

Nomination Report FAQ's and Tips

- We will send you a custom link to your report. **You cannot log in directly to getwell or Rounds+ to access the report.** You must use the link provided. If you need your link again, don't hesitate to reach out.
- When you click on the link provided, you should get a prompt to enter your username and password. If you do not receive this prompt, please troubleshoot with the following:
 - Retype your password being sure that spelling is correct and there is not an extra space at the end
 - Try a different browser
 - Clear your browser cache and cookies.
 - In your browser settings, remove the saved password for this page
 - Allow pop-ups
 - Please contact your IT department if none of the above solutions work for you



app.roundsplus.getwellnetwork.com

This site is asking you to sign in.

Username

DAISY

Password

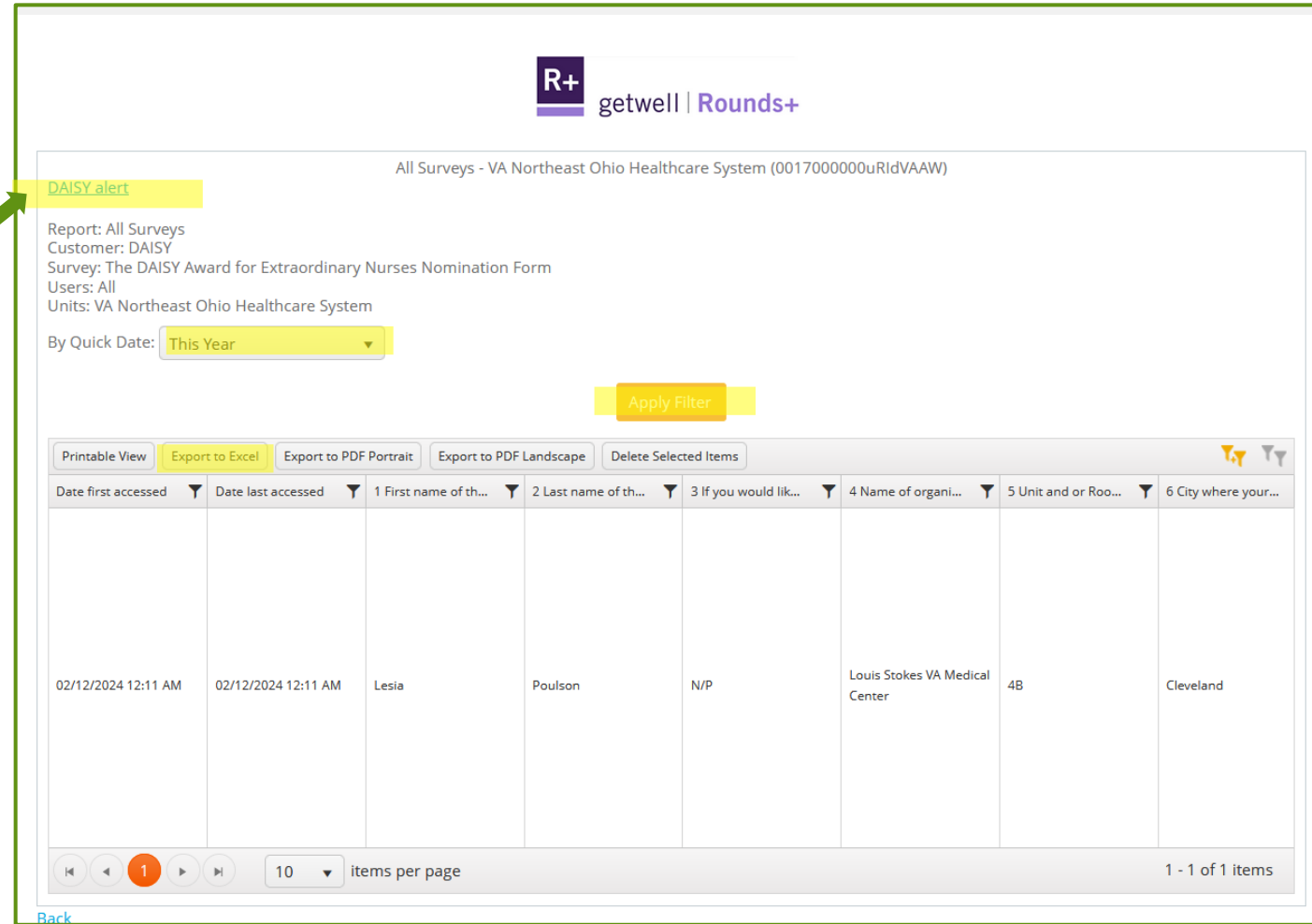
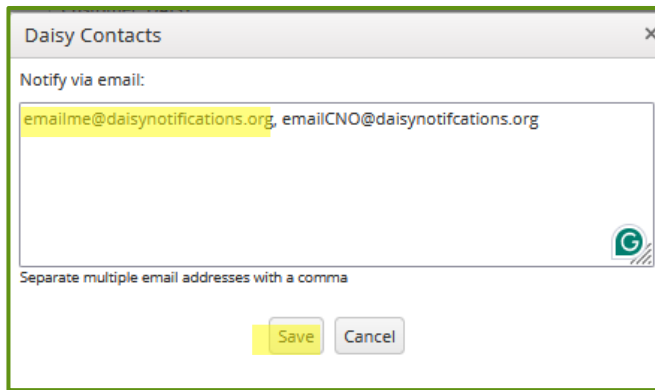
.....

