

501 — 100 Park Royal South Coast Salish Territory West Vancouver, BC Canada V7T 1A2

T 604.693.6500 F 604.913.2081 www.fnha.ca

\*Originally emailed to Panorama users Thursday, October 29, 2020

Subject: Panorama Resources are now on the FNHA Nursing Gathering Space

Hello Panorama Users,

Since March, the FNHA Panorama team have strived to continue to provide the best support to our Panorama users. We been spending the last several months finding ways to update the way we provide and share new information in a timely manner to our users. With input from our CHNs and Clerical colleagues, we are happy to inform you that we have updated many of our FNHA Panorama guides and resources for your use. We are also migrating our Panorama guides and resources over to the **FNHA Nursing Gathering Space** site.

By offering our resources through the Gathering Space, this allows our FNHA/FNHSO Panorama users access to not only our Panorama resources, but in addition, allows access to all resources offered by the FNHA Nursing and CDPPH (Communicable Disease Population Public Health) Departments. The Gathering Space also allows our team the capability to provide you the most current resources as they become available.

For access to the Gathering Space, please complete the *Gathering Space Access Request* PDF form attached to this email and send to <a href="mailto:lessica.Chien@fnha.ca">lessica.Chien@fnha.ca</a> to get your account created. CHNs and health centre/nursing station Clerical staff can request an account.

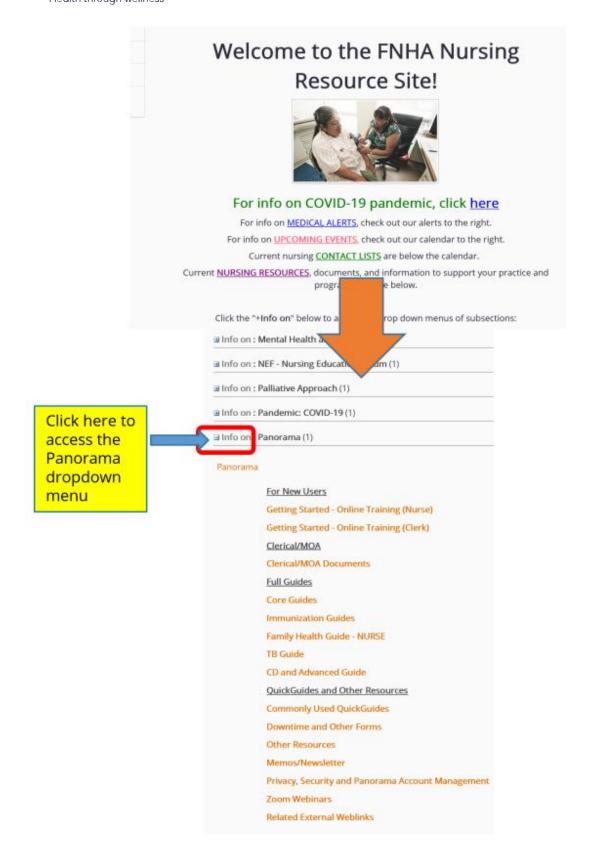
Once you have access to the Gathering Space, the site is easy to navigate. After logging in, from the home page, you scroll down the resource list to the Panorama section (see screenshot below).

If you have any questions, please do not hesitate to contact us at panorama@fnha.ca

Thank you,

Your FNHA Panorama Team Cecille, Felicia, Genevieve, Heather, Michelle, Reza, Steven and Sue

Attachments:
Gathering Space Access Request V12.pdf
How\_to\_Access\_Gathering\_Space\_FNHA\_Nursing-Resources\_Site\_V3.pdf



