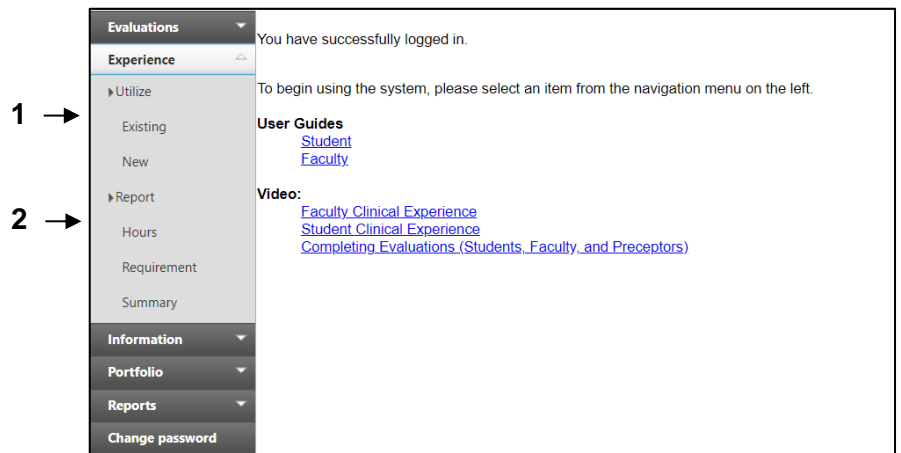


Experience Entry Format Instructions

I. Accessing the format

On the Left side:

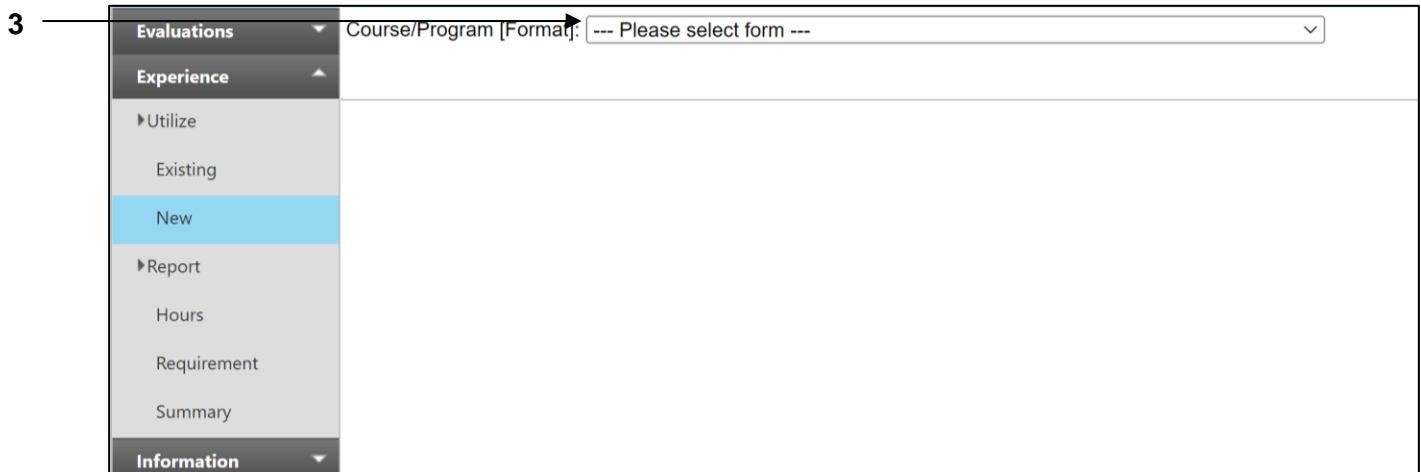
1. Click on **“Experience”**
2. Click on **“New”** under Utilize



