

## ALL Users

Screen / Function	Description
<b>Various</b>	New access level – “Hide Students” provides access to placement information without student information
<b>Login</b>	On 5 <sup>th</sup> incorrect login attempt, force user to confirm their intention to make a 5 <sup>th</sup> attempt before automatic lockout
<b>Welcome</b>	Ability for System Administrators to publish colour-coded New Features alerts, specific to each user role
<b>Email alerts</b>	Email alerts of pending requests now separately identify Overdue requests
<b>Inbox/Outbox, Details</b>	<ul style="list-style-type: none"> <li>• Each PR has a “Who Can View” icon ? that displays a list of users with access rights to view and/or edit that PR</li> <li>• Details – ability to Show/Hide sections to reduce vertical scrolling and focus on frequently-used sections</li> </ul>
<b>Inbox/Outbox</b>	Added printer icon to create printer-friendly version
<b>Activity Reports Wizard</b>	Ability to sort new and Saved reports by name, date, description, etc.

## DESTINATION Coordinators

Screen / Function	Description
<b>Welcome</b>	<ul style="list-style-type: none"> <li>• New section “My Destinations” with links to Destination Profiles</li> <li>• Ability for Destination Coordinators to update their own Destination Profiles, including completion of Placement Capacity wizard for students in their allowed disciplines</li> </ul>
<b>Destination Profile</b>	<ul style="list-style-type: none"> <li>• Added Document Uploads section</li> <li>• Ability to enter multiple rows of information for Description, and to re-order entries later as needed</li> </ul>
<b>eLearning Modules</b>	<ul style="list-style-type: none"> <li>• Introduction of online modules to augment or replace the need for classroom training <ul style="list-style-type: none"> <li>○ <i>Privacy &amp; Security of Personal Information</i></li> <li>○ <i>Functions and Navigation for DC’s</i></li> </ul> </li> </ul>




## Placing AND Receiving Coordinators

Screen / Function	Description
<b>Staff/User Maintenance</b>	<ul style="list-style-type: none"> <li>Ability to filter to HSPnet users only (active and inactive)</li> <li>Ability to upload staff data via encrypted transmission to HSPnet Support for processing and upload to the staff database</li> </ul>
<b>Staff Profile</b>	<ul style="list-style-type: none"> <li>Ability to update staff contact information from the Staff Profile window (in addition to Staff/Users screen)</li> <li>Ability to specify home destination for Preceptors, staff/applicants</li> <li>Expanded staff profile allows entry of Discipline/subdiscipline, college/certification, training and orientation, consent forms</li> </ul>
<b>Student Employee Tracker (SET)</b>	<ul style="list-style-type: none"> <li>Creation of new user roles “Staff Administrator”, “Staff Applicant” (visible only to Staff Administrator users)</li> <li>Addition of SET consent section to Staff Profile, allowing entry of consent by applicants to access their educational information via HSPnet</li> <li>Addition of Employment level to Student Profile, provides status of student employment (e.g. UGN, new grad hire)</li> <li>Addition of Education level to Staff Profile, to track Pre-Employment and Post-Employment (specialty) education (see Quick Reference Guides - <i>SET for Placing Agencies</i> and <i>SET for Receiving Agencies</i>)</li> </ul>
<b>Various (on Send or Redirect)</b>	<p><b>Enrollment, Worksheets, Inbox/Outbox</b> - on Sending requests, provide ability to:</p> <ul style="list-style-type: none"> <li>Specify alternate “Reply To” contact, individual PDF files by destination (for distribution as email attachment)</li> </ul> <p><b>Reports Queue</b> - provide action to “email to default recipients” – delivers multiple reports to recipients</p>
<b>Individual Shift Schedule</b>	Added repeating scheduling Patterns (e.g. Mon-Fri, DDNN)

## RECEIVING Coordinators

Screen / Function	Description
<b>Welcome – Preview</b>	RC’s can now assign Preceptors “on the fly” in Preview screens (previously only available to Destination Coordinators)
<b>Call for Offers</b>	Expanded screen for replying to CFO requests allows assignment of multiple supervisors, date and destination changes, special comments

