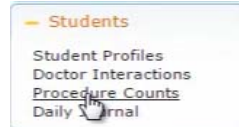


## Viewing Procedure Counts

Follow the steps outlined below in order to view the procedure counts for your students.

1. From the left-side menu choose Students —> Daily Journal.

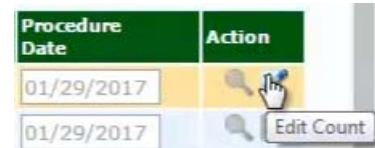


2. Select the student whose interaction you'd like to view. From the Action column choose "View".

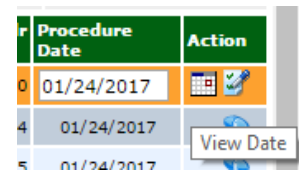


3. Select the blue bar for the category of procedures you'd like to view (for example, "Critical Care"). Click on each section's blue bars to view entered totals to date.

4. You can also check a specific date to review entered data by selecting any item with data entered and then selecting the "Edit Count" button in the Action column.



5. On the next screen, you'll now see a calendar icon in the Action column. Select any item that has a date you wish to review, and then click on the calendar's "View Date" option to view everything entered for a specific date.



6. Although this is not the area where you typically go to view checkoffs, you can see items that have been checked off because they will appear here. Look in the "Evaluation Date" column and wherever a date appears you will know an associated checkoff has been completed.

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Procedure Description	Asstd	Obsvd	Prfmd	Prfmd Total	Procdr Total	Evaluation Date
min - #RT22 - Oxygen Administration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10	10	
#RT22 - Pulse Oximetry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	
#RT22 - Metered Dose Inhalers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	
#RT22 - Dry Powder Inhalers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	
T - #RT22 - Airway Clearance Adjuncts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	01/26/2017
er - #RT22 - Humidity and Aerosol Delivery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0	0	
#RT22 - Hyperinflation Therapy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5	5	

7. If you wish to view the associated checkoff you may do so by selecting the "View" option in the Action column, and your view will move out of the Procedure Counts section to display the selected checkoff.

