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## Guide to the *New Welcome Screen*

**A streamlined new Welcome Screen has been developed for Destination Coordinators**, who are typically occasional users of HSPnet and receive little or no formal training on its use.

The Welcome Screen is now simpler in design and in most cases, users will find they can accomplish all of their day-to-day tasks without ever leaving their Welcome screen.

The screenshot shows the HSPnet Welcome Screen for Tracy. It includes a navigation menu on the left with items like 'Reporting Queue Report Menu', 'Maintenance', and 'Help/Support'. The main content area has several sections: 'Current View' with filters for Agency, Site, Service, Destination, and Discipline; 'Inbox Summary' with a table of request statuses; 'Changes Made by Others' with a table of request changes; and a 'Quick Reference Guide' sidebar. Callouts provide instructions: 1. Filter the 'Current View' dropdowns. 2. Use the 'Quick Reference Guide' sidebar. 3. Click the 'Type of Change' icon in the 'Changes Made by Others' table. Other callouts describe the 'Term' dropdown, 'Preview' links, and a glossary icon.

**1** View placements for next 4 months ("Today"), or change this dropdown and Refresh to view requests for a specific Term or Custom dates

Print a Schedule of selected requests, such as Accepted/Confirmed for next Term

**2** Quick Reference Guide

Preview your Inbox for requests of the specified status, such as Supervisor needed

**3** Click a glossary icon to view Definitions, in this case "Changes Made by Others"

Status	# Requests	Action
Pending	2	<a href="#">Preview</a>
Accepted/Confirmed	2	<a href="#">Preview</a>
Supervisor Needed	1	<a href="#">Preview</a>

Type of Change	# Requests	Action
Urgent Alert	0	
✗ Cancellation	1	<a href="#">Pre</a>
📅 Date Change	1	<a href="#">Pre</a>
Destination Add/Change	0	

### 1. Current View Filter

Change one or more dropdowns to view only one of your allowed destinations, to filter to a single discipline (such as Practical Nursing or Unit Clerk), or to change from upcoming placements (Today) to a specific future Term or Custom dates (including dates in the past).

### 2. Quick Reference Guide

The Quick Reference Guide, which led you to this document, also provides links for access to:

- (coming soon) a short video on navigating the Welcome Screen plus instructions for performing common tasks such as viewing Pending requests, accepting or declining a request, or assigning a Preceptor.
- The complete *HSPnet User Guide* table of contents, with links to individual chapters that detail basic and advanced functionality such as changing your contact information or running a report.
- A "cheat sheet" of *HSPnet Tips and Tricks* that can provide an ongoing reference for occasional users.

### 3. Getting Help & User Support

Most screens provide context-sensitive **Online Help** -- simply click this link in the left navigation under Help/Support. Each Help Screen provides summary instructions for using the current screen, plus a link to the corresponding chapter of the online HSPnet User Guide.

If you would like to contact a Help Desk member, click the **Email Help** link in the left navigation. This will open a new email message pre-addressed to [support@hspbc.net](mailto:support@hspbc.net) -- a response will be sent in 4 working hours or less.

## Preview Screens – a “Mini Inbox”

The Preview screens provide most of the features of your regular Inbox but with ready access to buttons for Accepting or Declining requests, plus a dropdown for assigning Preceptors:

The screenshot shows a web browser window titled "HSPnet - Placement Request Preview". The page content includes instructions for accepting, declining, and assigning preceptors, a table of 6 pending requests, and action buttons. Annotations with callouts provide specific instructions:

- Callout 1: "Click the checkbox for one or more requests, then click an Action button to either Accept or Decline selected requests (enter Reason before Declining)"
- Callout 2: "Click the checkbox for one or more requests, then click an Action button to either Accept or Decline selected requests (enter Reason before Declining)"
- Callout 3: "Select an individual from the dropdown to assign a Preceptor or Supervisor"
- Callout 4: "Send an email request to your Receiving Coordinator if a Preceptor is missing from the dropdown"

Status	Course/Type	Start/End	Days/Time	Student	From/Prog	To Agency/Site	Service	Dest
Pend	Nurs413G Group	Sep 5/05 - Sep 30/05	MTW	Grp A (6/6)	UBC	VCHA	Med	2S
Pend	Nurs460 Prec	Sep 15/05 - Oct 5/05	Var					
Pend	Nurs1350P Prec	Sep 22/05 - Oct 15/05	Var		Kwantlen BSN/CNP	VCHA RICH	Med	2South
Pend	Nurs331GNB Group	Sep 22/05 - Oct 31/05	RF	Grp A (6/6)	UBC BSN/Basic	VCHA RICH	Med	
Pend	Nurs331GNB Group	Sep 22/05 - Oct 31/05	RF	Grp A (6/6)	UBC BSN/Basic	VCHA RICH	Med	
Pend	Nurs1241G Group						Med	2South

For more information visit the HSPnet website at [www.hspbc.net](http://www.hspbc.net).

Please send us your feedback via the Email Help link under Help/Support in the left navigation.