## PLACING Coordinators

Screen / Function	Description
<b>Welcome</b>	<ul style="list-style-type: none"> <li>• New alert: Group Overlaps – provides link to pre-filtered Groups Overlap Worksheet with conflicts for user's programs</li> <li>• New alert: Pending SET (Student Employee Tracker) consents – provides link to authorize release of student placement history to potential employers (see Quick Reference Guide <i>SET for Placing Agencies</i>)</li> </ul>
<b>Cohorts</b>	Added 2 <sup>nd</sup> Course Leader field (co-leaders)
<b>Enrollment</b>	<ul style="list-style-type: none"> <li>• Ability to toggle between view of Preferences and “Confirmed Placements” for a summary of student assignments</li> <li>• Ability to specify if a student's program is “Sponsored” by his/her employer</li> <li>• Automatic creation of a Placeholder student (required only until “real” students are enrolled)</li> <li>• Addition of “reason” fields when removing, waiving students</li> <li>• Display email icons if non-blank for each student</li> <li>• Added ability to assign students to Sections for easy filtering/grouping of students, mass assignment to Groups, etc.</li> </ul>
<b>Student Maintenance</b>	<ul style="list-style-type: none"> <li>• Ability to upload student data via encrypted transmission for processing and upload to the student database</li> <li>• Students can also be simultaneously enrolled in a Cohort if the upload is performed from and Enrollment screen</li> </ul>
<b>Student Profile</b>	<ul style="list-style-type: none"> <li>• Ability to upload and display Student photo (requires updated consent)</li> <li>• Ability to update student contact information from Student Profile (in addition to Student Maintenance screen)</li> <li>• Addition of Salutation field (Mr, Ms, Mrs)</li> </ul>
<b>Group Overlaps Worksheet</b>	Ability to include all destinations including those without conflicts; helps to “find” destinations with availability space
<b>Group Shift Schedule</b>	<ul style="list-style-type: none"> <li>• Ability to specify shift type including Orientation, Chart Review; to specify if shift does not count toward Course hours</li> <li>• Ability to clear conflict from specified shifts where overlap is permitted – eg. Orientation visit</li> <li>• Ability to repeat changes every xx weeks (e.g. alternating days/evenings)</li> <li>• Include New (unsent) requests so conflict checking can occur before sending</li> </ul>
<b>Course Rotations</b>	Ability to specify multiple rotation dates for each course (similar to 2-block groups) via the Course Rotations feature 
<b>Receiving Agency Quicklist (RAQ)</b>	Ability to limit the Receiving Agency dropdowns to “frequently used” agencies
<b>Various</b>	<ul style="list-style-type: none"> <li>• Worksheets - warn if a destination does not accept students of the program's discipline (as defined in their Destination Profile) immediately upon creation (before proceeding to Outbox).</li> <li>• Assignment - Display Placement History icon for quick review of student history during assignment</li> <li>• Various - new “GoTo Assignment screen” buttons   to navigate directly to screen for student/instructor assignment</li> </ul>

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

Screen / Function	Description
<b>Reports</b>	<ul style="list-style-type: none"><li>• New Report – <i>Service and Destination Contacts</i> (PDF directory of site contacts)</li><li>• Placement Request forms - now include department logo if uploaded in jpg format to the Department profile (Department Maintenance screen)</li></ul>
<b>Faculty Prerequisites (FPRE)</b>	Ability to track same placement prerequisites as Students (SPRE) – requires faculty consent process

## Content Management Services (Content Authors and Content Managers)

Screen / Function	Description
<b>Content screens</b>	<ul style="list-style-type: none"><li>• Ability to define bullets and numbering of paragraphs</li><li>• Ability to re-order paragraphs</li></ul>
<b>Practice Education Guidelines</b>	Added “Document Archive” section to allow maintenance of historical documents including background research, previous versions, etc.
<b>Correspondence (CORR)</b>	Added output option of Mailing Labels