

CHAPTER 12. USING THE QUICK ENTRY SCREEN (QES)

Placement requests for non HSPnet members

This section explains how to use the Quick Entry Screen to:

- Enter placement requests received from non HSPnet Placing Agencies.
- Enter historical data for reporting purposes.

Follow these steps to enter data into the QES:

1. Select **Quick Entry Screen** from the left navigation
2. Identify the Placing Agency and Receiving Agency using the current view filter.
3. Enter all the information required to create a placement request. All mandatory fields are denoted with a *.
4. Using the **Action Box** at the bottom of the screen, use the drop down menu to indicate if you would like the request sent to your inbox, accept on behalf of agency, or decline on behalf of agency.
5. Click on the **Submit and Clear** button to enter the next placement – OR **Submit Without Clearing** to avoid having to re-enter all the content into the database again.



Do not enter student names without a signed consent form

QES for Historical Purposes

Follow these steps to enter data into the QES for historical data purposes:

1. Select **Quick Entry Screen** from the left navigation
2. Identify the Placing Agency and Receiving Agency using the current view filter.
3. Enter all the information required to create a placement request.
4. Using the **Action Box** at the bottom of the screen, use the drop down menu to indicate what action took place - either accept on behalf of agency, or decline on behalf of agency.
5. Click on the **Submit and Clear** button to enter the next placement – OR **Submit Without Clearing** to avoid having to re-enter all the content into the database again.



For historical purposes it may be necessary to enter ONLY the placement information for reporting.