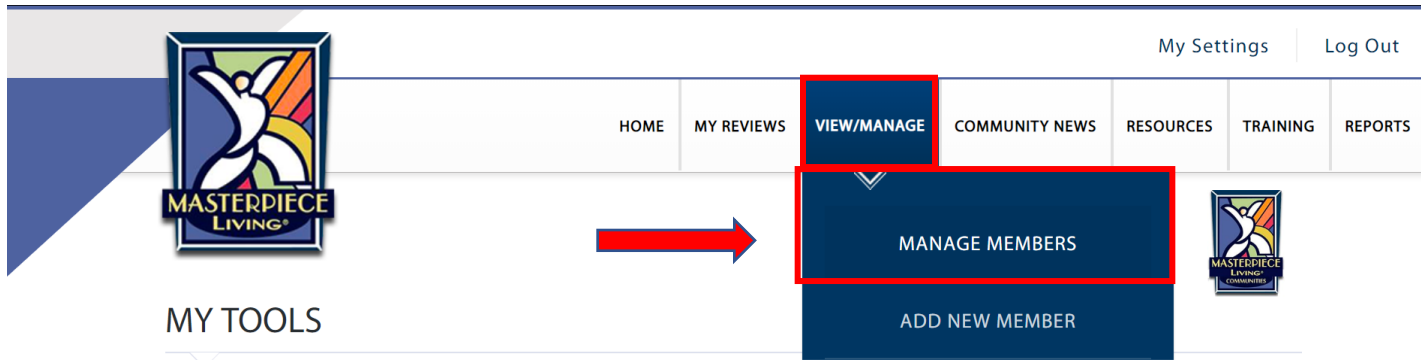
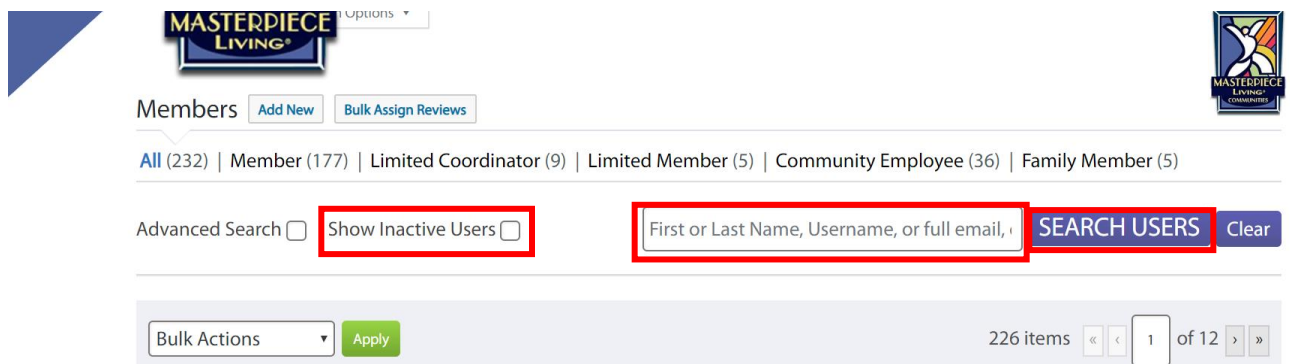


Entering Review Data

1. Use Google Chrome as your Browser and visit <https://mymasterpieceliving.com>
2. Hover over VIEW/MANAGE
3. Click on MANAGE MEMBERS

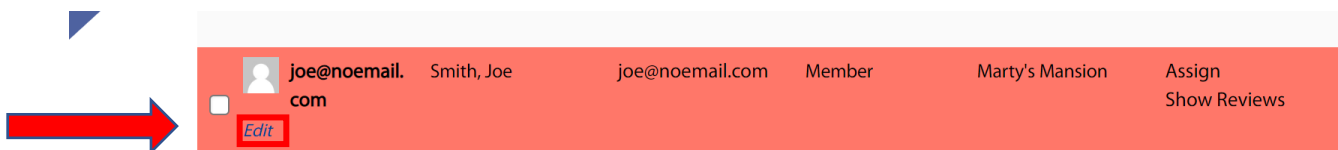


4. Find resident/member in the system.
 - a. Enter their first **or** last name in the search bar
 - b. Click the box Show Inactive Users
 - c. Click SEARCH USERS



