Chapter 3 – The Home Page

Announcements

1. **Announcements:** This table allows the system and agency administrators to broadcast information to the HI-WITS community. The agency administrator can only send information to their assigned agency and the system administrator can send information to all HI-WITS users.

   Click **Review** to access the **Announcements** screen. If you are the author, you will have the ability to edit the announcement. If you are not, you may view the details of the **Announcement.**

   Note: At the top right corner of the **Home** title bar, you will see the version number. The version number may be used by system administrators to troubleshoot issues related to the version of HI-WITS being used.

Schedule

2. **Today's Schedule:** This feature allows users to enter their schedule information in HI-WITS, including posting reminders for themselves.
3. **Sorting:** The table columns can be sorted in ascending or descending order. Click on the column header to sort by start date, end date, summary, or status.

4. **Edit Schedule**: Click <u>**Edit Schedule**</u> to access the **Schedule** screen. Click in the time slot for which you want to enter an event. This will open the **Schedule Edit** screen.

5. The **Staff** field is a read-only field unless the user has access to schedule events for other users. If you are scheduling the event for another user, select the appropriate staff member from the drop down box.

6. The **Start/End Time** will pre-fill based on the time slot you selected. This can be changed if needed.

7. Enter the **Summary** and **Description** information for the event in the appropriate text box. The **Summary** information will display on the **Today's Schedule** portion of the screen.

8. Select the **Status** from the drop down list and click **Scheduled Encounter** as appropriate.

9. After making your selections, click **Save** to save the event and have it display in the **Today's Schedule** table. If you do not want to save the event click **Cancel**.

10. **Review:** Click **<u>Review</u>** to access the **Schedule Edit** screen. You may edit all values. When done, click **Save** to return to the **Home Page**.