



**Exxat**

# Exxat Prism – Exxat One Integration

User Guide



# Table of Contents

<b>Exxat Prism – Exxat One Integration.....</b>	<b>2</b>
<b>Benefits.....</b>	<b>2</b>
<b>Key Features.....</b>	<b>3</b>
<b>Link Sites and Locations .....</b>	<b>3</b>
Link Sites.....	3
Link Locations .....	7
<b>Unlink Sites and Locations .....</b>	<b>8</b>
<b>Filter Linked Sites and Locations in Exxat Prism.....</b>	<b>8</b>
<b>Import Exxat One Schedules into Exxat Prism.....</b>	<b>9</b>
<b>Navigate to the Exxat One Schedules tab. ....</b>	<b>10</b>
<b>Process Schedules .....</b>	<b>12</b>
<b>Processing Update.....</b>	<b>17</b>
<b>Edit Processed Schedules .....</b>	<b>19</b>
<b>Delete Processed Schedules.....</b>	<b>19</b>

## Exxat Prism – Exxat One Integration

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.

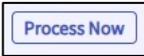
### 2. Importing Exxat One schedules into Exxat Prism:

- 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.

**Exxat One** ↔ **Exxat Prism** New

Simplify your workflow—link sites and locations to Exxat One and process schedules.

[Explore Now](#)

[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.

Exxat One ↔ Exxat Prism							
Link Sites, locations to Exxat One and process schedules							
Exxat One Sites		Exxat One Schedules					
Q Search							
SITE ↑	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	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.

Exxat One ↔ Exxat Prism  
Link Sites, locations to Exxat One and process schedules

Exxat One Sites    Exxat One Schedules

Search

SITE ↑	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	Link

↓

Site Not Linked

Exxat One  
APT Healthcare  
802 Cromwell Park Dr, Suite #T, Glen Burnie, Maryland, 21061

Link PRISM Site

Exxat One Locations

Search

LOCATION ↑	ADDRESS	CITY	STATE	ZIPCODE	STATUS	ACTION
Active Physical Therapy - California/Lexington Park	22599 MacArthur Blvd Suite #106	California	Maryland	20619	Not Linked	Link
Active Physical Therapy - Cambridge	309 Sunburst Hwy Suite #7	Cambridge	Maryland	21613	Not Linked	Link
Active Physical Therapy - Clinton	9135 Piscataway Rd Suite 305	Clinton	Maryland	20735	Not Linked	Link
Active Physical Therapy - Columbia	11055 Little Patuxent Parkway Suite #L4	Columbia	Maryland	21044	Not Linked	Link
Active Physical Therapy - District Heights	5416 Silver Hill Rd.	District Heights	Maryland	20747	Not Linked	Link
Active Physical Therapy - Fort Washington	12788-C Old Fort Rd	Fort Washington	Maryland	20744	Not Linked	Link

Items per page: 50    1 – 50 of 52    1 2 >

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 Link

Exxat One  
APT Healthcare  
802 Cromwell Park Dr, Suite #T, Glen Burnie, MD, 21061

Select Exxat PRISM Site  
Choose a Site to link with the above Exxat One Site Not able to find the site in the list? [Add New Site](#)

Search: APT Healthcare Advanced Search

	SITE	ADDRESS	CITY	STATE	ZIP CODE
<input type="checkbox"/>	South Park Therapy Place	25 Union St.	Birmingham	MD	71562
<input type="checkbox"/>	Healthfirst	23 El Dorado Dr.	Daphne	MD	35209
<input type="checkbox"/>	Rabun Pediatrics	91 Lake Forest St.	Birmingham	MD	21401

