

# The Magnet<sup>®</sup> Application Process — **SIMPLIFIED**

Introducing ADAM<sup>SM</sup> and ADAM*plus*<sup>SM</sup>



ADAM is a web-based Magnet document storage and application system designed to help you and your organization confidently navigate the Magnet Journey<sup>®</sup>. You no longer have to mail in flash drives or build custom websites for document submission.



**ADAMplus** is a templated secure online portal that supports the creation, management, and internal review of narrative and supporting evidence.

**ADAMplus allows organization users to:**

- Access the system from application through completion of the appraisal process.
- Compile content for one or more drafts for each Source of Evidence (SOE) example.
- Text directly in or copy/paste text directly into the SOE template.
- Upload PDF documents to the Document Library or directly to an SOE example.
- Associate Document Library items with one or more SOE examples.
- Flag content for validation (CNO review) prior to document submission.

## ADAMplus features

- Templated SOE sections.
- The Document Library allows multiple organizational contributors to create, upload, organize, and store narrative and evidence over the timeline leading up to document submission.
- Input text or copy/paste into narrative text boxes
- Upload in PDF format for narrative and evidence sections.
- Controls the number of evidence items that can be submitted.
  - Maximum of five (5) pieces of supporting evidence may be uploaded per SOE.
  - For Nursing Satisfaction, Nursing Sensitive Indicators, and Patient Satisfaction, the system allows one file (a single PDF of all graphs) to be uploaded.
- Validation checks to help verify a completed submission.
- Provides a key element check list for each SOE example to help to ensure all key elements are addressed.

## For Access to ADAM and ADAMplus:

### ADAM Initial Applicant

- Submit application for your designation
- Must request access via email:  
**ADAM\_Help@ana.org**
- Submit fee for purchase

### ADAM Redesignating Organizations

- Submit fee for purchase
- You can gain access to ADAMplus at any time by purchasing and submitting an application for your re-designation
- Must request access via email:  
**ADAM\_Help@ana.org**

Magnet Online application link:

[www.nursingworld.org/organizational-programs/magnet/apply/](http://www.nursingworld.org/organizational-programs/magnet/apply/)

# Organization User Types

- **Organization Administrator**
  - Ability to manage the organization's user accounts.
  - Can create, upload, and edit narrative and evidence in SOE examples.
  - Ability to submit final documentation to the Magnet Program office.
- **Organization Contributor**
  - Can create, upload, and edit narrative and evidence in SOE examples.
- **Organizational Pre-Submission Reviewer**
  - Can view (read-only) all narrative and evidence.
  - Typically utilized by leadership selecting the final draft versions for each SOE example for submission to the Magnet Program office.
- **Organizational Post-Submission Reviewer**
  - Can views (read-only) narrative and evidence submitted to the Magnet Program office.
  - Typically used for all staff review at site visit

# Organization Administrators

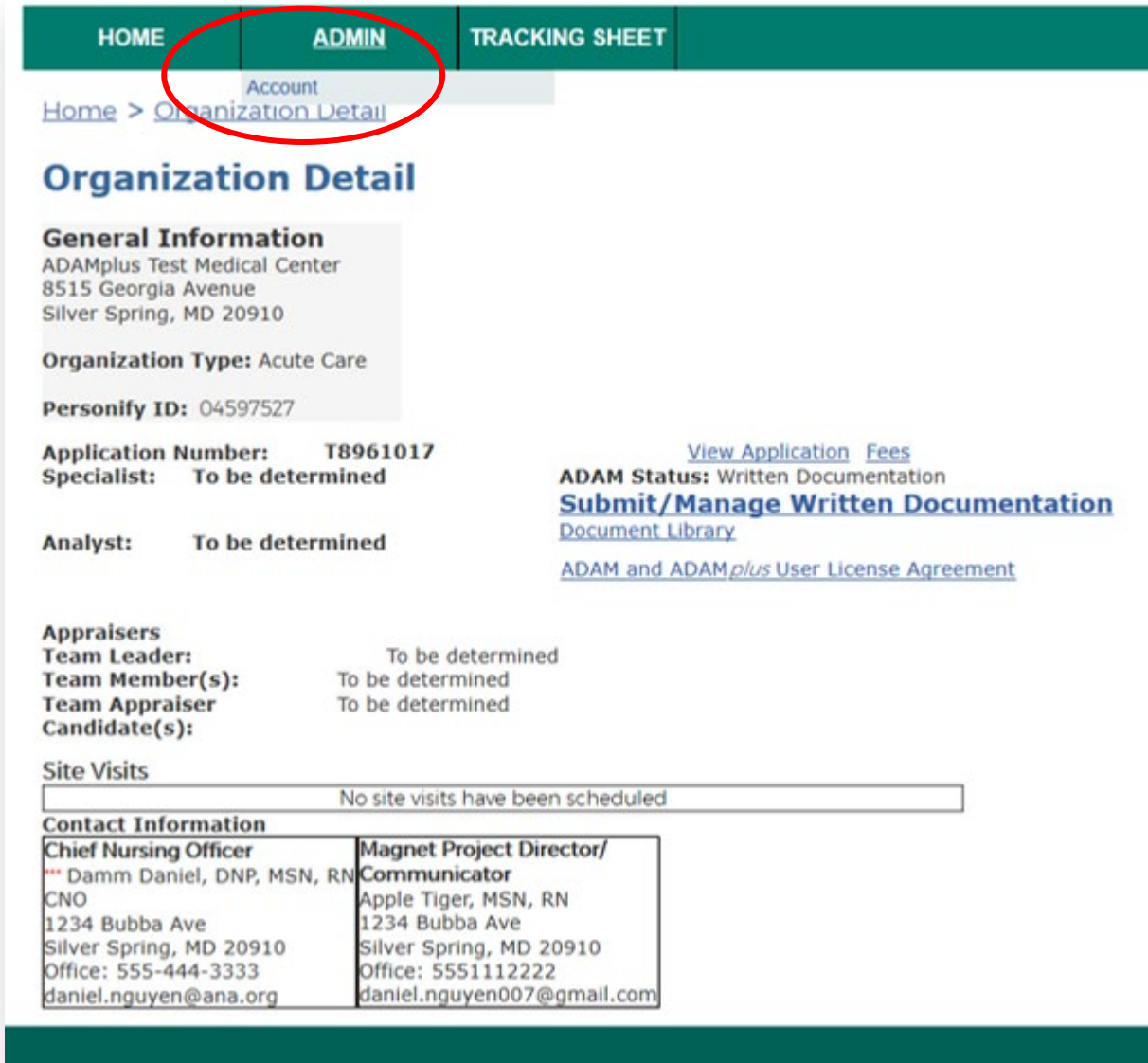
- Organizations can create more than one **Organization Administrator**. It is recommended that organizations restrict the number of users with this access for security reasons, to ensure access by authorized users only, and to avoid accidental data/content changes.
- Only **Organization Administrators** can manage user accounts
- **Organization Administrators** have the responsibility of managing accounts (adding/editing/removing) and access for their team members who may be writing, contributing, and reviewing the document submission.



## How to Add Users:

Log into ADAM, select your new application, and go to **ADMIN > Account > Add User**.

**NOTE:** When you hover your mouse pointer on the **ADMIN** tab, look for and click the “**Account**” tab that will display as a drop-down option.



HOME ADMIN TRACKING SHEET

Home > **Account** > Organization Detail

### Organization Detail

**General Information**  
ADAMplus Test Medical Center  
8515 Georgia Avenue  
Silver Spring, MD 20910

**Organization Type:** Acute Care

**Personify ID:** 04597527

**Application Number:** T8961017  
**Specialist:** To be determined

**Analyst:** To be determined

[View Application](#) [Fees](#)  
**ADAM Status:** Written Documentation  
[Submit/Manage Written Documentation](#)  
[Document Library](#)  
[ADAM and ADAMplus User License Agreement](#)

**Appraisers**  
**Team Leader:** To be determined  
**Team Member(s):** To be determined  
**Team Appraiser** To be determined  
**Candidate(s):**

**Site Visits**  
No site visits have been scheduled

**Contact Information**

<b>Chief Nursing Officer</b> *** Damm Daniel, DNP, MSN, RN CNO 1234 Bubba Ave Silver Spring, MD 20910 Office: 555-444-3333 daniel.nguyen@ana.org	<b>Magnet Project Director/Communicator</b> Apple Tiger, MSN, RN 1234 Bubba Ave Silver Spring, MD 20910 Office: 5551112222 daniel.nguyen007@gmail.com
--	--



## Choose “Add New User”

HOME ADMIN TRACKING SHEET

[Home](#) > [Admin](#) > [Account](#)

### User Summary

Filter

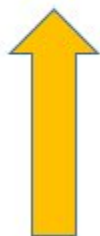
First Name:  Login Name:

Last Name:  User Role:

Search

User Name	Login Name	User Type	User Role
Daniel Nguyen	daniel.nguyen@ana.org	Internal	Organization Administrator
Monica Work	monica.work@ana.org	Internal	Organization Administrator

[Add New User](#)



## Complete requested information and save

HOME ADMIN TRACKING SHEET

[Home](#) > [Admin](#) > [Account](#) > [Edit User](#)

### Add User

First Name:\*

Middle Name:

Last Name:\*

Email Address:\*

User Type/Group:\*  
☒ External

Select a group:  20210101 - MAGNET ADAM Test Hospital, Silver Spring, MD

- Organization Administrator
- Organization Contributor
- Organizational Pre-Submission Reviewer
- Organizational Post-Submission Reviewer
- Financial Reviewer

[Save](#) [Cancel](#)







# Storing and Managing your Documents



# Document Management



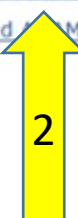
- Narrative and evidence can be uploaded directly into the Document Library.
- Narrative and evidence can be drafted in or uploaded directly to each corresponding SOE example.
- Uploaded files must be in PDF format.
- File size limit for a single PDF upload is 20 MB.
- File names must be less than 95 characters for the system to upload and save documents successfully.
- All uploaded documents can be viewed in the Document Library.

