



College of Nursing

EXXAT Student Quick Guide

DNP Program

May 19, 2021

IN-PERSON CLINICAL HOURS

Adding Clinical Hours:

1. From the Exxat home page, select “My Placements” from the options on the left.
2. Select the site you would like to add a patient log under by clicking on the blue link in the “Session” column that corresponds with the correct site noted under “Site Details.”
3. Click “Complete Patient Log” under the “To Do List” on the right.
4. Click the green “Add Logs” button on the left.
5. Add all necessary information for your patient encounter.
6. Once done, click “Complete” to submit your patient log for review. If you would like to save your work and not submit your patient log just yet, click “Save.” The save option will allow you to come back to this patient log to update it at a later time and will not submit it until you click the “Complete” button.

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

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

NON-CLINICAL SIMULATION HOURS

This is only applicable for AGACNP, FNP, and PMHNP Specialty students.

Adding a Simulation Hour Reviewer (i.e. your CSF):

You will only need to do this once per semester. Once a reviewer has been added, they will continue to appear for each clinical site they have been added under.

1. From the Exxat home page, select “My Timesheet” from the options on the left.
2. Click “Send Timesheet Logs for Review” under the To Do List on the right.
3. Select “Manage Reviewers” on the very right of the screen towards the top.
4. On the right side of the screen, there is a green Add Reviewer button with a plus sign (same line as the bolded title “Manage Reviewers for Non-Clinical Hours” on the left), click this button.
5. Enter your CSFs first name, last name, and email address. Click save and close.

Adding Simulation Hours:

1. Select “My Timesheet” from the options on the left.
2. Click “Add Timesheet Logs” under the To Do List on the right.
3. Select the date which you would like to add simulation hours for.
4. Chose “Non-Clinical Hours” from the pop up (the option on the right).
5. Add the title, start time, end time, verify the number of hours (this should automatically calculate when you add the start and end times but double check it looks correct because the start and end time does have an AM and PM option), select “simulated clinical activity, and add any notes your CSF would like, if any.
6. Click save and Close.

Sending Simulation Hours for Review:

1. Select “My Timesheet” from the options on the left.
2. Click “Send Timesheet Logs for Review” under the To Do List on the right.
3. Select “Non Clinical Timesheet Logs” in the middle of the screen at the top, you will now see the logs you created in the section above.
4. Check the boxes on the left of the logs you would like your CSF to review.
5. Click the blue “Send Timesheet for Review” button with a plus sign on the right.
6. Under “Select Reviewer”, click the bubble next to your preceptors name (we added this in the first part of the instructions).
7. Click “Send and Close.” Your CSF will receive an email that timesheets have been submitted and are awaiting their approval.

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

https://www.nursing.arizona.edu/sites/default/files/Exxat%20DNP%20Student_Simulation%20and%20Non-Clinical%20Time%20Recording.pdf

IN-PERSON CLINICAL TIMESHEET

This should only be used if you are a part of the FNP Specialty.

Adding a Timesheet Reviewer (i.e. your CSF):

You will only need to do this once each semester. Once a reviewer has been added, they will continue to appear for each clinical site they have been added under.

1. From the Exxat home page, select “My Placements” from the options on the left.
 - a. Do NOT select the “My Timesheet” option for this.
2. Select the site you would like to add timesheet hours under by clicking on the blue link in the “Session” column that corresponds with the correct site noted under “Site Details.”
3. Click “Complete Timesheet” under the “To Do List” on the right.
4. Click the green “Add Reviewer” button on the right.
5. Enter the first name, last name, and email for your CSF.
6. Click “Save and Close.”

Adding Hours to the Timesheet:

1. Select “My Placements” from the options on the left.
 - a. Do NOT select the “My Timesheet” option for this.
2. Select the site you would like to add timesheet hours under by clicking on the blue link in the “Session” column that corresponds with the correct site noted under “Site Details.”
3. Click “Complete Timesheet” under the “To Do List” on the right.
4. Click the green “Add Time Entry” button on the right that corresponds with the week you would like to add a timesheet entry for.
5. Click the green “Add Time Entry” button for each day you completed clinical hours at the site.
6. On the pop up window, enter the amount of time spent for that day and associate the correct preceptor.
7. Click the orange “Save and Close” button.
8. Once you have entered your time for the entire week, check the box next to the “I have verified all time entries and completed filling this timesheet” statement. Then click the green “Submit Timesheets” button below.
9. On the Complete Timesheet Page, click the blue “Add Review Request” towards the right.
10. Check the box next to the week you would like to submit the Timesheet for. Select your CSF from the Select Reviewer” section.
11. Click “Send and Close” at the bottom.

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

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