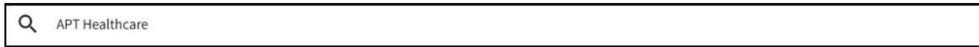
Items per page: 50    1 – 3 of 3    1 >

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

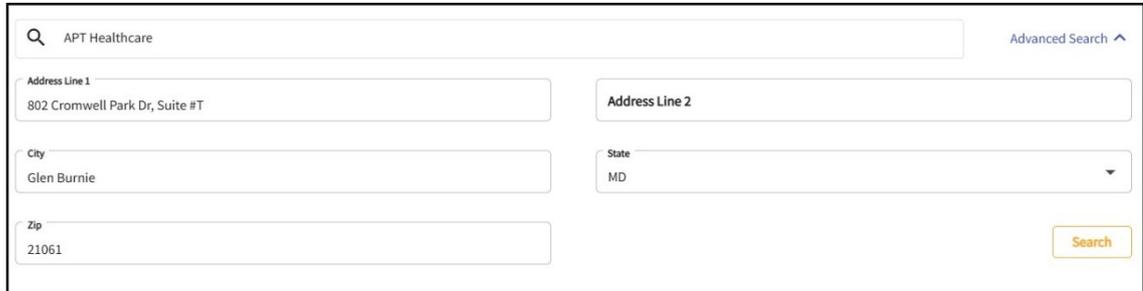
	SITE	ADDRESS	CITY	STATE	ZIP CODE
<input type="checkbox"/>	South Park Therapy Place	25 Union St.	Birmingham	MD	71562
<input type="checkbox"/>	Healthfirst	23 El Dorado Dr.	Daphne	MD	35209
<input type="checkbox"/>	Rabun Pediatrics	91 Lake Forest St.	Birmingham	MD	21401

## Exxat Prism – Exxat One Integration

- 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.



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



- You can **add a new site** if the site you are looking for is not available in Prism.



- Click **Add New Site**
- Fill all the **Basic Information** and **Address Information** as required and Click **Save**.

*The newly added site details are auto selected for linking.*



- Click **Link** button in the top right corner of the **Link Site** drawer.

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



The *status column* has two statuses “**Linked**” and “**Not Linked**” and in the **ACTION** column the button changes to **Edit**

**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**.

SITE ↑	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

End ---

## 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.

Select PRISM Location Not able to find the location in the list? [Add New Location](#)

Choose location you want to link to Exxat One

Advanced Search ▾

	LOCATION	ADDRESS	CITY	STATE	ZIP CODE
<input checked="" type="radio"/>	Urbana/Frederick	3536A Urbana Pike	Frederick	MD	21704
<input type="radio"/>	Physical Therapy - Urbana/Frederick	3536A Urbana Pike	Frederick	MD	21704
<input type="radio"/>	Sage Physical Therapy - Urbana/Frederick	3536A Urbana Pike	Frederick	MD	21704

Items per page: 50    1 - 3 of 3    < > 1 >

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

Advanced Search ▾

- 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**  next to the location name, the Status of the location changes to **Linked** , and the Action button changes to **Unlink**



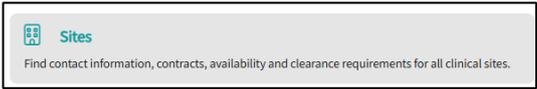
End ---

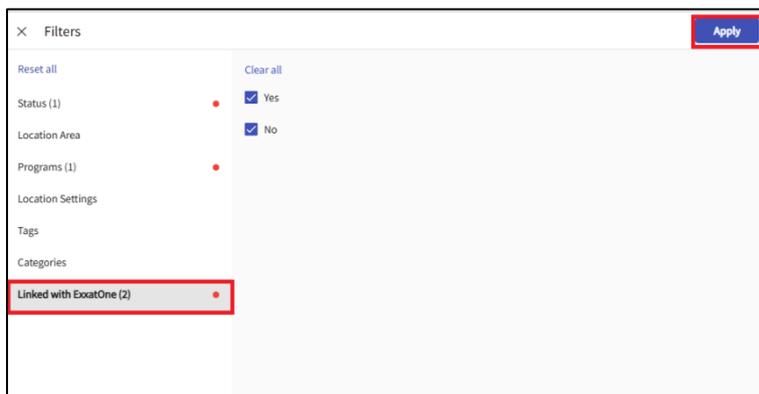
### Unlink Sites and Locations

1. 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.
2. Click 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.
3. You can choose to unlink the location only. Unlink a location click **Unlink**  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 .
3. Select **Linked with Exxat One**, and Click **Apply**.

