slot Details Site Evalt Mealth Location Methodict Hospital Retation - Clinical Practice II Stude	Select Student	5 Placement Details	Previous Place & Publish Now Place
Availability Jacksonville OP PT 2025		Course offering*	and buildy, ren	Program requirements	
Site & Location	~	DPT 850 - Clinical Practice II*, 2023 - 2024, 2nd Year, Summer, Class of May 2025* Location	•	Setting	•
🛱 Slot Dates	~	Methodist Hospital Placement start date *	*	Child Nutrition Placement end date*	÷ (i)
Es Slot Details	~	01/01/2023 Set up non-consecutive dates for this placement	Ē	12/31/2025	
🔗 Student Details	~	Clinical Instructor	•	Placement Faculty	•
		Enable 'follow the clinical instructor' for this placement		Placement status	
		Placement notes - Shared with students	 Add Notes 	On Track Placement notes - Internal use only	



Placement is created successfully and published to the student.

In Exxat One Schedules tab processing status changes to **Processed** and action. column changes to **View Details**.

Exxat One ↔ Exxat Prisn Link sites and locations from	<mark>n</mark> Exxat One to Prisn	n, and process schedules from	Exxat One to Prism.				(?) G A quick	et Started guide to help you begin
Exxat One Sites Exxat On	ne Schedules							
All 6	To Be Ad	ded Added to Pr	rism Requires Update	6				
Q Search						Start Date	End Date	Reset 🗸
AVAILABILITY NAME	SCHEDULE ID	EXXAT ONE SITE	EXXAT ONE LOCATION	STUDENT DETAILS	SCHEDULE DETAILS	LAST UPDATED	PRISM PROCESSING STATUS	ACTION
Cypress OP OT 2025	10004043	Exxat Sales 2 1990 Seminole Way, Tallahassee, Florida,	All Athletes ② 7779 Shady Grove Road, Grand Ridge, Florida,	Matt hay matt.hay@example. com	Cancelled 03/15/2025 - 05/15/2025	New Update (i) 02/22/2025, 01:32 AM	Requires Update	Update
Jacksonville OP PT 2025	10004437	Exxat Sales 🕖 1990 Seminole Way, Tallahassee, Florida,	Location not assigned	Teri Bailey teri.bailey@example .com	Not Confirmed 03/15/2025 - 05/15/2025	-	To Be Added	Add to Prism
Jacksonville OP PT 2025	5048026000	Exxat Sales 2 1990 Seminole Way, Tallahassee, Florida,	Location not assigned	Mitchel Geller dummyfortestingco mp@example.com	Not Confirmed 03/25/2025 - 05/25/2025	02/27/2025, 11:44 PM	Added to Prism	View Details
Jacksonville OP PT 2025	10004159	Exxat Sales © 1990 Seminole Way, Tallahassee, Florida,	Methodist Hospital O 1651 Crestview Terrace, New Braunfels, Texas,	Brian Adkins brian.adkins@exam ple.com	Cancelled 03/15/2025 - 06/15/2025	New update () 02/20/2025, 04:47 PM	Requires Update	Update
						Items per page: 50	1 – 50 of 60 🛛 🕹 🚽 🚺	2 > >I



In the Placements section, in the Placements tab list view, **Placement ID** has a *Exxat One logo* appearing next to it.

