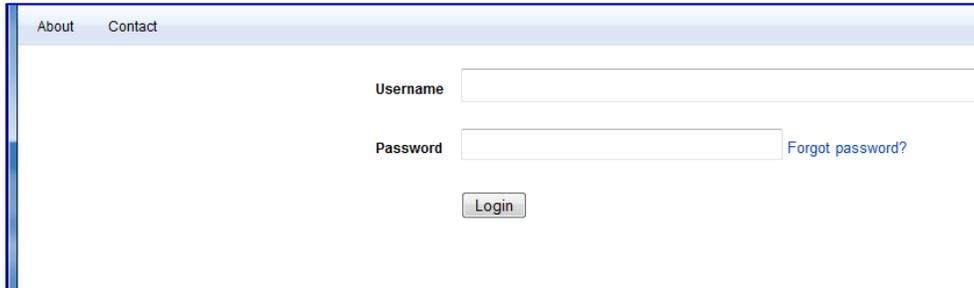


General Users – PlacementPro User’s Manual Version 2.1

All Users: Logging into the TCPS PlacementProSM System

Access the TCPS PlacementProSM System either through the Partner Portal or by the direct link provided by the Site Administrator.

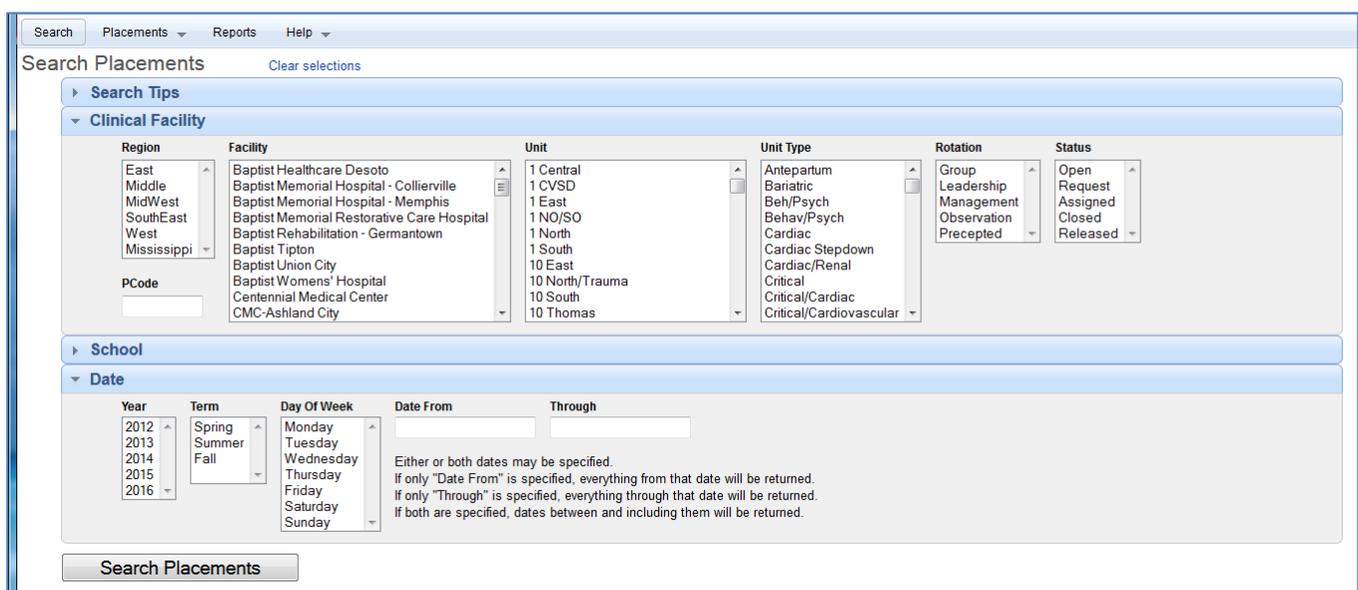


Users are categorized into four types of users with differing capabilities:

- General Partner – may search, view data, export, and run reports.
- **V2.1** Instructor User – General Partner activities plus add and edit students.
- Educational User – Instructor activities plus request placements, edit some placement components, add students and data, add and edit Instructors.
- Clinical User - Partner activities plus add placements, make placement decisions, edit all placement components, add and edit preceptors.
- Administrator – has access to all tools needed to manage clinical placement data and users, import all levels of data, assign PCodes, and assign placement data in the final step of request approval.

Based upon your login credentials, your home page will display the tools you need to use the system.

The General Partner Home Page is the Search screen.



