

CHAPTER 16. DELETING/CANCELLING & RE-ACTIVATING PLACEMENT REQUESTS

This section explains how to use the Inbox/Outbox to

- Delete placement requests
- Cancel placement requests.
- Re-Activate placements requests that have been previously cancelled.

16.1. DELETING PLACEMENT REQUESTS

Deleting a Placement Request



A placement request can only be deleted by the agency that created it, and only if the status is New, Pending, Sent, or Re-directed.

Follow these steps to delete a placement request:

1. Select **INBOX / OUTBOX** from the left navigation.
2. Set the **Current View** to focus on which placements you wish to review depending on your role.
3. Click the checkboxes to select specific Placement Requests, or click **Select All** to select all requests for acceptance.
4. From the **Action** dropdown choose “Delete Permently.”
5. A new box appears that says “Are you sure you want to delete permently delete the select PR (including all linked destinations of an selected “Parent” PR’s?) Click Yes.
6. Once you select a PR and change its status to "Delete Permanently" it disappears from all screens. If you delete a request accidentally, you would therefore need to recreate it (or call HSPnet Support if the deleted placement has important history and you need it "un-deleted" for you).

16.2. CANCELLING PLACEMENT REQUESTS

Cancelling a Placement Request

Follow these steps to delete a placement request:

1. Select **INBOX / OUTBOX** from the left navigation.
2. Set the **Current View** to focus on which placements you wish to review depending on your role.
3. Click the checkboxes to select specific Placement Requests, or click **Select All** to select all requests for cancelling.

- From the **Action** dropdown choose “Cancel.”
- A mandatory **Reason for Cancel** box will appear. Select a reason from the dropdown menu. The date will automatically be entered and a comment can be entered if the reason is not available from the dropdown menu.

The screenshot shows the HSPnet Inbox/Outbox interface. The top section includes filters for Agency, Department, Program, Agency, Site, Service, and Destination. Below this is a table of 5 Placement Requests. The table has columns for Status, Course/Type, Start/End, Days/Time, Student, From/Prog, To Site, Service, and Dest. The first row is selected. Below the table is an 'Action' dropdown menu set to 'Cancel'. A 'Reasons for Cancel' dropdown menu is open, showing options like 'NLR by PA - Student Admission', 'NLR by PA - Other (see Comments)', 'Destination Supervisor no longer available', and 'NLR by RA - Another Acc'd received'.

Status	Course/Type	Start/End	Days/Time	Student	From/Prog	To Site	Service	Dest
<input checked="" type="checkbox"/>	Nurs330P Prep	Apr 4/04 Jun 4/04		Jewson, I	UBC BSN/Basic	SPH	Clinic*	H-Heart
<input type="checkbox"/>	Nurs331GNB GroupNIS	Apr 4/04 Jun 17/04		Grp B (8/8)	UBC BSN/Basic	RICH	Obst	3M-OB
<input type="checkbox"/>	Nurs331GNB GroupNIS	Apr 4/04 Jun 17/04		Grp B (1/8) AHObs		RICH	Clinic*	Ortho*
<input type="checkbox"/>	Nurs331GNB GroupNIS	Apr 7/04 Jun 4/04	TW	Grp A (8/8)	UBC BSN/Basic	RICH	Med	29-1
<input type="checkbox"/>	Nurs331GNB GroupNIS	Apr 7/04 Jun 4/04	TW	Grp A (1/8) AHObs		RICH	Clinic*	Dist*

- Click on the **Submit** button and wait for the screen to refresh. The status will now have a status of Canc.

16.3. REACTIVATING PLACEMENT REQUESTS

Reactivating a Placement Request

Follow these steps to reactivate a placement request:

Select **INBOX / OUTBOX** from the left navigation.

- Click the checkboxes to select specific Placement Requests, or **Select All** to select all cancelled requests to reactivate.
- From the **Action** dropdown choose “Reactivate.”
- A mandatory **Reason for Reactivation** box will appear. Select a reason from the dropdown menu. The date will automatically be entered and a comment can be entered if the reason is not available from the dropdown menu.

