

NWT LIS TIP OF THE WEEK

Module: SoftLabMic	Software Version: 4.0.8				
Topic: New Sharepoint	Issued On: 12NOV2021				
Distribution: All Users	Page: 1 of 1				
Issued By: Kaylan Symes, Territorial LIS Administrator					

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

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

EXAMPLE :

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

Documents	+ New ∨ → Upload ∨ 🖉 Quick edit	G Sync 🚺 Export to Excel						
LIS Administrators TASKS 4.0.4	Documents							
TASKS 4.0.7	🗅 Name 🗸	Modified \checkmark						
TASKS 4.0.8	Choosing Wisely - Doctor Exem	October 8						
TASKS 4.0.8 (2019) Site contents	DOCTOR APPOINTMENT MEMOS	October 8						
	DRAFT END USER MANUAL	October 8						
	FAX CONFIRMATIONS	October 8						
	INSTRUCTIONS FOR ALL SITES	October 8						
	MANUALS	October 8						
	REQUEST FORMS	October 8						
	SOFTREPORTS	October 8						
	TIP OF THE WEEK 4.0.8	October 8						
	WATER LISTS	October 8						
	SEP 2019_LIS Contact Guide_v1	October 8						

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

TASKS 4.0.4									
TASKS 4.0.7	All Tasks Active Tasks (BY ASSIGNED TO:)	Calendar ··· Find an iter	Q						
TASKS 4.0.8	🗸 ID 🕅 Title	Task Status Follow-up	ate ORDER # SCC Task #	TSC Ticket # AHS Ticket # RISK PRO #	Project/Module	Assigned To Predecessors	IMPLEMENTATION DATE		
TASKS 4.0.8 (2019)	28 00028 -	··· Not Started	x		Doctor Lists				
Site contents	5.82								
🖍 EDIT LINKS	27 0 00027	··· Closed	х		EMR,Interfaces HIS,SoftLab	Chantelle Pollard			