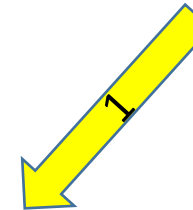
# Access for Uploading your Document:

- 1) Access directly into the Sources of Evidence (SOE) (Written Documentation)

OR

- 2) Access directly into the Document Library

HOME	ADMIN	TRACKING SHEET		
<a href="#">Home</a> > <a href="#">Account</a> > <a href="#">Organization Detail</a>				
<h2>Organization Detail</h2>				
<b>General Information</b> ADAMplus Test Medical Center 8515 Georgia Avenue Silver Spring, MD 20910 <b>Organization Type:</b> Acute Care <b>Personify ID:</b> 04597527				
<b>Application Number:</b> T8961017 <b>Specialist:</b> To be determined  <b>Analyst:</b> To be determined		<a href="#">View Application</a> <a href="#">Fees</a> <b>ADAM Status:</b> Written Documentation <a href="#">Submit/Manage Written Documentation</a> <a href="#">Document Library</a> <a href="#">ADAM and ADAMplus User License Agreement</a>		
<b>Appraisers</b> <b>Team Leader:</b> To be determined <b>Team Member(s):</b> To be determined <b>Team Appraiser Candidate(s):</b> To be determined				
<b>Site Visits</b> No site visits have been scheduled				
<b>Contact Information</b> <table border="1"> <tbody> <tr> <td> <b>Chief Nursing Officer</b>            *** Damm Daniel, DNP, MSN, RN            CNO            1234 Bubba Ave            Silver Spring, MD 20910            Office: 555-444-3333            daniel.nguyen@ana.org         </td> <td> <b>Magnet Project Director/Communicator</b>            Apple Tiger, MSN, RN            1234 Bubba Ave            Silver Spring, MD 20910            Office: 5551112222            daniel.nguyen007@gmail.com         </td> </tr> </tbody> </table>			<b>Chief Nursing Officer</b> *** Damm Daniel, DNP, MSN, RN CNO 1234 Bubba Ave Silver Spring, MD 20910 Office: 555-444-3333 daniel.nguyen@ana.org	<b>Magnet Project Director/Communicator</b> Apple Tiger, MSN, RN 1234 Bubba Ave Silver Spring, MD 20910 Office: 5551112222 daniel.nguyen007@gmail.com
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## Document Library

Upload documents once to the central repository. If a document

Filter

## Upload Document



The File to Upload field is required.  
A document named "EVIDENCE1.pdf" has already been uploaded for this application.

*WARNING: Do not upload any documentation that contains PHI.*

File to Upload:  [Browse...](#)

Explanation of Action:

Owner:

Save

Cancel

When uploading, All documents must have a unique file name. Once uploaded, the document can be assigned to multiple SOEs, as needed.

# Uploading Directly to a Specific SOE

## Problem

- In narrative format describe the

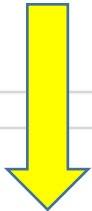
- What: Pre-intervention pa
  - How: The problem was id
  - When and Where: The tim
- (submission).

File Edit View Insert Format

**B** *I* U System Font

P

Free Text



Upload New Document

Add Previously-Uploaded Document



Upload New Document

The Document field is required.  
The Explanation of Action field is required.  
The Owner field is required.

*WARNING: Do not upload any documentation that contains PHI.*

Allowed File Type(s): .PDF

Document:

Explanation of Action:

Owner:

ve and the improved patient outcome.  
gic plan.

ve occurred within the forty-eight months prior to documentation

# Uploading Files to the Document Library

## Document Library

Upload documents once to the Document Library. Associate an uploaded document with multiple SOE/examples from this central repository. If a document needs to be changed, the change only needs to be made on the copy in the Document Library.

## Filter

Component:

Source of Evidence:

Example:

Filter

Display

## Application Documents



Upload Document

Go to Write

File Name

Explanation of Action/Document

## Upload New Document



The Document field is required.  
The Explanation of Action field is required.  
The Owner field is required.

*WARNING: Do not upload any documentation that contains PHI.*

Allowed File Type(s): .PDF

Document:

Explanation of Action:

Owner:

Upload

Cancel

Component:  Text Search:

Source of Evidence:

File Name:

Example:

Filter

Display All

## Application Documents

Upload Document


Go to Written Documentation

File Name	Explanation of Action/Document	Associated SOE/Examples	Date Uploaded	Status	Owner	Function
1 Problem Narrative.pdf	Narrative	TL2EO (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
2 Goal Narrative.pdf	Narrative	TL2EO (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
3 Participants Table.pdf	Participant Table	TL2EO (ver. 1, draft 1)	3/5/2021	Current	mw	Update Delete Archive
4 Interventions Narrative.pdf	Narrative	TL2EO (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
Evidence Replacement.pdf	Evidence Replacement	TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
EVIDENCE1.pdf	Evidence 1 Monica Work 2021-03-05 17:16:12 UTC	TL3a (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
EVIDENCE2.pdf	Evidence 2 Monica Work 2021-01-28 17:54:09 UTC	TL1 (ver. 1, draft 1), TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
EVIDENCE3.pdf	Evidence 3	TL1 (ver. 1, draft 1), TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
EVIDENCE4.pdf	Evidence 4	TL1 (ver. 1, draft 1), TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
EVIDENCE5.pdf	Evidence 5	TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
EVIDENCE6.pdf	Evidence 6	TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
Narrative Replacement.pdf	Narrative Replacement	TL3a (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
White Paper test document for ADAM.pdf	Narrative Monica Work 2021-01-28 16:24:17 UTC Monica Work 2021-03-05 17:15:14 UTC	TL3a (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
White Paper test document for ADAM_this document name is way too long to upload into ADAM properly	Narrative	TL1 (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive

Uploading directly into the SOE example will automatically add the document to the Document Library



## Function Fields in the Document Library

Application Documents						
<div> <div>Upload Document</div> <div>Go to Written Documentation</div> </div>						
File Name ↕	Explanation of Action/Document	Associated SOE/Examples	Date Uploaded	Status	Owner	Function
 EVIDENCE1.pdf	Evidence 1	(n/a)	1/28/2021	Current	MW	<div>Update</div> <div>Delete</div> <div>Archive</div>


- Update:** The function uploads a new/updated document to replace the existing document wherever it is in the document.
- Delete:** This function will delete the file from the Document library and from the existing document wherever it is in the document.
- Archive:** When an applicant determines that a document is not needed for the current use, but may be needed later in the process, they may archive the document.

# UPDATE FUNCTION:

Document Library

Upload documents once to the Document Library. Associate an uploaded document with multiple SOE/examples from this

Update Document



The Update with field is required.

*WARNING: Do not upload any documentation that contains PHI.*

File to update: White Paper test document for ADAM\_this document name is way too long to upload into ADAM properly

Update with:  [Browse...](#)

Explanation of action:

Owner:

[Update](#)
[Cancel](#)

# DELETE FUNCTION:

**Document Library**

Upload documents once to the Document Library. Associate an uploaded document with multiple SOE/examples from this central repository. If a document needs to be changed, the change only needs to be made on the copy in the Document Library.

**Filter**

Component:

Source of Evidence:

Example:

**Application Documents**


**Delete Document**

File to be deleted: White Paper test document for ADAM.pdf

Owner: MW

This will also delete the document from the following SOEs:

None

File Name	Explanation of Action/Document	Associated SOE/Examples	Date Uploaded	Status	Owner	Function
 White Paper test document for ADAM.pdf	Narrative	(n/a)	1/28/2021	Current	MW	<a href="#">Update</a> <a href="#">Delete</a> <a href="#">Archive</a>

1 records match your filter criteria

# ARCHIVE FUNCTION:

**Document Library**

Upload documents once to the Document Library. Associate an uploaded document with multiple SOE/examples from this central repository. If a document needs to be changed, the change only needs to be made on the copy in the Document Library.

**Filter**

Component:

Source of Evidence:

Example:


**Archive Document**

File to be archived: White Paper test document for ADAM.pdf

Explanation of action:

Owner: MW

**Application Documents**

File Name	Explanation of Action/Document	Associated SOE/Examples	Date Uploaded	Status	Owner	Function
 White Paper test document for ADAM.pdf	Narrative	(n/a)	1/28/2021	Current	MW	Update Delete Archive

1 records match your filter criteria

# RETRIEVE FUNCTION after ARCHIVE:

## Document Library

Upload documents once to the Document Library. Associate an uploaded document with multiple SOE/examples from this central repository. If a document needs to be changed, the change only needs to be made on the copy in the Document Library.

## Filter

Component:  Text Search:

Source of Evidence:  File Name:

Example:

Filter

Display All

## Application Documents

Upload Document

Go to Written Documentation

File Name ↕	Explanation of Action/Document	Associated SOE/Examples	Date Uploaded	Status	Owner	Function
Evidence Replacement.pdf	Evidence Replacement	(n/a)	1/28/2021	Current	MW	Update Delete Archive
EVIDENCE1.pdf	Evidence 1 Monica Work 2021-03-05 17:16:12 UTC	(n/a)	3/5/2021	Archived	MW	Update Delete <a href="#">Retrieve</a>
EVIDENCE2.pdf	Evidence 2 Monica Work 2021-01-28 17:54:09 UTC	TL1 (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive





# Preparing your Document: Written Documentation Phase



# To Upload your Documents: Click on the SOE Example Cascade until you Reach “Create New Draft”

ADAMplus Test Medical Center  
2019 Application Manual  
Written Documentation

Go To Document Library

- Organizational Overview
- Transformational Leadership
  - TL1
    - Version 1
      - Create New Draft
      - Draft #1 - 1/28/2021 14
    - TL2EO
      - Version 1
        - Create New Draft
    - TL3
    - TL4
    - TL5EO
    - TL6
    - TL7
    - TL8
    - TL9EO
    - Structural Empowerment

Welcome, Monica Work  
8961031 - ADAMplus Test Medical Center, Silver Spring, MD

Thursday, January 28, 2021

Submit Final Documents to Magnet

Submit/Manage Written Documentation - Validation

(Navigate to an example to view the history of submitted content for it. Note: The history for each status opens in a new browser tab.)

Provide one example, with supporting evidence, of an improved patient outcome associated with a goal in the nursing strategic plan. Patient outcome data must be submitted in the form of a graph with a data table. Provide a copy of the nursing strategic plan.