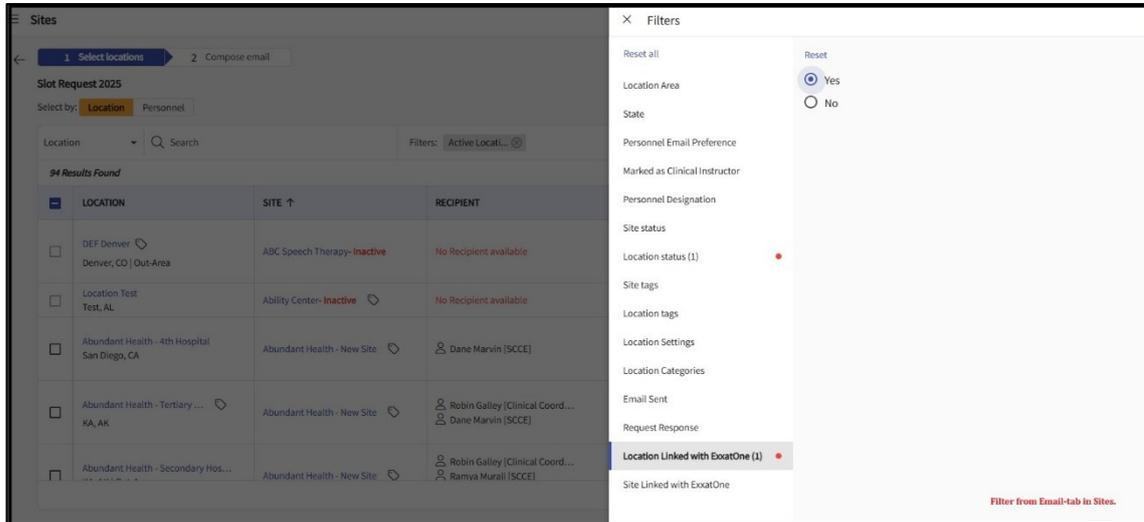


All the linked locations will be marked to notify it is linked to Exxat One.

Atlantic Terminal Hotfix  Exxat One

### 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.



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.

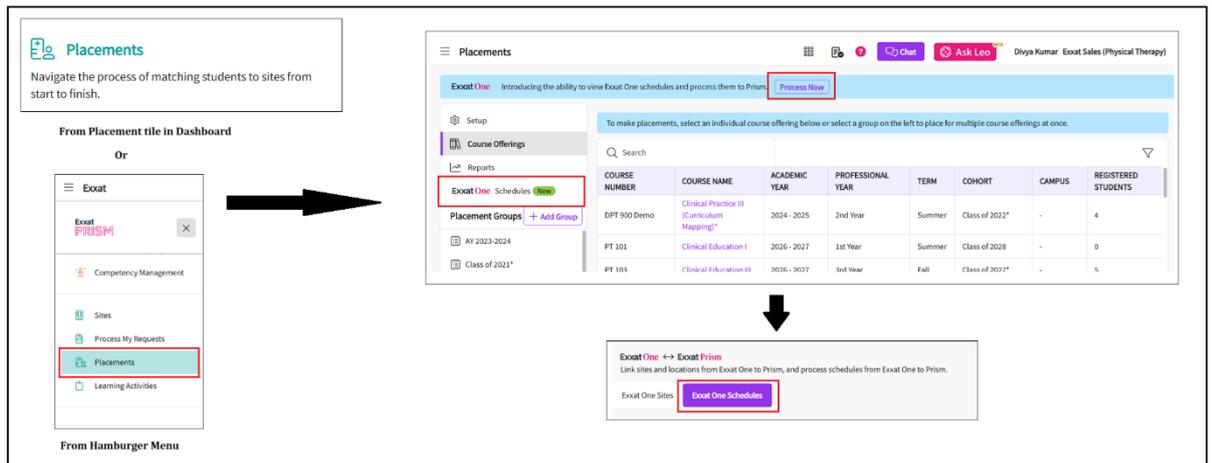
**Note:** Exxat One Schedule tab is accessible only if you have both Exxat One and Exxat Prism login access.

## Navigate to the Exxat One Schedules tab.

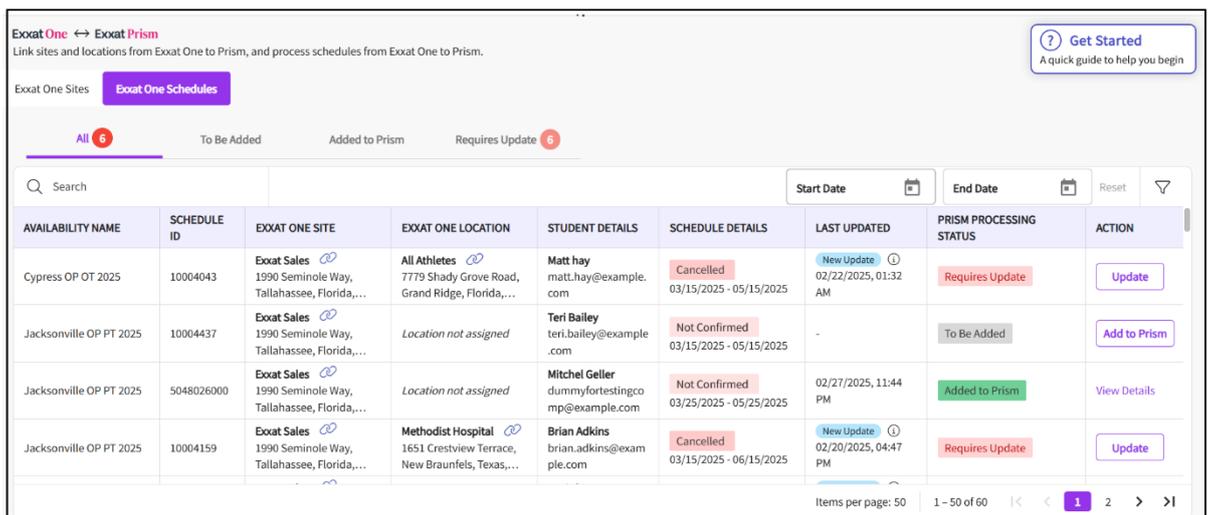
1. In the **Exxat One ↔ Exxat Prism** dashboard, Click **Exxat One Schedules** tab.



