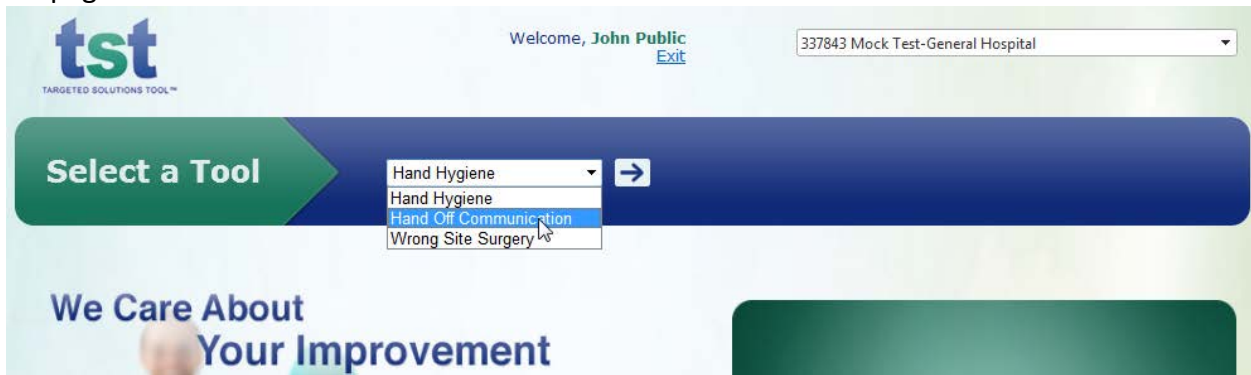
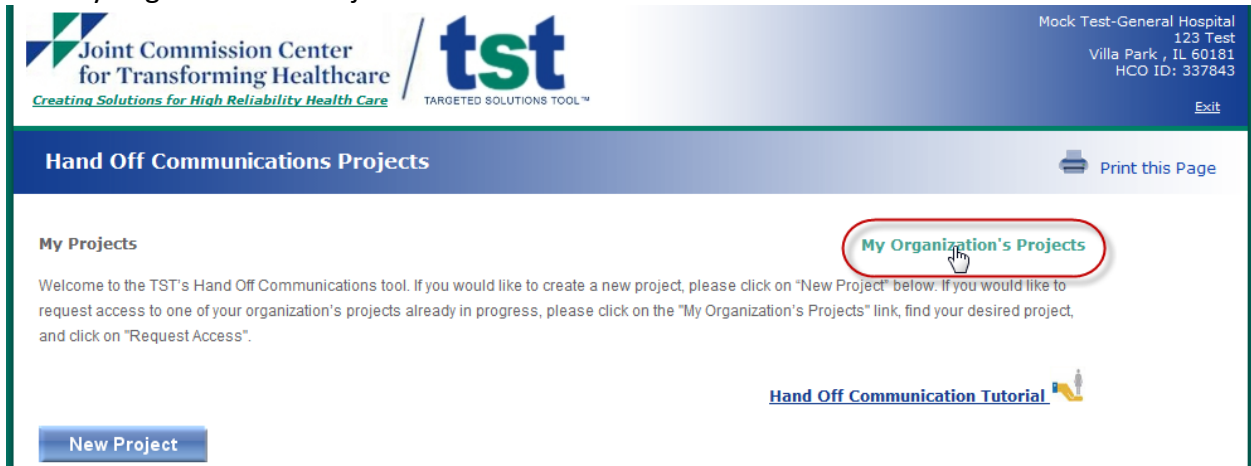