TL2EO - Version 1

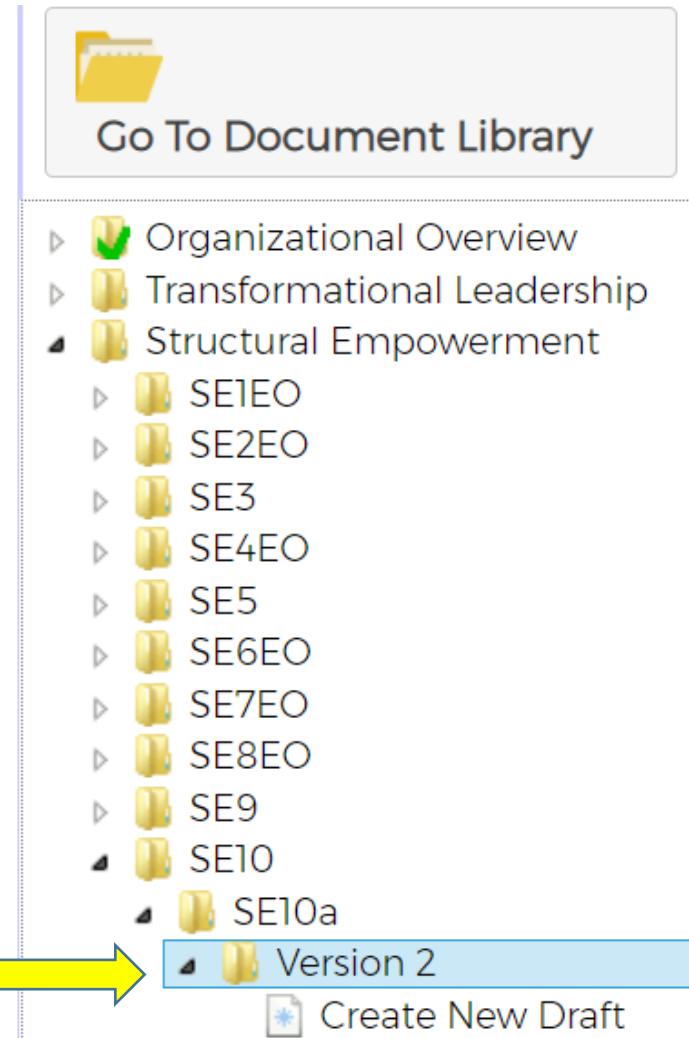
Are you sure you want to create a new draft for this example?

Yes No



## Different Versions


- There are times when modification to the wording of an SOE example in **ADAM/ADAMplus** is needed. In ADAM/ADAMplus, the original wording is Version 1, and any subsequent updated and new wording becomes Version 2, Version 3, etc.
- It is recommended that users write to the newest version (highest version number)
- It is only necessary to write to and submit ONE of the versions available.
- It is not necessary to move a previously written example from version 1 to a newer version.



# Drafting your Document Directly into a SOE Example

## Narrative

- Describe the CNO's leadership that led to a strategic organizational change:
- Describe nursing and other departments included in the strategic organizational change:
- Describe the strategic organizational change:



File	Edit	View	Insert	Format	Tools	Table
<b>B</b>	<i>I</i>	<u>U</u>	<del>S</del>	System Font	12pt	Paragraph
						...
<p>The CNOs leadership that led to a strategic organizational change...</p>						

# Uploading New PDF Documents Directly into an SOE Example

## Narrative

- Describe the CNO's leadership th
- Describe nursing and other depart
- Describe the strategic organizatio

File Edit View Insert Format Tools


**B** *I* U ~~S~~ System Font

P

 Upload New Document

 Add

Upload New Document



The Document field is required.  
The Explanation of Action field is required.  
The Owner field is required.

*WARNING: Do not upload any documentation that contains PHI.*

Allowed File Type(s): .PDF

Document:  [Browse...](#)

Explanation of Action:








Owner:

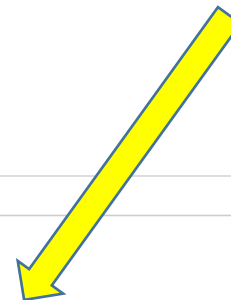
[Upload](#) [Cancel](#)


# Assigning PDF Documents in the Document Library to a SOE Example


## Narrative

- Describe the CNO's leadership that led to a strategic organizational change:
- Describe nursing and other departments included in the strategic organizational change:
- Describe the strategic organizational change:

File	Edit	View	Insert	Format	Tools	Table
<b>B</b>	<i>I</i>	<u>U</u>		System Font	12pt	Paragraph
				   	 	...
P						



 Upload New Document

 Add Previously-Uploaded Document

## Add Previously-Uploaded Document



Please select a document to associate with this SOE/Example.

	File Name	Explanation of Action/Document	Other SOE/Example(s)	Owner
	<input type="text"/> X	<input type="text"/> X	<input type="text"/> X	<input type="text"/> X
<input type="radio"/>	1 Problem Narrative.pdf	Narrative ADAM Admin 2021-04-19 20:35:11 UTC	(n/a)	MW
<input type="radio"/>	2 Goal Narrative.pdf	Narrative	TL2EO (ver. 1 draft 1)	MW
<input type="radio"/>	3 Participants Table 2.pdf	Participant	TL5EO (ver. 1 draft 1)	mw
<input type="radio"/>	3 Participants Table.pdf	Participant Table	OO5 (ver. 1 draft 1), TL2EO (ver. 1, draft 1)	mw
<input type="radio"/>	4 Interventions Narrative.pdf	Narrative	TL2EO (ver. 1 draft 1)	MW
<input type="radio"/>	Evidence Replacement.pdf	Evidence Replacement	TL2EO (ver. 1 draft 1)	MW
			OO10 (ver. 1 draft 1), OO2 (ver. 1, draft 1), OO3 (ver. 1, draft 1)	

Select



Add

Cancel

# If uploading PDF into ADAMplus, must Insert Narrative Replacement in Text Box

## Problem

- In narrative format describe the problem that you worked to improve. Include the following:
  - What: Pre-intervention patient outcome problem and the data that drove the goal initiative and the improved patient outcome.
  - How: The problem was identified and how it is associated with a goal in the nursing strategic plan.
  - When and Where: The timeframe and location where the problem was identified (must have occurred within the forty-eight months prior to documentation submission).

A response is required for this item.

File	Edit	View	Insert	Format	Tools	Table
<b>B</b>	<i>I</i>	<u>U</u>	<del>S</del>	System Font	12pt	Paragraph
<div style="border: 1px solid black; padding: 5px; display: inline-block;"> <p>← Must insert narrative- suggest “see PDF”</p> </div>						
P						

 1 Problem Narrative.pdf (32.2 KB)  

# Once Uploaded, User Must Flag all PDFs Assigned to the SOE Example and Have Text in Every Narrative Box

File	Edit	View	Insert	Format	Tools	Table
<b>B</b>	<i>I</i>	<u>U</u>	<del>S</del>	System Font	12pt	Paragraph
See PDF						
P						

 NARRATIVE1.pdf (32.5 KB)  

## Evidence

- Provide documentation of the CNO's leadership that led to a strategic organization change:
- Provide documentation that demonstrates nursing and other departments were included in the strategic organizational change:
- Provide documentation that demonstrates the strategic organizational change:

 EVIDENCE1.pdf (30.1 KB)  

 EVIDENCE2.pdf (30.4 KB)  

  **Flag**



# Participant Tables:

There are three (3) ways to provided your participant list:





- Input text directly into the table row by row
- Import a CSV file
- Download a PDF file



## Participants

- List participants involved in the planning and intervention or initiative. Include name, discipline, title, and department:

Note: Select a single method (PDF upload, CSV upload, or manual data entry) for inputting this list.

	Name	Discipline	Title	Department
<input type="checkbox"/>				

 3 Participants Table.pdf (32.2 KB) 







# Input Text Directly into Table – Row by Row

**Participants**

- List participants involved in the planning and intervention or initiative. Include name, discipline, title, and department:
  - Must reflect organization-level, decision making group
  - Must include the Nurse manager or AVP/Director

Note: Select a single method (PDF upload, CSV upload, or manual data entry) for inputting this list.

	Name	Discipline	Title	Department
<input type="checkbox"/>				

**Add Row**

Tip: Add extra rows by clicking the “+” sign.

# Importing a CSV file

## Participants

- List participants involved in the planning and intervention or initiative. Include name, discipline, title, and department:
  - Must reflect organization-level, decision making group
  - Must include the Nurse manager or AVP/Director

Note: Select a single method (PDF upload, CSV upload, or manual data entry) for inputting this list.

	Name	Discipline	Title	Department
<input type="checkbox"/>				







 [Download CSV Template](#)

Step 1: Download and complete the template


# Importing a CSV file

## Participants

- List participants involved in the plan
    - Must reflect organization-le
    - Must include the Nurse ma
- Note: Select a single method

	Name
<input type="checkbox"/>	

Import Rows from CSV



The Document field is required.  
The Explanation of Action field is required.  
The Owner field is required.

*WARNING: Do not upload any documentation that contains PHI.*

Allowed File Type(s): csv

Document:

Explanation of Action:

Owner:

Step 2: Import the Rows from the CSV file

# Upload a Participants list PDF file

## Participants

- List participants involved in the planning and intervention or initiative. Include name, discipline, title, and department:
    - Must reflect organization-level, decision making group
    - Must include the Nurse manager or AVP/Director
- Note: Select a single method (PDF upload, CSV upload, or manual data entry) for inputting this list.

	Name	Discipline	Title	Department
<input type="checkbox"/>				

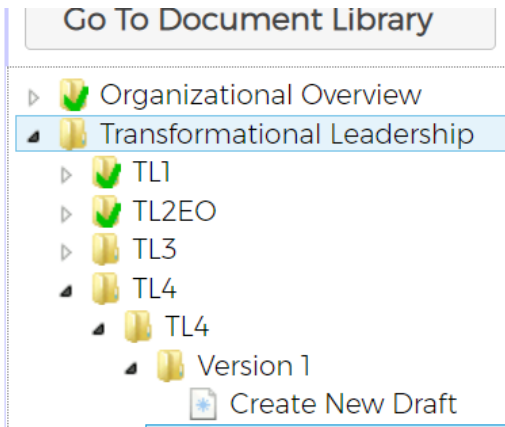
Note: Participant Tables PDFs do not Need to be Flagged. All other PDFs Uploads must be Flagged in order to Submit.

# Key Element Check List

	Yes	No
• The organization goal	<input checked="" type="radio"/>	<input type="radio"/>
• The AVP/nurse director's advocacy for resources	<input checked="" type="radio"/>	<input type="radio"/>
• How resources support the organizational goal	<input checked="" type="radio"/>	<input type="radio"/>
• Vice president's (AVP's)/nurse director represented in example listed on AVP/nurse director table	<input checked="" type="radio"/>	<input type="radio"/>

Note: Found at the bottom of all SOE examples in *ADAMplus*. This is your personal and OPTIONAL checklist to ensure you have included all the key elements.

# When Complete, Click “Ready for CNO Review” to Validate and Lock.



## Submit/Manage Written Documentation

### TL4 (ver. 1)

Provide one example, with supporting evidence, of the CNO's leadership that led to a strategic organizational change.

Save

Delete

Ready for CNO Review



# Validation Ensures that Text has been Placed in Every Narrative Box and Between One and Five Pieces of Evidence has been Uploaded and Flagged in the SOE

A response is required for this item.

