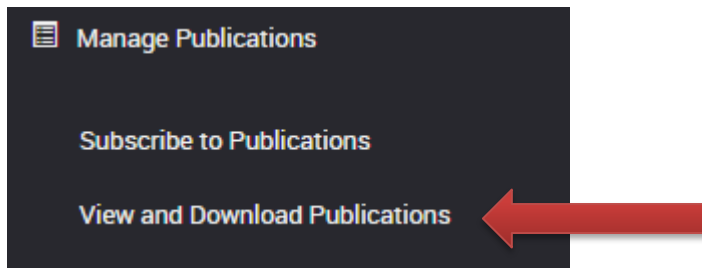


“Your Top Line” allows you to view and download publications for your organization with customizable settings from reports on a specific building, division, or quarter. Keep your staff updated with quarterly progress reports on your organization’s Five Star Performance, Quality Initiative, and Quality Award status through customizable email features.

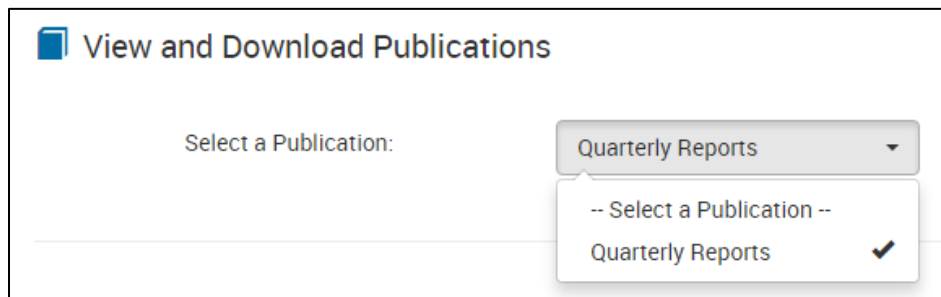
To access your Top-Line publication after logging into LTC Trend Tracker:

Step 1: Login to LTC Trend Tracker at www.ltctrendtracker.com.

Step 2: Click on “Manage Publications,” then “View and Download Publication” from the drop down menu



Step 3: Choose the publication you wish to view from the “Select a Publication” drop down menu. The options vary on what publications have been loaded into the system.



Step 4: In the “Download by Division” section, if applicable, choose the division set up by your Account Administrator that you choose to see. If applicable, choose an option from the “Period” drop down to filter your publications.

- i. Note for Account Admins Only: Choose one of the three options “All buildings in division,” or “Members Only.” Do not select “Non-Members.”

NOTE: If a period is not chosen, all available periods will be downloaded for your selection.

View and Download Publications by Building

Select from your list of Buildings below to download a Publication

Select a Building:

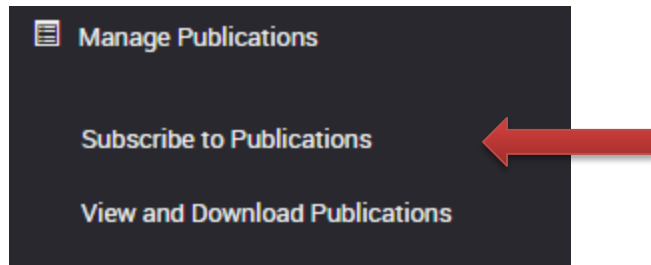
Step 5: Also have the option to select the building you are looking for under the “Select a Building” pull-tab.

Step 6: Check off which publications you would like to download then click the “Download Publication” button. Your Winzip program should open with the files listed. Click each document to open the PDF. You may also use the Your Top-Line Publication Viewer to look at the documents by clicking “View”.



To change your subscriptions:

Step 1: After logging into LTC Trend Tracker, click on “Manage Publications,” then “Subscribe to Publications” from the drop down menu.



Step 2: On the **Manage Publications** screen under “Select Publication,” select the publication you want from the drop down menu or leave the option as is to pull all available information for your publication selection.

Step 3: The next three boxes are options specific to your organization. You can choose to select from the subscription options below according to Division, Building Group, or Skilled Nursing Center, which will impact the publications in the previous section.

- ii. **Optional Step 1:** If available, select your desired division from the “Choose Division” section. Note: Divisions are set by your organizations Account Administrator and vary from organization to organization. **NOTE: “Unassigned Centers” is not a division.**

Choose Divisions

- Provider Organization 104393
- Unassigned Centers of 05249
- Unassigned Centers of 09719
- Unassigned Centers of 09721

- iii. **Optional Step 2:** Under “Choose Building Groups,” select the building(s) you would like to see publications for.

- iv. **Optional Step 3:** Do the same for “Choose Skilled Nursing Center.” Be sure that all the centers you would like to see are selected. Unchecked items will not be included in the final selection.
 - a. Notice: You will only be able to see the Skilled Nursing Facilities you have access to in this section.

Choose Skilled Nursing Centers

- Center 00687
- Center 01735
- Center 02467
- Center 03193
- Center 05507

Name:

[SAVE SELECTED CENTERS/COMMUNITIES AS BUILDING GROUP \(OPTIONAL\)](#)

Step 4 (Account Administrators ONLY): At the bottom of the page is a section called “Select method of report download links in e-mail notifications.” Select the option you want according to how you wish to receive the documents.

- i. “Bundle All - E-Mail will contain one Link that will Download a Bundle with all your Publication Documents” **(Default Option)**
- ii. “Bundle by Division - E-Mail will contain separate Publication Bundle Links, one for each Division”
- iii. “Do not Bundle - E-Mail will contain Individual Links, one for each Building”

Step 5: Click