# Access Guideline -

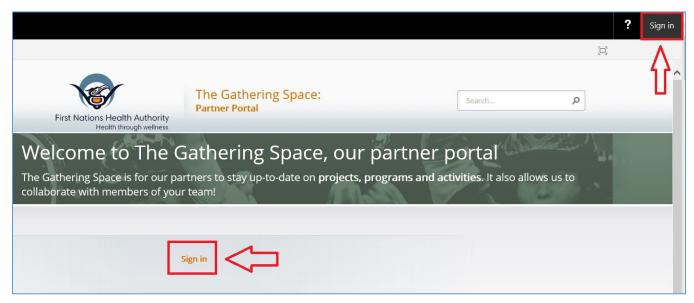
# FNHA Nursing Resources Site

### Table of Contents

| To Ac  | cess Gathering Space – FNHA Nursing Resources Site | 2  |
|--------|--|----|
| To Ch  | nange Password or Forgotten Password – What To Do  | 3  |
|        | Nursing Resources Site - Overview                  |    |
| A.     | Home Page Section Link                             | 4  |
| В.     | Info on Section                                    | 5  |
| C.     | Subsections / Libraries                            | 5  |
| D.     | Alerts   | 5  |
| E.     | Education, Funding Opportunities                   | 7  |
| F.     | Calendar: All Education and Events                 | 8  |
| G.     | Contact Lists                                      | 8  |
| To Vi  | ew / Download a Word Document in a Library         | 9  |
| To Vi  | ew / Download a PDF Document in a Library          | 11 |
| To Vi  | ew Web Resources in a Library                      | 13 |
| A.     | To view a web resource in a new tab:               | 14 |
| В.     | To view a web resource in another window:          | 15 |
| To Vie | ew all Alert Items in the Alerts Section           | 16 |
| To Vi  | ew all Education, Funding Opportunities            | 17 |
| To Vie | ew an Education and Event in Calendar              | 19 |
| To Vie | ew a Contact List:                                 | 20 |

## To Access Gathering Space - FNHA Nursing Resources Site

- Open an Internet Explorer browser
- Visit <a href="https://partners.fnha.ca/default.aspx">https://partners.fnha.ca/default.aspx</a>
- Click on Sign in button

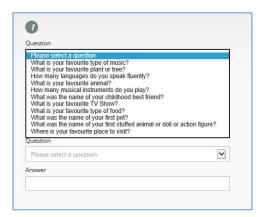


When accessing, you may be prompted as follows to enter your credential:

**Username:** EXTRANET\firstname.lastname

**Password:** Copy the exact password from the email sent by FNHA Nursing Team Click on **Logon** button for access.

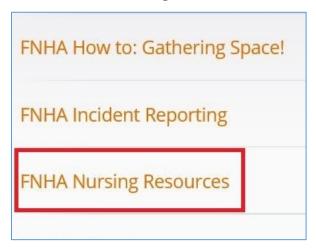




**Note:** If this is your first time accessing the Gathering Space, you will be asked to choose three security questions from the dropdown menu and to provide answers for each one. Security question setup only appears for the first time users. This allows FNHA Service Desk to assist you in changing passwords or other account details in future.

\*\* After **15 minutes of inactivity** on the Gathering Space site, your account will be logged out and you will need to log in again.

### Click on FNHA Nursing Resources



> FNHA Nursing Resources website link:

https://partners.fnha.ca/sites/HomeandCommunityCare/Newpage/home.aspx

# To Change Password or Forgotten Password - What To Do

- Account passwords expire every 90 days. To reset a password or If you have forgotten your old password, call external FNHA Service Desk toll-free phone line: 1-833-693-6900 to reset a password
- > It may take a couple of days to issue you a new password
  - The FNHA Service Desk hours are Monday to Friday 8am to 5pm
- > For resetting the password, you would have to answer security questions that you set up when you access the site for the first time
- > After the password reset, you will be given a new password
- ➤ If you don't remember answers to security questions, contact Jessica Chien (<a href="mailto:lessica.chien@fnha.ca">lessica.chien@fnha.ca</a>) to create a service ticket to arrange a new password and security questions reset

# **FNHA Nursing Resources Site - Overview**

FNHA Nursing Resources Home Page contains 5 sections / links and they are:

A. Home Page Section Link

E. Education, Funding Opportunities

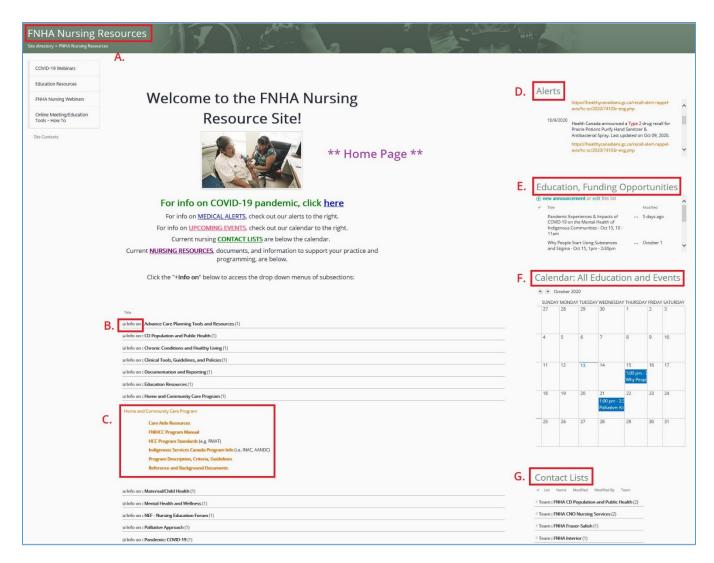
B. Info On Section

F. Calendar: All Education and Events

C. <u>Subsections or Libraries Section</u>

G. Contact Lists

D. Alerts



### A. Home Page Section Link

- This link locates at the left top of the green ribbon in all sites.
- If you would like to go back to the home page from any subsites, click on **FNHA Nursing Resources** in the green ribbon. You will then be directed back to the home page.



#### B. Info on Section

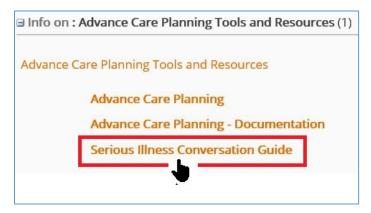
- > This section contains all current nursing resources, documents, and information to support your practice and programming.
- > To view more resources in each topic, click on + Info on: to open a dropdown menu.
- > To close a dropdown menu, click on Info on:





#### C. Subsections / Libraries

- ➤ Each Info on topic contains several in-depth information, resources, documents and/or website links in each subsection / library.
- To view a resource (e.g. Serious Illness Conversation Guide under the Advance Care Planning Tools and Resources section), move mouse to the resource name when a shows up. Click on the link and you will be directed to the library.

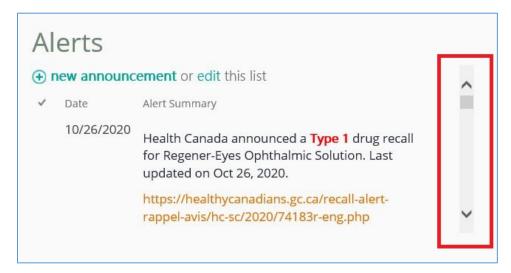


#### D. Alerts

- ➤ This section locates at the top right hand side column in the Home Page.
- The Alerts section displays important medication alerts announced by Health Canada, FNHA and BC Health Authorities.



> To view more alerts, scroll down the side bar.



➤ To see a detailed information, click on **URL** or **document link**.



### E. Education, Funding Opportunities

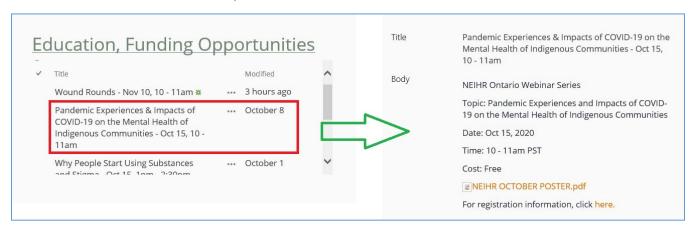
- > This section locates between the Alerts section and the Calendar section.
- The Education, Funding Opportunities section shows educational seminar/training and funding opportunities announced by FNHA, BC Health Authorities and/or other health organizations.



> To view more education and funding opportunities, scroll down the side bar.



> To see a detailed information, click on the **Seminar Title**.