Sign in Cancel

Report Features

1. Once you have accessed the report, you can **change the date** to sort your nominations.
 - Be sure to click “apply filter” to make the change
 - If you do not see the option to change the date, make sure your URL ends in ?allow_date=1

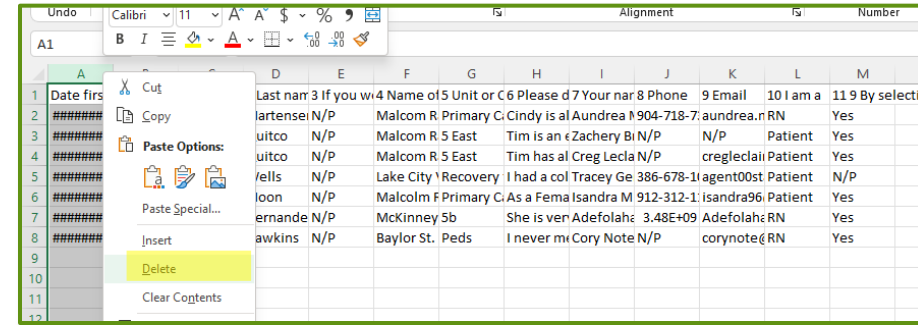
2. You can also sign up to receive an **email alert** each time someone submits a nomination. To do so, click on the blue “DAISY alert” link in the upper left corner.
 - Enter the email address of who should receive an alert each time a nomination is submitted. You may add more than one address if you separate with a comma. Click save.



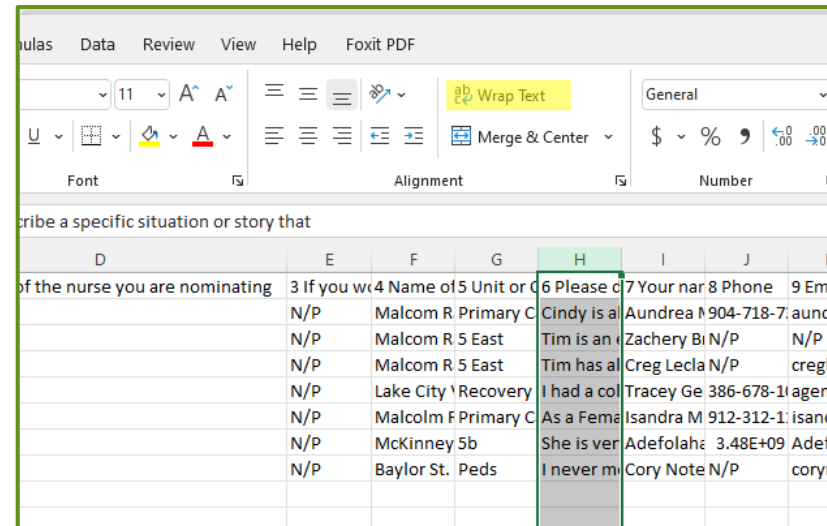
3. The easiest way to view your nominations is to **export them to Excel**.
 - Click the export to Excel button. If you do not see the document after you click export to Excel, check your downloads folder.

