




## ALL Users

Screen / Function	Description
<b>Reference #</b>	<ul style="list-style-type: none"> <li>Now visible in all screens and worksheets</li> </ul>
<b>Destination Profile</b>	<ul style="list-style-type: none"> <li>Capacity Utilization view – groups and individual placements</li> <li>Destination Capacity wizard – allows entry of target student capacity for groups, individual requests</li> </ul>
<b>Warnings</b>	<ul style="list-style-type: none"> <li>Warning on duplicate assignment of Preceptor</li> <li>Warning on deletion of Preceptor if assigned to active placement</li> </ul>
<b>Group Shift Schedule</b>	<ul style="list-style-type: none"> <li>Display of all groups on a unit, including day/eve shifts, Orientation visits, etc.; can be edited by Placing Coordinator only</li> <li>Added Night shifts</li> </ul>
<b>Individual Shift Schedule</b>	<ul style="list-style-type: none"> <li>Display a student's schedule including shifts, visit type (instructed, orientation, evaluation, on-call)               <ul style="list-style-type: none"> <li>Can view across split destinations (4 weeks in Destination X, 2 weeks in Destination Y)</li> </ul> </li> <li>Can be edited by Placing or Receiving Coordinators</li> </ul>
<b>Inbox/Outbox</b>	<ul style="list-style-type: none"> <li>Display of attachments (Student, placement)  (also in Preview)</li> <li>Display Who Can View icon </li> <li>Added "GoTo Calendar" icon </li> </ul>
<b>Email Enhancements</b>	<ul style="list-style-type: none"> <li>Lotus Notes Fix: Add option to individual setup for limiting length of email subjects</li> <li>Different email subjects for HSPnet users vs. non-users</li> <li>Overdue Requests – weekly email now specifies overdue requests</li> </ul>
<b>Reports Queue</b>	<ul style="list-style-type: none"> <li>Individual delete icons (saves scrolling)</li> <li>Ability to view (not delete) reports generated by other users in Department</li> </ul>
<b>Reports Menu</b>	<ul style="list-style-type: none"> <li>Organized into categories</li> </ul>
<b>Activity Reports Wizard</b>	<ul style="list-style-type: none"> <li>Ability to copy built reports to other users</li> </ul>
<b>View-Only Access Level</b>	<ul style="list-style-type: none"> <li>Local Administrators can now set any user to have View-Only access (no edit rights in any screen)</li> <li>Option to Hide Students for users with View-Only access</li> </ul>
<b>Supervisors - Home Destination</b>	<ul style="list-style-type: none"> <li>Ability to specify "home" destination for preceptors; displays after staff name in Preceptor dropdown</li> </ul>

## Placing AND Receiving Coordinators

Screen / Function	Description
<b>Inbox/Outbox</b>	<ul style="list-style-type: none"> <li>New sorting option – by Reference #</li> </ul>
<b>Setup Screens</b>	<ul style="list-style-type: none"> <li>Navigation buttons (GoTo Programs, GoTo Services, GoTo Destination Master, GoTo Manage Destinations)</li> </ul>
<b>Welcome</b>	<ul style="list-style-type: none"> <li>Changes by Others Alert – Supervisor added/changed</li> </ul>
<b>Reports</b>	<ul style="list-style-type: none"> <li>Various reports – Individual PDF option</li> </ul>
<b>Details</b>	<ul style="list-style-type: none"> <li>Receiving Agency staff dropdowns provide “Add new...” option to add new staff without returning to Staff Maintenance</li> </ul>
<b>Departments Maintenance</b>	<ul style="list-style-type: none"> <li>Add Department address (required for Correspondence)</li> <li>Ability to upload logo (for Correspondence) plus button for Print Test Letterhead</li> </ul>
<b>Current View Filters</b>	<ul style="list-style-type: none"> <li>Default to first non-blank option rather than to “blank” (eliminates need for a dropdown change when only one option is available)</li> </ul>


## RECEIVING Coordinators

Screen / Function	Description
<b>Auto-redirect</b>	<ul style="list-style-type: none"> <li>Auto-redirection of incoming requests to DC; auto-reply on AccD or DecD</li> </ul>
<b>Site Profile</b>	<ul style="list-style-type: none"> <li>Allows entry of site description, website address, document uploads</li> </ul>
<b>Details</b>	<ul style="list-style-type: none"> <li>Supervisor Profile icon now appears next to Supervisor name</li> </ul>

## DESTINATION Coordinators

Screen / Function	Description
<b>Destination Profile</b>	<ul style="list-style-type: none"> <li>Add multiple contacts (educators, backup coordinator, Manager, other contacts)</li> </ul>
<b>DC Welcome</b>	<ul style="list-style-type: none"> <li>“Add Preceptor” button allows addition of new staff; checks for duplicates</li> </ul>
<b>Details</b>	<ul style="list-style-type: none"> <li>Supervisor Profile icon now appears next to Supervisor name</li> </ul>

