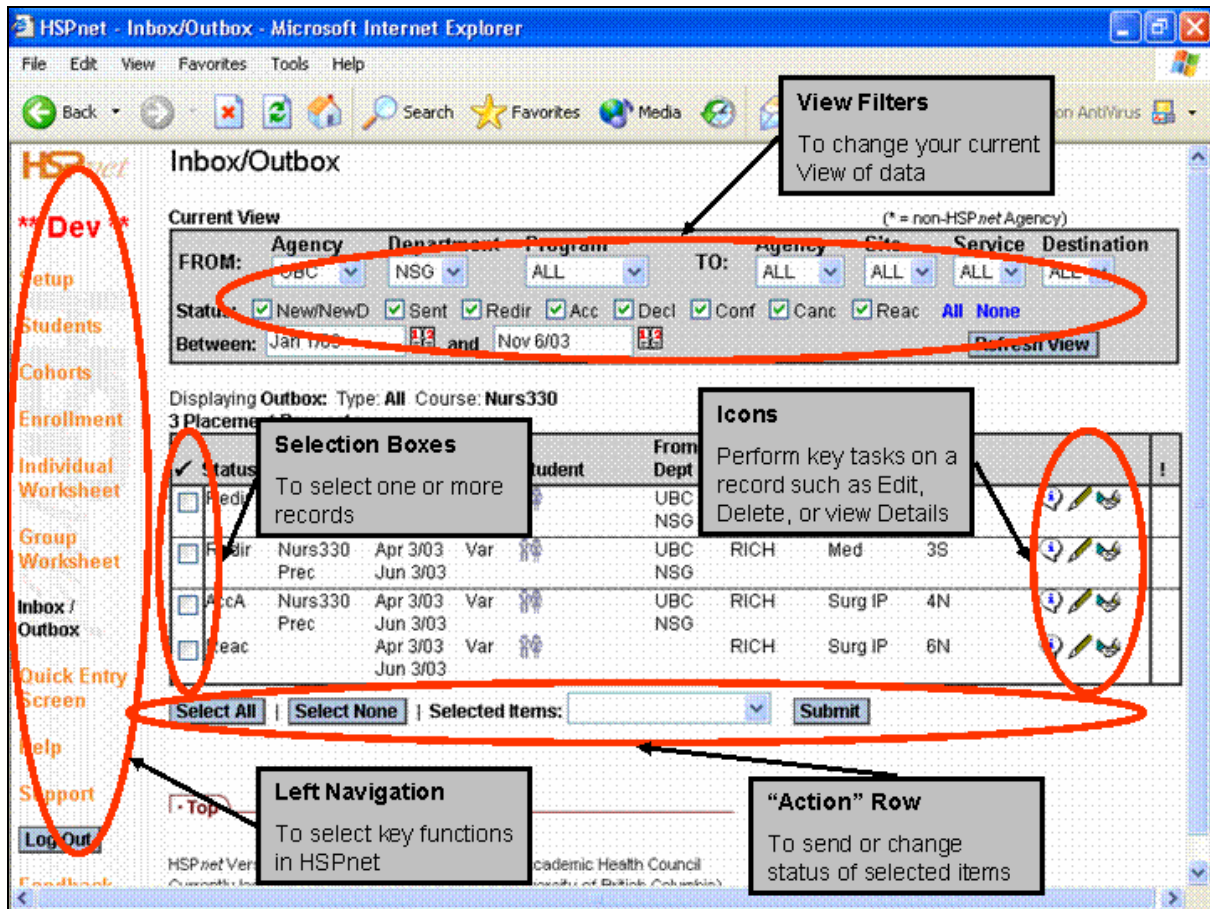


## CHAPTER 3. USING HSPnet

### 3.1. NAVIGATING HSPnet

The following diagram illustrates the key areas of the HSPnet screen



#### ***View Filters***

The View Filter area allows you to increase or reduce the amount of information visible at a time. In the above example, the current view is set to Department of Nursing, RN-CNP Program, Fall 2002 (F02) Cohort, and Spring Term 2003.

#### ***Left Navigation***

The Left Navigation links allow you to switch among various HSPnet Functions such as Cohort maintenance or a Worksheet.

#### ***Selection Boxes***

Selection boxes allow you to select one or more records before performing an action (such as sending or accepting a placement request).

#### ***Icons***

Allow you to perform key tasks on a record such as Add, Edit, Delete, or

view Details (see Section 3.2 – Glossary of Icons)


**Action Row** The “Action Row” allows you to perform actions on a record such as Copying or Sending.


**Refresh View** The **Refresh View** button should be used frequently during an HSPnet session in order to ensure you are seeing the most current view of the provincial database. If another user is working on the same record as you (for example when a Receiving Agency is identifying a Preceptor or accepting a Placement Request), you will not be able to see the other user’s changes until you make a significant change that causes an automatic refresh (such as performing an action or selecting another screen from the Left Navigation) or until you refresh the screen using the **Refresh View** button.

**Browser Buttons** We do not recommend the use of your browser’s **Back** and **Forward** buttons when navigating HSPnet screens. Instead, we recommend you switch among screens by selecting Left Navigation choices.