File Edit View Insert Format Tools Table

**B** *I* U ~~S~~ System Font 12pt Paragraph

P

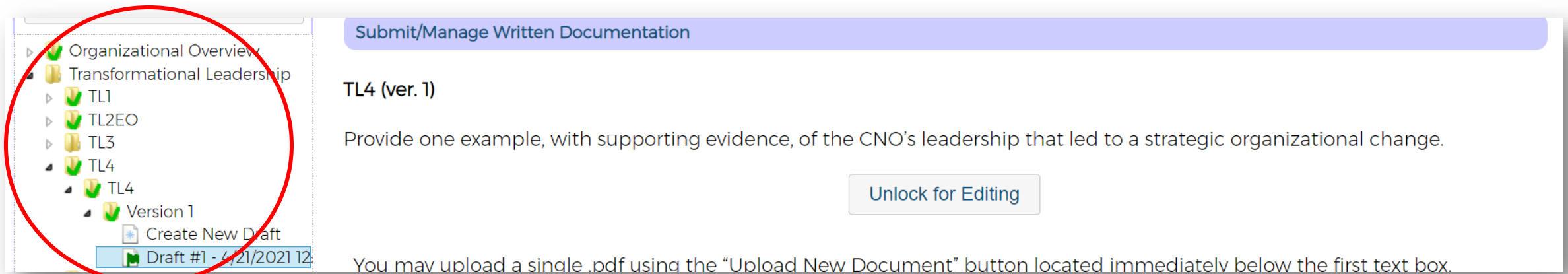
 White Paper test document for ADAM.pdf (33.6 KB)  

## Evidence

- Provide evidence of the initiative in nursing practice:
- Provide a copy of the organization's mission statement. (Included in total evidence count):

A response is required for this item.  
You must flag at least one Supporting Evidence document(s).

Once Validated, a Green Check Mark will Appear Next to the Completed SOE and the User will be Unable to Edit the Example.



Submit/Manage Written Documentation

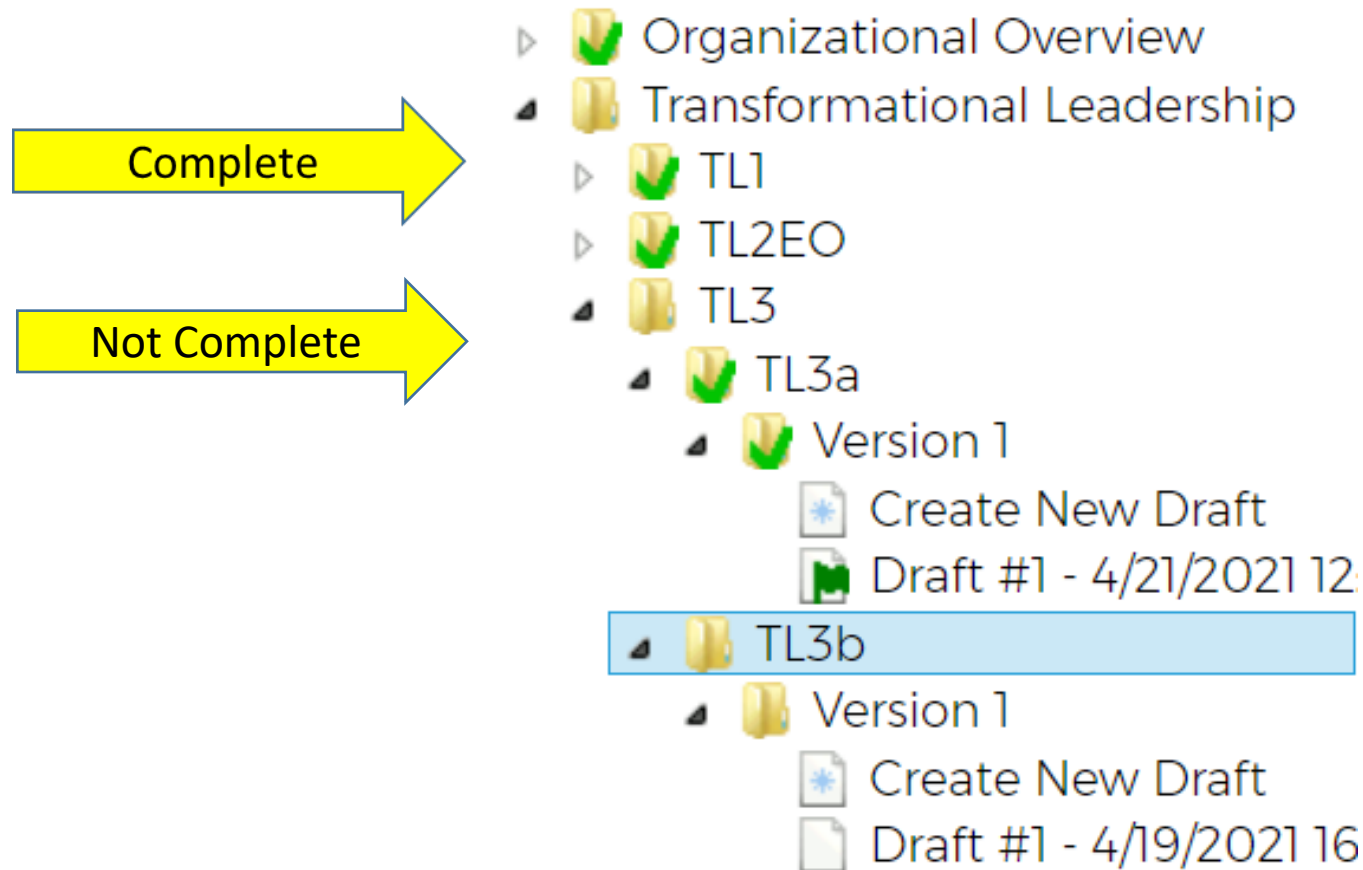
TL4 (ver. 1)

Provide one example, with supporting evidence, of the CNO's leadership that led to a strategic organizational change.

Unlock for Editing

You may upload a single .pdf using the "Upload New Document" button located immediately below the first text box.

If a SOE Example Requires More than One Entry, the Green Check Mark Indicating Complete Will Not Appear on the SOE Until all Required Examples Have Been Uploaded.



# To Edit a Validated SOE:


## Step 1: The User Must Click “Unlock for Editing”

- Organizational Overview
- Transformational Leadership
  - TL1
  - TL2EO
  - TL3
  - TL4
    - Version 1
      - Create New Draft
      - Draft #1 - 4/21/2021 12:00

Submit/Manage Written Documentation

TL4 (ver. 1)

Provide one example, with supporting evidence, of the CNO's leadership that led to a strategic organizational change.



Unlock for Editing

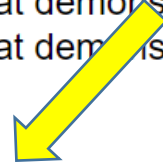
You may upload a single .pdf using the “Upload New Document” button located immediately below the first text box.
















## To Edit a Validated SOE:

### Step 2: Once Unlocked, UNFLAG the Document to be Edited


#### Evidence

- Provide documentation of the CNO's leadership that led to a strategic organization change:
- Provide documentation that demonstrates nursing and other departments were included in the strategic organizational change:
- Provide documentation that demonstrates the strategic organizational change:



	EVIDENCE1.pdf (30.1 KB)		
	EVIDENCE2.pdf (30.4 KB)		
	EVIDENCE3.pdf (30.9 KB)		
	EVIDENCE4.pdf (30.3 KB)		
	EVIDENCE5.pdf (30.6 KB)		












 Upload New Document

 Add Previously-Uploaded Document

## To Edit a Validated SOE: Step 3: Upload and Flag the New Document(s)

### *Evidence*

- Provide documentation of the CNO's leadership that led to a strategic organization change:
- Provide documentation that demonstrates nursing and other departments were included in the strategic organizational change:
- Provide documentation that demonstrates the strategic organizational change:

	EVIDENCE2.pdf (30.4 KB)		
	EVIDENCE3.pdf (30.9 KB)		
	EVIDENCE4.pdf (30.3 KB)		
	EVIDENCE5.pdf (30.6 KB)		
	Revised EVIDENCE1.pdf (30.1 KB)		

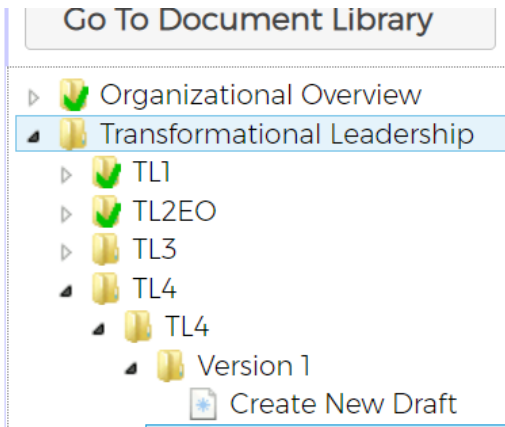


 Upload New Document

 Add Previously-Uploaded Document

- To Edit a Validated SOE:

## Step 4: Click “Ready for CNO Review” to Validate and Lock



### Submit/Manage Written Documentation

#### TL4 (ver. 1)

Provide one example, with supporting evidence, of the CNO's leadership that led to a strategic organizational change.

Save

Delete

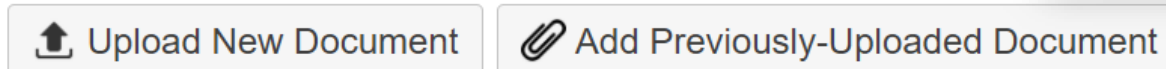
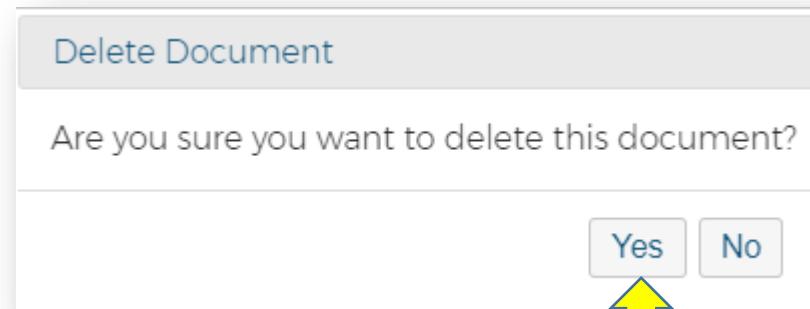
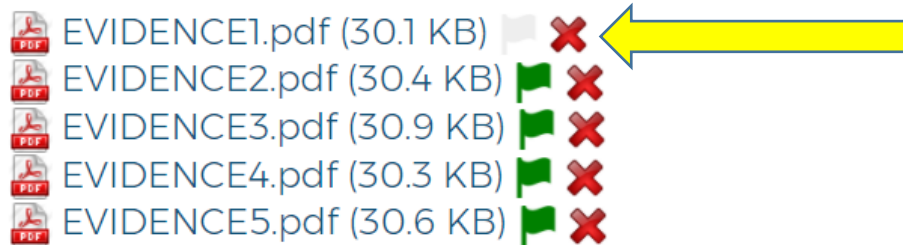
Ready for CNO Review

