



College of Nursing

**EXXAT CSF Quick Guide**

DNP Program

February 17, 2021

## **EXXAT QUICK GUIDE FOR CSFs**

### What Type of Hours Go Where:

- In-Person Clinical Hours are reported under My Placements as Patient Logs .
- Non-Clinical Simulation Hours are reported under My Timesheet as Timesheet Logs.
- FNP Timesheets are reported under My Placements as Timesheets.

*Please be cognizant of where your students are reporting their hours. If they are reporting hours under the incorrect instance, please direct them to the above outlines and work with them to fix them the problem. If issues still persist, please direct the student to their respective Clinical Placement Coordinator for additional assistance.*

### Approving and Flagging In-Person Clinical Hour Patient Logs:

1. Hover your cursor over the “Placements” tab on the left. Click “By Session” from the pop-out.
2. Find the appropriate course you would like to review patient logs for (courses currently in session will be highlighted in yellow). Click the green arrow button on the far right under the “Post Placement” column.
3. On the right under the “To Do List,” select “Patient Log Summary.”
4. On the “Search by Clinical Faculty” drop down, select your name.
5. Click on the student’s name to review their patient logs.
6. Click the blue “i” button to view the log details. Add any comments you would like the student to see at the bottom.
  - a. If the patient log was completed satisfactorily, proceed to step 7 below.
  - b. If the patient log was not completed satisfactorily, flag the log by toggling the “Flag” option to the on position at the top of the log.
7. Click the “Reviewed” button to approve.
  - a. If the patient log was completed satisfactorily, proceed to step 8 below.
  - b. If the patient log was not completed satisfactorily, you are finished and do not need to proceed to step 8.
8. Click the “Lock” button.

### Approving Non-Clinical Timesheets:

*This can be done either through Exxat, as outlined below, or by clicking on the link in the notification email sent from Exxat that you have timesheets ready for review.*

1. Hover your cursor over the “Placements” tab on the left. Click “By Session” from the pop-out.
2. Find the appropriate course you would like to review patient logs for (courses currently in session will be highlighted in yellow). Click the green arrow button on the far right under the “Post Placement” column.
3. On the right under the “To Do List,” select “Timesheet Report (New) – Calendar View.”
4. In the yellow highlighted section, select the student you would like to approve timesheet hours for in the drop down menu.
5. Under “Non-Clinical Hours” on the left, click “Review Requested.”
6. Select the timesheet logs you would like to approve or reject by checking the box next to their title.
7. Click “approve Selected Logs” or “Reject Selected Logs” to either approve or reject these timesheet entries.

### Approving FNP Timesheets (FNP Specialty only):

1. Hover your cursor over the “Placements” tab on the left. Click “By Session” from the pop-out.
2. Find the appropriate course you would like to review patient logs for (courses currently in session will be highlighted in yellow). Click the purple arrow button under the “Placement” column.
3. On the right under “Form Navigations,” click Timesheet Report.
4. Find the student you would like to approve timesheet hours for and click the green “View Details” button in the far right column.
5. Click on the hyperlink in the “Total Hours” column that corresponds to the week you would like to approve timesheets for to view the hours. Close the pop-up window when done.
6. On the far right under the “Actions” column, click the drop down arrow. Select “Review” to approve.

### Viewing Productivity Report for FNP Timesheets:

1. Hover your cursor over the “Reports” tab on the left. Click “Other Reports” from the pop-out.
2. Under “General Reports” on the left, click on “Timesheet Patient Log Report Old.”
3. Select the correct batch from the top drop down.
4. Select the student(s) you would like to view this for in the student(s) drop down.
5. Select the correct session from the drop down.
6. Click “View Report” on the far right.
7. To view as an Excel File, click the floppy disk button (to the left of the print button). From the drop down, select “Excel.”

### Viewing Student Hours per Day Report:

This report is applicable for all specialties.

1. Hover your cursor over the “Reports” tab on the left. Click “Patient Log Reports.”
2. Under “Comprehensive Reports” on the left, select “Student Reports.”
3. From the drop down, select “Time Spent By Student Report.”
4. Select the correct batch and student(s) you would like to view this report for.
5. Uncheck both boxes that say “NULL.”
6. Enter the date you would like to view the reported hours for in the “start date” and “end date” fields.
  - a. You should enter the same date in both fields if you are interested in hours for one day.
7. Under the “Type of Hours” drop down, select “Total Hours.”
8. Click “View Report” on the far right.
9. To view as an Excel File, click the floppy disk button (to the left of the print button). From the drop down, select “Excel.”

A process guide with screenshots can be found at the links below:

<https://www.nursing.arizona.edu/sites/default/files/Exxat%20DNP%20CSF%20Training%20Guide.pdf>

<https://www.nursing.arizona.edu/files/exxat-dnp-csf-simulation-and-non-clinical-hours-reviewpdf>