

Confirming Pending Skills in E*Value Case Logs

1. **Login to E*Value**, click **Case Logs**, then click **Sign-Off on Case Logs** to open a filter screen (OR click the e-mail link to bypass the login screen).
2. **Use the filter screen to set basic parameters:**
 - **Start Date:** go back far enough to capture old skills (default is 3 months)
 - **Status:** **Pending**
 - **Users:** select 1 student at a time (pick from your current rotation list)
3. **Click **Next** to open the Procedure Signoff (aka, Confirmation) screen.**
4. **Use the Procedure Signoff screen to confirm (or reject) skills.** Pick 1 skill at a time or use the options below. You can 'cherry pick' the list to confirm some skills and reject others, but you must do this before you click Save Changes.
 - Click **Confirm All** to confirm every pending skill on the list.
 - Click **Confirm** to confirm every pending skill logged during a single session.

Click **Save Changes** when you're finished.
5. **To confirm skills for a different student, click the blue 'back arrow'** adjacent to the printer icon. Repeat steps 2-4.