## To Edit a Validated SOE:

Optional Step: Once Unflagged the User MAY Click on the Red 'X' to Remove the Old Document(s) that have been Replaced

### *Evidence*

- Provide documentation of the CNO's leadership that led to a strategic organization change:
- Provide documentation that demonstrates nursing and other departments were included in the strategic organizational change:
- Provide documentation that demonstrates the strategic organizational change:





# Do NOT Delete a Validated Document Directly from the Document Library

Upload Document    Go to Written Documentation
















File Name	Explanation of Action/Document	Associated SOE/Examples	Date Uploaded	Status	Owner	Function
Evidence Replacement.pdf	Evidence Replacement	EP5 (ver. 1)	6/10/2021	Current	mw	Update Delete Archive
EVIDENCE1.pdf	Evidence 1	EP18EOa (ver. 1), EP18EOb (ver. 1), EP3 (ver. 1)	6/10/2021	Current	mw	Update Delete Archive
EVIDENCE2.pdf	evidence 2	EP18EOa (ver. 1), EP3 (ver. 1)	6/10/2021	Current	mw	Update Delete Archive
EVIDENCE3.pdf	Evidence 3		6/10/2021	Current	mw	Update Delete Archive
EVIDENCE4.pdf	Evidence 4		6/10/2021	Current	mw	Update Delete Archive
EVIDENCE5.pdf	Evidence 5		6/10/2021	Current	mw	Update Delete Archive
Narrative Replacement.pdf	narrative		6/10/2021	Current	mw	Update Delete Archive
NARRATIVE1.pdf	Narrative 1	EP18EOa (ver. 1), EP3 (ver. 1)	6/10/2021	Current	mw	Update Delete Archive
NARRATIVE2.pdf	Narrative 2	EP18EOe (ver. 1), EP5 (ver. 1)	6/10/2021	Current	mw	Update Delete Archive
Test 325.pdf	Test 325	TL1 (ver. 1)	1/22/2021	Current	mw	Update Delete Archive
White Paper test document	White Paper test document	EP3 (ver. 1)	6/10/2021	Current	mw	Update Delete Archive

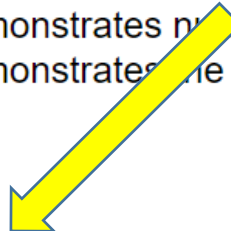
11 records match your filter criteria

# It Should ALWAYS be Done from the SOE Example after Unlocking and Unflagging

## Evidence

- Provide documentation of the CNO's leadership that led to a strategic organization change:
- Provide documentation that demonstrates nursing and other departments were included in the strategic organizational change:
- Provide documentation that demonstrates the strategic organizational change:

	EVIDENCE1.pdf (30.1 KB)		
	EVIDENCE2.pdf (30.4 KB)		
	EVIDENCE3.pdf (30.9 KB)		
	EVIDENCE4.pdf (30.3 KB)		
	EVIDENCE5.pdf (30.6 KB)		



Upload New Document



Add Previously-Uploaded Document

# GENERAL VALIDATION ERROR MESSAGE

Submit/Manage Written Documentation - Validation



Cannot submit due to the validation problems listed below.

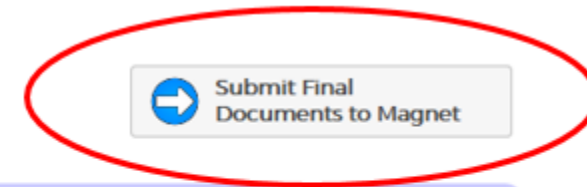
Submit

Reset

- 0 of 1 required example(s) for Standard "TL2EO" have been flagged for submission.
- 0 of 2 required example(s) for Standard "TL3" have been flagged for submission.
- 0 of 1 required example(s) for Standard "TL4" have been flagged for submission.
- 0 of 1 required example(s) for Standard "TL5EO" have been flagged for submission.
- 0 of 3 required example(s) for Standard "TL6" have been flagged for submission.
- 0 of 3 required example(s) for Standard "TL7" have been flagged for submission.
- 0 of 1 required example(s) for Standard "TL8" have been flagged for submission.
- 0 of 2 required example(s) for Standard "TL9EO" have been flagged for submission.

# ERROR

# Click “SUBMIT Final Documents to Magnet” Button when Complete



Submit/Manage Written Documentation

POP UP

## Submit

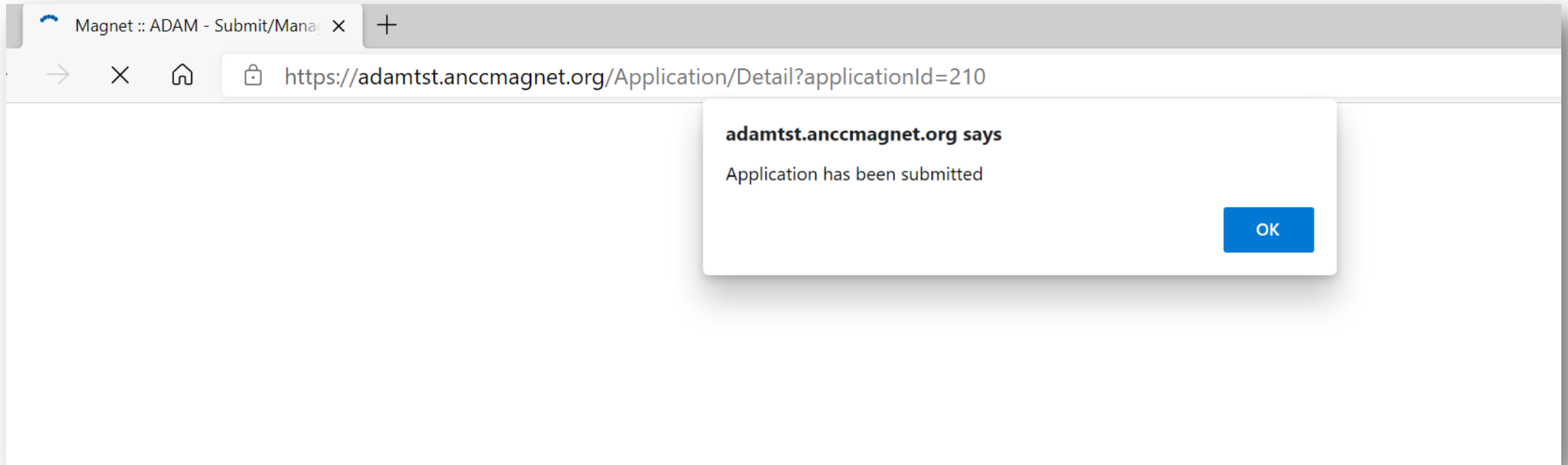
This action will submit all provided narratives and evidence for review. No further changes will be permitted unless specifically requested during the review process.

Do you wish to continue?

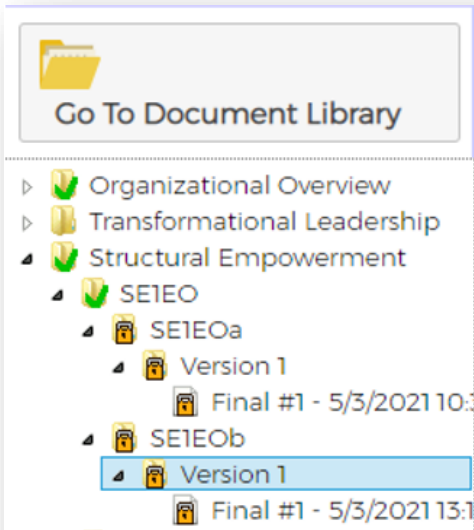
Submit

Cancel

# Confirmation of Submission



# Successful Submission will Lock and Become Final Disabling the Users from Editing the SOEs



## Submit/Manage Written Documentation

*(Navigate to an example to view the history of submitted content for it. Note: The history for each status opens in a new browser tab.)*

Provide two examples, with supporting evidence, of an improved patient outcome associated with the participation of clinical nurse(s) serving as a member(s) of an organization-level interprofessional decision-making group. Patient outcome data must be submitted in the form of a graph with a data table.



# Reminders and Tips for Successful Submission!



# Every Narrative Box Must Contain Text and Between One and Five Pieces of Evidence Must be Uploaded and Flagged for all SOE Examples

A response is required for this item.

File	Edit	View	Insert	Format	Tools	Table
<b>B</b>	<i>I</i>	<u>U</u>		System Font	12pt	Paragraph

P

White Paper test document for ADAM.pdf (33.6 KB)

## Evidence

- Provide evidence of the initiative in nursing practice:
- Provide a copy of the organization's mission statement. (Included in total evidence count):

A response is required for this item.  
You must flag at least one Supporting Evidence document(s).



Upload New Document



The Document field is required.  
A document named "EVIDENCE1.pdf" has already been uploaded for this application.

*WARNING: Do not upload any  
documentation that contains PHI.*

REMINDER: All documents must have a unique file name. Once uploaded, the PDF file can be assigned to multiple SOEs, as needed.

Document:

Browse...

Document of Action:

Owner:

Document Type:



















☒ Evidence ☐ Narrative

Save

Cancel

# May Not Submit More than 5 Pieces of Evidence per SOE Example

You may not flag more than five Supporting Evidence document(s).

	Evidence Replacement.pdf (32.6 KB)		
	EVIDENCE2.pdf (30.4 KB)		
	EVIDENCE3.pdf (30.9 KB)		
	EVIDENCE4.pdf (30.3 KB)		
	EVIDENCE5.pdf (30.6 KB)		
	EVIDENCE6.pdf (30.5 KB)		



Upload New Document



Add Previously-Uploaded Document




## EXCEPTION TO THE 5 PIECES OF EVIDENCE RULE

- OOs Requiring Quality Plans, Safety Plans, Policies, Procedures (etc.) May Contain More than 5 Pieces of Evidence.
- The User May Combine the Multiple, Individual Documents in Order to Create Five or Less Evidence PDFs.
- This Allows the User to Submit all the Documents Required to Satisfy the OO and Meet the System Limits on the Number of Pieces of Evidence.

