

ProTech Compliance



VendorStat Scheduling Guide

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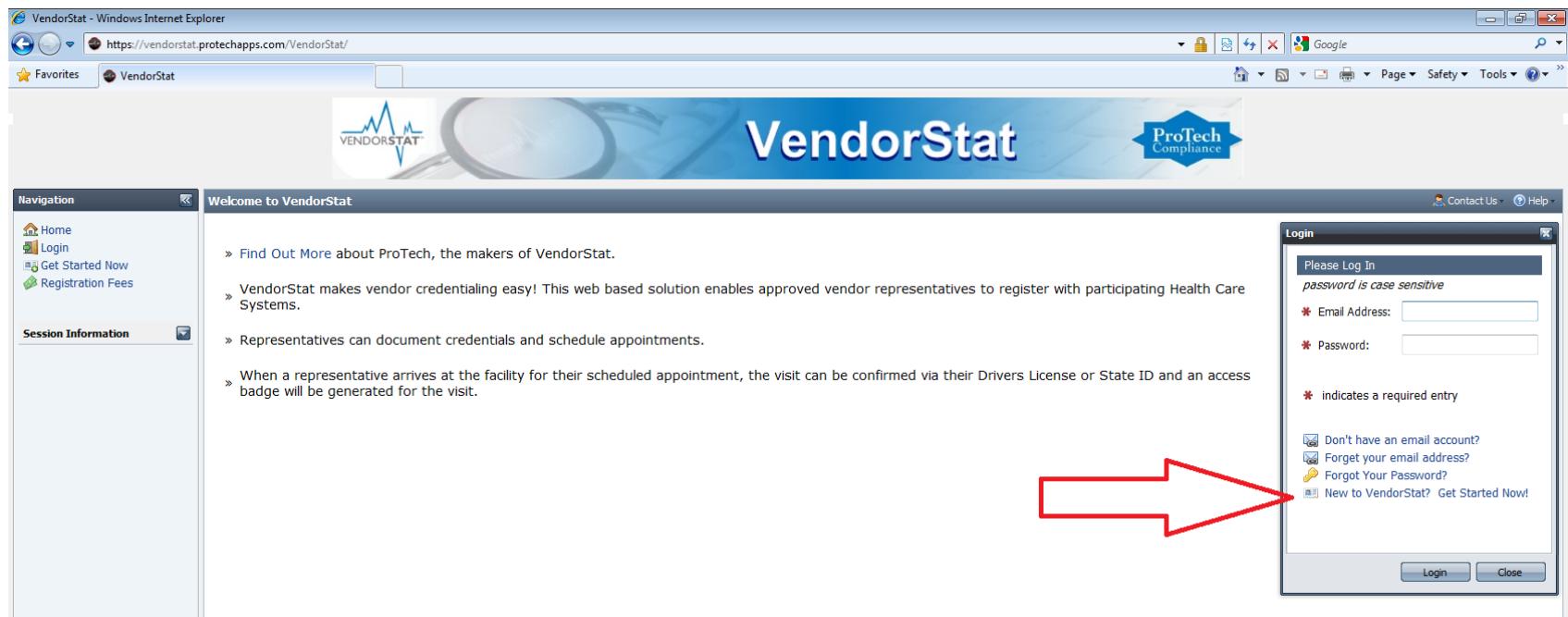
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Getting Started

- Open Internet Explorer and go to www.vendorstat.com.
- If you already have a VendorStat account, log in and proceed to “Today’s Visits”.
- If you don’t have a VendorStat “Scheduler” account, you will need to create this now.

Create a Scheduler Account

Click on the “New to VendorStat? Get Started Now” link.



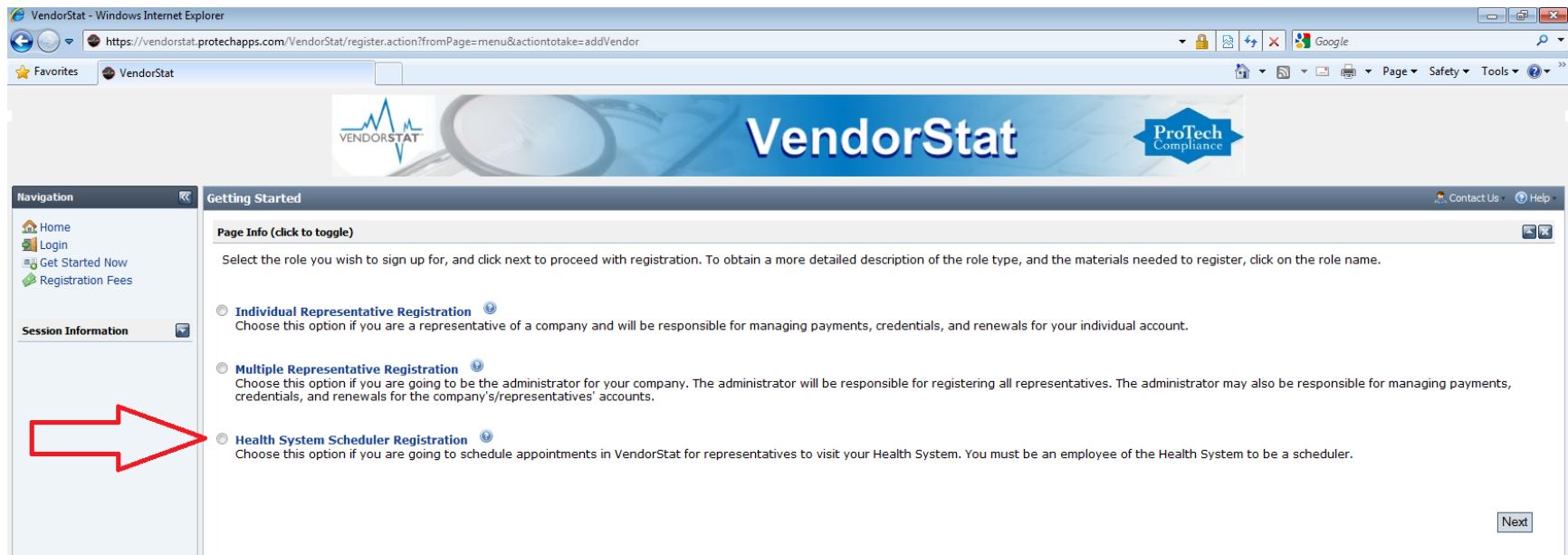
The screenshot shows a web browser window for VendorStat. The address bar displays the URL <https://vendorstat.protechapps.com/VendorStat/>. The main content area is titled "Welcome to VendorStat" and contains a list of features:

- » Find Out More about ProTech, the makers of VendorStat.
- » VendorStat makes vendor credentialing easy! This web based solution enables approved vendor representatives to register with participating Health Care Systems.
- » Representatives can document credentials and schedule appointments.
- » When a representative arrives at the facility for their scheduled appointment, the visit can be confirmed via their Drivers License or State ID and an access badge will be generated for the visit.

