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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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