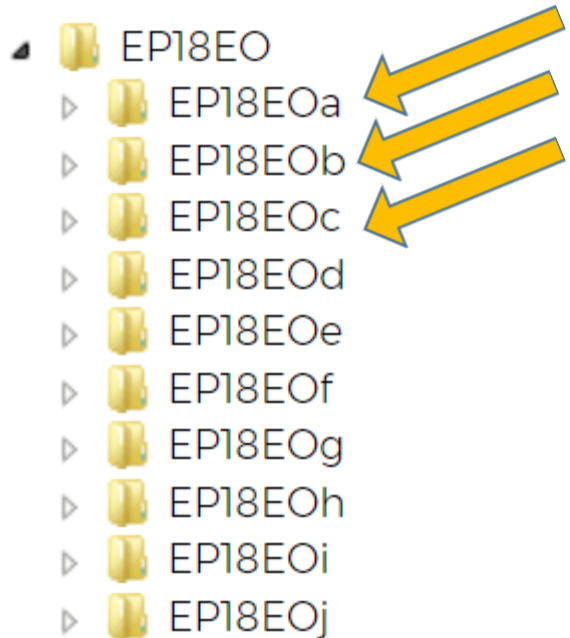


Narrative Replacement

Evidence Replacement

File Name 	Explanation of Action/Document	Associated SOE/Examples	Date Uploaded	Status	Owner	Function
 Evidence Replacement.pdf	Evidence Replacement	(n/a)	1/28/2021	Current	MW	Update Delete Archive
 Narrative Replacement.pdf	Narrative Replacement	(n/a)	1/28/2021	Current	MW	Update Delete Archive

# Ensure that the SOE Example Document Loaded into ADAM is in Alignment with the Corresponding Lettered Option














EP18EOa – Falls with Injury


EP18EOb – Hospital Acquired Pressure Injury (HAPI) stages 2 and above

EP18EOe – Clostridium (CDIFF)

ETC

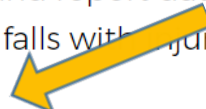
# Corresponding Categories can be Found in Your Manual and in ADAM

- ▶  EP18EO
- ▶  EP18EOa
- ▶  EP18EOb
- ▶  EP18EOc
- ▶  EP18EOd
- ▶  EP18EOe
- ▶  EP18EOf
- ▶  EP18EOg
- ▶  EP18EOh
- ▶  EP18EOi
- ▶  EP18EOj



**EP18EOa (ver. 1)**

Provide eight of the most recent consecutive quarters of unit- or clinic-level nurse-sensitive, clinical indicator data to demonstrate outperformance of the mean, median, or other measure of central tendency (benchmark provided by the vendor's national database). Data must be the most recent eight complete quarters available from the vendor(s). Select and report data for all applicable inpatient care units. The required patient indicators for all inpatient care organizations include falls with injury, hospital-acquired pressure injuries (HAPI) stage 2 and above, and two others from the list. FALLS WITH INJURY



Upload New Document

Add Previously-Uploaded Document

Ready for CNO Review

Go to Document Library

# Files names must be less than 95 characters

## *Evidence*


- Provide evidence of the initiative in nursing practice:
- Provide a copy of the organization's mission statement. (Included in total evidence count):

 EVIDENCE1.pdf (30.1 KB) 

 EVIDENCE2.pdf (30.4 KB) 

 EVIDENCE3.pdf (30.9 KB) 

 EVIDENCE4.pdf (30.3 KB) 

 White Paper test document for ADAM\_this document name is way too long to upload into ADAM properly (33.6 KB) 




# Search Your Document Library for “White Paper” Icon

File Name 	Explanation of Action/Document	Associated SOE/Examples	Date Uploaded	Status	Owner	Function
 1 Problem Narrative.pdf	Narrative	TL2EO (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
 2 Goal Narrative.pdf	Narrative	TL2EO (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
 3 Participants Table.pdf	Participant Table	TL2EO (ver. 1, draft 1)	3/5/2021	Current	mw	Update Delete Archive
 4 Interventions Narrative.pdf	Narrative	TL2EO (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
 Evidence Replacement.pdf	Evidence Replacement	TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
 EVIDENCE1.pdf	Evidence 1 Monica Work 2021-03-05 17:16:12 UTC	TL3a (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
 EVIDENCE2.pdf	Evidence 2 Monica Work 2021-01-28 17:54:09 UTC	TL1 (ver. 1, draft 1), TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
 EVIDENCE3.pdf	Evidence 3	TL1 (ver. 1, draft 1), TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
 EVIDENCE4.pdf	Evidence 4	TL1 (ver. 1, draft 1), TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
 EVIDENCE5.pdf	Evidence 5	TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
 EVIDENCE6.pdf	Evidence 6	TL2EO (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
 Narrative Replacement.pdf	Narrative Replacement	TL3a (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive
 White Paper test document for ADAM.pdf	Narrative Monica Work 2021-01-28 16:24:17 UTC Monica Work 2021-03-05 17:15:14 UTC	TL3a (ver. 1, draft 1)	3/5/2021	Current	MW	Update Delete Archive
 White Paper test document for ADAM_ this document name is way too long to upload into ADAM properly	Narrative	TL1 (ver. 1, draft 1)	1/28/2021	Current	MW	Update Delete Archive





# NEVER Delete Validated Documents from the Document Library. You MUST Unlocked and Unflagged the Document in the Corresponding SOE Example.



File Name	Function/Document	Associated SOE/Example	Owner	Function
Evidence Replacement.pdf	Evidence	EP3 (ver. 1)	Current	Update, Delete, Archive
EVIDENCE1.pdf	graph	EP3 (ver. 1)	Current	Update, Delete, Archive
EVIDENCE2.pdf	evidence	6/10/2021	Current	Update, Delete, Archive
EVIDENCE3.pdf	Evidence 3	6/10/2021	Current	Update, Delete, Archive
EVIDENCE4.pdf	Evidence 4	6/10/2021	Current	Update, Delete, Archive
EVIDENCE5.pdf	Evidence 5	6/10/2021	Current	Update, Delete, Archive
Narrative Replacement.pdf	Narrative	EP18EOa (ver. 1), EP18EOb (ver. 1)	Current	Update, Delete, Archive
NARRATIVE1.pdf	Narrative	EP18EOa (ver. 1), EP3 (ver. 1)	Current	Update, Delete, Archive
NARRATIVE2.pdf	Narrative	EP18EOa (ver. 1), EP3 (ver. 1)	Current	Update, Delete, Archive
Test 325.pdf	Test	TL1 (ver. 1)	1/22/2020	Current
White Paper test document for ADAM; this document name is way too long to upload into ADAM properly	Name too long	EP3 (ver. 1)	6/10/2021	Current

11 records match your filter criteria

## TL1 (ver. 1)

Provide one example, with supporting evidence, of an initiative in nursing practice that is consistent with the organization's mission statement. Provide a copy of the organization's mission statement as one of the supporting documents.



## Evidence

- Provide documentation of the CNO's leadership that led to a strategic organization change:
- Provide documentation that demonstrates nursing and other departments were included in the strategic organizational change:
- Provide documentation that demonstrates the strategic organizational change:

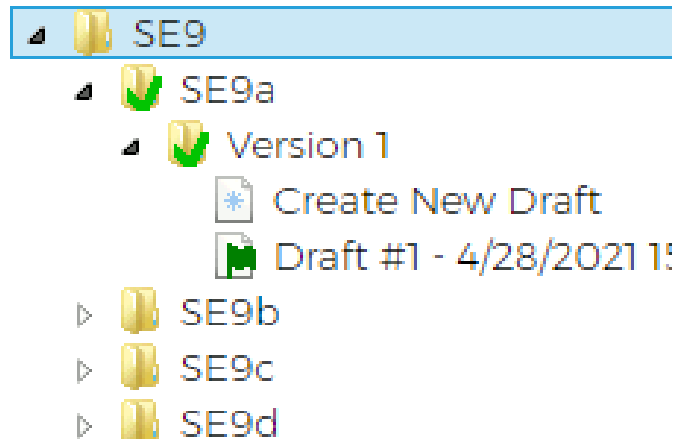


EVIDENCE1.pdf (30.1 KB)	Update	×
EVIDENCE2.pdf (30.4 KB)	Delete	×
EVIDENCE3.pdf (30.9 KB)	Archive	×
EVIDENCE4.pdf (30.3 KB)	Update	×
EVIDENCE5.pdf (30.6 KB)	Delete	×

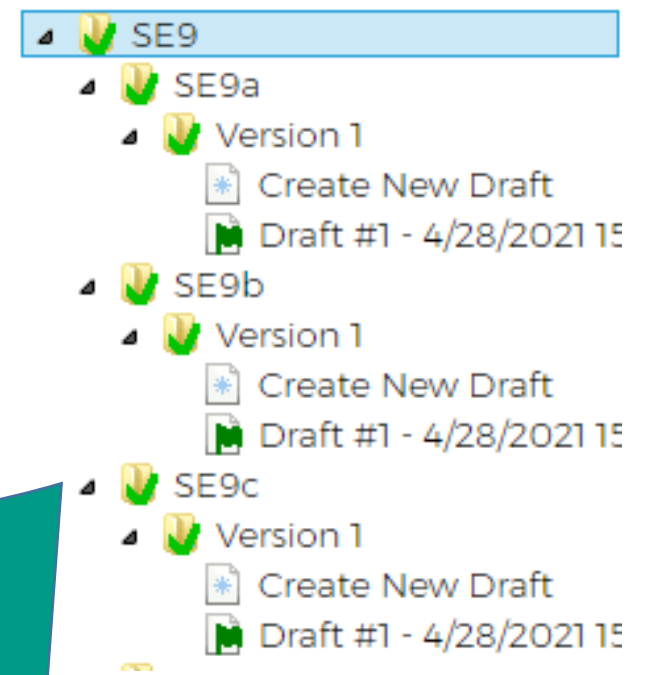
 Upload New Document  Add Previously-Uploaded Document

If an SOE Requires More than One Example, the Green Check Mark Indicating Complete will not Appear until all Required Examples have been Uploaded. **This Includes SE9**

Not Complete



Complete



SE9 will not Flag Complete Unless 3 of the 6 SOEs Contain Uploaded Documents!



