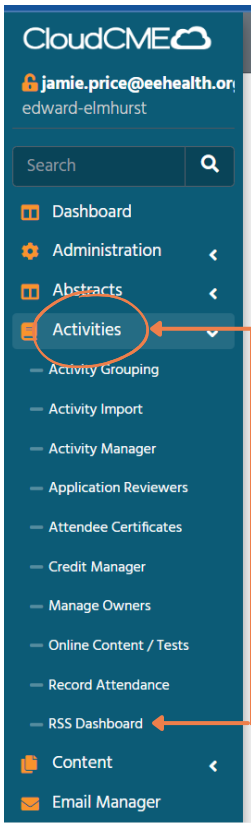






CloudCME™ RSS Dashboard for Activity Planners

1. Go to activities in the Administration section.
2. Click on RSS Dashboard. The **DETAILS** column gives you all the information for the specific activity date.



| Child Status | Details | Topic | QR | Planners & COI Status | Faculty |
|--------------|---|--|-----------------------|--|--|
| APPROVED | <p>Series Name: 2022 EDW Multidisciplinary Rectal Tumor Board (RSS)</p> <p>Monday, November 28, 2022 8:00 AM - 9:00 AM</p> <p>Location: Edw Cancer Ctr - Conf Rm 2</p> <p>Department: N/A</p> <p>Parent ID: 11330</p> <p>Child ID: 11485</p> <p>Case Conference</p> | <p>2022 EDW Multidisciplinary Rectal Tumor Board (RSS) - 11/28/2022</p> <p>   </p> | <p>Single Scan QR</p> | <p>Manage Planners (1)</p> <p>Sandy Larva (Activity Meeting Coordinator)</p> <p>Disclosure submitted: 10/21/2022</p> <p>Disclosure: Nothing to disclose - 10/21/2022</p> | <p>Manage Faculty (1)</p> <p>Lindsey Garnett, APN/LPN/NP</p> <p>Disclosure submitted: 11/14/2022</p> <p>Disclosure: Nothing to disclose - 11/14/2022</p> |

3. Use the PENCIL icon to edit the activity. The activity editor comes where the name, location, date, time, etc. can be changed. **NOTE:** if the date of the activity is changed, remember to change it in the title as well. The blue arrows indicate areas that can be changed within the RSS Activity Editor for individual activity dates.

RSS Activity Editor

Instructions: This screen displays RSS child details and allows for modification. Change the title to reflect the topic of the session. If necessary, adjust hours and location. Specify objectives by clicking the + in the objectives grid. Select specialties, subspecialties, areas of interest, and professions as they apply. Upload any necessary supporting documentation. When finished, click Save & Close.

Name: 2022 EDW Multidisciplinary Rectal Tumor Board (RSS) - 11/28/2022 ← Activity title - includes date

Location: Edw Cancer Ctr - Conf Rm 2 **Date/Time:** 11/28/2022 8:00 AM to 11/28/2022 9:00 AM ← Activity date/time

Allow Texting Minutes Prior: 30 **Allow Texting Minutes After:** 30

Objectives

If this activity has multiple accrediting bodies, select a set of objectives to edit them.

Physician

- Critically analyze selected rectal tumor cases to determine appropriate treatment and follow-up.
- Describe treatment options for rectal cancer patients utilizing recent advances.
- Incorporate principles learned in the subsequent care of rectal cancer patients and state clinical staging for each.
-

Specialties

Select relevant Specialties in the Specialties drop-down in order to display the corresponding Subspecialties and Areas of Interest drop-downs (if applicable).

Specialties: 4 items checked **Areas of Interest:** Family Medicine, Hemato

Professions

Professions: 3 items checked

Supporting Documentation





Instructions: If you need to upload supporting documents (docx, txt, pdf), add them here. Note: This is not for uploading faculty powerpoint or presentations.

← Presentation file upload

Uploaded Files

No files currently uploaded to this activity.