## PLACING Coordinators

Screen / Function	Description
<b>Enrollment</b>	<ul style="list-style-type: none"> <li>• View all Courses in a Term; waive from one or more courses</li> <li>• SPRE reports – CRC status, Certifications, Immunizations, etc. – output in PDF or Excel format</li> <li>• New Action – Activate Student Access (requires Program to be setup for student access)</li> <li>• New Action – Create Email Message – HSPnet-generated email to selected students; option to Copy Sender</li> <li>• Added radio button to allow switching between view of “Preferences” and “Assignment”</li> <li>• Added “Reason” field when removing students, to assist with tracking student cohort changes</li> <li>• Added Cohort History screen to track movement of students across cohorts</li> <li>• Find Students – added option to search for students with recent consent; added option to search by Student #</li> </ul>
<b>Roles</b>	<ul style="list-style-type: none"> <li>• New Roles – Course Leader, Student Administrator, Group Instructor (read-only view of Group schedules; no student names)</li> <li>• New Welcome screen - Instructor</li> </ul>
<b>Find Destination</b>	<ul style="list-style-type: none"> <li>• Ability to include City name in search</li> </ul>
<b>Worksheets</b>	<ul style="list-style-type: none"> <li>• Global comments (set in Cohorts or Worksheets)</li> <li>• Hover on student hyperlink to view full name</li> <li>• Groups Worksheet – added Block filter to focus on 1 block at a time (non-selected blocks are faded)</li> <li>• New Action (IWS) – Copy Prefs to Individual Worksheet and Assign – much faster when creating placements for specific students (allows reassignment if needed at any time).</li> </ul>
<b>Outbox</b>	<ul style="list-style-type: none"> <li>• Added “Go Back” buttons to allow return to the worksheet or Enrollment</li> </ul>
<b>Details</b>	<ul style="list-style-type: none"> <li>• Addition of Group Email icon  for each block of a Group</li> <li>• Ability to assign multiple Preceptors, ability to “unlock” preceptor assignment for agencies using HSPnet; allows timely assignment of Preceptors and displays in Changes by Others in Welcome</li> </ul>
<b>Group Overlaps Worksheet</b>	<ul style="list-style-type: none"> <li>• Allows schools to review and collaboratively resolve scheduling conflicts</li> </ul>
<b>Students</b>	<ul style="list-style-type: none"> <li>• Addition of Campus indicator</li> <li>• Addition of “source” fields to SPRE records, to record source of information (student interview, original document)</li> <li>• Student Transfer function (via Help Desk) – can transfer student record from one school to another (collaborative programs)</li> </ul>
<b>Reports</b>	<ul style="list-style-type: none"> <li>• Placement Schedule                             <ul style="list-style-type: none"> <li>○ Sort by Instructor or Destination, addition of Site address</li> <li>○ “Include Student Name” option added – for internal use only</li> </ul> </li> </ul>
<b>Course Maintenance</b>	<ul style="list-style-type: none"> <li>• Can upload up to 6 documents</li> <li>• Can change ordering of text entries via Sort Order fields.</li> </ul>
<b>Call for Offers</b>	<ul style="list-style-type: none"> <li>• New Placement Type – Sends “open” call for offers to Receiving Agency, who then replies with # of spaces available and program area</li> </ul>

## NEW MODULES

Screen / Function	Description
<b>Practice Education Guidelines (PEG)</b>	<ul style="list-style-type: none"><li>• Shared online policy templates, can be adopted as is or adapted to suit local needs, with changes notated</li></ul>
<b>Affiliation Agreement Manager (AAM)</b>	<ul style="list-style-type: none"><li>• Online development of new contracts from shared templates; contracts can be adapted to suit parties, with changes notated</li><li>• Upload of pre-existing contracts</li><li>• Tracking of status including approval level, expiry date</li></ul>
<b>Correspondence (CORR)</b>	<ul style="list-style-type: none"><li>• Online correspondence templates, shared within a Department, for generation of PDF, Word, or Excel output</li></ul>
<b>eOrientation for Practice Education (eOPE)</b>	<ul style="list-style-type: none"><li>• Online shared courses (eTopics) for orientation of students or faculty</li></ul>
<b>Student Access</b>	<ul style="list-style-type: none"><li>• Access to information about upcoming placements (+/- access to eOPE content)</li></ul>
<b>Policy Access Level (PAL)</b>	<ul style="list-style-type: none"><li>• New user level – access to aggregate, de-identified data only</li></ul>