0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	⊟ Placements				🗱 🔂 🕄 🖓 Chat	Aditee Aditee Exxat Sales (Phys	ical Therapy) 🗸
Note: Note	← ∰ DPT 850 - Clinical Practic 2023 - 2024 2nd Year Sume	ce II* mer Class of May 2025*	Dashboard Rotation Setup	Slots Wishlist Placements Email & Publish Pla	acement Clearance Reports		
Q suchSUDENT LAME $+$ STUDENT FAMILSTUDENT FA	View by: Location Student Lis	x				ୁଟ୍ରି Explore on Map	lacement Assist
PACKENENTIO STUDENT NAME + NAMOUSCOSSSS <td< th=""><th>Q Search</th><th></th><th></th><th></th><th></th><th>B</th><th>\$ 7</th></td<>	Q Search					B	\$ 7
Advinc, Brian (Brian) brian adding/geomple.com Abundant Health' - Hatche Abundant Health' - Hatche Abundant Health' - Hatche Abundant Health' - Hatche Inspector	PLACEMENT ID	STUDENT NAME 🛧	STUDENT EMAIL	SITE NAME	LOCATION NAME	LOCATION ADDRESS	ACTION
Advins, Brain (Brain) brain-advinsgleample.com Allsport: Orbo Behab Allsport: Arran J23 main.t, Waren, H4, 00356 J2 YM0001093 Baley, Tel \ brain balley@eample.com Abundart Heabh*-Inactive Abundart Heabh*-Main Heapted (Geocoding Chabled, Coctor) Topolytes, Los Angeles, CA, 50023 Image: Control of the Heabh *- Heapted (Geocoding Chabled, Coctor) Topolytes, Los Angeles, CA, 50023 Image: Control of the Heabh *- Heapted (Geocoding Chabled, Coctor) Topolytes, Los Angeles, CA, 50023 Image: Control of the Heabh *- Heapted (Geocoding Chabled, Coctor) Topolytes, Los Angeles, CA, 50023 Image: Control of the Heabh *- Heapted (Geocoding Chabled, Coctor) Topolytes, Los Angeles, CA, 50023 Image: Control of the Heabh *- Heapted (Geocoding Chabled, Coctor) Topolytes, Los Angeles, CA, 50023 Image: Control of the Heabh *- Heapted (Geocoding Chabled, Coctor) Topolytes, Los Angeles, CA, 50023 Image: Control of the Heabh *- Heapted (Geocoding Chabled, Coctor) Topolytes, Los Angeles, CA, 50023 Image: Control of the Heabh *- Heapted (Geocoding Chabled, Coctor) Topolytes, Los Angeles, CA, 50023 Image: Control of the Heabh *- Heapted (Geocoding Chabled, Coctor) Topolytes, Los Angeles, CA, 50023 Image: Control of the Heapted (Geocoding Chabled, Coctor) Image: Control of the Heapted (Geociding Chabled, Coctor) Image: Control of the Heapted (Geociding Chabled, Coctor) Image: Control of the Heapted (Geociding Chabled, Coctor) Image	PM00001982	Adkins, Brian (Brian) 🛯 🖏	brian.adkins@example.com	Abundant Health* - Inactive	Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)*	1750 Vine St, Los Angeles, CA, 90028	0
PM0001393 Balley, Tel O bri balley@eample.com Abundant Health' - Insctive Abundant Health' - Markin Hospital (Geocoding Enabled, Gocation 179 Vine 92, Los Angeles, CA, 50028 Image: Comparison of the comparison of th	PM00002090	Adkins, Brian (Brian) 🚫	brian.adkins@example.com	Allsports Ortho Rehab	Allsports - Warren	123 main st., Warren, NH, 00386	0
Photoselose Baley, Terl 🛇 terl balley@example.com Exozt Health Happy/Pedatrics 124 Peninsula Lane, Jacksonville, FL, 32246	PM00001983	Bailey, Teri 🚫	teri.bailey@example.com	Abundant Health* - Inactive	Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)*	1750 Vine St, Los Angeles, CA, 90028	0
	PM00681088 Exxat One	Bailey, Teri 🚫	teri.bailey@example.com	Exat Health	Happy Pediatrics	824 Peninsula Lane, Jacksonville, FL, 32246	0
2M00001984 Blair, Karry' 🔪 marty blair@example.com Abundant Health' - Inactive Abundant Health - Main Hospital (Geocoding Enabled, location 1750 Vine St, Los Angeles, CA, 90028	PM00001984	Blair, Marty* 🚫	marty.blair@example.com	Abundant Health* - Inactive	Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)*	1750 Vine St, Los Angeles, CA, 90028	Ø
24M0001367 Brown, Janet 🗞 janet, brownpt@example.com Bridge Therapy on Mag Mile Son NMCHGAN AVE, CHICAGO, IL, 66611-3777 🧷	PM00001967	Brown, Janet 🚫	janet.brownpt@example.com	Bridge Therapy	Bridge Therapy on Mag Mile	500 N MICHIGAN AVE, CHICAGO, IL, 60611-3777	0
AM0001365 Dawson, Spencer 🗞 spencer-dawsong@example.com Abundant Health ⁻ -Inactive Abundant Health ⁻ -Inactive 100 Parison (Seconding Enabled, location 1250 Vine St., Los Angeles, CA, 2002)	PM00001985	Dawson, Spencer	spencer.dawson@example.com	Abundant Health* - Inactive	Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)*	1750 Vine St, Los Angeles, CA, 90028	0