Search Placements [Clear selections](#)

Search Tips

Clinical Facility

Region	Facility	Unit	Unit Type	Rotation	Status
East	Baptist Healthcare Desoto	1 Central	Antepartum	Group	Open
Middle	Baptist Memorial Hospital - Collierville	1 CVSD	Bariatric	Leadership	Request
MidWest	Baptist Memorial Hospital - Memphis	1 East	Behv/Psych	Management	Assigned
SouthEast	Baptist Memorial Restorative Care Hospital	1 NO/SO	Behav/Psych	Observation	Closed
West	Baptist Rehabilitation - Germantown	1 North	Cardiac	Precepted	Released
Mississippi	Baptist Tipton	1 South	Cardiac Stepdown		
	Baptist Union City	10 East	Cardiac/Renal		
	Baptist Womens' Hospital	10 North/Trauma	Critical		
	Centennial Medical Center	10 South	Critical/Cardiac		
	CMC-Ashland City	10 Thomas	Critical/Cardiovascular		

PCode

School

Date

Year	Term	Day Of Week	Date From	Through
2012	Spring	Monday		
2013	Summer	Tuesday		
2014	Fall	Wednesday		
2015		Thursday		
2016		Friday		
		Saturday		
		Sunday		

Search Placements

Either both dates may be specified.
 If only "Date From" is specified, everything from that date will be returned.
 If only "Through" is specified, everything through that date will be returned.
 If both are specified, dates between and including them will be returned.

V2.1 Instructor & Educational User Home Page

Home Search Placements Reports Students Instructors Preceptors/Mentors Terms Help

24 **Current requests**
See the requests from Z School awaiting a decision from the facility and the administrator.

0 **Denied requests since last log in**
See the denied requests from Z School since 2014-07-21.

0 **Requests requiring revision**
See the requests from Z School that require revision and resubmission for consideration.

3 **Requests approved by the clinical facility**
See the requests from Z School approved by the clinical facility and awaiting assignment by the administrator

60 **Assigned placements**
See the placements for Z School assigned by the administrator

9,130 **Open placements**
Open placements are posted by clinical facilities seeking students.

12 **Released placements**
See released placements in the current term.

Students

Today All

First	Middle	Last	Student ID	e-mail	School
Lewis	Jake	Appling	Z123456		Z School
Tanner	Phillip	Askew	Z123658		Z School
Wright	Hanna	Bledsoe	Z147963		Z School
Wayne	Ronald	Decker	Z789258		Z School
Marie	Shelly	Garrison	Z987456		Z School
					Total 5 result(s).

Only students placed in the current term are listed.

Search... Go

Search all or partial Name, Student ID, or PCode.

Clinical Facility Home Page

Home Search Placements Reports Preceptors/Mentors Students Instructors Help

0 **Requests modified since last log in**
See the requests for Z Facility modified since you last logged in 2014-07-23.

24 **Requests pending a decision**
See requests awaiting a decision from Z Facility.

0 **Requests requiring revision by school**
See requests requiring revision that are expected to be resubmitted by the school.

3 **Requests awaiting assignment by the administrator**
See requests approved by Z Facility that are awaiting assignment by the administrator.

0 **Denied requests**
See requests denied by either Z Facility or the administrator

0 **Placements awaiting a PCode**
See new placements at Z Facility awaiting a placement code. Schools cannot see the opening until a placement code is assigned.

126 **Open placements**
See open placements at Z Facility. Schools will see the opening after a placement code is assigned by the administrator.

62 **Assigned placements**
See placements approved by Z Facility and the administrator.

10 **Closed placements**
See closed placements at Z Facility.

12 **Released placements**
See released placements in the current term.

[Add a new placement...](#)

Students

Today All

First	Middle	Last	Student ID	e-mail	School
Lewis	Jake	Appling	Z123456		Z School
Tanner	Phillip	Askew	Z123658		Z School
Wright	Hanna	Bledsoe	Z147963		Z School
Marie	Shelly	Garrison	Z987456		Z School
Wayne	Ronald	Decker	Z789258		Z School
					Total 5 result(s).

Only students placed in the current term are listed.

Search... Go

Search all or partial Name, Student ID, or PCode.

From the Home Page, all users should be able to access the most frequently needed placement data!

Instructors, Schools and Facilities can also see the names of students who will be in clinical today or a listing of all students. Schools will see all of their students; facilities will see all students who are assigned to their facility.

V2.1 The Search option below the Student Snapshot allows for a quick search for a student using their name, student ID, or an assigned PCode. **This feature is optional for using PlacementPro and requires that schools upload student data.**

