



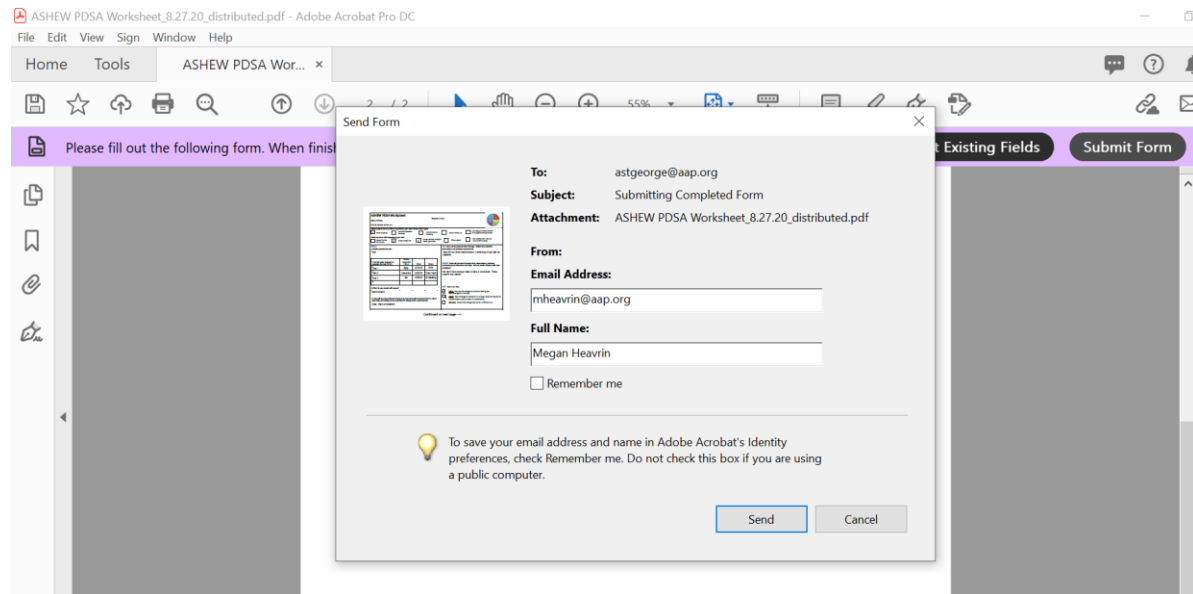
ASHEW PDSA PDF Form Directions

Directions on how to use the PDSA PDF Form

- ✓ Forms were sent to all Data Coordinators via email from the Chapter Project Manager with the PDF attachment during Learning Session 1
- ✓ PDSA Worksheet forms can be saved, stored on your computer, and submitted each month
- ✓ Multiple QI team members can work on the PDSA Worksheet at the same time if the PDF is shared via the Share with Others function described below
- ✓ Completed forms should be submitted via the submit button on the top right of the PDF form **and** manually posted to Basecamp under Chapter/Practice Networks/Your State/Month PDSA (see Steps 1-2)

