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Quick Start Guide: **STUDENT PDA (iPad/XL)**

Login: Enter your CompTracker credentials to enter your data.

Apple Tester		
Practicums		
Practicum 2	8%	
Practicum 1	33%	
Pending Approval		
Attendance	46	
Competency	139	
Form	0	
Sync Now		

Tap on your current Practicum on the **Main** screen.

Pending Approvals: A

summary of everything waiting for approval on your device.

YOUR PROGRESS WILL UPDATE WHEN SUBMITTED ITEMS ARE APPROVED!



Create a new Attendance record by tapping "+" in the bottom right.

If you enter the **Shift Start** and the **Shift Length**, **Shift End** will complete automatically.

Mar 24, 2010 3:00 AM - Mar 24, 2010 8:00 A	Shift Start Dec 16, 2010 6:00 AM
Feb 2, 2010 10:00 AM - Feb 2, 2010 6:00 PN	Shift Length
Jan 29, 2010 7:00 AM - Jan 29, 2010 8:00 P Assigned To: Apple Tester	Shift End
Jan 28, 2010 7:00 AM - Jan 28, 2010 3:00 P Assigned To: Apple Tester	Dec 16, 2010 3:00 PM
Jan 27, 2010 7:00 AM - Jan 27, 2010 5:00 P Assigned To: Apple Tester	
Jan 10, 2010 10:00 AM - Jan 10, 2010 8:00 I	
Nov 13, 2009 4:22 PM - Nov 13, 2009 5:22 F Assigned To: Apple Tester	
Nov 13, 2009 3:59 PM - Nov 13, 2009 4:59 F Assigned To: Apple Tester	
Awaiting sync for approval Awaiting approval on hand Approved and is awaiting s Approved and synced	
ummary Attendance Competencies Forms	

Progress: To fill out Forms and submit Competencies/Objectives, select **Forms.** You'll see all of your existing forms first. You can fill out a new form by tapping "+" then tap the form title in the list.

N 7	90	
and a	Test Form	54
'Date (ID) req, seen by all		Dec 16, 20
'Text req. seen by all		Blah blah bla
Dropdown req by approver, seen	h by all	Select item from its
Checkbox		OFF



Enter your data into each form field. Fill out all required fields (*). Then tap on the **Competencies** tab to attach competencies/ objectives to the form (if applicable).

If available, you can tap on the **Competencies** link from the Main screen and go straight to submitting your competencies/objectives without a form. The interface is the same.

The Competency/Objective List will automatically filter to **Incomplete**.

To access items you have completed and sign them off additional times, change the filter to **Complete** or **All**.

Tap on an item in the list to view the full description, check off tasks, and enter fields.

Tap on **Add** to add this item to your submission list. Tap anywhere outside the list to review the items you've added.



Submit: After entering your Attendance, Forms, and Competencies/Objectives, they still need to be Approved! You may have the option to Submit to the Website or to your Handheld for approval.



Select which Instructor/Preceptor will be approving your submission, and tap on **"Submit**" to complete.

Submissions to the Handheld will be available for approval immediately: use the "**Switch User**" button (bottom left in the Menu) for your Instructor/Preceptor to login and sign off. Website submissions will be available to that Instructor/Preceptor after your next sync.



Need Help? Call 1-866-432-3280, Email support@studentlogbook.com, or visit www.StudentLogBook.com/Support

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