On the right side of the screen, a "Login" dialog box is open. The dialog box has a title bar "Login" and a sub-header "Please Log In". It contains fields for "Email Address" and "Password", both marked with a red asterisk (*) indicating they are required. Below the fields is a note: "password is case sensitive". At the bottom of the dialog box are "Login" and "Close" buttons. A red arrow points to the "New to VendorStat? Get Started Now!" link located at the bottom of the dialog box.

Create a Scheduler Account

Click on “Health System Scheduler Registration”



Click “Next”

Create a Scheduler Account

Enter the required personal information, including four (4) security questions and answers.

Add Scheduler

* indicates a required entry

*** First Name:**

*** Last Name:**

*** Email:** (username@website.com)

*** Confirm Email:** (username@website.com)

*** Phone:** (000-000-0000 or 000-000-0000EXT0000)

*** Health System:**

*** Facility:**

*** Department:**

Security Questions are used to verify your identity for functions, such as resetting your password when you forget it. Security Questions should always be something that only you know the answer to, is hard to guess, and is memorable. Your answers can be a single word, or a whole sentence. The answers to your security questions are NOT CASE sensitive.

Here are a few Security Question examples:
Q: What is the name of your favorite childhood friend? A: Stephen Whittam
Q: Where were you, when your second child told you they were engaged? A: Chicante's Restaurant
Q: What was your childhood nickname? A: Chappy
Q: What security question would you make up? A: What is your favorite TV episode of all time?

*** Security Question 1**

*** Security Answer 1**

*** Security Question 2**

*** Security Answer 2**

Note: In order to create a Scheduler account, you must use your official Health System email address. If you do not have an email address, or are not sure which email address to use, please call your local IT Help Desk or ProTech Compliance Customer Service Center at 877-710-7828, Monday-Friday, 8:00 am – 5:00 pm EST.

Create a Scheduler Account

Once you click “Create my account”, an email with a temporary password will be automatically sent to the email address you registered. Once you have retrieved this password, click “Login Now”.

Registration Success

 Please login to continue through your registration process.

A password has been sent to the email address that you registered with. Once you receive the email, use the password in the email and your email address (username) to login.

[Login Now](#)

Thanks for choosing VendorStat!

Create a Scheduler Account

- You will now be prompted for your email address and temporary password.
- Upon logging in, you will be asked to change your temporary password.
- Your new password must be at least seven (7) alphanumeric characters, and contain characters from at least three of the following four categories: **capital letters, lowercase letters, numbers, and symbols.**
- Once your password has been successfully changed, you will see the “Today’s Visits” screen.

Today's Visits

This screen shows you all of the visits you have scheduled at your facility for the current day.

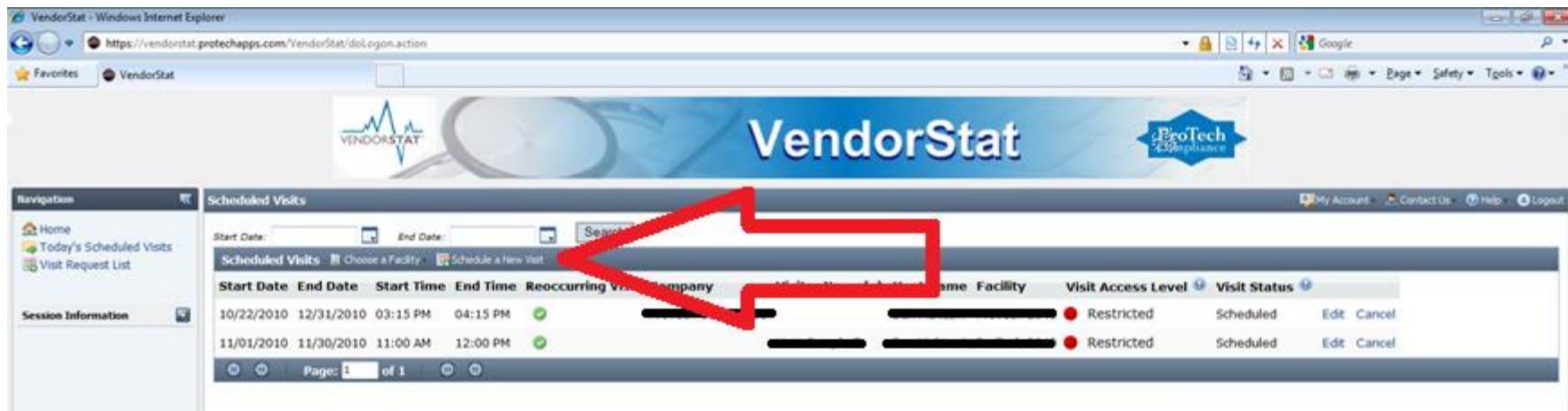
The screenshot shows a web-based application for managing vendor visits. The header features the 'VendorStat' logo with a blue and white design, and the 'ProTech Compliance' logo. The main content area is titled 'Scheduled Visits' and displays a table of visit records. The table columns include Start Date, End Date, Start Time, End Time, Reoccurring Visit, Company, Visitor Name(s), Host Name, Facility, Visit Access Level, and Visit Status. Two entries are listed: one for 10/22/2010 and another for 11/01/2010. The interface includes a navigation bar on the left with links for Home, Today's Scheduled Visits, and Visit Request List. A session information bar at the bottom shows the current user and a page navigation bar.

From this screen, you can:

- Schedule a New Visit
- Search Prior/Future Visits
- Edit or Cancel a Visit

Schedule a New Visit

On the “Today’s Visits” screen, click on “Schedule a New Visit”.