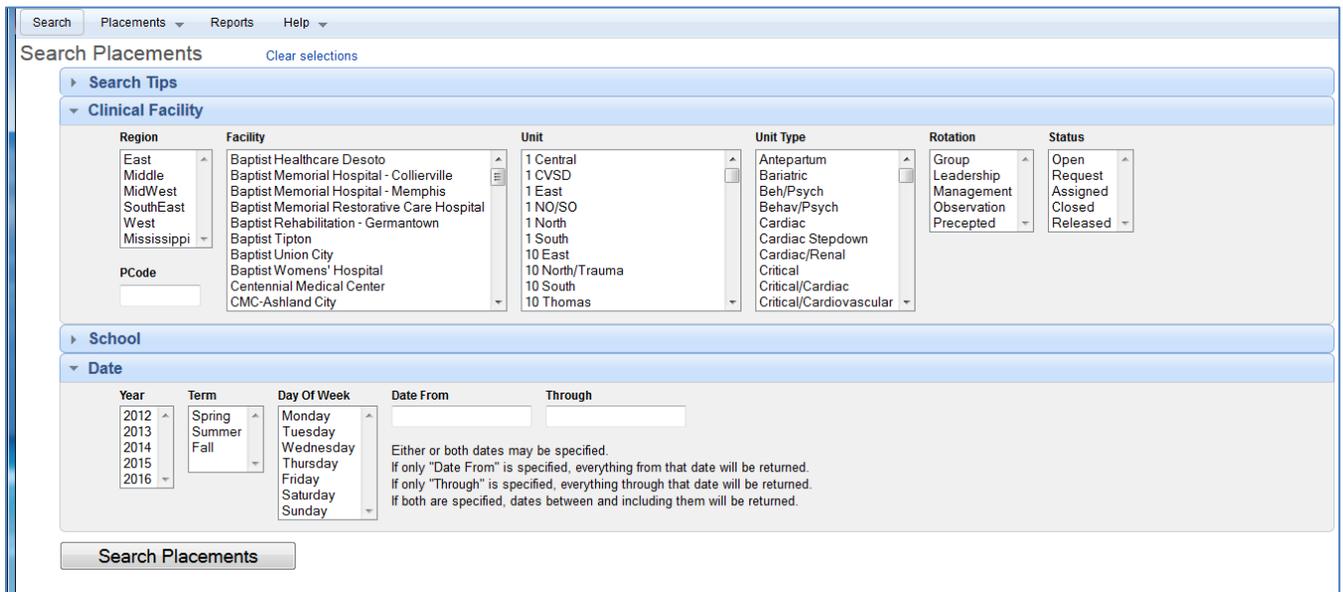
Searching the Placement Database

1. Click on the Search Button.

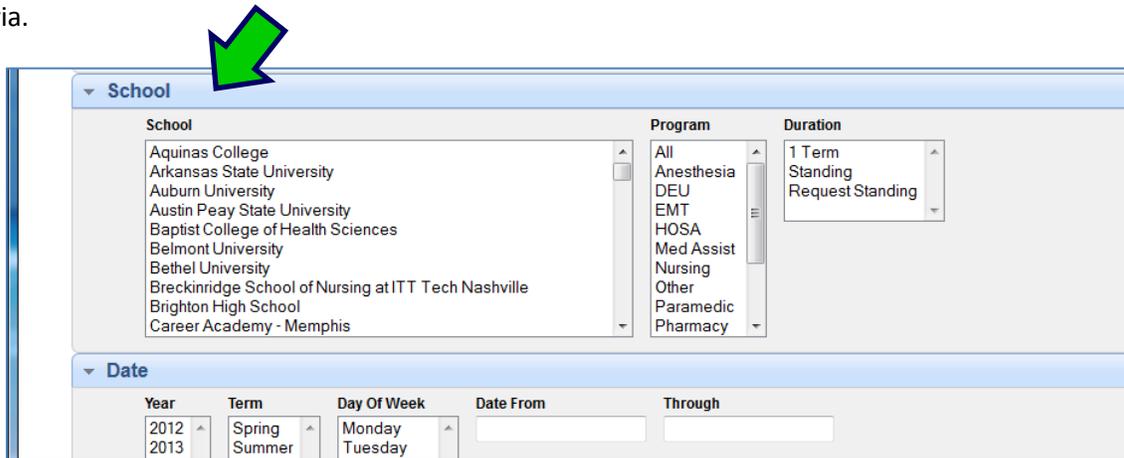


2. There are search tips noted on the screen. Using the Search Placements screen, select the various parameters to refine your search based upon Facility, School, and Date. These categories may be expanded or collapsed by clicking on their blue title bar. Hold down the Ctrl Key to make multiple selections within a search parameter. Note that choosing a region will narrow the Facility choices; a Facility will narrow the Unit and Unit Type choices. Status may also be selected to review OPEN, Assigned, and Requests. Choosing no status will display all. Using the Date feature, it is also possible to search by Day of the Week. Click on the Search Placements button to begin your search.

TIP: The fewer search parameters, the larger the search result.



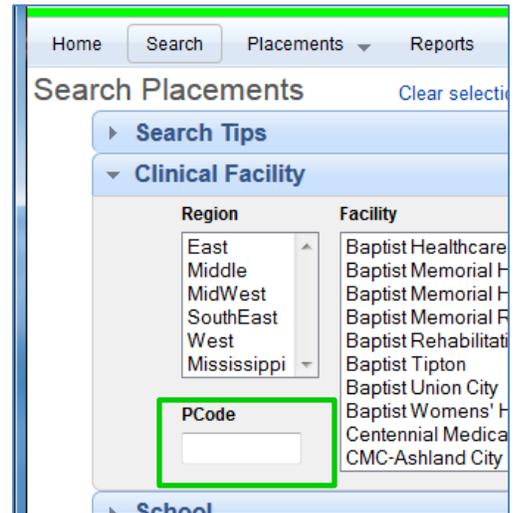
To specify a school or type of program in your search, click on the School Header to expand the panel for additional search criteria.



