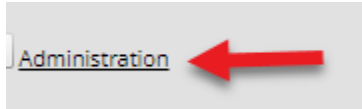


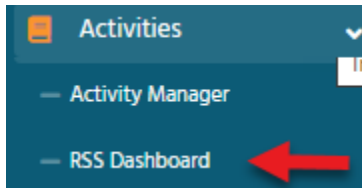
1 RSS Dashboard - Update Child

Children (sessions) are built in the RSS Dashboard when an activity has been approved. The child session **must be updated 2 weeks** prior to the session date or the child may not be processed.

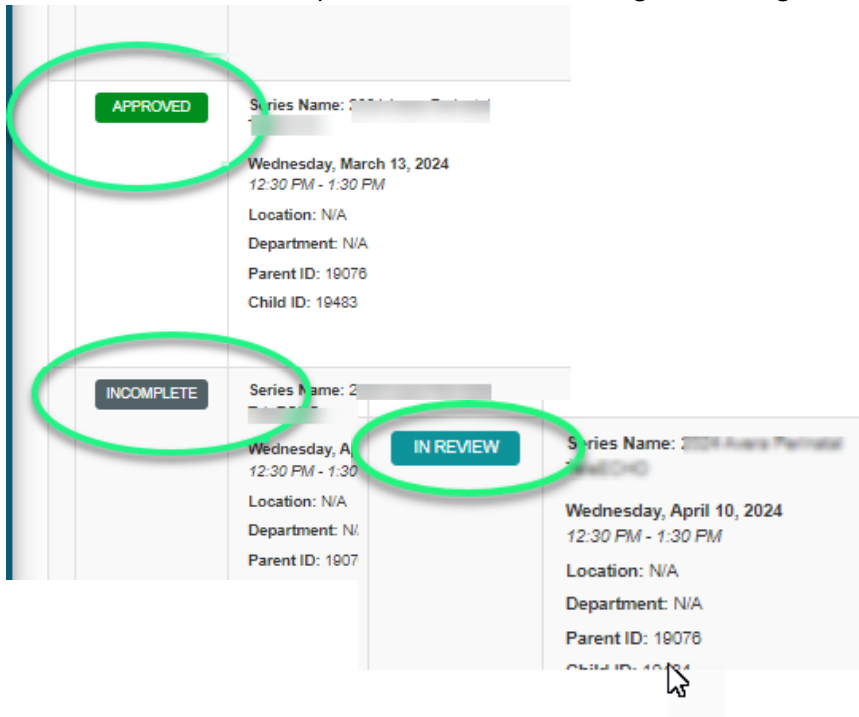
1. On the home page of the Portal, scroll to the bottom and click Administration link at the bottom of the screen.



2. Click Activities – RSS Dashboard



3. If you have more than one RSS Activity type the activity name of the activity in the Search field.
4. The status of the Child will change depending on if there is information needed or if the activity has been approved. Once the Child has been updated the status will change to Pending or In Review.



5. The Dashboard is in grid-style. It is recommended to work from left to right.

Child Status	Details	Topic	Planners & COI Status	Faculty	Presentations & COI Status
APPROVED	Series Name: 2024 Avera Pharmas...	2024 Avera Pharmas... 1/10/2024	Manage Planners (7)	Manage Faculty (2)	Green Shields, MD Upload Presentation



6. Click the child name to update the activity.



7. Update information to match the planning form. Upload planning form and any other supporting documents.

- a. Confirm the date /time is correct.
- b. Update objectives to match the planning form.
- c. Upload planning form / documents
- d. **IMPORTANT:** to save the documents and updates click the Save & Close button

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 section, specialties, subspecialties, areas of interest, and professions as they apply. Upload any necessary supporting documentation. When finished, click Save & Close.

Name:

Location: **Date/Time:** to

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

Objectives **b.**

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

Joint Accredited

-
-
-
-
-
-

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:

Professions

Professions:

d.

Supporting Documentation

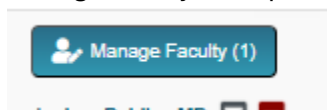
Instructions: If you need to upload supporting documents, add them here. Note: This is not for uploading fact presentations.

c.

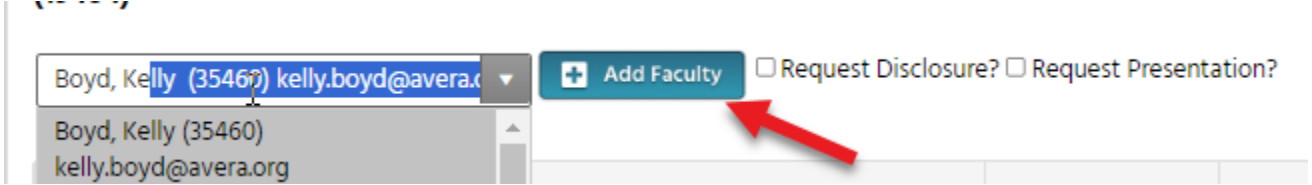
Uploaded Files

No files currently uploaded to this activity.

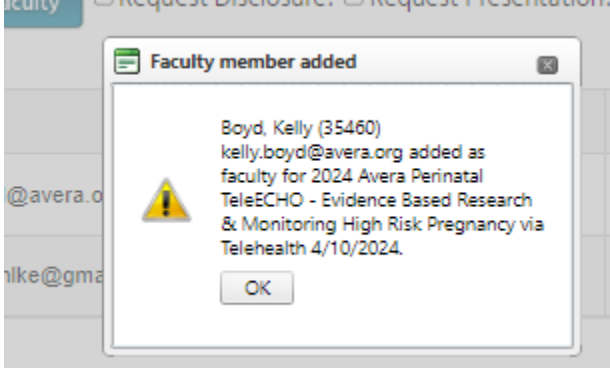
8. Manage Faculty – add presenter for the session. Click Manage Faculty button.



9. Add presenter's name (last name/first name) and click Add Faculty button.



a. when faculty are added, a confirmation message will pop-up.



b. the disclosure date and if there are conflicts of interest to mitigate will appear in the Faculty table.

Manage Faculty for 2024 Avera Perinatal TeleECHO - Evidence Based Research & Monitoring High Risk Pregnancy via Telehealth 4/10/2024 (19484)

Request Disclosure?
 Request Presentation?

	Full Name	Email	Disclosure Date	Disclosure	
<input type="checkbox"/>	Kelly Boyd, MSN, Nurse	kelly.boyd@avera.org	6/22/2023	Nothing to disclose - 06/22/2023	<input type="button" value="−"/>
<input type="checkbox"/>	Joshua Daniels, MD	joshuadaniels@gmail.com	3/8/2024	Nothing to disclose - 03/08/2024	<input type="button" value="−"/>

10. The eLearning Administrator will finish building the out the child and send the appropriate documents to the lead planner.