Enter Visit Information

Enter the Visit information. All fields with a red asterisk (*) require information.

Schedule a New Visit

Page Info (click to toggle)

Schedule/Edit a Visit by entering the visit, host, and visitor information. To Add visitors to a Visit, click the "Add Visitor" button and follow the instructions in the pop-up window. To schedule a company visit, check the "Company Visit" radio button and fill in the "Company" and "Number of Representatives" fields. When you are finished, click "Schedule Visit" or "Update Visit" to schedule or update the visit.

If you don't see a representative that you want to schedule a visit for, you can send an email to an administrator at ProTech Compliance Inc. by clicking on the "Don't See My Representative" button and follow the instructions in the pop-up window.

● indicates a required entry

Visit: [?](#)

● Visit Start Date/Time: 4

● Reoccurring Visit End Date/Time: 5

Reoccurring Visit

● Visit Building/Location:

● Department:

Visit Destination/Information:

● Visit Purpose:

● Access Level Needed for this Visit: [?](#)

Host: [?](#) [Copy My Information](#)

● First Name:

● Last Name:

Phone:

● Email:

Visitor(s): [?](#)

Visit Type: Representative Visit Company Visit

[Add Visitor](#) [Don't See My Representative](#)

[Cancel](#) [Schedule Visit](#)

Recurring Visit

If the visit is recurring, select the “Recurring Visit” checkbox. This will allow you to select how often, and until what date, the visit will recur.

* indicates a required entry

visit: 

* Visit Start Date/Time: :

* Visit End Time: :

Recurring Visit 

Repeat

* Range of Recurrence End Date: Note: There is a 1 year limit on recurring visits.

Note that there is a one year maximum for recurring visits.

If you select a “Recurring Visit”, the end date will automatically be set for one year after the original “Start Date”.

Recurring Visit

NOTE: All visits that had been previously scheduled with “No End Date”, have been updated to end one year after the original “Start Date”.

Enter Host Information

- If you are scheduling the visit for yourself, you may click “Add My Information”. This adds your information as the host.
- If you are scheduling the visit for someone else, enter their information.



Host: [Copy My information](#)

* First Name:

* Last Name:

Phone: (000-000-0000 or 000-000-0000EXT0000)

* Email: (username@website.com)

Note: Please be sure to enter a valid email address, as both the host and the vendor will receive confirmation emails regarding this visit.

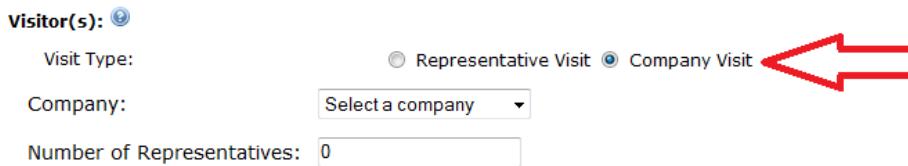
Type of Visitor

There are two types of visits: Representative Visits and Company Visits.

- If you are scheduling a visit for an individual, or scheduling the same visit for multiple individuals, select “Representative Visit” and click “Add Visitor”. Proceed to “Add a Visitor – Representative Visit”.

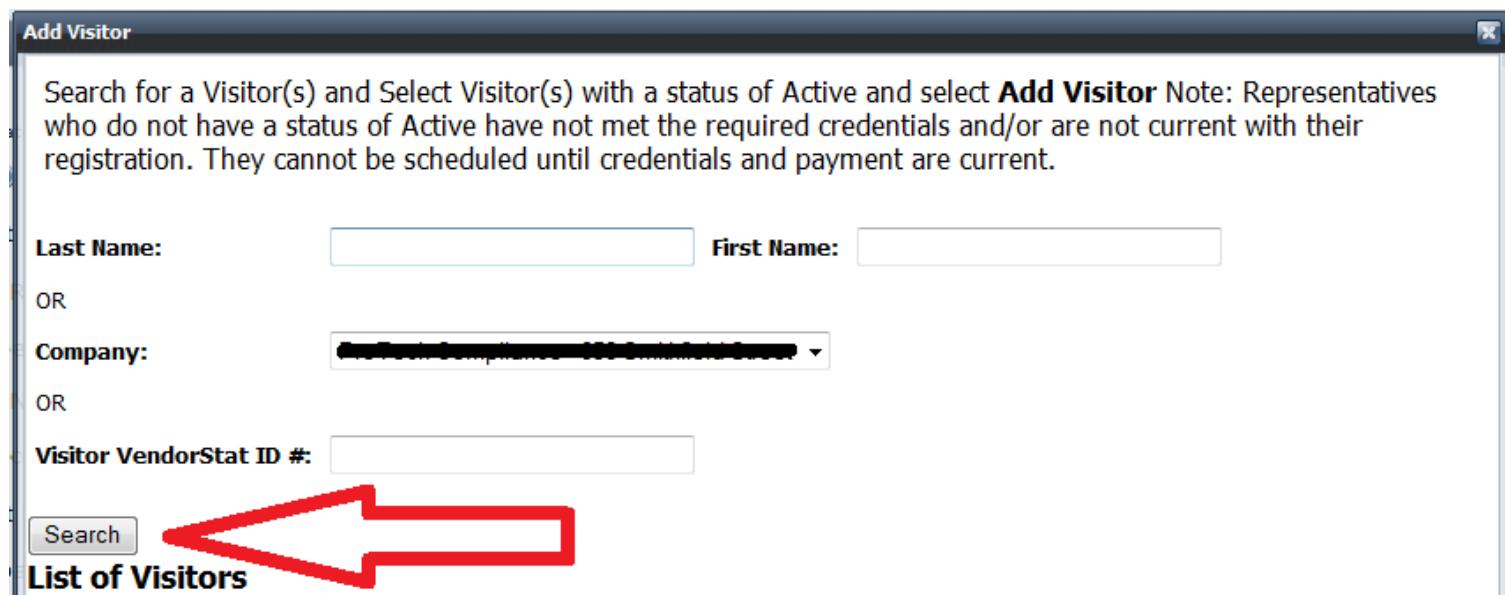


- If you are scheduling a visit for one or more vendors from the same company, select “Company Visit”. Proceed to “Add a Visitor – Company Visit”.