← Remember to SAVE and close the file

| Child Status | Details | Topic | QR | Planners & COI Status | Faculty |
|--------------|---|--|-----------------------|--|--|
| APPROVED | <p>Series Name: 2022 EDW Multidisciplinary Rectal Tumor Board (RSS)</p> <p>Monday, November 28, 2022 8:00 AM - 9:00 AM</p> <p>Location: Edw Cancer Ctr - Conf Rm 2</p> <p>Department: N/A</p> <p>Parent ID: 11330</p> <p>Child ID: 11485</p> <p>Case Conference</p> | <p>2022 EDW Multidisciplinary Rectal Tumor Board (RSS) - 11/28/2022</p> <p>   </p> | <p>Single Scan QR</p> | <p>Manage Planners (1)</p> <p>Sandy Larva (Activity Meeting Coordinator)</p> <p>Disclosure submitted: 10/21/2022</p> <p>Disclosure: Nothing to disclose - 10/21/2022</p> | <p>Manage Faculty (1)</p> <p>Lindsey Garnett, APN/LPN/NP</p> <p>Disclosure submitted: 11/14/2022</p> <p>Disclosure: Nothing to disclose - 11/14/2022</p> |

4. The DOCUMENT icon is the brochure/notice that should be displayed at each activity. This notice should include the QR code so participants can document their own attendance. **NOTE:** There are other ways for participants to document attendance and all options should be included on the notice so planners do not have to enter participant information for each activity.

CloudCME™ RSS Dashboard for Activity Planners

5. When the document window opens, click on the [Download Microsoft Word Version](#) link to open the brochure/notice and add the QR Code for the **specific** activity date.

6. When the document opens in Microsoft Word, click on the [Enable Editing](#) button to add QR Code.

7. Return to the RSS Dashboard. Click on the [Single Scan QR](#) button to pull up the Activity QR code.

8. Be sure to check the name, date, and the activity codes on the QR pop-up to ensure that they match the brochure/notice that it is being added to so that participants do not document their participation on the incorrect date.

9. Once confirmed, right click on the image, return to the Microsoft Word document and paste the image in the location indicated on the document (as shown above). **NOTE:** You may have to adjust the size of the image to fit the location size. The document can either be distributed at the activity or displayed for participants to see/use during the activity.

*****DO NOT PASS OUT THE NOTICE/BROCHURE PRIOR TO THE ACTIVITY. QR CODE ACCESS IS ONLY FOR PARTICIPANT USAGE.*****

The screenshot shows the CloudCME RSS Dashboard interface. At the top, there is a 'Save' button and a checkbox for 'Use flyer/template for Parent?'. Below this is a 'Download Microsoft Word Version' link. The main content area displays a preview of a brochure titled 'Edward-Elmhurst CME' for the 'Edward-Elmhurst RSS Conference 2022 EDW Multidisciplinary Rectal Tumor Board (RSS)'. The brochure details include the date '11/28/2022 8:00:00 AM to 11/28/2022 9:00:00 AM' and the location 'Edw Cancer Ctr - Conf Rm 2'. Below the brochure preview, there is a 'Single Scan QR' button. To the right of the QR button, there is a 'Manage Planners (1)' button. Below the QR button, there is a QR code image. The QR code is for the '2022 EDW Multidisciplinary Rectal Tumor Board (RSS) - 11/28/2022' and includes a URL: 'https://edward-elmhurst.cloud-cme.com/WebService/SelfAttendScan.aspx?CaseID=11485'. The dashboard also shows a table with columns for 'Child Status', 'Details', 'Topic', 'QR', and 'Planners & COI Status'. The 'Details' column shows 'Series Name: 2022 EDW Multidisciplinary Rectal Tumor Board (RSS)', 'Monday, November 28, 2022 8:00 AM - 9:00 AM', and 'Location: Edw Cancer Ctr - Conf Rm 2'. The 'Topic' column shows '2022 EDW Multidisciplinary Rectal Tumor Board (RSS) - 11/28/2022'. The 'QR' column shows the 'Single Scan QR' button. The 'Planners & COI Status' column shows 'Sandy Larva (Activity Mee Coordinator)' with 'Disclosure submitted: 10/' and 'Disclosure: Nothing to disc'.