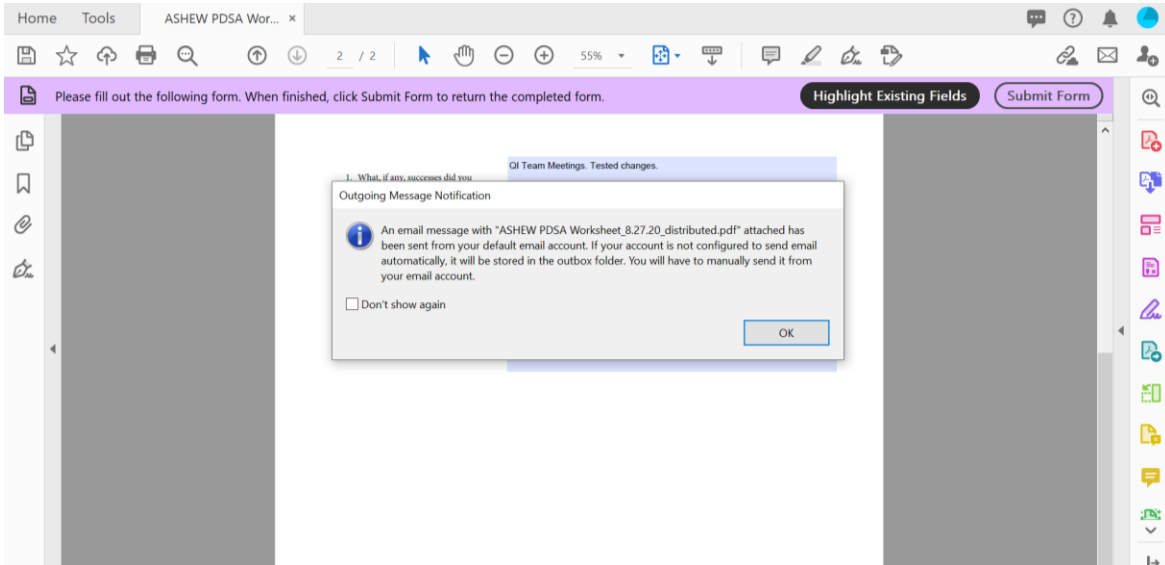
Step 1: To Submit

Once you have completed the form, click Submit Form on top right. It will prompt you to fill in your email and name. It will automatically send to the National Team via your Outlook email unless you set it up differently (see Alternate Step 1).



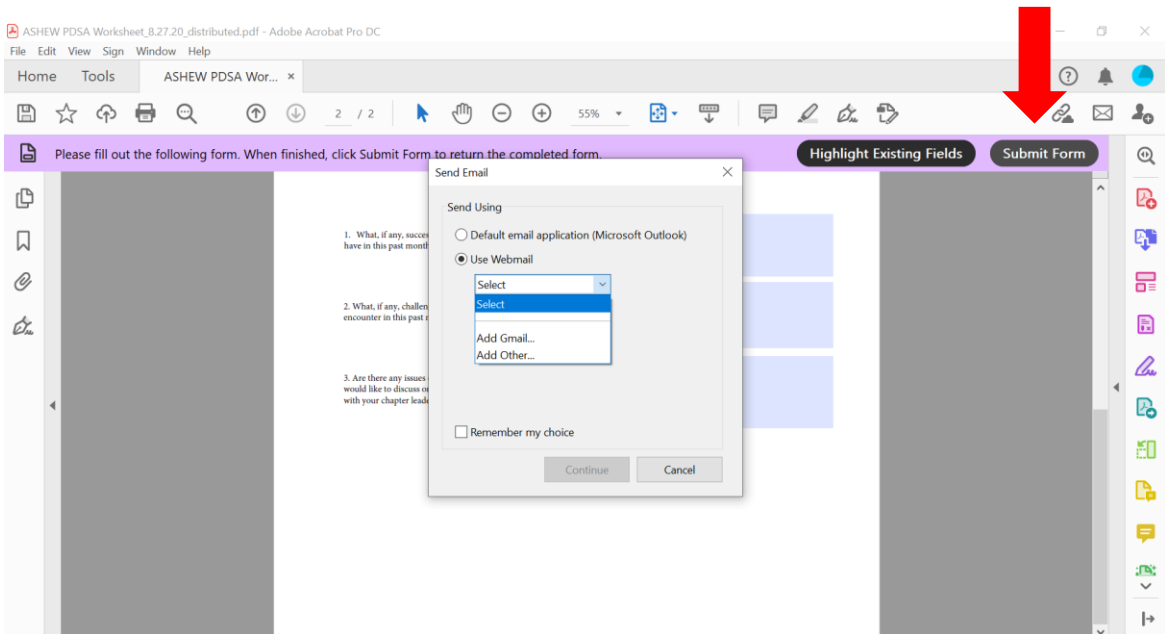


Prompt shows the submission is sending via your Outlook email. If your Outlook is not configured to do this automatically, the email will be waiting in your Outbox. You will need to go to your Outlook Outbox, open the email, and hit send.