Add a Visitor – Representative Visit

In the pop up box that appears, enter either a last name, first name, company, or VendorStat ID, then click “Search”.

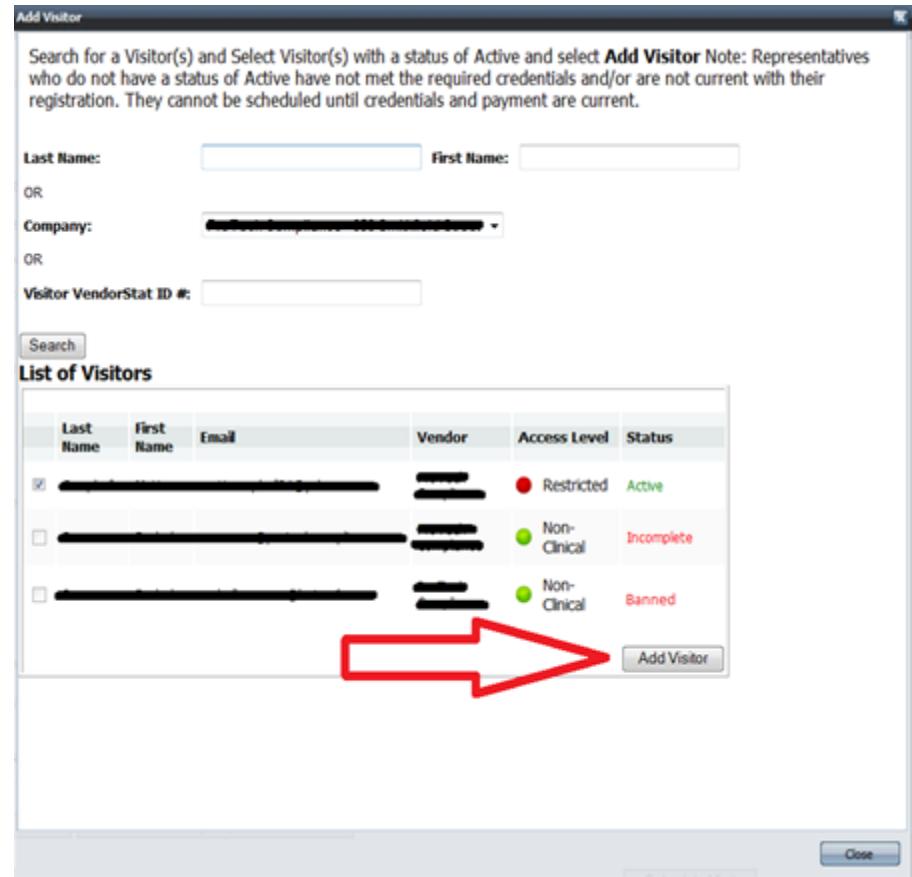


Add a Visitor – Representative Visit

- Check the box beside the vendor(s) that you want to schedule.

Note that vendors with “Incomplete”, “Banned”, or “Suspended” statuses *cannot* be added to a visit. If your representative does not have **Active** status, advise the representative to log into their account and complete all outstanding credentials and payments. If they have any questions, they can contact **VendorStat customer service at 877-710-STAT (7828)**.

- Click “Add Visitor”.



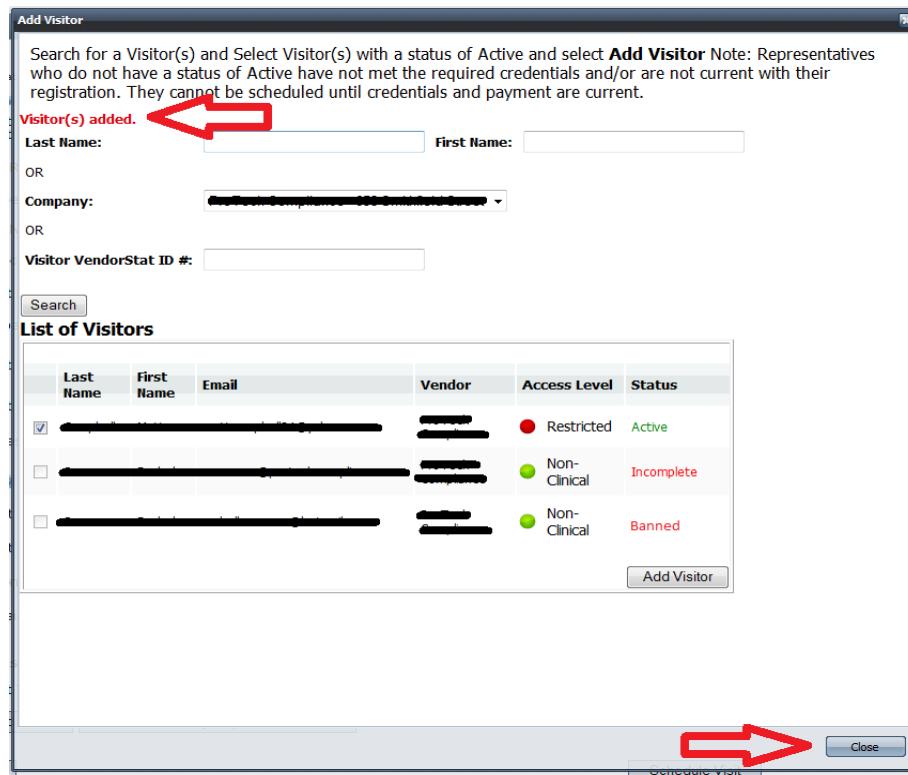
The screenshot shows the 'Add Visitor' dialog box. At the top, there is a note: 'Search for a Visitor(s) and Select Visitor(s) with a status of Active and select Add Visitor Note: Representatives who do not have a status of Active have not met the required credentials and/or are not current with their registration. They cannot be scheduled until credentials and payment are current.' Below this are search fields for Last Name, First Name, Company, and Visitor VendorStat ID #, followed by a 'Search' button. The main area is titled 'List of Visitors' and contains a table with columns: Last Name, First Name, Email, Vendor, Access Level, and Status. The table shows three rows: 1. Last Name: [REDACTED], First Name: [REDACTED], Email: [REDACTED], Vendor: [REDACTED], Access Level: Restricted (red dot), Status: Active. 2. Last Name: [REDACTED], First Name: [REDACTED], Email: [REDACTED], Vendor: [REDACTED], Access Level: Non-Clinical (green dot), Status: Incomplete. 3. Last Name: [REDACTED], First Name: [REDACTED], Email: [REDACTED], Vendor: [REDACTED], Access Level: Non-Clinical (green dot), Status: Banned. A red arrow points to the 'Add Visitor' button at the bottom right of the table. At the bottom right of the dialog box is a 'Close' button.