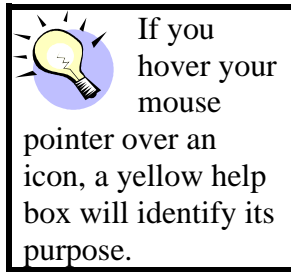
In the event that your browser “freezes” and you are unable to proceed, you may find it helpful to use the browser’s **Stop** button to terminate the failed action. You could then try the **Back** button to return to the last successful HSPnet screen that was loaded, and proceed from there. You may find that the changes or actions you performed immediately prior to the freezing will be lost and will therefore need to be repeated.

**Moving Between Fields** You can use your mouse to move among fields or icons in HSPnet by selecting the desired area of the screen and clicking your left mouse button once. A single left click of the mouse can relocate the cursor to a field or can perform an action when clicking a button or icon.

HSPnet is also designed to allow use of the keyboard rather than or in combination with a mouse for most functions, and a combination of the **Tab** and **Enter** keys will perform many of the functions that can be performed with a mouse. For example, when entering student information, you can Tab between fields to be entered, then tab again to highlight the  icon, which can then be selected by pressing **Enter**.

**Closing Popup Windows** It is recommended that you use the **Close Window** button to close a window rather than using the  option in the upper right hand corner of a popup window.

## 3.2. GLOSSARY OF ICONS



The following icons are used in HSPnet and will appear throughout this User Guide:



**Add Placement Request** – Allows you to add a new record (such as a student, a course, or a placement)



**Add Linked Destination** – Allows you to add another Destination that is linked to the other destination(s) for a single Placement Request, such as when a group placement is shared across multiple destinations (alternate/observation experiences)



**Delete** – Results in a record being deleted



**Edit** – Allows you to change existing information about a record



**Details** – Produces a popup window containing additional information about a record



**Save** – Allows you to save changes before exiting an Edit or Add step.



**Cancel** – Allows you to exit without saving changes



**Expand** – Allows you to expand a table to show all rows under a heading



**Collapse** – Allows you to collapse a table to hide all rows under a heading



**Find** – Produces a popup window that allows you to search for a record (such as a student or agency)



**Anonymous** – Indicates either an *Anonymous* placement (student is assigned to placement but their name is withheld) or an *Unnamed* placement request (no student is currently assigned to the placement)



**Change to Inactive User** – Indicates the user is an active member of HSPnet. To change user to inactive, the HSPnet administrator must click on the icon and remove access rights.



**Inactive User** – Indicates the user has been made inactive. To re-activate the user a HSPnet administrator must re-activate by clicking on the icon and restoring access rights.



**Manage User Account** – Provides a pop up window illustrating user account information and rights. HSPnet administrator can edit, add or remove access rights by clicking this icon.



**Create User Account** – By clicking this icon a new user will be granted access rights determined by the HSPnet administrator. Once complete an email will be automatically sent to the user with username and password information and the key will allow the user to manage their account.



**Manage Disabled User Account** – Once a user has been inactivated they automatically lose their user rights. An HSPnet administrator must reactivate the user by clicking on this icon to set up access rights.



**Send Email** – The email icon is located next to select individuals allowing the user to click on the icon and automatically pop up an email addressed to the contact person.



**Student Contact Assigned** – Once the Receiving Agency assigns a preceptor to the student, this icon will appear. When the placement has been confirmed the name will also appear when the user places the mouse over the icon.



**Print Icon** – Allows the user to print the information required.



**Alert** – Indicates that there may be a problem and requires a phone call.



**Contact Information** – Provides contact information of the person the icon is located next to.



**Comment Information** – Indicates that there may be some conditions surrounding the placement such as shifts or days.



**Condition Alert** – Indicates that more information is required. By clicking on the icon the Placement Request Details window will pop up with reasons for the condition.










**Clear Conditions** – To remove any conditions or comments on a placement request.



**Daytime Shift Hours** – To view the actual hours of the shift, hover the mouse over the clock and it will give the start and end times for the day.

shift.

-  **Evening Shift Hours** – To view the actual hours of the shift, hover the mouse over the clock and it will give the start and end times of the evening shift.
-  **Various Shift Hours** – Indicates various hours required for the shift.
-  **Alternate Days and Evenings** – By hovering the mouse over the icon, it will indicate the placement is alternating days and evenings, their times, and the agency involved.
-  **“Jump” to Enrollment Screen** – This icon allows you to "jump" to the Enrollment screen that is automatically pre-filtered for the selected course/cohort/term.
-  **“Jump” to Individual Worksheet Screen** – This icon allows you to "jump" to the Individual Worksheet screen that is automatically pre-filtered for the selected course/cohort/term.
-  **“Jump” to Group Worksheet Screen** – This icon allows you to "jump" to the Group Worksheet screen that is automatically pre-filtered for the selected course/cohort/term.
-  **“Jump” to Outbox Screen** – This icon allows you to "jump" to the Outbox screen that is automatically pre-filtered for the selected course/cohort/term.