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.



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



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 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 02/20/2025, 04:47 PM	Requires Update	Update

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.

Exxat One ↔ Exxat Prism  
Link sites and locations from Exxat One to Prism, and process schedules from Exxat One to Prism.

Exxat One Schedules

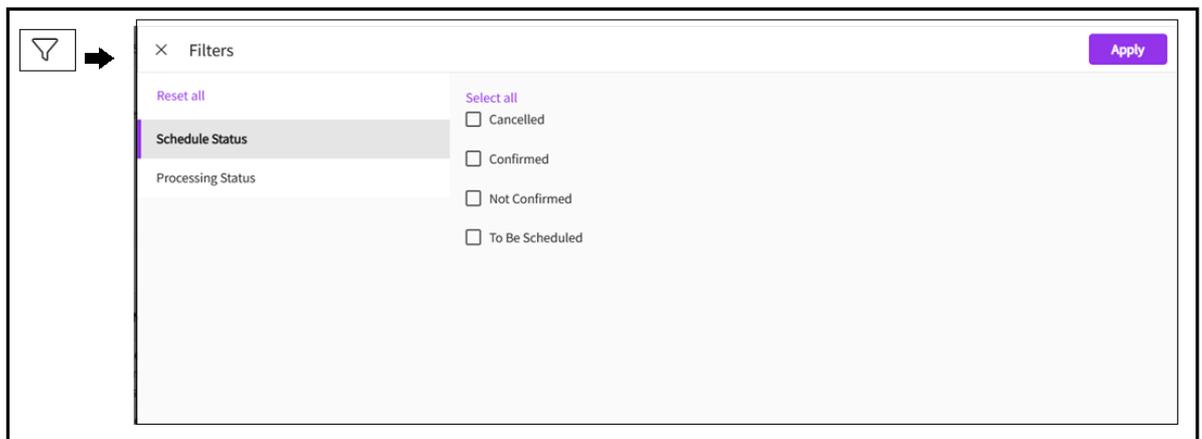
All 6 To Be Added Added to Prism Requires Update 6

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 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
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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 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**.



### 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.

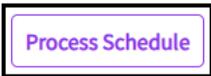
Toggle between the Processing Statuses tabs to see schedules in that process status.



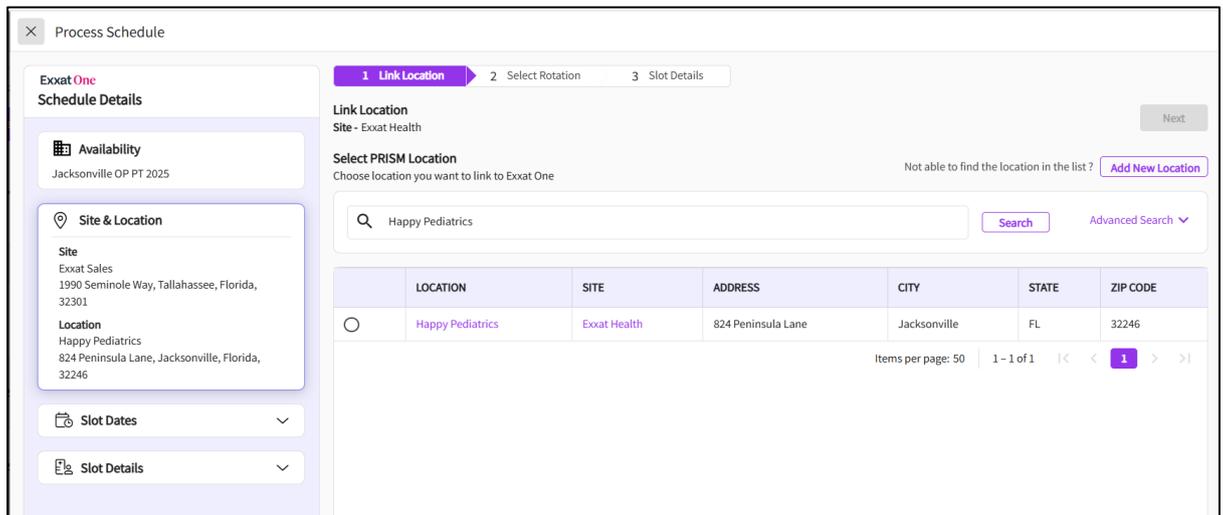
## Process Schedules

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  in the **Action** column.