Last Name	First Name	Email	Vendor	Access Level	Status
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	● Restricted	Active
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	● Non-Clinical	Incomplete
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	● Non-Clinical	Banned

Add a Visitor – Representative Visit

- Confirm that your visitor(s) has been added by the red text which appears at the top saying “Visitor(s) Added”.

- Click Close.



Confirm and Schedule – Representative Visit

- Confirm that the visitor(s) you want to schedule are listed under “Visitors”.
 - If you selected the wrong vendor, you may also click “Remove Visitor” on this screen.
- Once all of your details are confirmed, click “Schedule Visit”.

Schedule a New Visit

* indicates a required entry

Visit:

* Visit Start Date/Time: 11/05/2010 4 : 00 PM

* Visit End Date/Time: 11/05/2010 5 : 00 PM

Reoccurring Visit

* Visit Building/Location: [REDACTED]

* Department: [REDACTED]

Visit Destination/Information: [REDACTED]

* Visit Purpose: [REDACTED]

* Access Level Needed for this Visit:

Host:

* First Name: [REDACTED]

* Last Name: [REDACTED]

Phone: [REDACTED] (000-000-0000 or 000-000-0000EXT0000)

* Email: [REDACTED] (username@website.com)

Visitor(s):

Visit Type: Representative Visit Company Visit

First Name	Last Name	Company	VendorStat ID#
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

➡

Add a Visitor – Company Visit

Select the company you want to schedule for a visit, and enter the number of representatives that will be scheduled.

Visitor(s): 

Visit Type:



Representative Visit



Company Visit

Company:

Number of Representatives:

4

Confirm and Schedule – Company Visit

- Confirm the details of the company visit, including the company name and correct number of representatives.
- Click “Schedule Visit”.

Schedule a New Visit

* indicates a required entry

Visit: [?](#)

* Visit Start Date/Time: 4 : 00 PM

* Visit End Date/Time: 5 : 00 PM

Reoccurring Visit

* Visit Building/Location:

* Department:

Visit Destination/Information:

* Visit Purpose:

* Access Level Needed for this Visit: [?](#)

Host: [?](#) [Copy My Information](#)

* First Name:

* Last Name:

Phone: (000-000-0000 or 000-000-0000EXT0000)

* Email: (username@website.com)

Visitor(s): [?](#)

Visit Type: Representative Visit Company Visit

Company:

Number of Representatives:

Schedule Visit

Visit Registration Summary

- Your visit is confirmed when you see the “Visit Registration Summary Page”.
- This page confirms that the visit has been scheduled, and both the host and the visitor(s) have been emailed a copy of the visit.
- From this screen, you can choose to print the confirmation page or schedule a new visit.

Visit Registration Summary

Page Info (click to toggle)

Your Visit has been scheduled.

Visit successfully created.
 Email confirmation successfully sent.

Please print this page for your records

Visit:

Visit Start Date/Time:	11/05/2010 09:00 PM
Visit End Date/Time:	11/05/2010 11:00 PM
Visit Building/Location:	[REDACTED]
Department:	[REDACTED]
Visit Destination/Information:	[REDACTED]
Visit Purpose:	[REDACTED]
Access Level Needed for this Visit:	<input checked="" type="radio"/> Restricted

Host:

Name:	[REDACTED]
Phone:	[REDACTED]
Email:	[REDACTED]

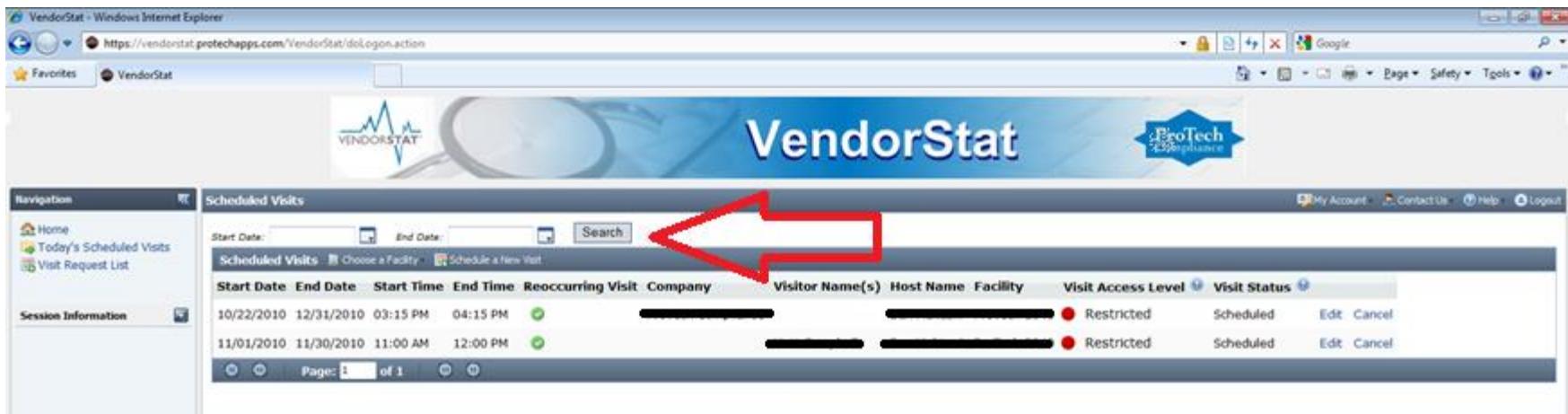
Visitor(s):