#### F. Calendar: All Education and Events

- > This section locates between the Education, Funding Opportunities section and Contact List section in the Home Page.
- ➤ The Calendar section contains all education and events occurring in BC, including 5 regions (Coastal, Fraser Salish, Northern, Interior, and Island) and other teams, such as CD Population and Public Health, Provincial and National Partner, and FNHA Provincial team.



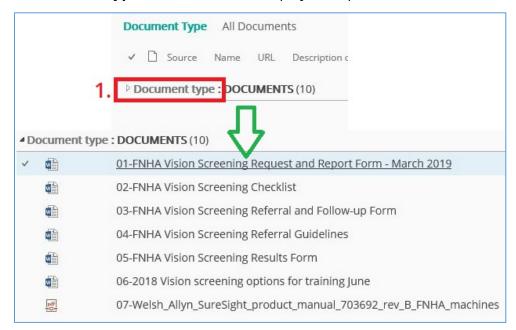
#### G. Contact Lists

This section locates underneath the Calendar section which provides contact information of all FNHA Nursing Services teams in BC.

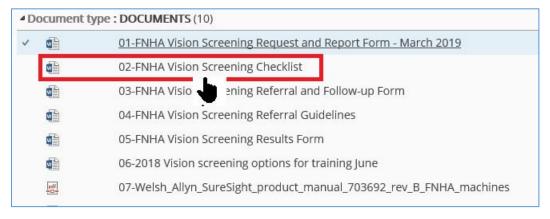


# To View / Download a Word Document in a Library

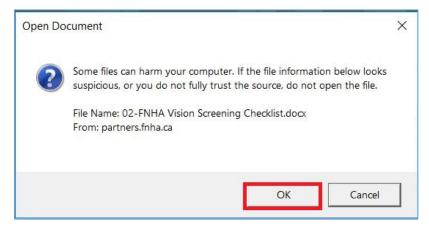
1. Click on Document Type: DOCUMENTS to display a dropdown menu.



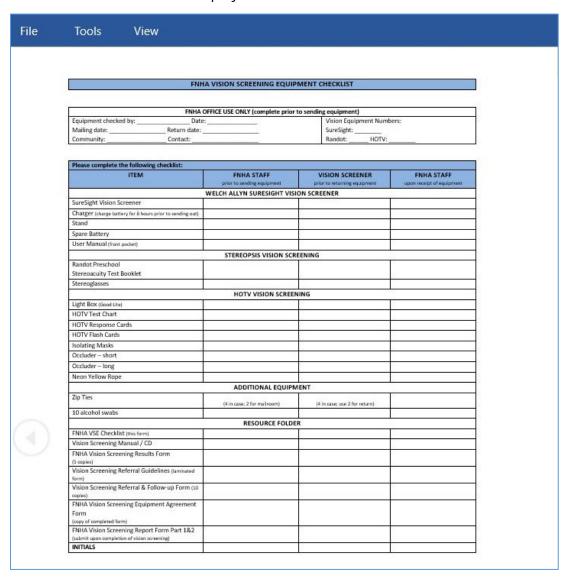
2. Click on the Word document that you would like to view by moving mouse to the document **name** when a **b** shows up.



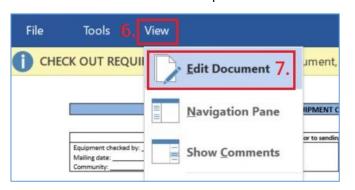
3. An Open Document message icon pops up. Click on **OK**.

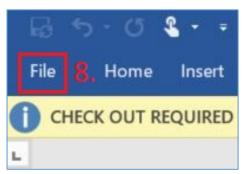


4. The selected Word document is displayed.

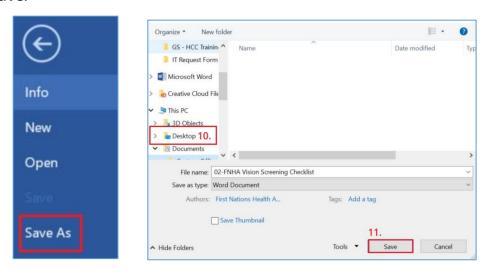


- 5. To save the selected Word document, click on **View** tab locates at the top ribbon beside the Tools tab.
- 6. Select Edit Document.
- 7. Click on **File** tab locates at the top ribbon beside the Home tab.