Tips for making your report easy to read:

- You can delete any columns you don't want to use/see. Simply click on the letter of the column at the top that you want to delete, right click your mouse, and **select delete.**
- You can **expand a column by double clicking the line between it and the next column.** Note: your cursor will change to two arrows with a line in the middle when you are over the correct spot to expand.
- You can make the nomination story easier to read by selecting the column (by clicking on the letter above it) and then clicking **"wrap text"** towards the top of your screen.



B	C	D	E	F	G
Date last	1 First nar	2 Last name of the nurse you are nominating	3 If you w	4 Name of	5 Unit or
#####	Cynthia	Martensen	N/P	Malcom R	Primary C
#####	Tim	Quitco	N/P	Malcom R	5 East
#####	Timothy	Quitco	N/P	Malcom R	5 East
#####	Alison	Wells	N/P	Lake City	Recovery
#####	Frances	Moon	N/P	Malcolm F	Primary C



Tips for making your report easy to read:

- Finally, you can shift the text to the top of each cell so it lines up nicely with your nomination story. Click the little triangle in the upper left corner of the spreadsheet to highlight everything. Then click the upper left lines in the alignment section of the toolbar/ ribbon.

Extra tip:

- Using Excel makes it easy to blind your nominations! You can click on the cell with the nomination story then hold Ctrl down and hit your H key) to bring up the replace option. You can replace the nurses name with something else (Replace Cindy with X for example). Don't forget to do plurals too!

The screenshot shows the Microsoft Excel interface with a spreadsheet titled 'kmle2atDw3Hw'. The ribbon is set to 'Home', and the 'Alignment' group is visible. A green arrow points to the 'Top' alignment button in the ribbon. Another green arrow points to the top-left corner of the spreadsheet grid (cell A1). The spreadsheet contains two rows of nomination data:

	1 First name of the nurse you are nominating	2 Last name of the nurse you are nominating	3 If you would like to nominate multiple team member	4 Name of organization where your nurse works	5 Unit or Clinic where this nurse works	6 Please describe a specific situation or story that	7 Your name
1	Cynthia	Martensen	N/P	Malcom Randall VA	Primary Care	Cindy is always helpful and compassionate. She always offers to help even when she is not working directly with someone. She will overhear me tell a patient we need to go to the ER and that I need to find a wheelchair or get an EKG and she is quickly at my door asking if she can get it for me. The other day one of our coworkers suddenly became very ill and threw up on their way to the bathroom both on themselves and in the hallway. Cindy did not think twice and quickly and discreetly jumped into action as she always does. She checked on the coworker in the bathroom to see what they needed. They needed new clothes and Cindy was able to locate new clothing for them. Cindy also had EMS there immediately to assist in cleaning up the area. Many coworkers kept asking what happened and what was going on but Cindy wanted to protect the privacy of the coworker and just told them she was taking care of it. It has been the best experience working side by side with her. She always has the best attitude and most optimistic outlook.	Aundrea Moore
2	Tim	Quitco	N/P	Malcom Randall VA Medical Center	5 East	Tim is an excellent nurse let me tell you why. Tim helped me in a time of need. After stretching and partaking in a workout I pulled something in my back/exacerbated by scoliosis pain. I left the workout session and shuffled to my room in extreme pain. Tim quickly saw to	Zachery Bradford