Company:	[REDACTED]
Number of Visitors:	4



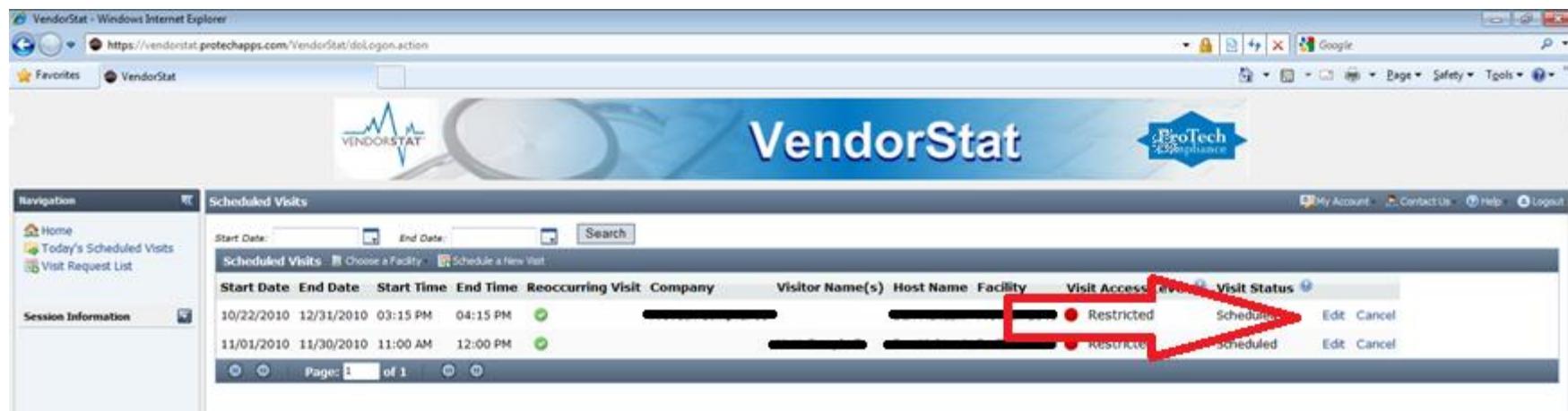
Search for Visits

- If you would like to find visits from previous or future dates, enter the dates you would like to search and click “Search”.
- All visits that you scheduled for your specific facility will appear.



Edit or Cancel a Visit

You have the option to edit or cancel a visit that you have previously scheduled.



The screenshot shows a web browser displaying the VendorStat application. The main content area is titled 'Scheduled Visits'. It lists two entries:

Start Date	End Date	Start Time	End Time	Reoccurring	Visit	Company	Visitor Name(s)	Host Name	Facility	Visit Access	Event	Visit Status	Actions
10/22/2010	12/31/2010	03:15 PM	04:15 PM	0	●	Restricted	██████████	██████████	██████████	●	Scheduled	●	Edit Cancel
11/01/2010	11/30/2010	11:00 AM	12:00 PM	0	●	RESERVED	██████████	██████████	██████████	●	Scheduled	●	Edit Cancel

Red arrows point to the 'Edit' and 'Cancel' buttons for the second row (11/01/2010 visit). The application interface includes a navigation bar on the left and a header with the VendorStat logo and ProTech 2000 Compliance seal.

Edit a Visit

If you click “Edit”, you will see the same screen you filled out when you scheduled the original visit. Make all necessary changes, then click “Update Visit”.

Edit Visit

* indicates a required entry

Visit: [?](#)

* Visit Start Date/Time: 3 : 15 PM

Reoccurring Visit

Repeat: Every

No End Date

* Reoccurring Visit End Date/Time: 4 : 15 PM

* Visit Building/Location:

* Department:

Visit Destination/Information:

* Visit Purpose:

* Access Level Needed for this Visit: [?](#)

Host: [?](#) [Copy My information](#)

* First Name:

* Last Name:

Phone: (000-000-0000 or 000-000-0000EXT0000)

* Email: (username@website.com)

Visitor(s): [?](#)

Visit Type: Representative Visit Company Visit

Company:

Number of Representatives:

Cancel a Visit

- If you decide to cancel the visit, enter the cancellation reason and click “Yes”.

Note that a cancellation reason is *required*.

Cancel Visit

Page Info (click to toggle)

Enter a cancellation reason below and select **Yes** to cancel the visit.

* indicates a required entry

*** Cancellation Reason:**

Visit:

Reoccurring Visit:	Repeat Every Weekday
Visit Start Date/Time:	11/01/2010 11:00 AM
Visit End Date/Time:	11/30/2010 12:00 PM
Visit Building/Location:	[REDACTED]
Visit Department:	[REDACTED]
Visit Destination/Information:	[REDACTED]
Visit Purpose:	[REDACTED]
Access Level Needed for this Visit:	<input checked="" type="radio"/> Restricted

Host:

Name: [REDACTED]

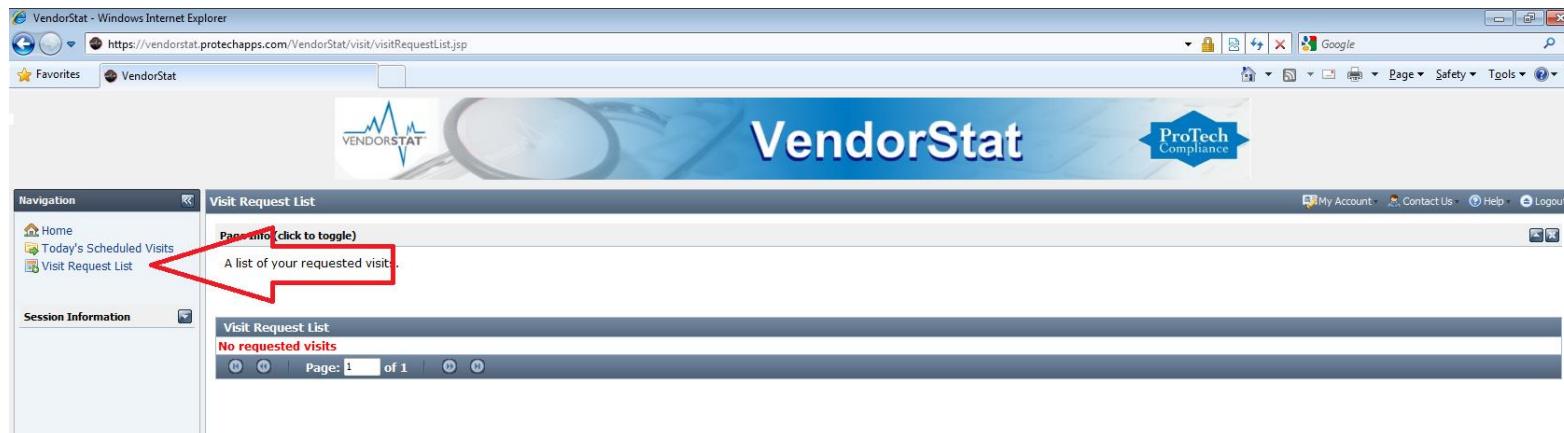
Visitor(s):

Name	Company
[REDACTED]	[REDACTED]

Cancel Visit?

