

RSS Dashboard

How to add a session and speaker for approval

1. Sign on to CloudCME and go to the RSS Dashboard
2. Find the session you want the change or update

Click on the Topic

RSS Dashboard

Instructions: This screen displays upcoming Regularly Scheduled Series (RSS) child activities. Enter an RSS activity name, a date range and/or select a status to display RSS child activities. To edit an activity, click the activity name or the pencil icon. To add faculty, click the Manage Faculty button in the Faculty col. Enter the last name and select the faculty from the drop-down list. Clicking the Request Disclosure checkbox will send an email for the faculty member to complete their disclosure.

Test RSS - 6/29/2022 Parents Only

Date Range: 1/26/2022 to 11/26/2022 Status: All Owner: Administrator: Location: Department:

Faculty: Specialty:

Child Status	Details	Topic	QR	Faculty	Presentations & COI Status	Target Audience	Owners / Coordinators
INCOMPLETE	Series Name: Test RSS Wednesday, June 29, 2022 8:00 AM - 9:00 AM Location: Zoom Teleconference Department: N/A Parent ID: 18725 Child ID: 18745	Test RSS - 6/29/2022 <input type="button" value="Edit"/> <input type="button" value="Print"/> <input type="button" value="Delete"/>	<input type="button" value="Single Scan QR"/>	<input type="button" value="Manage Faculty (0)"/>			<input type="button" value="Send"/> Owners: • Chanise Reese

3. After clicking on the topic, the **RSS Activity Editor** will pop up.

Update the topic/title, if needed

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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:

Location: Date/Time: to

Allow Texting Minutes Prior: Allow Texting Minutes After:

Objectives

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

Physician

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:

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.

Uploaded Files

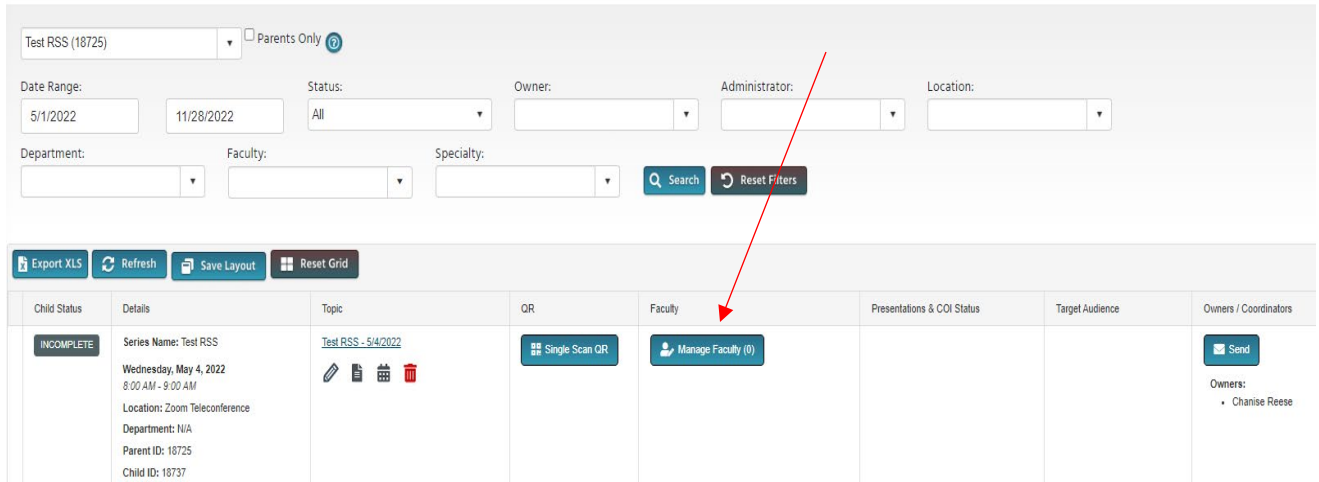
No files currently uploaded to this activity.