A Process Schedule drawer opens.



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 Details**

**Student Details**

### 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 [Link Sites and Locations](#), 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**

**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 Details**

**1 Link Location** 2 Select Rotation 3 Slot Details 4 Select Student 5 Placement Details

**Link Location**  
Site - Exxat Health

**Select PRISM Location**  
Choose location you want to link to Exxat One

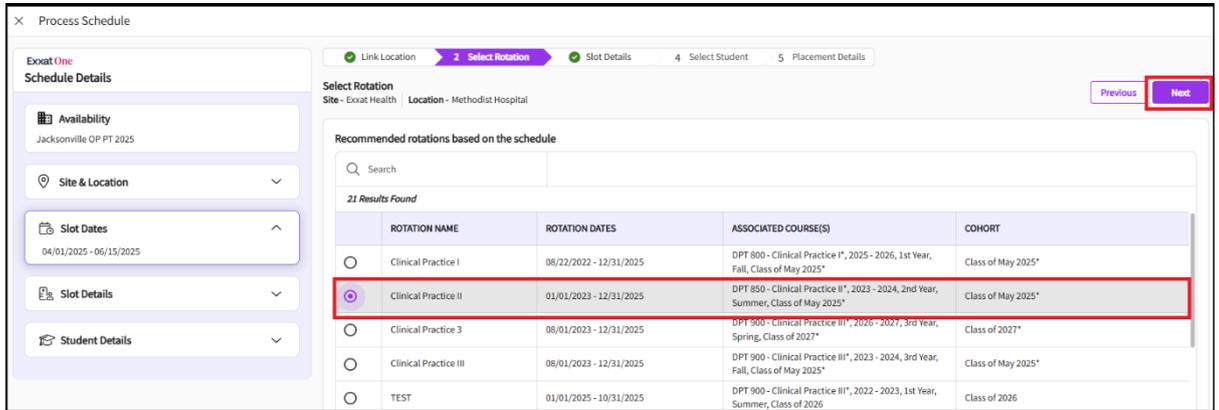
Not able to find the location in the list? [Add New Location](#)

Methodist Hospital   [Advanced Search](#)

LOCATION	SITE	ADDRESS	CITY	STATE	ZIP CODE
<input checked="" type="radio"/>	Methodist Hospital	Exxat Health	1651 Crestview Terrace	New Braunfels	TX 78130

Items per page: 50 | 1 - 1 of 1 |  > > |

- 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

Availability  
Jacksonville OP PT 2025

Site & Location

Slot Dates  
04/01/2025 - 06/15/2025

Slot Details

Student Details

Link Location | **2 Select Rotation** | Slot Details | 4 Select Student | 5 Placement Details

Select Rotation  
Site - Exxat Health Location - Methodist Hospital

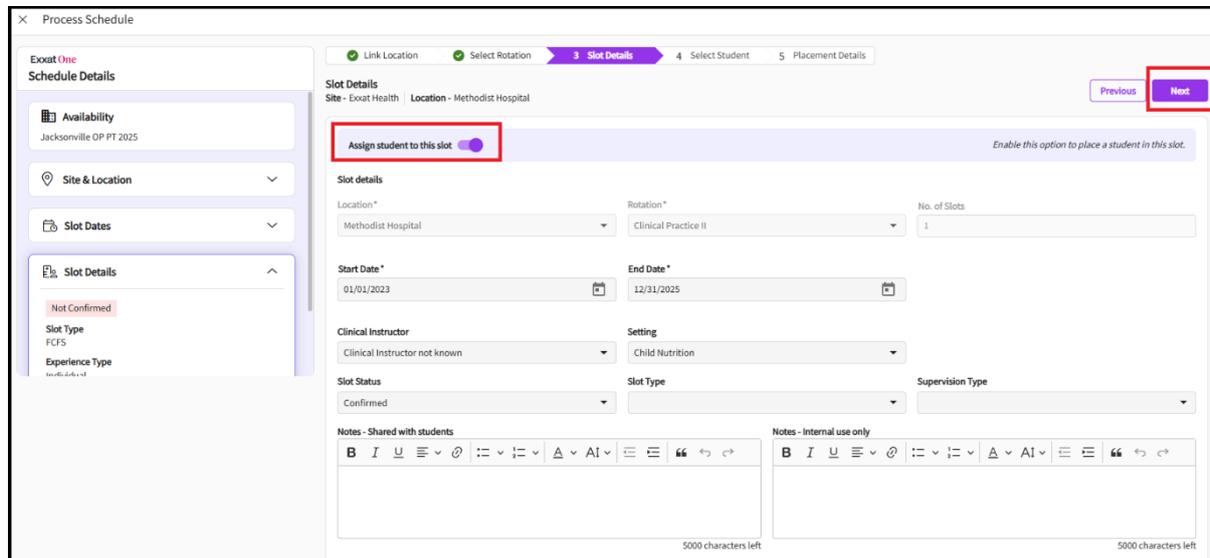
Recommended rotations based on the schedule