Hand Off Communications Project Access Overview

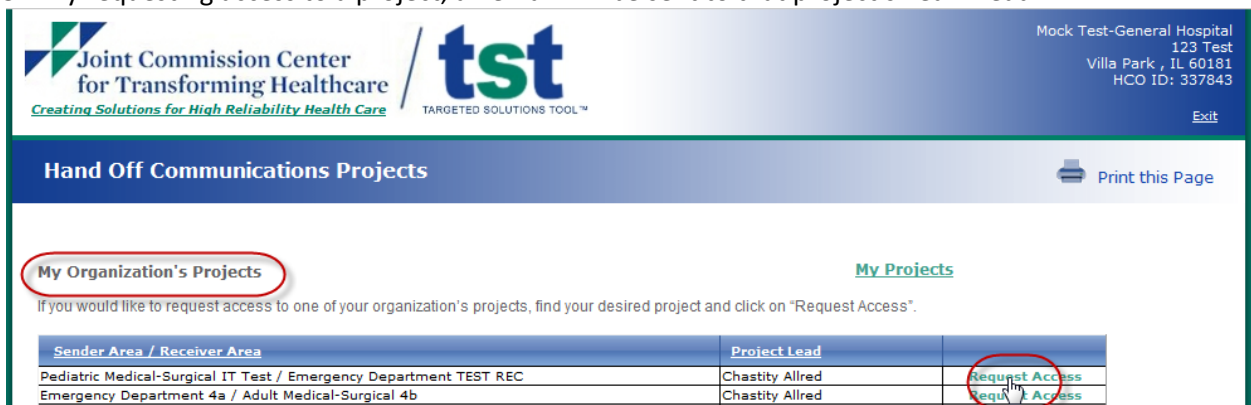
- Staff with TST Hand Off Communications access will see a new Targeted Solutions Home page.



- On the My Projects page, staff can start a new project using the “New Project” button or can request access to Hand Off Communication projects they want to join by clicking on the “My Organization’s Projects” link.



- By requesting access to a project, an email will be sent to that project’s Team Lead.



Hand Off Communications Project Access Overview

4. The project Team Lead selects a security role and accepts the request to join the project.

Mock Test-General Hospital
123 Test
Villa Park, IL 60181
HCO ID: 337843

My Projects Observations Charts Export Exit

1. Getting Started 2. Training Data Collectors 3. Measuring Compliance 4. Determining Factors 5. Implementing Solutions 6. Sustaining the Gains

Targeted Solutions Tool™ - Hand Off Communication
for Pediatric Medical-Surgical IT Test / Emergency Department TEST REC

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1e. Project Access [Page Help](#)

Team Members Requests
The people listed in this section have requested access to this project. If you feel they are valid users, simply select a security role for them (Lead or Member) and click the check mark on the right. If you feel they should not have access to your project, you may deny the request by clicking the X.

First Name	Last Name	Email	Security Roles	Date Requested	
John	Public	jpublic@hygiene.net	Team Member	9/12/2013	<input checked="" type="checkbox"/>

5. Once the request is accepted, the requestor is listed as a Team Member.

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123 Test
Villa Park, IL 60181
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1e. Project Access [Page Help](#)

Add / Update Team Members
This section lists people who have access to your project and allows you to invite others. To invite others, enter their first and last name, and their email address. Then select a Security Role for them and click Send Invitation. Their Security Role controls what they have access to do and see. Read more about access levels in Page Help.

Send Invitation

First Name Last Name Email Selected Role + Send Invitation

First Name	Last Name	Email	Security Role	Member Status	Status Date	
John	Public	jpublic@hygiene.net	Team Member	Active	9/12/2013	<input checked="" type="checkbox"/>

6. The project now appears on the requestor's My Projects page.

Mock Test-General Hospital
123 Test
Villa Park, IL 60181
HCO ID: 337843

Exit

Hand Off Communications Projects [Print this Page](#)

My Projects [My Organization's Projects](#)

[Hand Off Communication Tutorial](#)

[New Project](#)

Summary 5 **Aggregate Defect Rates: 0% 80%**

Sender Area / Receiver Area	Total Observations	Sender Observation	Receiver Observation	Charts	Export	Baseline Begin	Improvement Begin	Baseline Defect Rate	Improvement Defect Rate	Status	Edit
Pediatric Medical-Surgical IT Test / Emergency Department TEST REC	5					10/3/2011	10/3/2011	0%	80%	In Progress	<input checked="" type="checkbox"/>