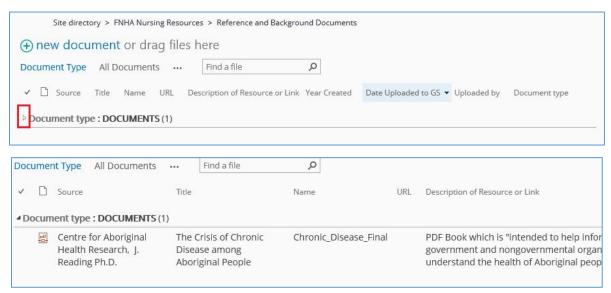


- 8. Select Save As.
- 9. Choose a designated drive (e.g. Desktop) to save the document.
- 10. Click on **Save**.



# To View / Download a PDF Document in a Library

1. Click on Document Type: DOCUMENTS to show a dropdown menu.



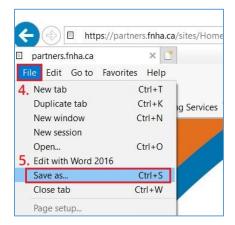
2. Click on the PDF document that you would like to view by moving mouse to the document **name** when a **b** shows up.



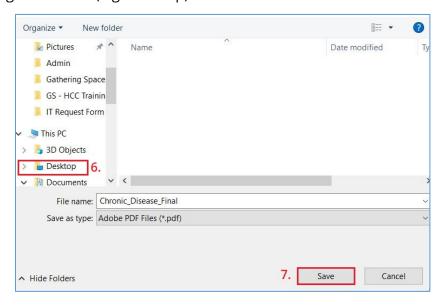
3. A PDF document is displayed in a browser.



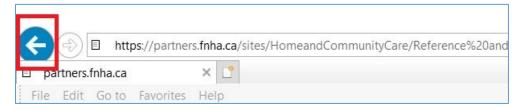
- 4. To download the selected PDF document, click on the **File** tab in the top ribbon right beside the Edit tab
- 5. Click on Save as...



6. Choose a designated drive (e.g. Desktop) to save the document. Click on Save.

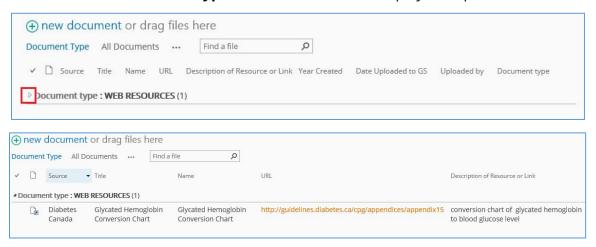


7. To go back to the Gathering Space – FNHA Nursing Resource site, click on **Back** button **6**.



## To View Web Resources in a Library

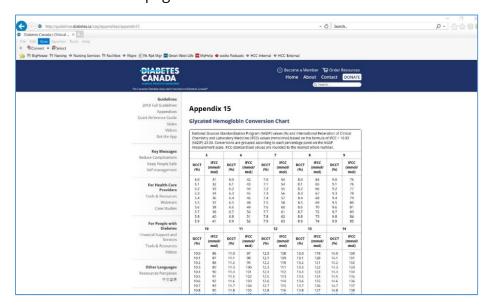
1. Click on ▶ **beside Document Type:** WEB RESOURCES to display a dropdown menu.



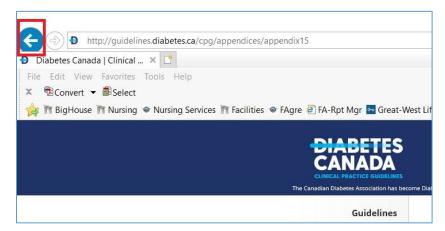
2. Click on the **URL** that you would like to view by moving mouse to the document name when a shows up.



