



Setting Up & Rolling Out hx2go

1. Give access to app
 - a. Go to **Administration>>Manage Users/Monitors**
 - b. User type must have "monitor" in name
 - c. Click hx2go button to access permission levels
 - d. Select a permission level
 - i. hx2go app access required for accessing app (\$20/monitor/month)
 - ii. Access to hx2go reports (no charge)
 - iii. hx2go Configuration for ADMIN STAFF ONLY
 - e. See training video on www.training.minutemenu.com
2. Admin Site
 - a. Go to hx2go.minutemenu.com
 - b. Enter login info
 - c. Run Reports
 - i. View Review Reports
 - ii. Export Data
 - iii. Some HX reports
 - iv. More reports coming soon!
 - d. Customize hx2go
 - i. Add/remove questions
 - ii. Create custom questions
 - iii. Re-order questions
 - iv. Add new sections
 - v. Follow-up Questions
3. After the review
 - a. Go to **Tools>>Validate hx2go Reviews**
 - b. Review Status
 - i. Pending
 - ii. Rejected
 - iii. Validated
 - c. New hx2go reviews are "pending" status
 - d. Create internal procedures to follow for validating reviews
 - i. Examples:
 1. Confirm provider signature
 2. Confirm GPS location
 3. Compare said review start/end times with automatically detected start/end times
 - e. Validate or reject reviews
4. Conclusion