21 Results Found

ROTATION NAME	ROTATION DATES	ASSOCIATED COURSE(S)	COHORT
<input type="radio"/> 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*
<input checked="" type="radio"/> 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*
<input type="radio"/> 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*
<input type="radio"/> 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*
<input type="radio"/> 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.

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



Process Schedule

Exxat One Schedule Details

Availability  
Jacksonville OP PT 2025

Site & Location

Slot Dates

Slot Details

Student Details

Link Location | Select Rotation | **3 Slot Details** | 4 Select Student | 5 Placement Details

Slot Details  
Site - Exxat Health Location - Methodist Hospital

Assign student to this slot Enable this option to place a student in this slot.

Slot details

Location\*  
Methodist Hospital

Rotation\*  
Clinical Practice II

No. of Slots  
1

Start Date\*  
01/01/2023

End Date\*  
12/31/2025

Clinical Instructor  
Clinical Instructor not known

Setting  
Child Nutrition

Slot Status  
Confirmed

Slot Type

Supervision Type

Notes - Shared with students

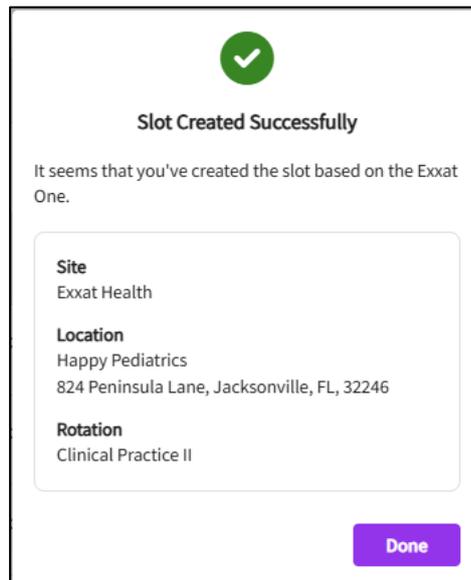
Notes - Internal use only

5000 characters left

5000 characters left

or

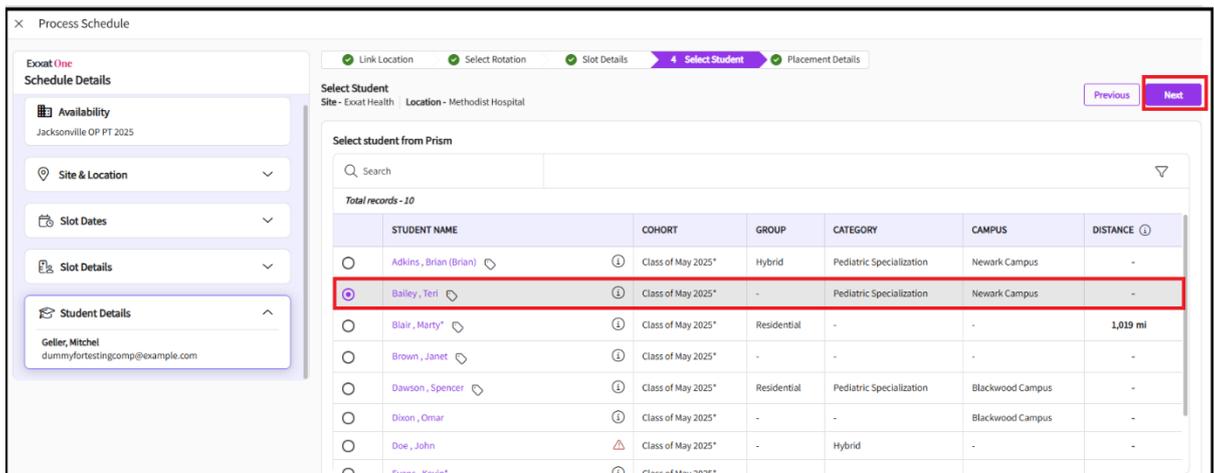
- Disable the Assign student to this slot  and click **Add Slot** button – to add a slot to Exxat Prism and place a student later.