# Protected Health Information (PHI)



**Your Analyst will  
Alert You  
Immediately if PHI  
is Found; and will  
Unlock SOEs  
Requiring  
Resolution.**



Test application Receipt Fix  
2019 Application Manual  
Revise/Additional Written  
Documentation



**Go To Document Library**

- ▶ Organizational Overview
- ▶ Transformational Leadership
- ▶ Structural Empowerment
- ▶ Exemplary Professional Practice
- ▶ New Knowledge, Innovations, a



# ADAMplus Provides PHI Alerts Several Ways

## Organization Detail

### General Information

Test application Receipt Fix  
123 Main St  
Anytown, IL 60606

**Organization Type:** Acute Care

**Application Number:** T8960721

**Specialist:** To be determined

**Analyst:** To be determined

**ADAM Status:** **PHI**

[View Application](#)

[Submit/Manage Written Documentation](#)  
[Document Library](#)

### Appraisers

**Team Leader:** Appraiser One

**Team Member(s):** Appraiser Two

**Team Appraiser:** To be determined

### Candidate(s):

\* - Represents members of the team that will mentored

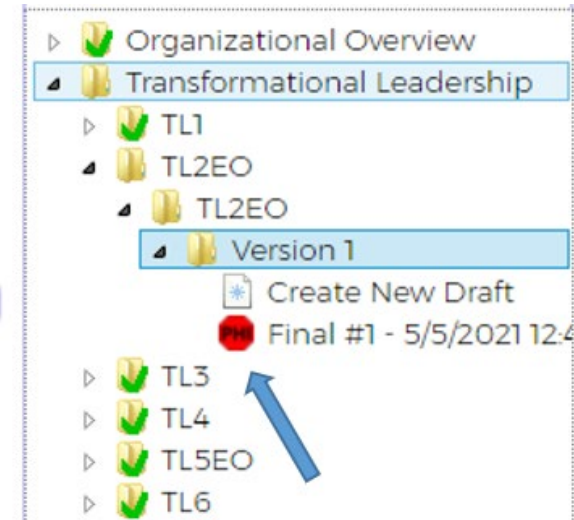
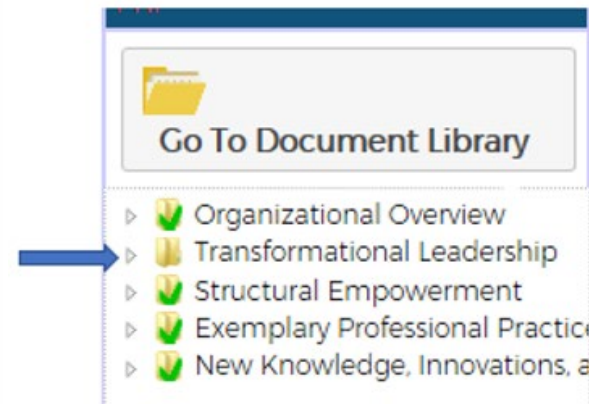
M - Represents the team Mentor

### Site Visits

No site visits have been scheduled













### Contact Information

**Chief Nursing Officer:** Magnet Project Director/  
Communicator





Go To Document Library

- ▶  Organizational Overview
- ▶  Transformational Leadership
  - ▶  TL1
    - ▶  TL1
  - ▶  TL2EO
    - ▶  TL2EO
      - ▶  Version 1
        -  Create New Draft
        -  Final #1 - 5/5/2021 16:4
- ▶  TL3
  - ▶  TL3a
  - ▶  TL3b

# Analyst will Unlock SOE Example Containing PHI – All Others will Remain Locked

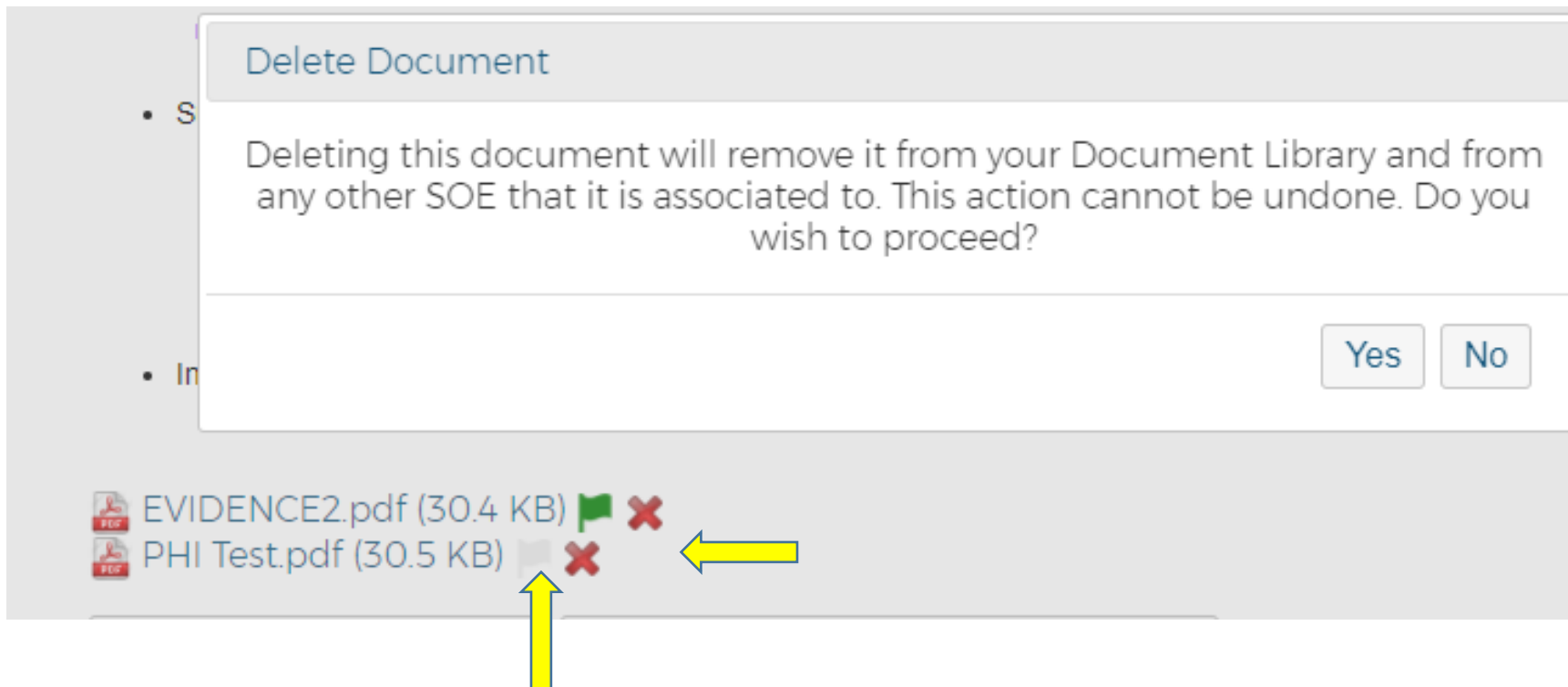
**Red stop sign:** Location of PHI

**Green checkmark:** SOE example  
is complete and locked

**Closed Lock icon:** SOE example  
is locked

## Steps to resolve PHI:

1. Unflag the Document Containing PHI
2. Delete the Document Containing PHI



## Steps to Resolve PHI (continued):

3. Upload New Document
4. Flag for Submission,
5. Click “Ready for CNO Review”
6. Click “Submit Final Documents to Magnet”



Submit/Manage Written Documentation

TL2EO (ver. 1)


Provide one example, with supporting evidence, of an improved patient outcome associated with a goal in the nursing strategic plan. Patient outcome data must be submitted in the form of a graph with a data table. Provide a copy of the nursing strategic plan.

Save

Delete

Ready for CNO Review

- In addition to the graphed outcome data, this source requires additional evidence: Provide a copy of the nursing strategic plan:

 EVIDENCE2.pdf (30.4 KB)    
 PHI Removed.pdf (30.5 KB)  





## **If Applicant Organization does not Delete PHI Before the Date Set by the Senior Magnet Program Analyst (5 business days):**

- All content submitted for the example(s) identified as having PHI will automatically be deleted from the system
- The entire SOE example will appear blank

To learn useful tips for avoiding and redacting PHI, see best practices located in the MLC.

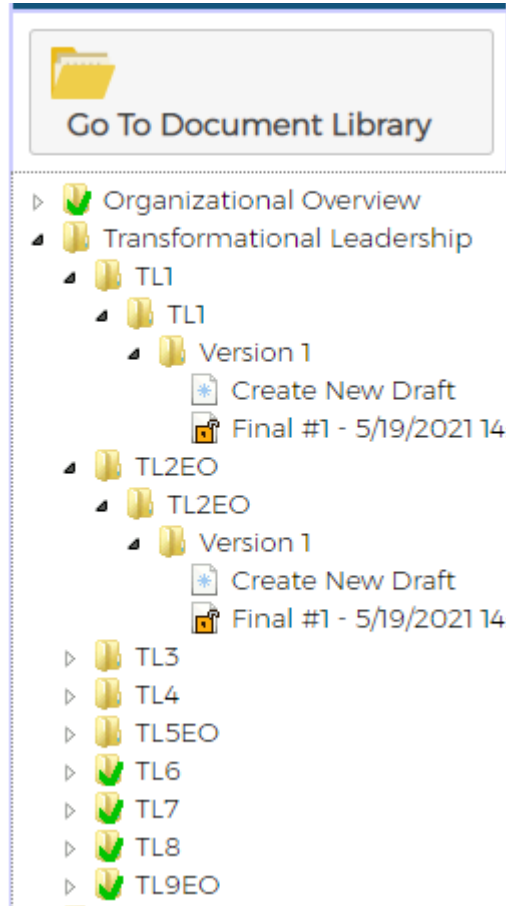
<https://www.magnetlearningcommunity.org/magnet/tips-and-best-practices>