Alternate Step 1: Submit Without Outlook Email

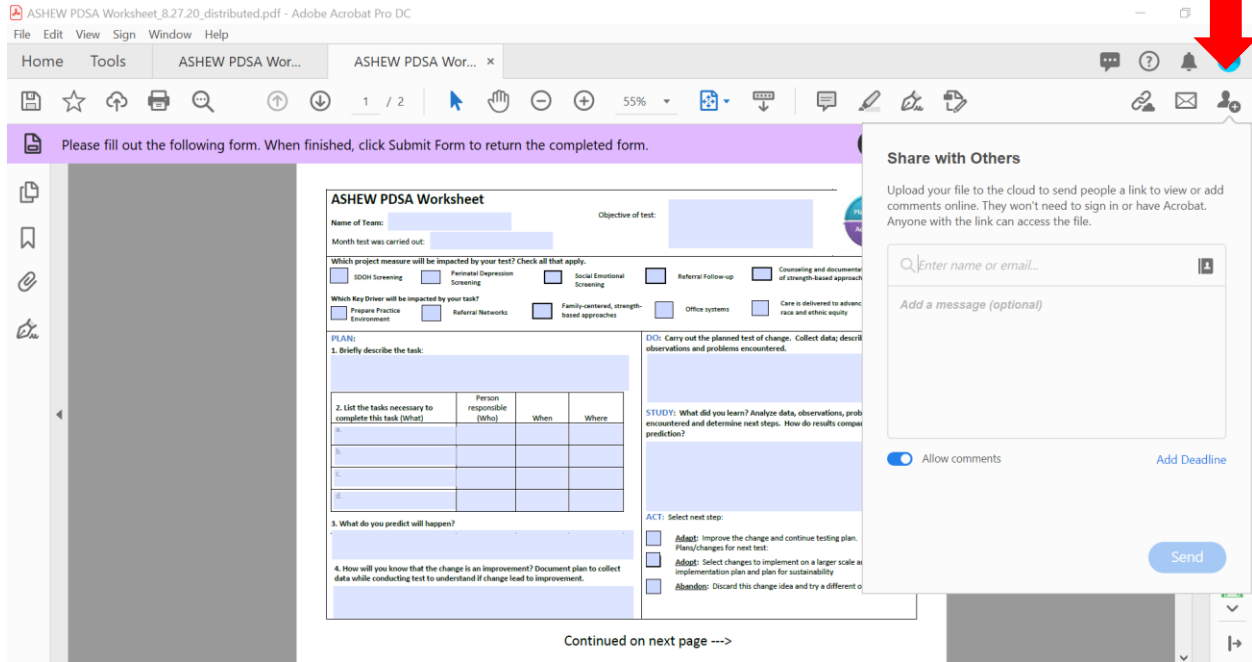
If submitting via email not connected to your Outlook (eg, Gmail, Yahoo, etc.) click Use webmail and set up your email account.





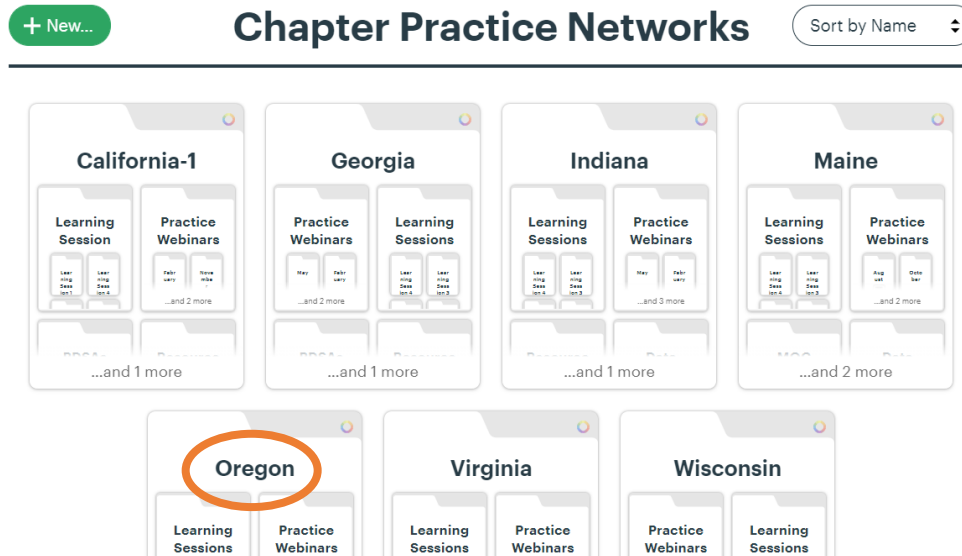
Optional: Share with Others

Click the top right icon to add your QI team members that will make edits in real time.



Step 2: Save PDF and Upload to Basecamp

Once the form is completed, click “save as” and title it “Month Your Practice PDSA.” Upload your PDSA PDF to Basecamp under [Chapter Practice Networks/Your State/PDSA/Month PDSA](#) as shown.





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March PDSA	May PDSA	November PDSA	October PDSA