

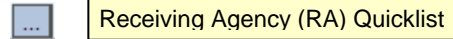
Updated: July 27, 2007

RA Quicklist for Placing Agency Users

Summary:

The RA Quicklist allows each Placing Agency user to manage their Receiving Agency (RA) dropdown, ideally limiting its contents to their most commonly used agencies. The shorter RA dropdown improves efficiency when adding or editing Placement Requests, and **dramatically improves performance** of screens such as Enrollment, Worksheets, and Outbox.

Associated Button:



Background

Screens such as Enrollment, Group and Individual Worksheets, and Outbox (in edit mode) have editable dropdowns for Agency / Site / Service / Destination, which are populated with thousands of Destinations on every screen refresh. This action places a heavy load on the servers as the RA dropdown becomes very long over time, and the dropdown is cumbersome to navigate because it contains many agencies that are rarely or never used by a program. The RA Quicklist allows each user to limit their RA dropdown contents to commonly used agencies only, resulting in dramatic performance improvement on their own screens while contributing to faster network performance for all users.

Initial Setup of RA Quicklist


1. Click **Maintenance** → **RA Quicklist** from the left navigation.
2. Select your commonly used agencies from the **not included** picklist and click **>>** to move them to your **included** list.






NOTE: *The shorter your RA Quicklist, the greater your performance gains.* Limiting your Quicklist to only 4-8 agencies will make your screens run 5 to 10 times faster!


You can add agencies to your Quicklist at any time, on a temporarily basis (for a specific course or placement) or to permanently add an agency for frequent use.

3. Click **Save Changes** then **Close Window**. With your next screen refresh, your RA dropdowns will contain only those in your personal RA Quicklist.

Updating your Quicklist

While adding or editing a Placement Request in Enrollment, Worksheets, or Outbox, you can modify your Quicklist at any time with the  button next to each RA dropdown.

1 st Arey, J	Agency: VCHA 		X
	Site: Richmond Hospit...		
	Svc: Extended Care		
	Dest: MIN 2E		
1 st Areynolds, Jeff	Agency: 		X
	Site: 		
	Svc: 		
	Dest: 		

4. In the Enrollment screen above, one request has already been entered, but the agency for the second request is not in the RA Quicklist, and therefore not available in the Agency dropdown. Click  to open the RA Quicklist window.
 - a. To add or remove Agencies to your Quicklist, follow steps 2 and 3 above. These changes will remain in place until you next modify your Quicklist.
 - b. To temporarily expand your RA dropdown to include all agencies in HSPnet (e.g. while creating requests for a course that uses a variety of agencies), click **View All Receiving Agencies** then **Close Window**.
5. When the RA Quicklist window closes, you will need to click **Refresh View** to see the changes to your RA dropdown.

NOTE: Be sure to Save any recent changes to your main screen before refreshing.

Things to Remember

- The RA Quicklist is unique to each user, so a user that places students in community-based courses may have a very different RA Quicklist from his or her colleague that focuses on acute care placements.
- Every user that maintains a shorter RA Quicklist will contribute to a faster network for everyone.

You have now completed the steps to setup and maintain your RA Quicklist. If you have any questions or need assistance, please don't hesitate to contact us.

HSPnet Support

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