# Additional Documentation and Deficiencies Going to Site Visit



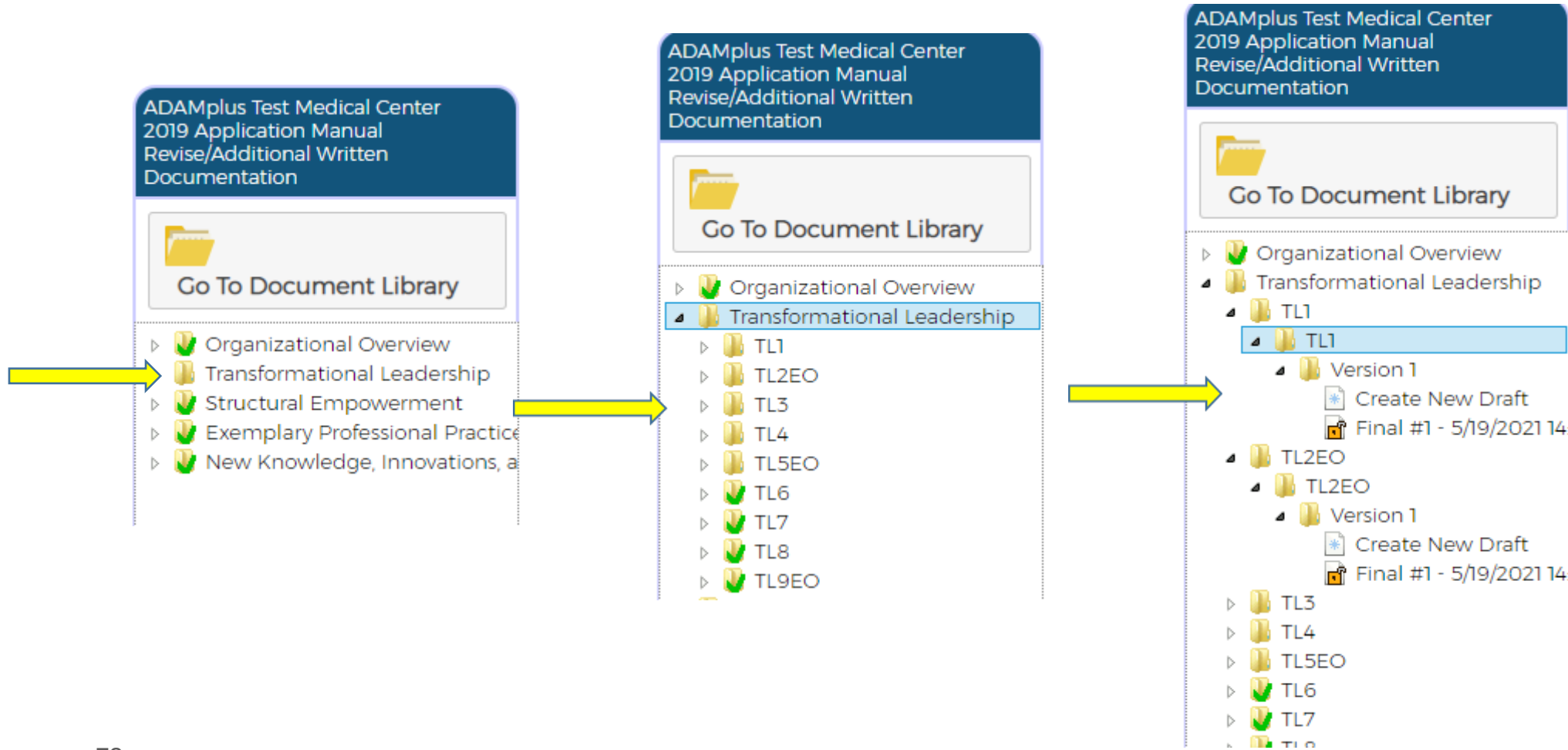
# Analyst will Unlock SOE Examples Requiring Additional Information (all others will remain locked)



**Green checkmark:** SOE/example is complete and locked

**Open lock icon:** SOE/example has been unlocked; user may edit/provide additional information

# Green Check Marks will Disappear from Areas that Require Additional Information and SOE will be Unlocked



# ADAMplus Users May Respond to Requests for Additional Information by Creating a New Draft or Editing the Unlocked Previous Final Draft

ADAMplus Test Medical Center  
2019 Application Manual  
Site Visit Additional Documentation  
Requested

Go To Document Library

- Organizational Overview
- Transformational Leadership
  - TL1
  - TL2EO
  - TL3
  - TL4
  - TL5EO
    - TL5EO
      - Version 1
        - Create New Draft
        - Final #1 - 5/19/2021 16
        - Draft #2 - 5/20/2021 16
  - TL6

Welcome  
896097

Submit

TL5EO (ver. 1)

Provide one example, with supporting evidence, of an improved patient outcome, associated with an AVP's/nurse director's, or nurse manager's membership in an organization-level, decision-making group. Patient outcome data may be presented at the organizational, division, or unit-level. Outcome data must be submitted in the form of a graph with a data table.

TL5EO

TL5EO

Version 1

Create New Draft

Final #1 - 5/19/2021 16

Draft #2 - 5/20/2021 16


Thursday, May 20, 2021

Submit Final  
Documents to Magnet

History: Written Documentation 1  
Written Documentation 2  
Additional Documentation  
Site Visit Documentation  
Documentation for All Statuses

## Step #1: Delete Text OR Unflag Previously Submitted Documents You Wish to Replace

File Edit View Insert Format Tools Table

**B** *I* U  System Font 12pt Paragraph

Initiative in nursing practice ~~written document narrative submission.~~ (Delete)

P » SPAN » SPAN

### Evidence

- Provide evidence of the initiative in nursing practice:
- Provide a copy of the organization's mission statement. (Included in total evidence count):

- EVIDENCE1.pdf (30.1 KB)
- EVIDENCE2.pdf (30.4 KB)
- EVIDENCE3.pdf (30.9 KB)
- EVIDENCE4.pdf (30.3 KB)
- EVIDENCE5.pdf (30.6 KB)



Upload New Document



Add Previously-Uploaded Document











## Step #2: Type New Text OR Upload and Flag New Documents.


File Edit **View** Insert Format Tools Table


**B** *I* U ~~S~~ System Font 12pt Paragraph

Initiative in nursing practice new information added to narrative for additional documentation submission.

P

- AD DOC Evidence #1.pdf (30.1 KB) 
- AD DOC Evidence #2.pdf (30.1 KB) 
- AD DOC Evidence #3.pdf (30.1 KB) 
- AD DOC Evidence #4.pdf (30.1 KB) 
- AD DOC Evidence #5.pdf (30.1 KB) 
- EVIDENCE1.pdf (30.1 KB) 
- EVIDENCE2.pdf (30.4 KB) 
- EVIDENCE3.pdf (30.9 KB) 
- EVIDENCE4.pdf (30.3 KB) 
- EVIDENCE5.pdf (30.6 KB) 

 Upload New Document

 Add Previously-Uploaded Document

## Step #3: Click “Ready for CNO Review” to Validate and Lock

TL1 (ver. 1)

Provide one example, with supporting evidence, of an initiative in nursing practice that is consistent with the organization's mission statement. Provide a copy of the organization's mission statement as one of the supporting documents.

Save

Delete

Ready for CNO Review



## Final Step: Click “**Submit Final Documents to Magnet**” Button when all New Information has been Added and Validated



Submit/Manage Written Documentation



Submit Final Documents to Magnet

Submit

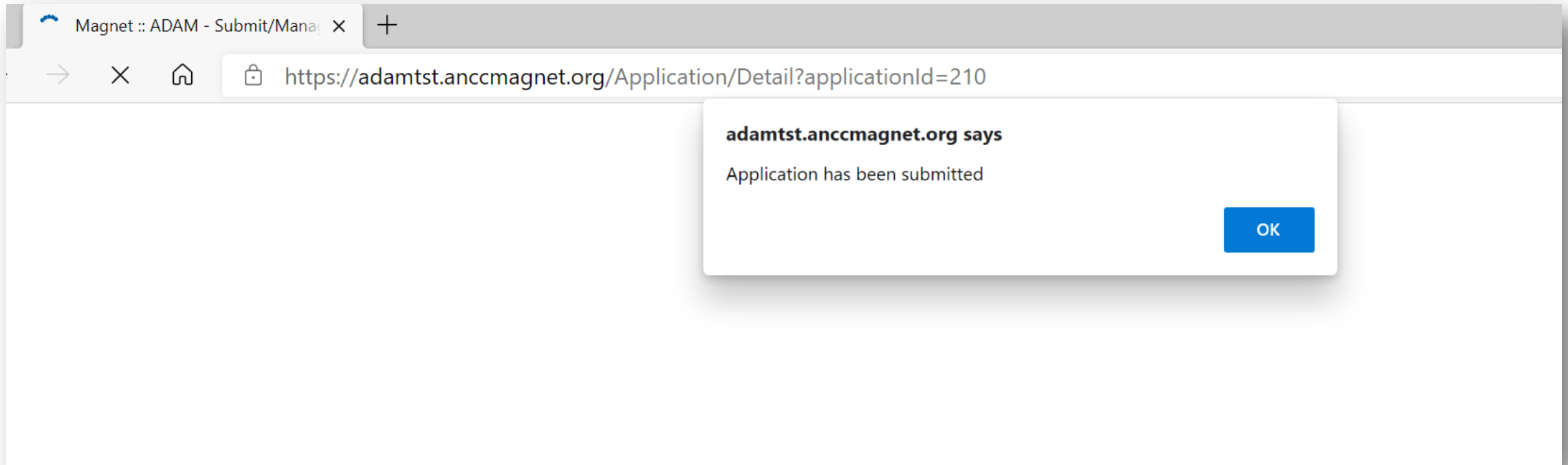
This action will submit all provided narratives and evidence for review. No further changes will be permitted unless specifically requested during the review process.

Do you wish to continue?

Submit

Cancel

# Confirmation of Submission





# Sharing your Document at Site Visit



# Sharing your Document at Site Visit

## Choose “Add New User”

HOME ADMIN TRACKING SHEET

[Home](#) > [Admin](#) > [Account](#)

### User Summary

Filter

First Name:  Login Name:

Last Name:  User Role:

Search

User Name	Login Name	User Type	User Role
Daniel Nguyen	daniel.nguyen@ana.org	Internal	Organization Administrator
Monica Work	monica.work@ana.org	Internal	Organization Administrator

[Add New User](#)



## Complete requested information and save

HOME ADMIN TRACKING SHEET

[Home](#) > [Admin](#) > [Account](#) > [Edit User](#)

### Add User

First Name:\*

Middle Name:

Last Name:\*

Email Address:\*

User Type/Group:\*  
☒ External

Select a group  20210101 - MAGNET ADAM Test Hospital, Silver Spring, MD

- Organization Administrator
- Organization Contributor
- Organizational Pre-Submission Reviewer
- Organizational Post-Submission Reviewer
- Financial Reviewer

[Save](#) [Cancel](#)



# Sharing your Document at Site Visit

HOMEADMINTRACKING SHEET

Home > Admin > Account

User Summary

Filter

First Name:

Login Name:

Last Name:

User Role:

Search

User Name	Login Name	User Type	User Role
Daniel Nguyen	daniel.nguyen@ana.org	Internal	Organization Administrator
Monica Work	monica.work@ana.org	Internal	Organization Administrator

Add New User

# Sharing your Document at Site Visit

Once the Organizational Administrator has created the shared user account and assigns it to the “**Organizational Post-Submission Reviewer**” user type, the login email address and password can be shared within the organization.

- URL to access **ADAM**: <https://anccmagnet.org>
- Login (email address): << shared email address >>
- Password: << password that org admin creates >>

Please visit the MLC for more details and instructions:

[www.magnetlearningcommunity.org/magnet/tips-and-best-practices](http://www.magnetlearningcommunity.org/magnet/tips-and-best-practices)

# Please Feel Free to Reach Out to Your Analyst for Any Further Questions.

For a list of the Senior Magnet Program Analysts and their regions – please see our website:

[www.nursingworld.org/organizational-programs/magnet/contact-magnet-staff/](http://www.nursingworld.org/organizational-programs/magnet/contact-magnet-staff/)