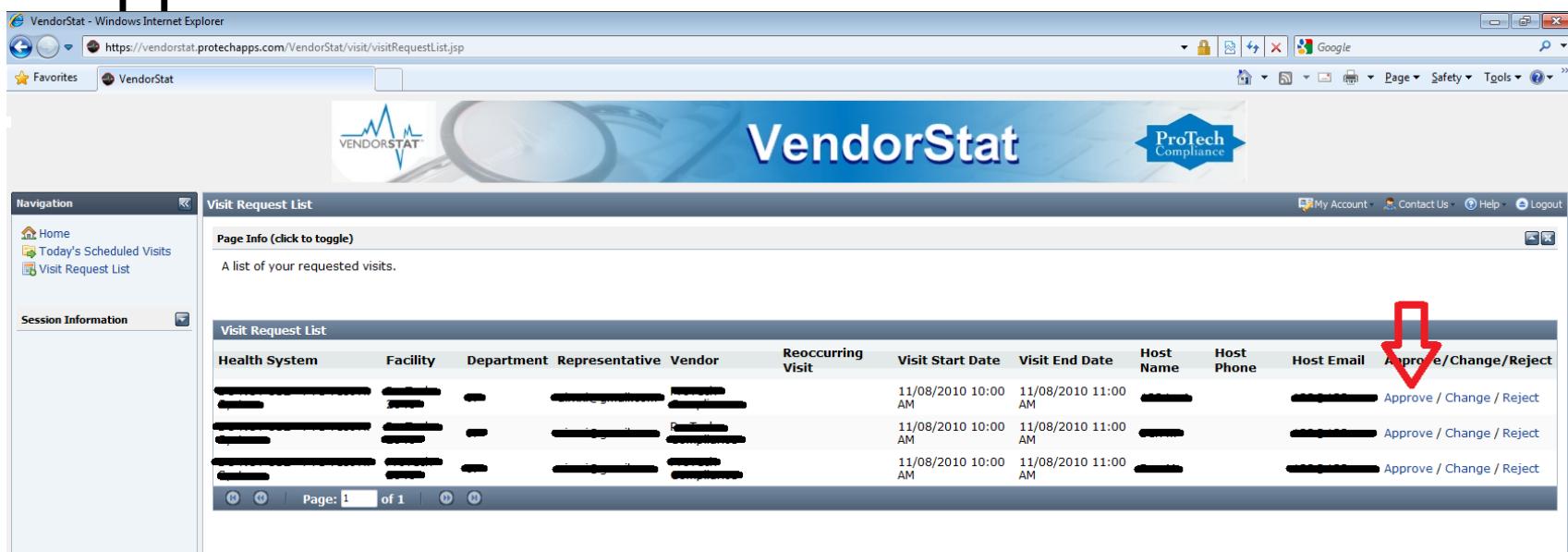
Visit Request List

- The Visit Request list can be found by clicking “Visit Request List” on the left panel.
- This page shows a list of vendors who have requested visits. From this page you can:
 - Approve Visits
 - Change Visits
 - Deny Visits



Approve Visit Request

- Click “Approve” beside the visit you want to approve.
- Your screen will refresh and the visit will be approved.



VendorStat - Windows Internet Explorer

https://vendorstat.protchapps.com/VendorStat/visit/visitRequestList.jsp

VendorStat

ProTech Compliance

Visit Request List

Page Info (click to toggle)

A list of your requested visits.

Health System	Facility	Department	Representative	Vendor	Reoccurring Visit	Visit Start Date	Visit End Date	Host Name	Host Phone	Host Email	Approve/Change/Reject
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		11/08/2010 10:00 AM	11/08/2010 11:00 AM	[REDACTED]	[REDACTED]	[REDACTED]	Approve / Change / Reject
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	R. E. L.	11/08/2010 10:00 AM	11/08/2010 11:00 AM	[REDACTED]	[REDACTED]	[REDACTED]	Approve / Change / Reject
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]		11/08/2010 10:00 AM	11/08/2010 11:00 AM	[REDACTED]	[REDACTED]	[REDACTED]	Approve / Change / Reject

Navigation

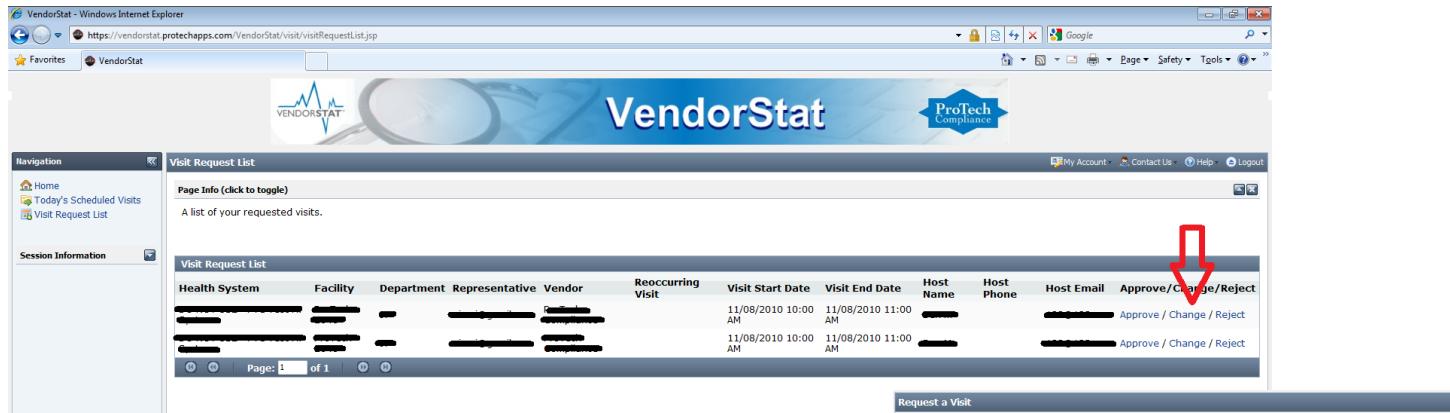
- Home
- Today's Scheduled Visits
- Visit Request List

Session Information

Page: 1 of 1

Change Visit Request

- Click “Change” beside the visit you want to change.