RSSWizard.aspx?EventID=18745

Click here to save changes

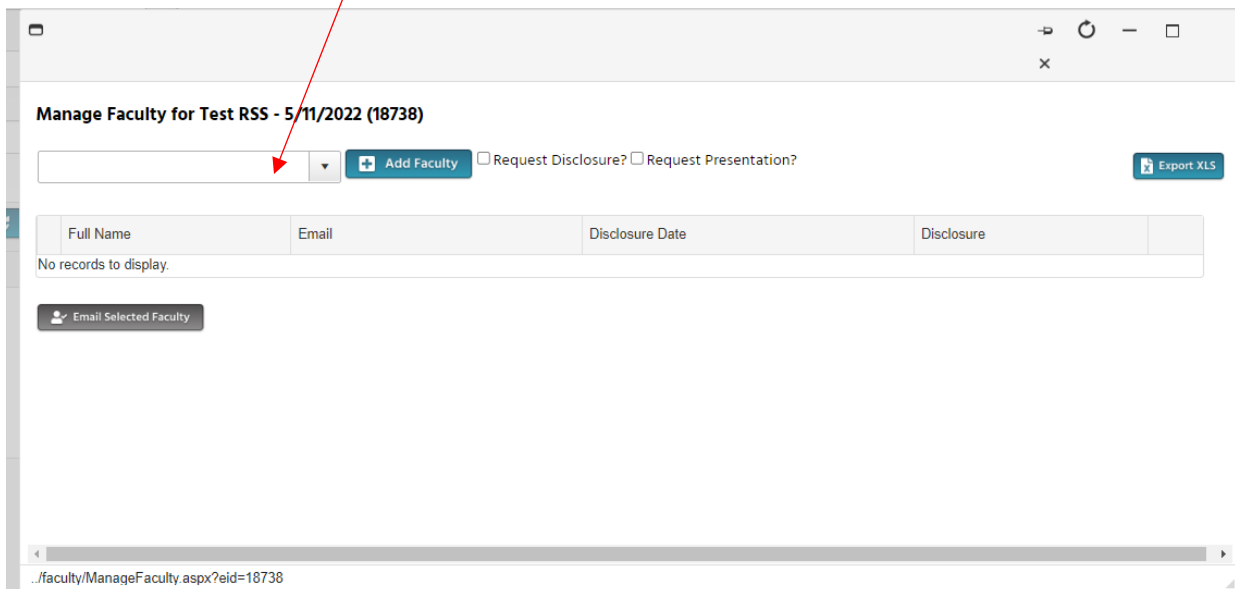
Add the objectives

4. After saving the document, you will be directed back to the **RSS Dashboard**.
5. Then, click on **Manage Faculty**,

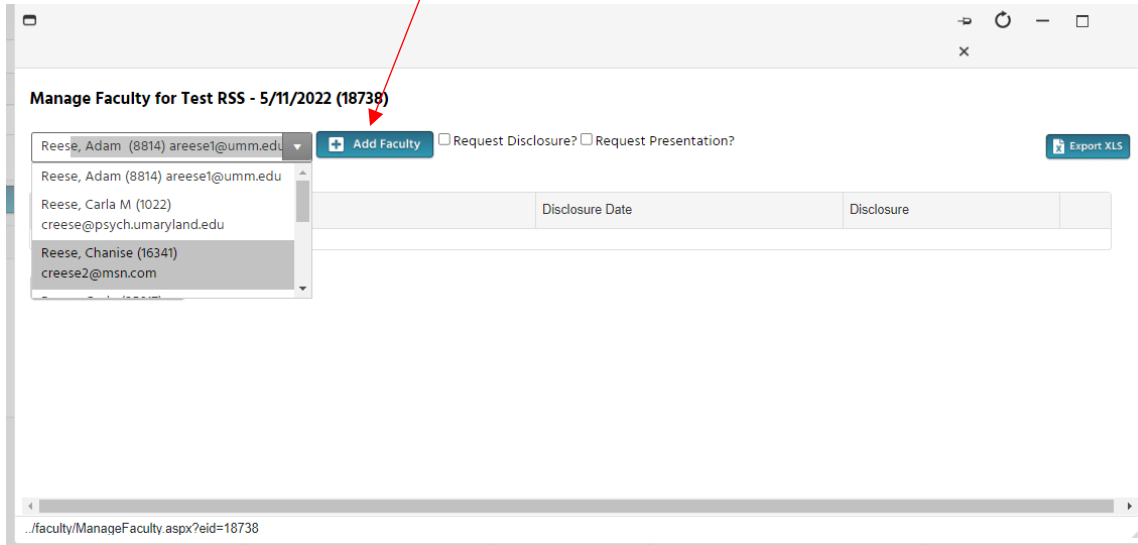


The screenshot shows the RSS Dashboard interface. At the top, there are filter fields for Date Range (5/1/2022 to 11/28/2022), Status (All), Owner, Administrator, and Location. Below these are Department, Faculty, and Specialty filters. A Search button and a Reset Filters button are also present. A toolbar contains Export XLS, Refresh, Save Layout, and Reset Grid buttons. The main table has columns for Child Status, Details, Topic, QR, Faculty, Presentations & COI Status, Target Audience, and Owners / Coordinators. The Faculty column for the first row contains a 'Manage Faculty (0)' button, which is highlighted with a red arrow.