Click on the *Exxat One logo* schedule in Exxat One.

Exxat One Availability: Jacksonville OP P	T 2025	Not Confirmed
Site and Location Details		
Site Exxat Sales 1990 Seminole Way, Tallahassee, Florida	Location Happy Pediatrics 824 Peninsula Lane, Jack Florida	sonville,
Schedule Details		
Date: 04/01/2025 - 06/15/2025		

End ---

Processing Update

When schedules are processed into Exxat Prism as Slots or Placements, changes made in **Exxat One**—either by the school or the site—may affect the schedule details.

Ensure consistency between **Exxat One** and **Exxat Prism**, users must process these updates within **Exxat Prism**.

The **Exxat One Schedules** tab in the Exxat One $\leftarrow \rightarrow$ Exxat Prism linking highlights schedules with changes as follows:

- The Prism Processing Status column updates to Requires Update.
- The Last Updated column is tagged as New Update.



• The Action column changes to display the Update button

Hovering over the information icon next to the New Update tag, user can view the type of update.

Three types of updates are possible.

Student updates

1. For a schedule which had no student assigned to it previously, Exxat One can assign a student.

In the Action column, click the "**Update**" button, the student selection screen is displayed, and select the student and proceed to place them.

2. A student can be removed from a schedule

In the Action column, click "**Update**" button, the placement details screen is displayed, and users should delete the placement and convert it to an available slot.

3. A student can be replaced with another student for the schedule

- In the Action column, click "**Update**" button, the placement details screen is displayed, and users should delete the placement and convert it to an available slot.
 - Users then will need to proceed to place the new student in the available slot.

Location updates

1. For a schedule which had no location assigned to it previously, Exxat One can assign a location. Or a location may be replaced with another schedule for a given location.

- In the Action column, click "**Update**," the Link Location screen is displayed (if updated location was linked previously, then the slot or placement screen is displayed directly, with pre-filled location details).
- Users can choose the appropriate location to link and proceed forward, to make changes in the imported slot or placement details.

Schedule cancellation

A schedule may be cancelled from Exxat One school side or on site's end. This means that the schedule is no longer valid.

• In the Action Column, click "Update," and user will need to proceed with deleting the slot or placement (as processed earlier).



• If the cancelled schedule was processed as a placement, then the placement and slot both will be unavailable in Prism.

End--

Edit Processed Schedules

- 1. Click **View Details** button in the action column.
- 2. Make changes as required.
- 3. Click **Save**

Placement Updated Successfully			
Site			
Exxat Health			
Location			
Shady Pines			
Rotation			
Mock Rotatio	n		
Student			
Brian, Adkins			

Placement updated successfully.

End ---

Delete Processed Schedules

- 1. Click View Details button in the action column.
- 2. In the right top corner click **trash** icon 🔟



3. Click Confirm to delete.



This deletes both the slot and placement from Exxat Prism.