Finding a Specific Placement

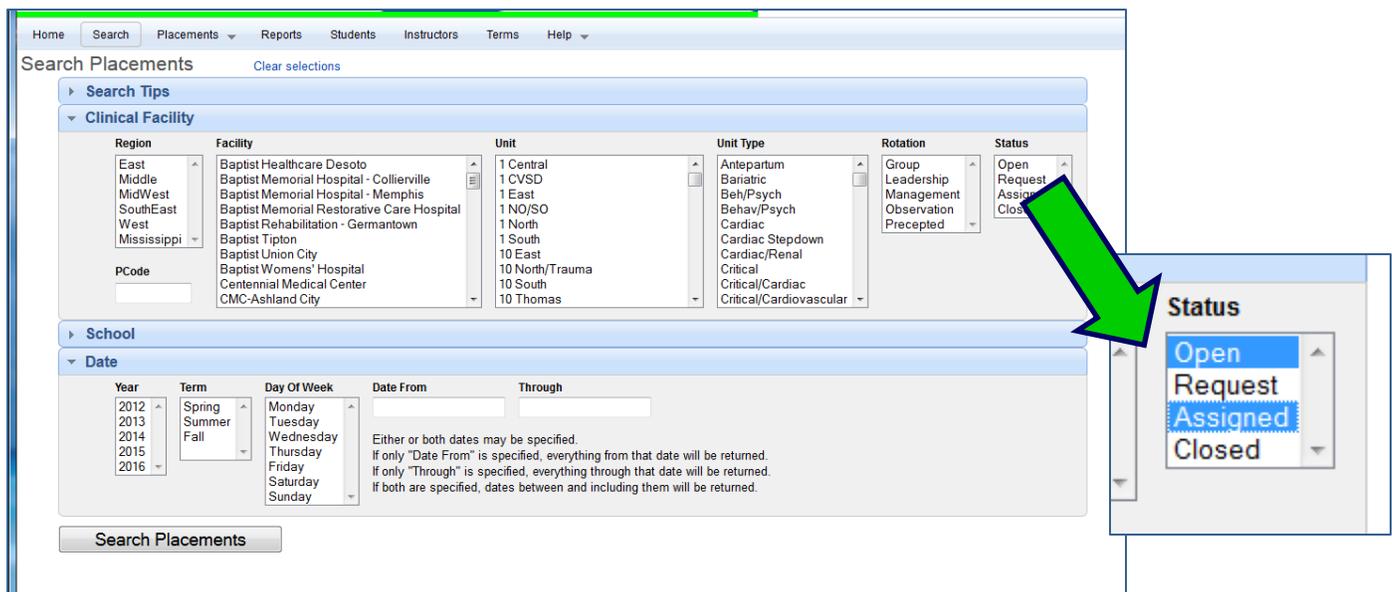
If you know the PCode of a particular placement – such as when a Partner or Instructor has searched for a placement and needs it to be requested – enter it in the PCode box just under Region on the Search screen.

Click on Search Placements to find the specific placement in the database. Follow the instructions for Requesting a Placement below.



Finding an OPEN placement

Always SEARCH FIRST! Search the database for all placements **OPEN & ASSIGNED** to verify that the placement opportunity that you want is not already assigned to another school or otherwise not available in the system. Remember to multi-select, hold down the Ctrl key while selecting placements with these types of statuses.



Be sure and record the PCode of any placement that needs to be requested for your school!

Navigating the Placement Grid

All placement data are presented in a grid with specific characteristics displayed in column format. See the Definitions for more information about each column header.

You can access the placement grid via a SEARCH or through the PLACEMENTS button.

If you did a specific search, the resulting data in the grid will be displayed.

If you used the PLACEMENTS button, you have additional control over the type of placement data that is displayed using the Placement Status Menu.

- Default Data for School Affiliates = ALL OPEN & ASSIGNED Placements in the database.
- Default Data for Facility Affiliate = All OPEN & ASSIGNED Placements in their facility.

Using the Placements → Current Menu, you may search all data by status.

Placement data may be further sorted A-Z by clicking on the headers and filtered by the various columns with a dropdown arrow. **NOTE:** Using the filter feature will filter ALL data, not just the data from your search. Use Column headers to sort data from a particular search. Make your selection(s) and then **press ENTER to begin the search or refresh the filtered data.**

The screenshot shows the Placement Grid interface. A callout box labeled "Filter by selection" points to the dropdown arrows in the column headers. Another callout box labeled "The Placement Grid also has controls for pagination on the right of the screen." points to the pagination controls on the right side. A third callout box labeled "Column headers may be clicked to sort A-Z, Z-A" points to the "Start Date" column header.