VendorStat - Windows Internet Explorer
https://vendorstat.protechapps.com/VendorStat/visit/visitRequestList.jsp

VendorStat

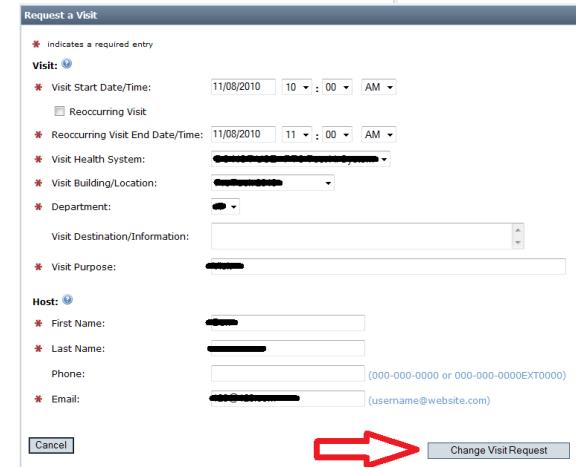
Visit Request List

Health System	Facility	Department	Representative	Vendor	Reoccurring Visit	Visit Start Date	Visit End Date	Host Name	Host Phone	Host Email	Approve/Change/Reject
████████	████	████	████	████	11/08/2010 10:00 AM	11/08/2010 11:00 AM	████	████	████	████	Approve / Change / Reject
████████	████	████	████	████	11/08/2010 10:00 AM	11/08/2010 11:00 AM	████	████	████	████	Approve / Change / Reject

Page: 1 of 1

- Change the necessary details, then click “Change Visit Request”.

- Note: Clicking on “Change Visit Request” will also approve the request.



Request a Visit

* indicates a required entry

Visit:

* Visit Start Date/Time: 11/08/2010 10 : 00 AM

Reoccurring Visit

* Reoccurring Visit End Date/Time: 11/08/2010 11 : 00 AM

* Visit Health System:

* Visit Building/Location:

* Department:

Visit Destination/Information:

* Visit Purpose:

Host:

* First Name:

* Last Name:

Phone:

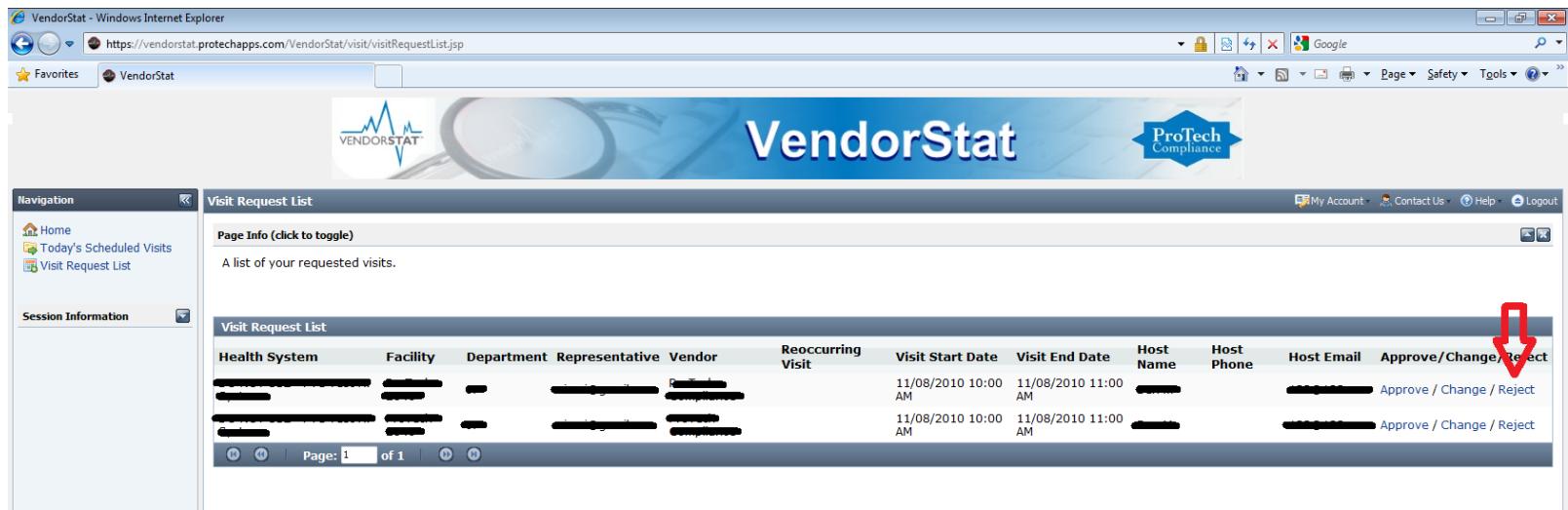
* Email:

Cancel

Change Visit Request

Reject Visit Request

- Click “Reject” beside the visit you want to reject.
- Your screen will refresh and the visit will be rejected.



VendorStat - Windows Internet Explorer

https://vendorstat.protechapps.com/VendorStat/visit/visitRequestList.jsp

VendorStat

Visit Request List

Page Info (click to toggle)

A list of your requested visits.

Health System	Facility	Department	Representative	Vendor	Reoccurring Visit	Visit Start Date	Visit End Date	Host Name	Host Phone	Host Email	Approve/Change/Reject
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	11/08/2010 10:00 AM	11/08/2010 11:00 AM	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] Approve / Change / Reject
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	11/08/2010 10:00 AM	11/08/2010 11:00 AM	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED] Approve / Change / Reject

Page: 1 of 1

Contact

- Please contact ProTech Compliance at
1-877-710-STAT (7828)

or

admin@protechcompliance.com

if you have any questions regarding scheduling.

We are happy to help!



VendorStat

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