CloudCME™ RSS Dashboard for Activity Planners

| Child Status | Details | Topic | QR | Planners & COI Status | Faculty |
|--------------|---|---|-----------------------|--|---|
| APPROVED | <p>Series Name: 2022 EDW Multidisciplinary Rectal Tumor Board (RSS)</p> <p>Monday, November 28, 2022 8:00 AM - 9:00 AM</p> <p>Location: Edw Cancer Ctr - Conf Rm 2</p> <p>Department: N/A</p> <p>Parent ID: 11330</p> <p>Child ID: 11485</p> <p>Case Conference</p> | <p>2022 EDW Multidisciplinary Rectal Tumor Board (RSS) - 11/28/2022</p> <p>📅 🗑️</p> | <p>Single Scan QR</p> | <p>Manage Planners (1)</p> <p>✓ Sandy Larva (Activity Meeting Coordinator)</p> <p>Disclosure submitted: 10/21/2022</p> <p>Disclosure: Nothing to disclose - 10/21/2022</p> | <p>Manage Faculty (1)</p> <p>Lindsey Garnett, APN/ILPN/NP</p> <p>Disclosure submitted: 11/14/2022</p> <p>Disclosure: Nothing to disclose - 11/14/2022</p> |

10. The calendar icon opens the recurrence calendar for the activity. Similar to Microsoft Outlook, a change can be made for a single occurrence or changes can be made for the entire series.

Editing a recurring appointment

Edit only this occurrence.
 Edit the series.

OK Cancel

11. Click on **OPTIONS**. Once open, the following changes can be made:

- Activity Title
- Start Date/Time; End Date/Time
- Recurrence cycle
- Recurrence day

Edit Appointment

2022 EDW Multidisciplinary Rectal Tumor Board (RSS)

Subject

Start time: 1/10/2022 8:00 AM All day

End time: 1/10/2022 9:00 AM

Recurrence

Save

Edit Appointment

Hourly
 Daily
 Weekly
 Monthly
 Yearly

Recur every 2 week(s) on

Sunday Monday Tuesday Wednesday
 Thursday Friday Saturday

No end date End after 10 occurrences End by 12/15/2022

12. Once changes are complete, click **SAVE**.

| Child Status | Details | Topic | QR | Planners & COI Status | Faculty |
|--------------|---|---|-----------------------|--|---|
| APPROVED | <p>Series Name: 2022 EDW Multidisciplinary Rectal Tumor Board (RSS)</p> <p>Monday, November 28, 2022 8:00 AM - 9:00 AM</p> <p>Location: Edw Cancer Ctr - Conf Rm 2</p> <p>Department: N/A</p> <p>Parent ID: 11330</p> <p>Child ID: 11485</p> <p>Case Conference</p> | <p>2022 EDW Multidisciplinary Rectal Tumor Board (RSS) - 11/28/2022</p> <p>📅 🗑️</p> | <p>Single Scan QR</p> | <p>Manage Planners (1)</p> <p>✓ Sandy Larva (Activity Meeting Coordinator)</p> <p>Disclosure submitted: 10/21/2022</p> <p>Disclosure: Nothing to disclose - 10/21/2022</p> | <p>Manage Faculty (1)</p> <p>Lindsey Garnett, APN/ILPN/NP</p> <p>Disclosure submitted: 11/14/2022</p> <p>Disclosure: Nothing to disclose - 11/14/2022</p> |

13. The **GARBAGE CAN** icon is used to delete a single occurrence of an activity.

Manage Planners for 2022 EDW Multidisciplinary Rectal Tumor Board (RSS) - 11/28/2022 (11485)

ENTER NAME

Role (Activity Prim...)