Actions	PCode	Status	Requests	Region	Facility	Unit	Unit Type	School	Standing School	Program	Level	Instructor or Course	Duration	Year	Term	Start Date	End Date	Expired	Rotation	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Time On Unit	Precepted Hours
	TC007	Open		Middle	Z Facility	Unit 2	BehavPsych			Nursing				2012	Summer	2012-07-01												
	TC012	Open		Middle	Z Facility	Unit 2	BehavPsych			Nursing				2012	Summer	2012-07-01												
	TC013	Open		Middle	Z Facility	Unit 2	BehavPsych			Nursing				2012	Summer	2012-07-01												
	TC014	Open		Middle	Z Facility	Unit 2	BehavPsych			Nursing				2012	Summer	2012-07-01												
	TC020	Open		Middle	Z Facility	Unit 2	BehavPsych			Nursing				2012	Summer	2012-07-01												
	TC021	Open		Middle	Z Facility	Unit 2	BehavPsych			Nursing				2012	Summer	2012-07-01	2012-08-15		Management					D12				
	TC022	Open		Middle	Z Facility	Unit 2	BehavPsych			Nursing				2012	Summer	2012-07-01	2012-08-15		Management								D12	

This close-up screenshot shows the top part of the Placement Grid interface. A callout box labeled "Note the Searching Icon that is displayed while the database is being searched based upon your search criteria." points to a magnifying glass icon next to the "Go to page:" field. Another callout box labeled "You may also export your data to Excel by clicking on the Export Button. See Exporting Data for more info!" points to the "Export..." button. A third callout box labeled "Use the controls on the left of the screen to move from page" points to the pagination controls.

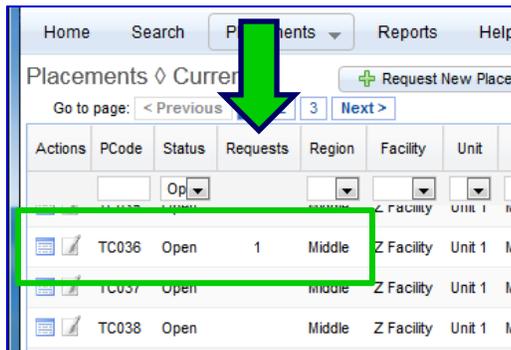
As an Educational User, the Placement Screen will also show a button to **Request a New Placement**. **This should only be used when the database has been searched for OPEN and ASSIGNED placements that may meet your needs.**



Facility Users have a button to **Add a New Placement**.



Note the **Requests Column**. In this column there will be a number if other requests are in the system for an OPEN placement that have not yet been acted upon by the facility. Additional requests can be made, but schools can know that there are other school(s) that have requested the same placement.

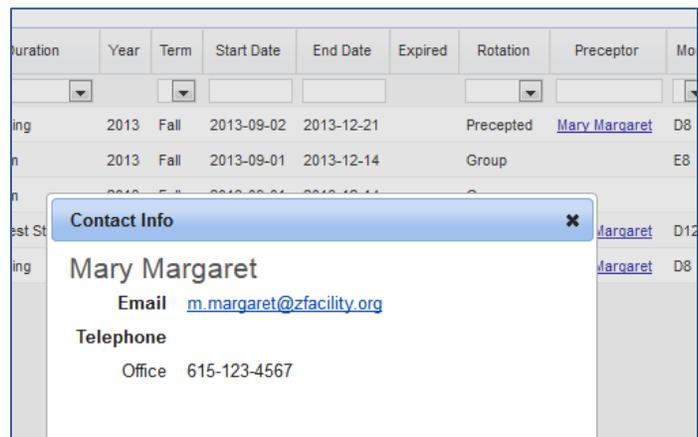


Be sure and record the PCode of any placement that needs to be requested for your school!

Preceptor information may be viewed by clicking on the preceptor name when available in the placement grid.

V2.1 Preceptor information can include:

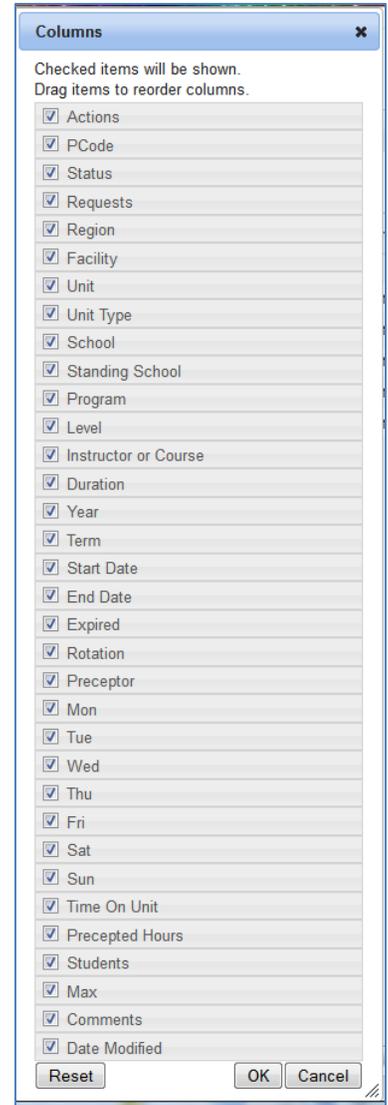
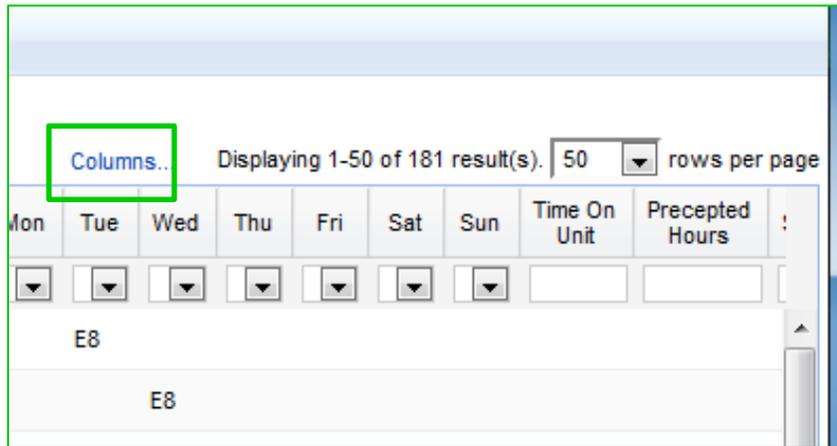
- Name
- Phone/Pager
- Credentials (BSN, MSN, Certifications, etc.)
- Length of Professional Experience
- Email
- Website/E-Portfolio
- Specialty(ies)
- Licensure
- Facility Unit assignment
- PCode of placement where preceptor is assigned



Changing your View

Depending upon the width of your screen, you may want to rearrange or hide columns in the placement grid that you do not routinely use. To do this, click on Columns link at the top of the placement grid (Not available for Partner users). From the popup, select the columns you wish to see in the grid. You may also drag column titles within the popup window to rearrange the display. Once you have the columns in the order you want, click on OK. The system will hold this view until you change it.

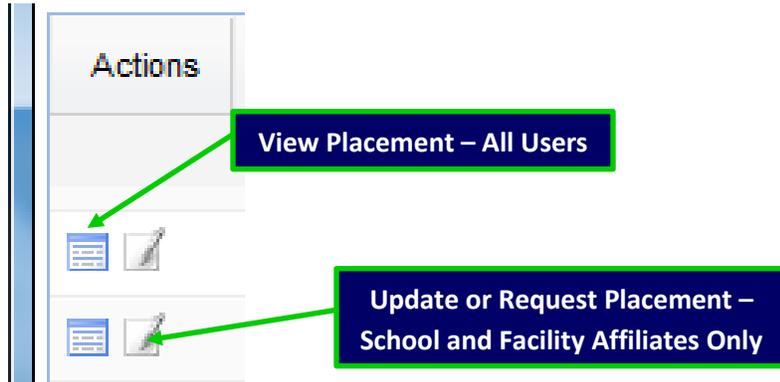
You can always return all columns to the display using the reset button.



Reviewing Placements

1. Review placements in the Placement Grid. Refer to the definitions if you need assistance with the various column data that describe the various placements opportunities.
2. You may review the placement in detail by clicking on the VIEW placement icon listed in the Actions Column of the placement grid.

The Action Column on the left of the screen differs based upon your user role.



The View Placement version of the placement data is designed to print if you need to provide this information to your Educational User to request the placement.

View Placement #229702	
PCode	TC003
Status	Open
Facility	Z Facility
Unit	Unit 2
School	Middle Tennessee State University
Standing School	
Program	Nursing
Level	N: SN3
Instructor or Course	Jones
Duration	1
Term	Summer
Start Date	2012-07-01
End Date	2012-08-15
Rotation	Group
Mon	
Tue	
Wed	D8: Day 8H (7-3)
Thu	
Fri	
Sat	
Sun	
Time On Unit	Not set
Precepted Hours	Not set
Total Students	24
Max Students	8
Comments	Not set
Date Created	2012-06-18 11:16:27
...	...

