The data table contains several columns to assist the Coordinator in managing the activity planning process.

For more information on using the RSS Dashboard for RSS Coordinators, please watch our short informational video by clicking here.

The following columns display in the RSS Dashboard:

1. Child Status- Child Status is the current status of the progression in the approval process for an activity. As the RSS child activity goes through the approval process, this column will continuously update the status to **Incomplete, Pending, Approved, Rejected** or **In Review** as defined below.

INCOMPLETE	PENDING	APPROVED	REJECTED	IN REVIEW

- **Incomplete** - This status displays if Faculty have no Disclosures on file, or the Disclosures on file have expired. RSS Coordinators/Owners will see Incomplete by default until Faculty are assigned and Disclosures are completed.

- **Pending** - This status displays if Faculty are currently in the COI mitigation process. The system will send a roll-up email to the assigned Activity Administrator email on record when the status changes to Pending if this preference has been selected.

- **Approved** - This status displays if Faculty have been added to the activity that have completed Disclosures, declared no financial relationships, and/or COI Mitigation has been successfully completed. This status will also display with an Approval Override or if the Automatically Approve Case Conference preference has been selected.

- **Rejected** - This status displays if Faculty have been added to the activity that have completed Disclosures, financial relationships have been declared, and the conflict is deemed immitigable. The Coordinator will remove this faculty member, select a new faculty member, and begin the process again.

- **In Review** - This status displays if Faculty have been added with a completed Disclosure and at least one financial relationship has been declared, triggering a COI Mitigation process. If one faculty member is rejected, and other Faculty have been approved, the Child Status will remain In Review.

  - **Review Disclosures** - A Review Disclosures indicator will display in the Status column if a user has submitted a new Disclosure prior to the activity starting. There may be new COI information that needs to be reviewed. COI status must be managed through the **Faculty COI Mitigation Manager**. Once the COI status has been addressed, the RSS status icon will update to the proper status and the indicator will be cleared. An orange Disclosure Updated icon will display within the Presentations & COI Status column as well. Once the COI status has been addressed, this icon will update.

Review Disclosures

- **Faculty Added After Approval** - This indicator will appear in the Status column to notify Administrators that faculty members have been added to an activity after it has been approved. The status will automatically revert back to IN REVIEW.

Faculty Added After Approval

2. **Details** - This column will display the Series Name, the date and time of the child activity, **Location, Department, Parent ID** and **Child ID**.

Details

Series Name: Cardiology Grand Rounds

Friday, September 30, 2022
8:00 AM - 9:00 AM

Location: N/A

Department: N/A

Parent ID: 986

Child ID: 1374

3. **Topic** - This column displays the name of the RSS child activity, as well as the option to edit the child activity, create a flyer, view and edit recurrence settings, and delete the activity.

Topic

Cardiology Grand Rounds - 9/30/2022

4. **QR** - Single Scan QR is used for recording attendance by users logged in to the CloudCME® mobile app.

QR

Single Scan QR

5. **Planners & COI Status** - This column displays Planners associated with the child activity, **Disclosure** and **Disclosure Submitted** date, as well as the current COI status. The COI status is the current status of the progression of the COI Mitigation process for a faculty member or Planner in relation to an activity. The planners message (Planner has COI in the child status column) will display only if a planner is added to the RSS Dashboard that has COI, has not been mitigated, and the preference for the dashboard is not displaying planners. If the planner is mitigated, this message will not show. If more than 3 Planners are assigned to the child activity, there will be a **"View All"** link that, when clicked, will expand to show all Planners assigned to the child activity or roll up the listing view.

NOTE: The **Planner** column will be hidden by default. This column can be displayed by going to **Administration > Preferences > Miscellaneous** and checking the "**Allow Adding and Removing of Planners in RSS Dashboard**" checkbox.

- Clicking the **Manage Planners** button will display a pop-up screen that allows RSS Coordinators to view, add and remove Planners, add and change Planners roles, and export planning committee member information.

- To add a Planner to the activity, type and select the planning committee members name in the drop-down box. Select the role they will have, and click the **Add Planner** button. The new member will be added to the activity and the member's information will display in the Planners table.

Manage Planners for Cardiology Grand Rounds - 9/30/2022 (1374)

Full Name	Role	Email	Disclosure Date	
Nicole Younce	Activity Administrator	nyounce@cloud-cme.com	Wednesday, May 11, 2022	⊖

6. **Faculty** - This column displays Faculty assigned to the RSS child activity. The Disclosure status will display beneath each faculty name along with their Disclosure submission date. If more than 3 faculty members are assigned to the child activity, there will be a "View All" link that, when clicked, will expand to show all Faculty assigned to the child activity or roll up the listing view.

- Clicking the **Manage Faculty** button will display a pop-up screen that allows RSS Coordinators to email, view, add and remove Faculty, request Disclosures and file uploads, and export faculty member information.

- To add a faculty member to the activity, type and select the member's name in the drop-down box. Click the **Add Faculty** button. The new faculty member will be added to the activity and the member's information will display in the Manage Faculty table.

- Click the faculty member's name to request Disclosures, presentation files and other optional information, edit a member's profile, and view uploaded files and past courses. Click the **Update** button to update any changes.


NOTE: If Faculty is completely removed from an approved RSS child activity, the child status will change from Approved to Incomplete.

7. **Presentation & COI Status** - This column displays a faculty member's status, COI status, as well as icons to **Upload, Download** and **Remove** a Faculty presentation. To upload a presentation, click the **Upload** icon, complete the Attestation and select the file that will be uploaded. Once a file has been uploaded, the download and delete icons will display.
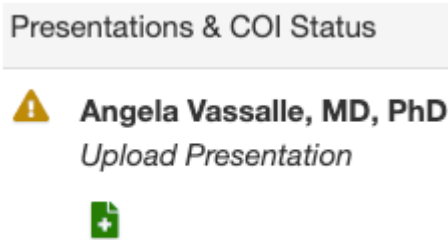

8. **Target Audience** - This column displays the target audience selections for the RSS child activity. These can be revised on the **RSS Activity Editor** when the **Pencil** icon is selected.
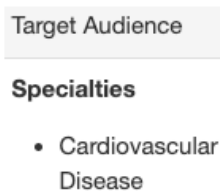
9. **Owners/Coordinators** - This column displays the child activity Owners' and/or Coordinators' names as well as the option to send emails.
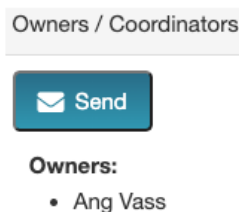
10. **Comments** - This column gives Activity **Administrators, Administrators, and Peer Reviewers** the ability to add comments, which will populate into the comments pop-up window within the **COI Mitigation Manager** screen.
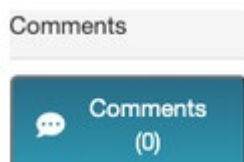
11. **Approval** - This column gives only Administrators and Activity Administrators the ability to override and approve a child activity.

NOTE: Once a child activity is approved, this approval cannot be reversed.

Approval

Approve
Child

- To approve an RSS child activity click the **Approve Child** button. A pop-up window will display. Type an approval comment(s) in the text box and click the Approve Child button. The activity will then display as Approved in the RSS Dashboard.

Approval Override Required Comment for CloudCME Town Hall - 1/11/2022 (58883)

RSS Dashboard.

Enter a comment explaining the reason for your approval:

Comments...

Approve Child