1 →

2 →

3. Click on the **“Format”** dropdown and select a format



II. Completing the format

Complete the format in its entirety

1. If necessary, click on different tabs to complete the format

The screenshot shows a web form with a left-hand navigation menu and a main content area. The navigation menu includes sections like Evaluations, Experience, Information, Issue, Portfolio, Reports, Change password, and Logout. The 'Experience' section is expanded, showing options for Utilize, Existing, and New. The 'New' option is selected. The main content area contains a form for entering patient encounter information. The 'General' tab is selected and highlighted with a red box and a '1' next to it. The form includes fields for Course/Program [Format]: Test Course [AGACNP Patient Log] - Spring 2022 (Graduate) - Test, Experience ID: NEW ENTRY, Experience Status: Draft, Experience Date: 2/10/2022, Faculty: [dropdown], Clinical Site: [dropdown], Preceptor: [dropdown], Type of Encounter(s): [checkboxes for Admission, New patient, Existing Patient, Consult (See Below), Patient transfer to a higher level, Patient tra lower level], Specify other encounter(s): [text field], Age: [radio buttons for Adult (18-65 years), Geriatric (66-80 years), Geriatric (Frail) (>80 years)], Gender: [radio buttons for Female, Male, Transgender, Gender Neutral], and checkboxes for Native American/Alaskan, Asian, and other categories.

2. Click the **Save** button to save the entry – Located at the bottom the page

- Hover your mouse over the yellow “?” for more information

3. Click the **Submit** button to submit the entry – Located at the bottom the page

- Hover your mouse over the yellow “?” for more information

The screenshot shows the bottom of the form with two buttons: 'Save' and 'Submit'. To the right of the 'Save' button are three radio button options: 'Continue editing this entry' (selected), 'Create a new blank entry', and 'Create a new entry that is a copy of this entry'. A yellow question mark icon is located to the right of the radio button options. Arrows labeled '2' and '3' point to the 'Save' and 'Submit' buttons respectively.

III. If Your Format is Rejected

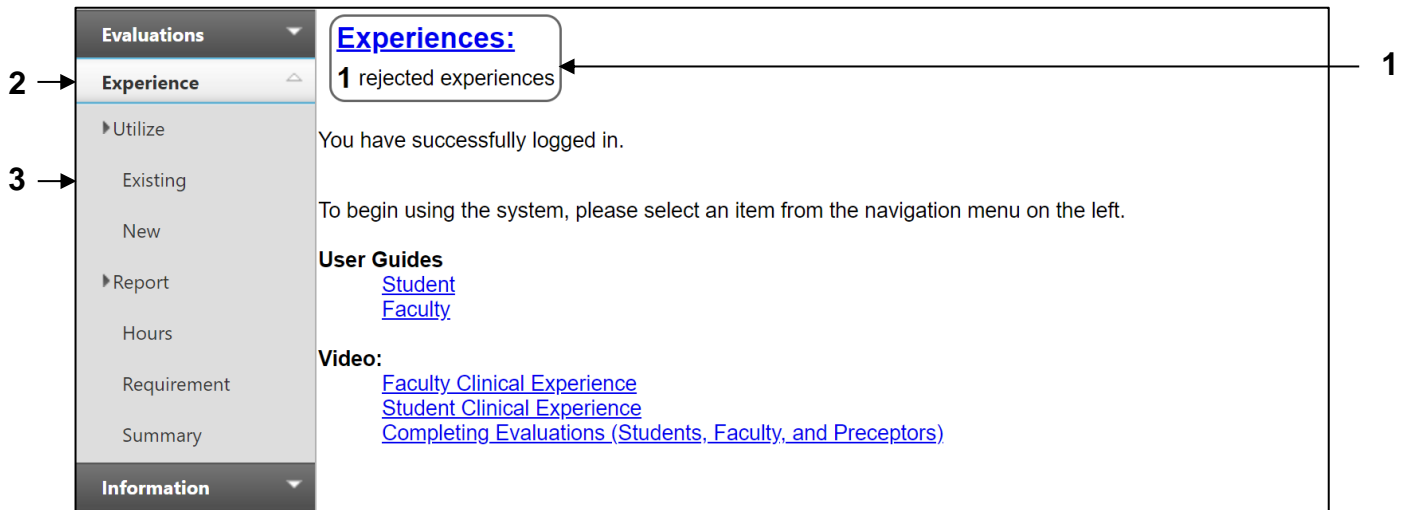
If your entry is rejected, you will receive an email notifying you that it was rejected.