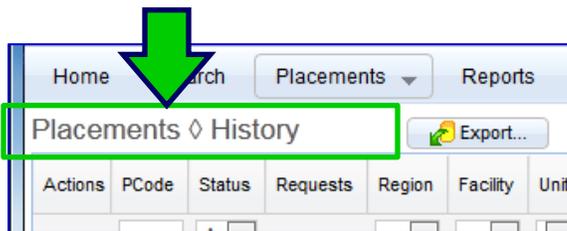
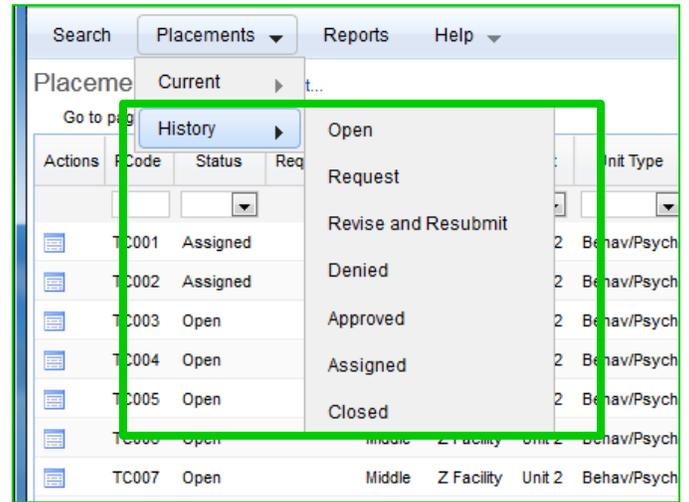
Using the Placement-History Tab

Placement Data from the previous term will be available under the Placement Tab and History and is noted in the Placement Grid as Expired Data. You may review this data online – or export to Excel as needed.

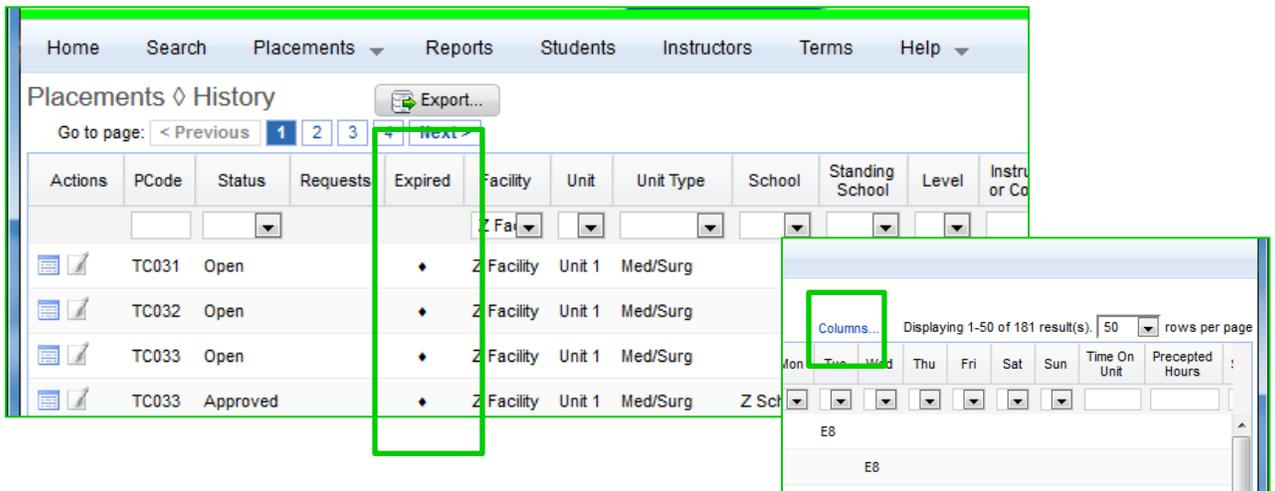
From the History view, you may review previous requests, denied requests, etc.

Clicking on the History button will display ALL historical data regardless of the status. If you use one of the Status SubMenus, you will see only the data for that particular status in the placement grid.

Note that the Header changes to Placements ◊ HISTORY when historical data is being displayed.



There is also a column entitled **EXPIRED** that will have a dot in the column for any placement that has expired. Note that this column may or may not be visible unless you have it turned on using the Column link (available to all users except Partners).



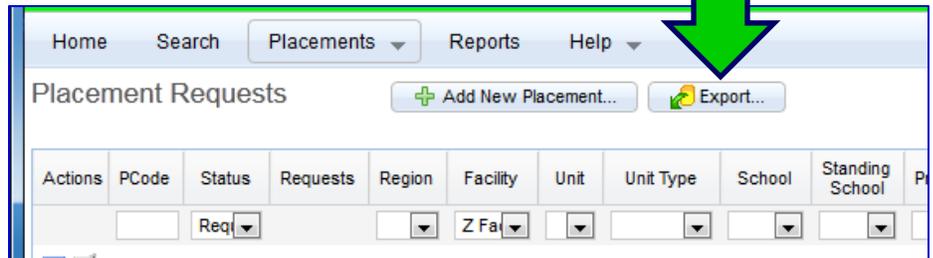
You may download the data into EXCEL to further sort, filter and analyze as desired.



Exporting to Excel

Data that you want to Export to Excel should be displayed via the SEARCH Tool or using the Placements Submenus.

