

NWT LIS TIP OF THE WEEK

Module: SoftLabMic

Software Version: 4.0.8

Topic: New Sharepoint

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Distribution: All Users

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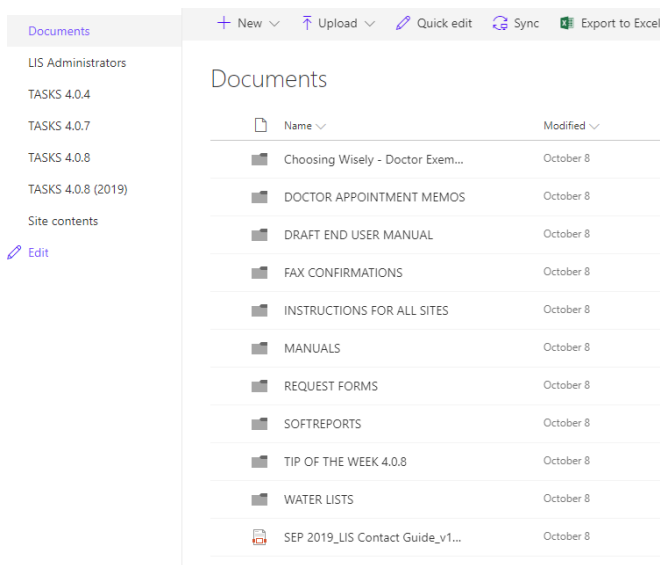
TOPIC/QUESTION: How to navigate the newest version of SharePoint.

ANSWER/TIP : Every user can search SharePoint to find doctor appointment memos, previous tips of the week, past and present LIS issues, manuals, choosing wisely doctor exemptions, etc. Supervisors are responsible for entering tickets.

<https://sharepoint.gnwt.ca/Dept/HSS/lis/SitePages/Home.aspx>

EXAMPLE :

Choosing Wisely/SOPs/Appointment Memos, etc : Open SharePoint> left side click Documents> Click the document folder (see list below)



Current Tasks : Open SharePoint> left side click TASKS 4.0.8 (2019)