****If not in system, refer to *Coordinator's Guide to Create Accounts*****

5. If Inactive, it will be highlighted in pink, hover over email and click Edit



6. Unclick Inactive and click Update User

A screenshot of a user update form. A red arrow points to the 'Inactive' checkbox, which is checked. Below it is a 'Password' field and a 'Show Password' checkbox. A note states: 'Note: Your password MUST be at least seven characters long.' A hint below reads: 'Hint: The color of the password field will change as you enter it to indicate strength. Red is weak, yellow is moderate and green is best (all 3 levels are acceptable BUT a weak password WILL make your account information vulnerable!). To make a strong password, use upper and lower case letters, numbers, and symbols like ! " ? \$ % ^ &).' A red arrow points to the 'Update User' button, which is highlighted in green.

7. Before entering Review data, check to ensure that the resident/member is in the accurate level of living. This will guarantee that their data falls into the correct Portrait.

Hover over the Username and click Edit

A screenshot of a user list table. The table has columns for Username, Name, E-mail, Role, Community, and Assign/Show Reviews. The user 'abaushke@mpla' is highlighted. A red arrow points to the 'Edit' button in the 'Assign' column for this user.

Username	Name	E-mail	Role	Community	Assign
abaushke@mpla	Amanda Baushke	abaushke@mpla	Member	Marty's Mansion	Assign
abaushke@mpla	Amanda Baushke	abaushke@mpla	Member	Marty's Mansion	Show Reviews

Scroll down to LOL. If an update is needed, click on the drop-down menu and select the appropriate option.

A screenshot of a user profile form. The 'Level of Living' dropdown menu is open, showing options: Independent Living, Assisted Living, Skilled Nursing, and Short Stay/Rehab. The 'Independent Living' option is selected.

8. Click Show Reviews

A screenshot of a user list table. The user 'joe@noemail.com' is highlighted. A red box highlights the 'Show Reviews' button in the 'Assign Review' column for this user.

Username	Name	E-mail	Role	Community	Assign Review
joe@noemail.com	Smith, Joe	joe@noemail.com	Member	Marty's Mansion	Assign
joe@noemail.com	Smith, Joe	joe@noemail.com	Member	Marty's Mansion	Show Reviews

9. If there isn't "Show Reviews", click on Assign and select applicable reviews and click "Assign" on the pop-up. (*Outreach* is for community employees or family members)

A screenshot of a user list table. The user 'amandabau' is highlighted. A red box highlights the 'Assign' button in the 'Assign Review' column for this user. A pop-up window is open, showing options: Outreach Lifestyle Review, Mobility Review (assigned), and Lifestyle Review (assigned). A red arrow points to the 'Assign' button in the pop-up.

****Note: You can bulk assign reviews for multiple users. See "Bulk Functions Guide".**

10. Select Take Review to enter the data.

Reviews - Joe Smith

Review Name	Assigned On	Completed On	Status	Action
Mobility Review	09/06/2018 5:16 PM		assigned	Take Review
Lifestyle Review	09/06/2018 5:16 PM		assigned	Take Review

11. Enter consent form information.

- a. This must be entered to proceed. Only enter the data if a signed consent form is in front of you at the time of data entry.
- b. If the Review was completed at an earlier date, you can enter that date here for the proper date to appear on the Feedback Report.

5. If data being entered was recorded on a previous date enter that date here (mm/dd/yyyy)

09/11/2018 13:05

12. Click Proceed to Review

8. LOL at time of review: Independent Living

Proceed to Review

13. Fill in the Review responses and click Save when you must step away from your computer or you have completed the data entry.

***Note: On the Lifestyle Review, you can enter data quicker using the Tab and arrow keys.*

14. If you need to edit the responses that you submitted, click Edit Answers.

Reviews - Joe Smith

Review Name	Assigned On	Completed On	Status	Action
Lifestyle Review	09/06/2018 5:16 PM	09/06/2018 1:29 PM	assigned	Take Review
Mobility Review	09/06/2018 5:16 PM	09/06/2018 1:40 PM	done	View Report Edit Answers

15. After data has been entered, click View Report and print from browser.

Reviews - Joe Smith

Review Name	Assigned On	Completed On	Status	Action
Lifestyle Review	09/06/2018 5:16 PM	09/06/2018 1:29 PM	assigned	Take Review
Mobility Review	09/06/2018 5:16 PM	09/06/2018 1:40 PM	done	View Report Edit Answers