Slot is created successfully in Exxat Prism.

- 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.



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

- 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

Availability  
Jacksonville OP PT 2025

Site & Location

Slot Dates

Slot Details

Student Details

Link Location Select Rotation Slot Details Select Student **5 Placement Details**

Placement Details

Site - Exxat Health Location - Methodist Hospital Rotation - Clinical Practice II Student - Bailey, Teri

Course offering\*  
DPT 850 - Clinical Practice II\*, 2023 - 2024, 2nd Year, Summer, Class of May 2025\*

Location  
Methodist Hospital

Placement start date\*  
01/01/2023

Set up non-consecutive dates for this placement

Clinical instructor

Enable "follow the clinical instructor" for this placement

Site/Location contacts

Placement notes - Shared with students [+ Add Notes](#)

Program requirements

Setting  
Child Nutrition

Placement end date\*  
12/31/2025

Placement Faculty

Placement status  
On Track

Placement notes - Internal use only [+ Add Notes](#)

Previous **Place & Publish Now** Place

**Placement Created And Published To The Student Successfully**

**Site**  
Exxat Health

**Location**  
Methodist Hospital  
1651 Crestview Terrace, New Braunfels, TX, 78130

**Rotation**  
Clinical Practice II

**Student**  
Bailey, Teri

[Done](#)

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 Prism

Link sites and locations from Exxat One to Prism, and process schedules from Exxat One to Prism.

Exxat One Sites **Exxat One Schedules**

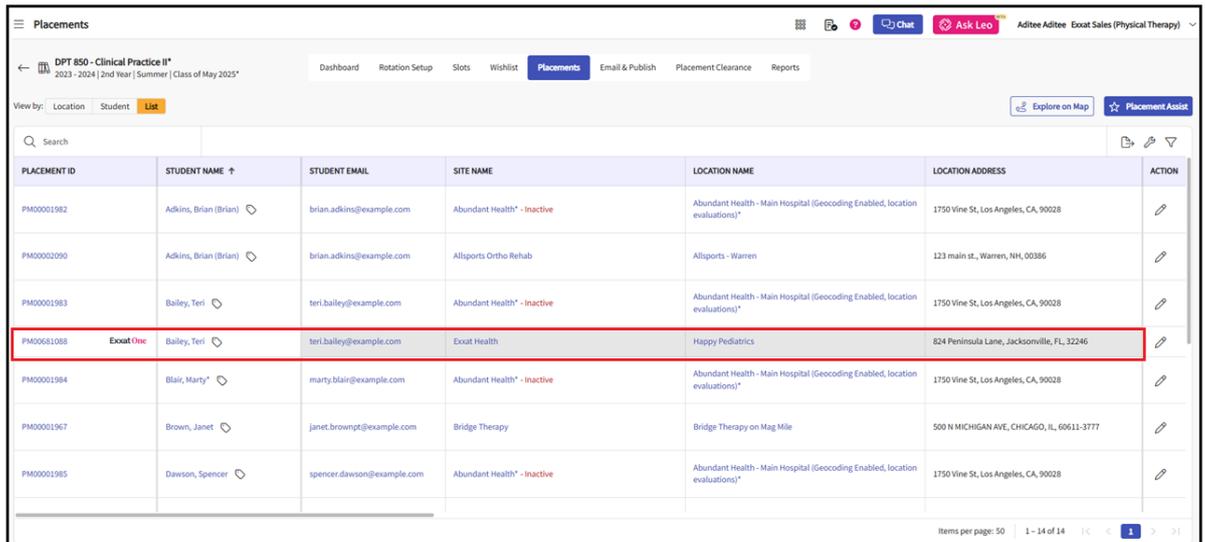
All **6** To Be Added Added to Prism Requires Update **6**

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 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 03/15/2025 - 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 02/20/2025, 04:47 PM	Requires Update	Update

Items per page: 50 1 - 50 of 60 1 2 >

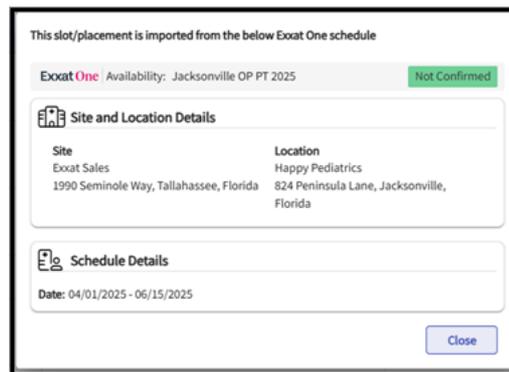
In the Placements section, in the Placements tab list view, **Placement ID** has a *Exxat One logo* appearing next to it.