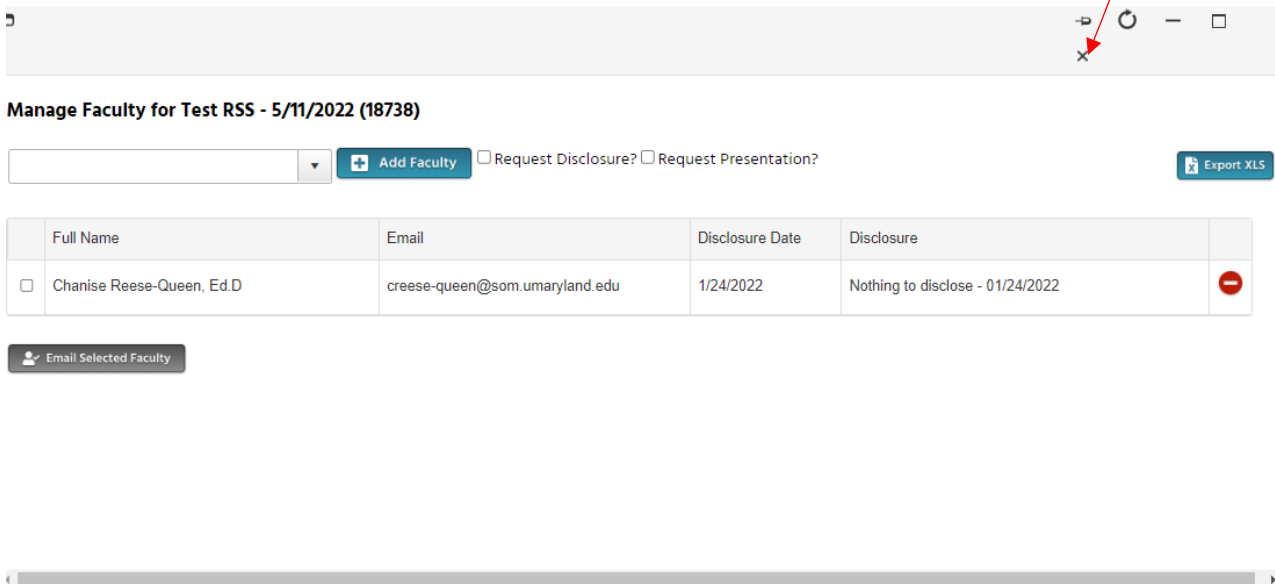
6. In the white box, type the speaker's last name, and a list of names will drop down. Find the speaker, then add the speaker for your session by clicking **Add Faculty**













The screenshot shows the 'Manage Faculty for Test RSS - 5/11/2022 (18738)' modal window. It features a search input field with a dropdown arrow, an 'Add Faculty' button, and checkboxes for 'Request Disclosure?' and 'Request Presentation?'. Below the search field is a table with columns for Full Name, Email, Disclosure Date, and Disclosure. The table currently displays 'No records to display.' At the bottom of the modal, there is an 'Email Selected Faculty' button. A red arrow points to the search input field. The browser address bar at the bottom shows the URL: ../faculty/ManageFaculty.aspx?eid=18738.



7. You will be asked if you want to add the speaker. Click **OK**
8. After you click on **OK**, you will see the speaker added, email address, date they submitted the disclosure, and disclosure information.



9. After adding the speaker, then exit out by clicking the **"X"**
10. Next, I will approve it on my end
11. The code is always the Child ID for that session

PENDING	Series Name: Test RSS Wednesday, May 11, 2022 8:00 AM - 9:00 AM Location: Zoom Teleconference Department: N/A Parent ID: 18725 Child ID: 18738	Test RSS - 5/11/2022    	 Single Scan QR	 Manage Faculty (1) Chanise Reese-Queen, Ed.D  	 Chanise Reese-Queen, Ed.D Upload Presentation 
				Disclosure submitted: 1/24/2022 Disclosure: Nothing to disclose - 01/24/2022	