





ALL Users

Screen / Function	Description
Various Screens	<ul style="list-style-type: none"> Staff contact information has new fields for Salutation such as Dr/Mr/Ms. and for Educational/Profess. Designation; both fields will be useful in Correspondence, forms Added NEW icons beside features added to screens after enhancement – icons automatically disappear after 30 days
Setup/Lookup	Site Maintenance – added “Site Type” field to allow classification of sites as rural/urban, community/acute, private practice, etc.
Staff	Staff Information Popup – added “Last Login Date” entry and display in red if more than 180 days in the past
Report Queue	Can now upload one or more local documents to be included as email attachments with email sent from HSPnet.
Details	<ul style="list-style-type: none"> Display “Document(s) uploaded”  icon if one or more documents are available for Course or Destination Profile. Added Program Profile to allow schools to describe an educational Program, upload documents, etc.

DESTINATION Coordinators

Screen / Function	Description
Welcome / Previews	Welcome Reports Queue – shows all reports generated Today, generated from any printer icon on Welcome. Today’s reports are also added to the regular Reports Queue, where they are retained for 50 days or sooner if deleted by the user.
Calls for Offer	Provide a “Copy” icon  to streamline entry of multiple Offers
Details	DC’s can now edit the contact information for Supervisors/Preceptors whose “home” destination is within their access rights.
Email Alerts	Email is sent to a DC if their user ID is disabled due to inactivity (after 180 days); an alert is also added to the Receiving Coordinator’s welcome screen
Staff Maintenance	If “Home Destination” is entered for a supervisor/preceptor and it matches the allowed Destinations for a DC, they may edit the supervisor’s staff record.
Report Menu	Placement Listing Wizard – lists placements and their associated Supervisor/Preceptor assignment


Placing **AND** Receiving Coordinators

Screen / Function	Description
Welcome / Previews	<ul style="list-style-type: none"> Expanded the Inbox/Outbox Summary to include all statistics that previously “disappeared” from Welcome (declined and cancelled requests) and to categorize each statistic as “Action Needed” or “For Follow-up” Added new statistic for “Group Instructor needed”
Staff/User Maintenance	<ul style="list-style-type: none"> When creating or editing a user’s access rights, you can now “Copy from Existing User” to use the same rights as another user in the same/similar role; saves time and reduces risk of error when creating replacement or backup staff. When creating or re-enabling a user ID, mandatory “Authorized by” fields are presented to track the individual (e.g. the user’s supervisor or department head) who authorizes access to HSPnet Display anonymous icon  if user account is setup to “Hide Student Names”
Group/Individual Shift Schedules	Display the split icon  to signify if a PR in the nickname table is a split destination of another placement.

RECEIVING Coordinators

Screen / Function	Description
Welcome	List of inactivated DC’s (after 180 days of inactivity) is added to Welcome to allow follow-up with affected users
Staff Profile	Staff (Preceptor) Placement History now includes PR’s of all statuses – plus a new column for Status and Ref#; if status is DecA or Canc, the record is displayed in gray.
Details	New “Redirect Again” button above History table is available for placements with status of Redir: rechecks user status of Destination and change status to Redir or Redir-P as appropriate, adds another “Redir” History entry with current date, and if resulting status is Redir-P, generates a new PDF for delivery from Report Queue.
Report Menu	Placement Listing Wizard – lists placements and associated preceptor assignment

Students

Screen / Function	Description
Welcome / Previews	Added Group or Individual Shift Schedule icons  if any shift amendments exist (from the default schedule)
Student PR History	History table is split into two sections: “Confirmed /Past Placements” and “Future Placements (per Program curriculum)”. History also displays a statement to explain that the hours represent requests only and may not be “actual”

Key: PR = Placement Request PC = Placing Coordinator RC = Receiving Coordinator DC = Destination Coordinator

PLACING Coordinators

Screen / Function	Description
Enrollment	Action dropdown now includes the option to “Enroll Students in another Cohort” – this feature is especially useful for unstructured cohorts when most or all student are continuing into next course
Setup/Lookup	Added checkbox “include logo on PR forms”, suitable for future use of logo format is .jpg and a suitable size (see screen instructions) – all PR Form templates are being modified to display logo in top right corner if image is suitable format/size
Course Maintenance	<ul style="list-style-type: none"> Added “Placement Type” filter to shorten course list for programs with lengthy screens Uploaded
Details	New “Send Again” button above History table is available for placements with status of Sent: this action rechecks user status of Receiving site and changes status to Sent or Sent-P as appropriate, adds another “Sent” History entry with current date, and if resulting status is Sent-P, generates a new PDF for delivery from Report Queue.
Report Menu	<ul style="list-style-type: none"> Placement Listing Wizard – Students/Instructors – provides full placement details including student/instructor assignments Placement Schedule Wizard – provides detailed schedule information including days/week, start/end times, etc.
Worksheets	Added new “Service” filter to Assignment screens to streamline the process and improve screen performance when assigning students in Medicine, Survery, etc.
Student Maintenance	Student History now includes PR’s of all statuses – plus a new column for Status and Ref#; if status is DecA or Canc, the record is displayed in gray.

Content Management Services (Content Authors and Content Managers)

Screen / Function	Description
Affiliation Agreements	Added “PR Comments” field plus checkbox to “include on PR Forms and schedules”; this comment is suitable for highlighting a requirement that applies to all students going to a site, such as “all students must report to the Principal’s office on their first shift”.
CORrespondence Module	Salutation (e.g. Ms, Mr, Dr) and Educational/Professional Designation (e.g. “BScN, MBA”) as entered in the Staff & User screen are now added to the Addressee and Signatory for letters and mailing labels generated.