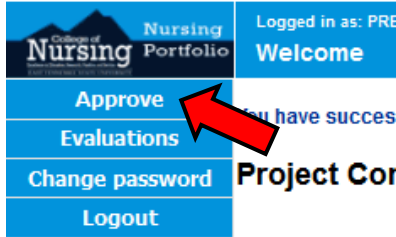


Approving Clinical Submissions - Preceptors

Step 1. Log into Project Concert with the credentials provided to you in the Preceptor Welcome Email at <https://secure.projectconcert.com/etsu>

Step 2. Click on the Approve Link in the Left Nav



Step 3. View Submissions. There are two ways to view submissions:

Option 1: View basic details in the Queue

TS Student: ALL STUDENTS

Reject Pending

Program [Format]	Student	ID	Date	End Date	Elapsed Min	Procedure	ICD
NURS-DNP [DNP-Clinical Hours Entry]	Student, Test	16934	08/22/2017 08:00 AM	08/22/2017 05:00 PM	540		
NURS-DNP [DNP-FNP - Patient Exp]	Student, Test	3216	08/12/2016 09:00 AM	08/12/2016 09:30 AM	30	Complete Health History (CC, HPI, ROS) - All except WH; Comprehensive Physical Exam - All but WH	
NURS-DNP [DNP-FNP - Patient Exp]	Student, Test	8729	01/09/2017 08:30 AM	01/09/2017 09:00 AM	30	Complete Health History (CC, HPI, ROS) - All except WH; Comprehensive Physical Exam - All but WH; Development: Age specific nutritional assessment - ADOL, EC, INF, MC; Immunization Schedules - ADOL, EC, INF, MC; Otoloscope; Identify Light reflex - All but	

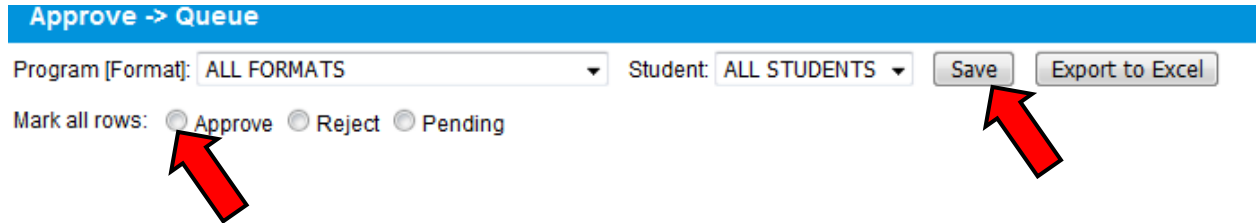
Option 2: Click the  button to view the advanced details per entry:

Clinical Hours Panel

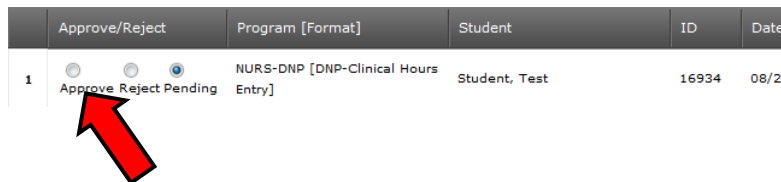
Patient Experience Panel

Step 4. Approve Submissions. There are four ways to approve or reject submissions:

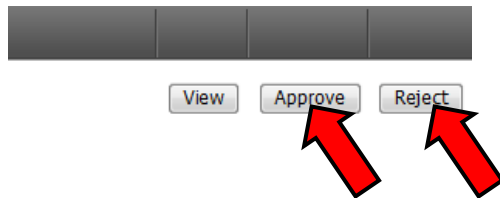
Option 1: Bulk Approval – Click the Mark All Rows Approve or Reject and then Click the Save Button. This method takes just seconds to complete.



Option 2: Multi-Select Approval in the Queue – Click the radio button to Approve or Reject multiple submissions and then Click the Save Button



Option 3: Individual Approval in the Queue – Click the Approve or Reject Button for each submission in the Queue. The item will be removed from your Queue once approved or rejected.



Option 4: Individual Approval in the Viewing Panel – Click the View Button to view the item. Add comments if you wish and then Click the Approve or Reject Button in the panel. The item will be removed from your Queue once approved or rejected.