3. You will be directed to the webpage.



4. Click on **Back** button to go back to the Gathering Space – FNHA Nursing Resources site.

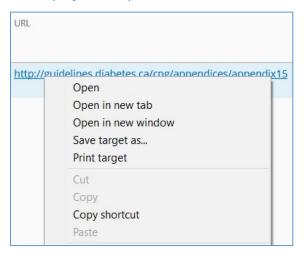


#### A. To view a web resource in a new tab:

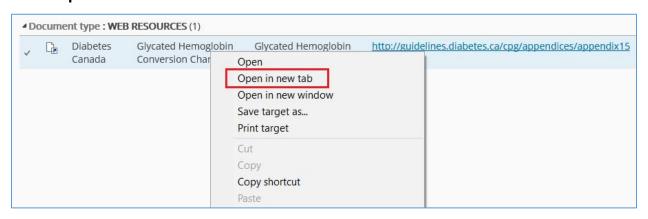
1. Move mouse to the **URL** to show • .



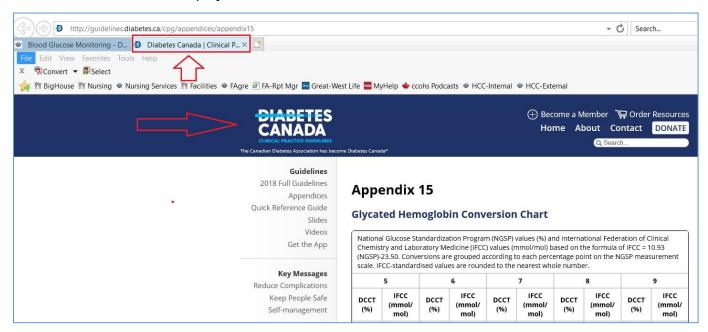
2. Right click at your mouse to display view options.



3. Select **Open in new tab**.



4. The web resource is displayed in a new tab.



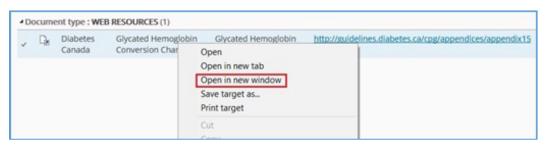
5. To close the tab, click on X.



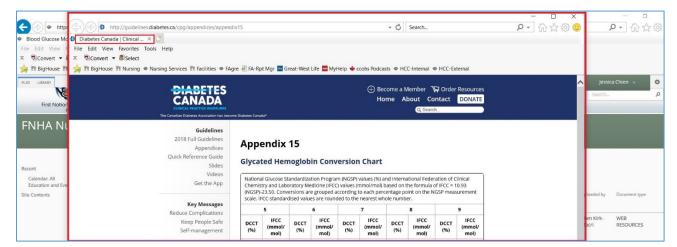
- B. To view a web resource in another window:
- 1. Move mouse to the **URL** to show •



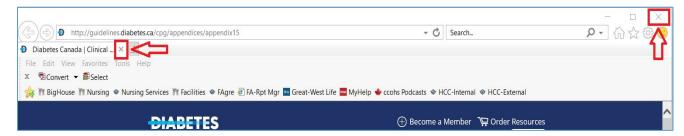
2. Right click at your mouse to display view options and choose **Open in new window**.