Add Planner Request Disclosure?

| Full Name | Role | Email | Disclosure Date | |
|-------------|------------------------------|---------------------------|--------------------------|----|
| Sandy Larva | Activity Meeting Coordinator | Sandra.Larva@EEHealth.org | Friday, October 21, 2022 | 🗑️ |

Delete

14. The **MANAGE PLANNER(S)/FACULTY** icon is used to add or delete planners/presenters to a single occurrence of an activity.

CloudCME™ RSS Dashboard for Activity Planners

Manage Planners (2)

Meeting Coordinator
Disclosure submitted: 11/3/2022
Disclosure: Nothing to disclose - 11/03/2022

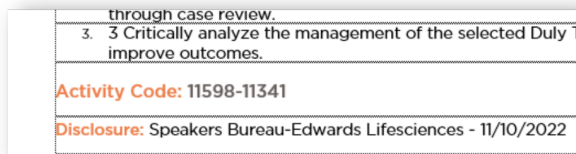
Coordinator
Disclosure submitted: 10/28/2022
Disclosure: Other: Salary-Boston Scientific (Relationship has ended) - 10/28/2022

Disclosure submitted: N/A
Disclosure: NO DISCLOSURE ON FILE

Manage Faculty (1)





Sujith J. Kalathiveetil, MD
Disclosure submitted: 11/10/2022
Disclosure: Speakers Bureau-Edwards Lifesciences - 11/10/2022

15. Any disclosures listed on the RSS dashboard must be disclosed to learners PRIOR to the activity. Confirm that they are located on the notice before printing. Any missing information should be added to the notice.



16. If an **ACTIVITY PLANNER** or **PRESENTER/FACULTY** does not have a disclosure, please request one using the envelope icon. The envelope icon initiates an email to the planner/faculty which you can use to request the individual complete an online disclosure. All disclosures must be up-to-date PRIOR to the activity taking place.

17. The orange icon next to a planner or presenter/faculty name indicates that a new or updated disclosure was submitted and needs to be reviewed. The CME Department automatically reviews all disclosures. **HOWEVER**, it is the planner(s) responsibility to ensure that any disclosures are revealed to the participants PRIOR to the activity.

| Presentations & COI Status | Target Audience | Owners / Coordinators | Comments | Approval |
|---|---|--|--|---|
| <p>✓ Lindsey Garnett, APN/ILPN/NP</p> <p>Upload Presentation</p> <p></p> | <p>Specialties</p> <ul style="list-style-type: none"> Pathology Radiology Surgery <p>View More Professions</p> <ul style="list-style-type: none"> Advanced Practice Provider Clinical Support Staff Physician | <p></p> <p>Owners:</p> <ul style="list-style-type: none"> Sandy Long Karen Pekelder Kathleen Salk | <p></p> | <p></p> |

18. The green icon in presentation column allows planner(s) to upload presentations for presenters/faculty prior to activities so participants can view, print, or take notes online or on their tablets or smartphones.

19. The Comments button allows planners to make notes about a particular activity.

20. Activity Planner(s) should **ONLY** use the RSS Dashboard to change activities, monitor disclosures, upload presentations, add/remove faculty and/or planner(s). The Activity Manager should not be used for any of these processes.

21. Activity Planner(s) should **ENCOURAGE** participants to utilize one of the 3 methods for documenting attendance.

- Using the CloudCME™ app, scan the **QR Code** provided on the brochure/notice.
- SMS Text** (do not use iMessage) the **Activity Code** (located on the notice) to (630) 835-0554.
- Use the Claim Credit button on the app **DURING** the activity or the Claim Credit button **AFTER** the activity ONLY on the computer. (The app claim credit will not work **after** an activity has already taken place.)

*****IF PLANNER(S) NEED TO RECORD ATTENDANCE FOR PARTICIPANTS, REFER TO THE NEW RECORD ATTENDANCE PLANNER(S) INSTRUCTIONS*****