1. You can also see rejected applications on the landing page via the “Experiences” Widget

On the Left side:

2. Click on “**Experience**”

3. Click on “**Existing**” under Utilize



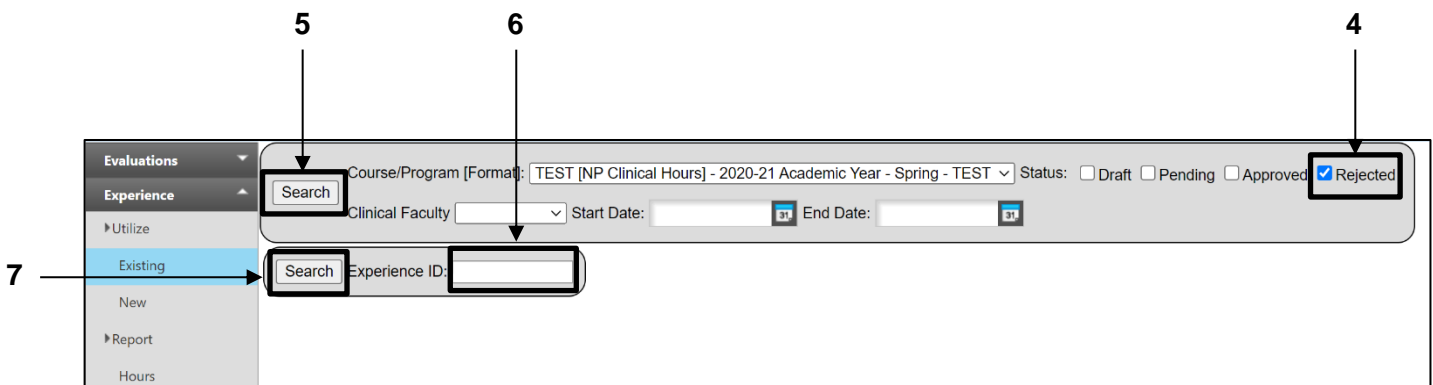
4. Select the “**Rejected**” Status

5. Click the “**Search**” button

OR

6. Enter the “**Experience ID**” in the text bx

7. Click the “**Search**” button



8. See the **“Comment”** column to see why the entry was rejected

9. If **necessary**, click the **“Edit”** link to update the application and re-submit

The screenshot displays a web application interface for managing evaluations. On the left is a navigation menu with categories like Evaluations, Experience, Utilize, Existing, New, Report, Hours, Requirement, Summary, Information, Issue, and Portfolio. The main area features a search and filter section at the top with a 'Search' button, a course dropdown menu (set to 'Test [Preceptor/Site Application] - Test'), and status checkboxes (Draft, Pending, Approved, Rejected). Below this is another search section for 'Experience ID' with an 'Export to Excel' button. The central part of the interface is a table with columns for ID, Status, Date, Clinical Coordinator, Documents, and Comment. Two rows are visible, both with a status of 'Rejected'. The 'Comment' column for the first row contains the text: 'Description / Explanation of why the application was rejected from clinical coordinator.' A box highlights this text, with an arrow labeled '8' pointing to it. In the same row, an 'Edit' link is highlighted with a box, with an arrow labeled '9' pointing to it. To the right of the 'Edit' link are 'Review' and 'Delete' buttons. The second row also has an 'Edit' link, 'Review', and 'Delete' buttons.

ID	Status	Date	Clinical Coordinator	Documents	Comment
1	Rejected	01/12/2022	Test, Faculty	0	Description / Explanation of why the application was rejected from clinical coordinator.
2	Rejected	01/12/2022	Test, Faculty	1	