

# CAI Tools & Resources Web Page Instructions

Thanks for visiting the CAI's tools and resources web page. Here is a guide to navigating it.

Typically, there are three main pages: Opening screen (or landing page), the resource page and the materials page.

## Opening screen or landing page

**What:** The tools and resources home base.

**How to get there:** Click on the "Tools and Resources" tab on the menu bar or click on [ Show all or clear results ] near the top right side of the page.

**What you will see:** See diagram below. A list of every tool and resource in the "library" sorted in alphabetical order based on the resource tile field. *Hovering your mouse pointer over an icon or filter choice will show its description or definition.*

**What you can do:** Browse, search and filter the list. Click on any resource title to see its details

**How to navigate:** 1) Scroll. There are a maximum of 25 entries displayed on a screen. To see additional entries, scroll down to the bottom of the list and click on the page numbers.

2) Search. Type a word in the search field. Search Tools and Resources Then click on the black instruction button.

3) Filter using the filter boxes on the right side. Select one or multiple filter "tags" in any box then click on the Filter button. Filter Holding the <Ctrl> or <Cmd> keys toggle the choice on and off. A new list is displayed. Revise your filter again or click on [ Show all or clear results ] to show all.

The screenshot shows the 'Tools and Resources' page of the Collaborative for Accountability and Improvement. The page features a list of resources, a search bar, and a filter panel on the right. Annotations with arrows point to various elements:

- Resource Title:** Points to the title of a resource, e.g., "Caring for Our Own: Deploying a Systemwide Second Victim Rapid Response Team".
- Resource Type Icon:** Points to the icon representing the resource type, such as a document icon.
- Short description:** Points to the brief summary text below the title.
- Click to show all resources:** Points to the "[ Show all or clear results ]" link at the top right.
- Type search words here, then click here to search:** Points to the search input field and the "Search Tools and Resources" button.
- Filter area:** Points to the "Filter" button and the filter panel.
- Resource subject:** Points to a filter option in the "TOPICS FILTERS" section, such as "Adverse Events & Analysis".
- Type of resource:** Points to a filter option in the "RESOURCE TYPE FILTERS" section, such as "Case Study".
- Groups who may have interest in resource:** Points to a filter option in the "AUDIENCE FILTERS" section, such as "Attorneys".
- Attributes (some based on our opinion):** Points to a filter option in the "ATTRIBUTES FILTERS" section, such as "Best Practice".
















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### What are the icons?

Icons to the left of the resource indicate the “Resource Type”.

Resource Type icon description

Icon	Name	Description
	Audio	Audio recording, Podcast, etc.
	Book/Report	Reference to book or report
	Brochure	Marketing information or simple papers, flyers
	Case Study	Self-explanatory, no description
	Institution/Organization/Business	Reference to primary CRP related organization (e.g. CAI website)
	Journal Article	Published articles related to CRP
	Legislation/Regulation/Other legislative	Laws relating to CRP
	Meeting/Conference Proceedings	Meeting/Conference Proceedings
	Newsletter/Magazine/Newspaper	Articles found in mass media
	Person	Individual who is or whose work is related to CRP
	Policy	Organizational, institutional policy
	Presentation/Webinar	Recorded webinars and presentations
	Tool/Toolkit	CRP resource or tool (e.g. CANDOR)
	Video	CRP related video, movie
	Web resource/Digital Article	General website that contains CRP related information, may be non-specific or general or mixed resources on a website. Article published on-line. Not available as paper version.

# CAI Tools & Resources Web Page Instructions

## Details Page

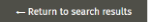
**What:** The details and materials for each resource.

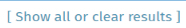
**How to get there:** Click on any resource title to go to its details page.

**What you will see:** See diagram below. The full details of the selected resource published date, citation, a link to the resource (if applicable and available) and the filter “tags” associated with the resource.

**What you can do:** Read a full description. View and download the resource or related materials (if applicable and available). Search and filter the list again. Return to the previous list. Reset the list to display all resources.

**How to navigate:** 1) Click on link under “Materials” to view or download the resource. It will open a new tab in your browser. To return to the detail page, click on its tab in your browser.

2) To return to the search or filter list you previously created, click on the “Return to search results” button  at the top left of the details page.

3) To return to the opening screen and reset the list to display all resources Click on the “Show all or clear results” button  near the top right side of the page.

4) Filter or search as described in the Opening screen or landing page section.

The screenshot displays the 'Tools and Resources' web page. The main content area shows a resource titled "Health care professionals as second victims after adverse events: a systematic review". The page includes a description, a citation, and a link to the full article. A search and filter sidebar is located on the right side of the page. Annotations with arrows point to various elements: "Click to show the previously filtered resource list" points to the "Return to search results" button; "Full description and publication date" points to the description and date; "Citation" points to the citation text; "Click on link to view or download resource" points to the "Click here to go to article" link; and "Filter Tags associated with resource" points to the "Journal Article" type and "Adverse Events & Analysis" topic tags. A red arrow points from the "Return to search results" button to the "Show all or clear results" button in the top right corner.