While you may filter and sort on the screen, changes in screen data based upon sorts and filtering does not export.



To Export Specific Data:

Use the Search Tool to filter/sort data related to YOUR organization.

Search Tips

Clinical Facility

Region	Facility	Unit	Unit Type	Rotation
East	Baptist Healthcare Desoto	1 Central	Antepartum	Group
Middle	Baptist Memorial Hospital - Collierville	1 CVSD	Behav/Psych	Leadership
MidWest	Baptist Memorial Hospital - Memphis	1 East	Cardiac	Management
SouthEast	Baptist Memorial Restorative Care Hospital	1 NO/SO	Critical	Observation
West	Baptist Rehabilitation - Germantown	1 North	Critical/Neuro	
	Baptist Tipton	1 South	Critical/Newborn	
	Baptist Union City	10 East	Critical/Peds	
	Baptist Womens' Hospital	10 North/Trauma	DEU	
	Centennial Medical Center	10 South	Diagnostic	
	CMC-Ashland City	10 Thomas	Emergent	

Status

Open
Request
Assigned

School

School	Program	Duration
Aquinas College	All	1 Term
Arkansas State University	Anesthesia	Standing
Auburn University	EMT	Release
Austin Peay State University	HOSA	
Baptist College of Health Sciences	Med Assist	
Belmont University	Nursing	
Bethel College	Other	
Brighton High School	Paramedic	
Career Academy - Memphis	Pharmacy	
Carson Newman	Radiology	

Date

Year	Term	Day Of Week	Date From	Through
2011	Fall	Monday		
2012	Spring	Tuesday		
2013	Summer	Wednesday		
2014		Thursday		
2015		Friday		
		Saturday		
		Sunday		

Search

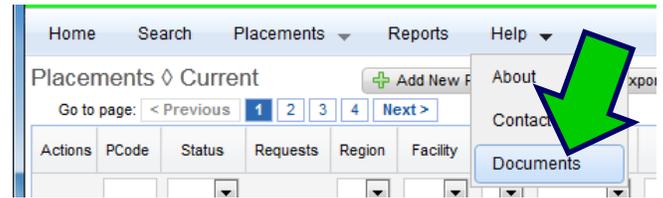
© 2012 TCPS, All Rights Reserved

Once your data has been exported to an Excel spreadsheet, you may sort, filter and analyze as needed.

Getting Help

TCPS PlacementPro has been designed to be as intuitive as possible once a user understands the basic workflow outlined in the conceptual framework and has a working knowledge of the various terms and practices.

Using the HELP button on the main navigation header, you may also access the full user's manual as well as specific topical documents to guide you through a specific workflow.

A screenshot of the 'Help Documents' page in the PlacementPro application. The page has a navigation header with Home, Search, Placements, Reports, Students, Instructors, Terms, and Help. Below the header is a table listing various help documents. The table has columns for Actions, Name, Upload Date, By, Description, and Comments.

Actions	Name	Upload Date	By	Description	Comments
	Key Differences from StudentMax.pdf	2012-07-08 20:21:32	Pam Taylor	User Guide #6: Key Differences between PlacementPro and StudentMax	
	PlacementProGrid.csv	2012-07-11 13:56:07	Pam Taylor	Use this Excel CSV file to create new placements for upload.	
	PP_Definitions.pdf	2012-07-02 21:09:35	Pam Taylor	User Guide #1: Definitions, Practices, & Conceptual Framework	
	PP_FacilityUse.pdf	2012-07-08 19:23:05	Pam Taylor	User Guide #4: Facility Users	
	PP_GeneralUse.pdf	2012-07-02 21:10:18	Pam Taylor	User Guide #2: Basic Use of PlacementPro	
	PP_PartnerUse.pdf	2012-07-08 20:47:25	Pam Taylor	User Guide #7: Partner Users - All faculty and staff who need to acce...	
	PP_Reports.pdf	2012-07-02 21:12:36	Pam Taylor	User Guide #5: Reports	This will be updated as settings for commonly used reports are identi...
	PP_SchoolUse.pdf	2012-09-20 16:01:35	Pam Taylor	User Guide #3: School Users	updated 9/20/2012
	TCPSPlacementProContacts.xls	2012-10-02 09:49:03	Pam Taylor	Email Contact information for TCPS PlacementPro users. File is sorted ...	Uploaded on 10/2/2012

There are several HELP documents available including this user guide. Click on the name of the document you would like to review. All documents will open in a new window. Note that this is the location of placement and user grids for data upload.

In many of the data input screens, definitions are also provided for terms followed by an information icon .

A screenshot of a data input screen for 'Clinical Facility'. The screen has a header 'Clinical Facility' and a sub-header 'School'. There are two dropdown menus: 'Facility' with an information icon and the value 'Z Facility', and 'Unit' with an information icon and the value 'Unit 6 (Med/Surg)'.

Clinical Facility	
Facility	Z Facility
Unit	Unit 6 (Med/Surg)
School	