PLACEMENT ID	STUDENT NAME ↑	STUDENT EMAIL	SITE NAME	LOCATION NAME	LOCATION ADDRESS	ACTION
PM00001962	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	
PM00002090	Adkins, Brian (Brian)	brian.adkins@example.com	Allsports Ortho Rehab	Allsports - Warren	123 main st., Warren, NH, 00386	
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	
PM00681088	Bailey, Teri	teri.bailey@example.com	Exxat Health	Happy Pediatrics	824 Peninsula Lane, Jacksonville, FL, 32246	
PM00001964	Blair, Marty*	marty.blair@example.com	Abundant Health* - Inactive	Abundant Health - Main Hospital (Geocoding Enabled, location evaluations)*	1750 Vine St, Los Angeles, CA, 90028	
PM00001967	Brown, Janet	janet.brownpt@example.com	Bridge Therapy	Bridge Therapy on Mag Mile	500 N MICHIGAN AVE, CHICAGO, IL, 60611-3777	
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	



Click on the *Exxat One logo* to see the details of the schedule in Exxat One.



This slot/placement is imported from the below Exxat One schedule

**Exxat One** | Availability: Jacksonville OP PT 2025 Not Confirmed

**Site and Location Details**

<b>Site</b> Exxat Sales 1990 Seminole Way, Tallahassee, Florida	<b>Location</b> Happy Pediatrics 824 Peninsula Lane, Jacksonville, Florida
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**Schedule Details**

Date: 04/01/2025 - 06/15/2025

[Close](#)

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 ↔ 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.

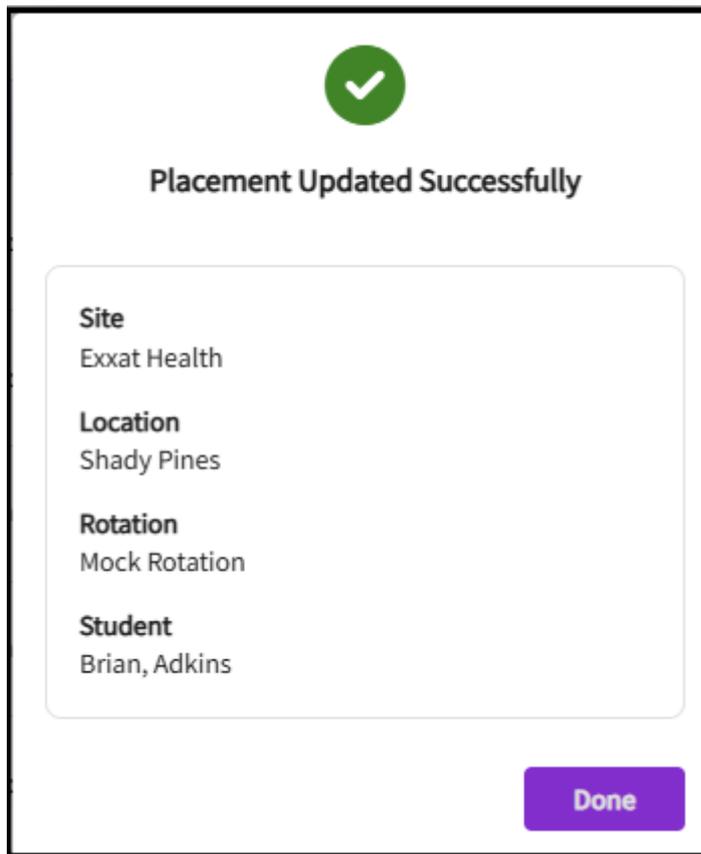
- In the Action Column, click “Update,” and user will need to proceed with deleting the slot or placement (as processed earlier).

- 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**  .



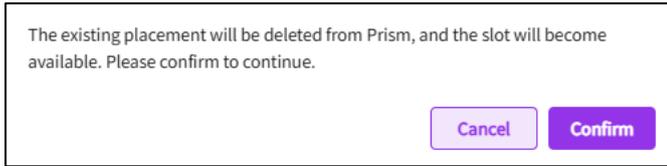
Placement updated successfully.

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.

