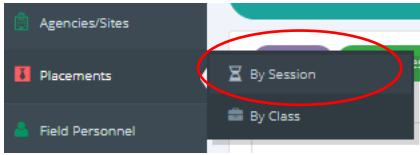


Reviewing Field Safety Form in EXXAT

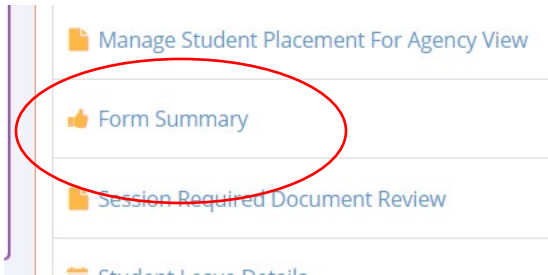
Go to Placements – By Session



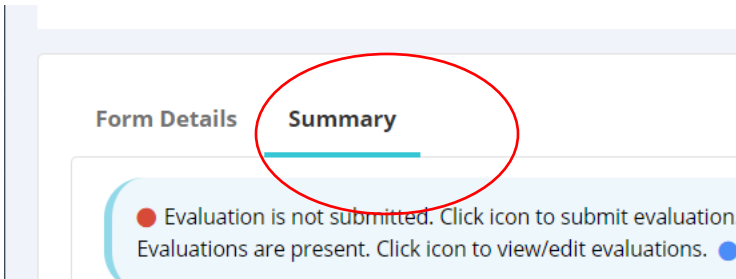
Choose the appropriate Session for your students and click on the Green Post Placement arrow



In the right-hand menu, choose Form Summary



At the top, choose Summary



You will see a list of all students. You can Search at the top for a specific student

Look at the colored dot on the right-hand side

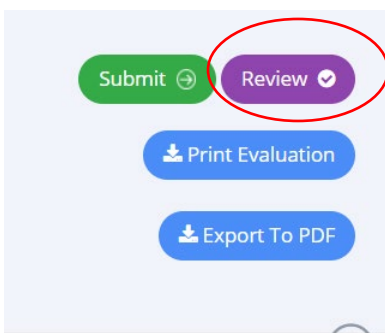
Red – Not submitted

Yellow – Started, not submitted

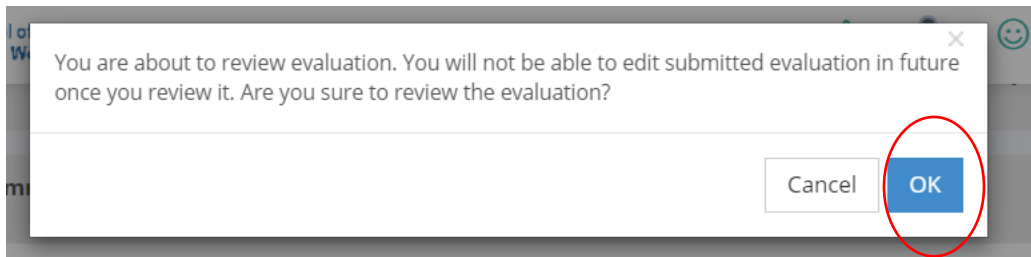
Green -Completed

Click on the dot to view the student's form

You should review the form and at the bottom click Review



A pop-up box will appear – Click OK



The form is now complete