3. The web resource is displayed in a new window.

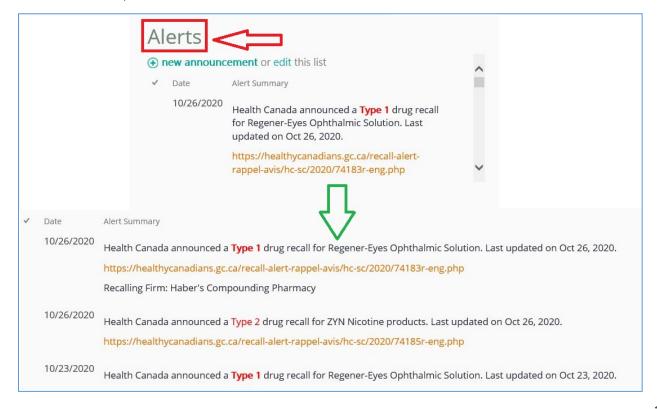


4. To close the window, click on X.

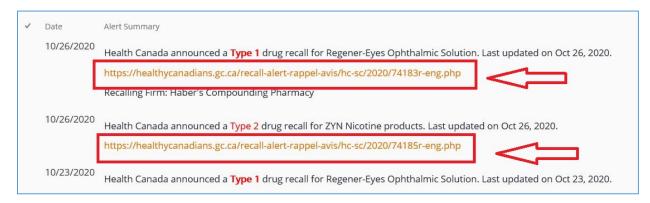


#### To View all Alert Items in the Alerts Section

To see all alerts, click on **Alerts**. You will be directed to the Alerts section.



> To view the detailed information, click on the **URL** and you will be directed to the website.

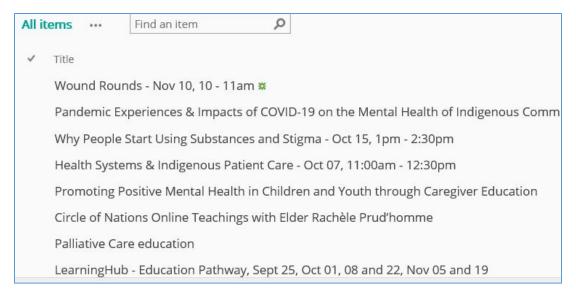




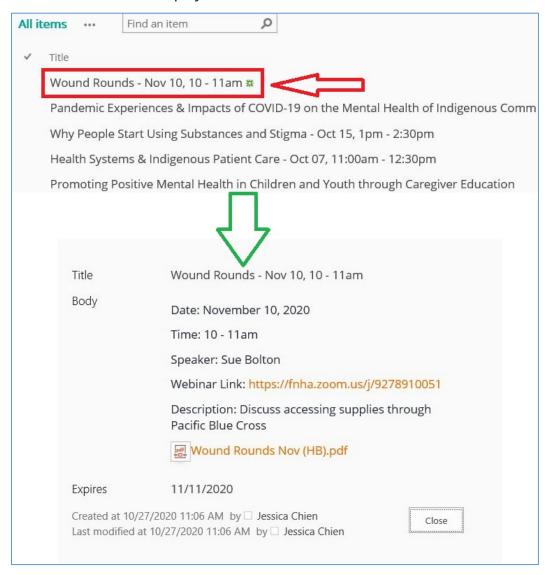
# To View all Education, Funding Opportunities

To see all opportunities, click on Education, Funding Opportunities. You will be directed to the section.



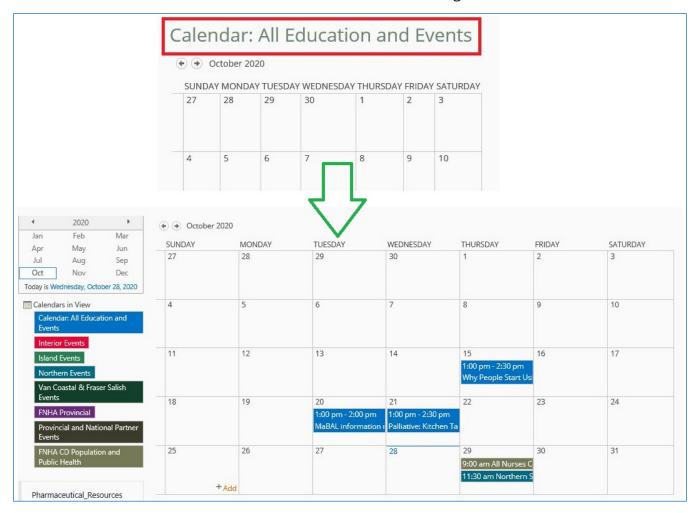


➤ To see the detailed information for the seminar/funding opportunities, click on **Title**. The detailed information will be displayed.



### To View an Education and Event in Calendar

> Click on Calendar: All Education and Events to view each region/team's calendar.

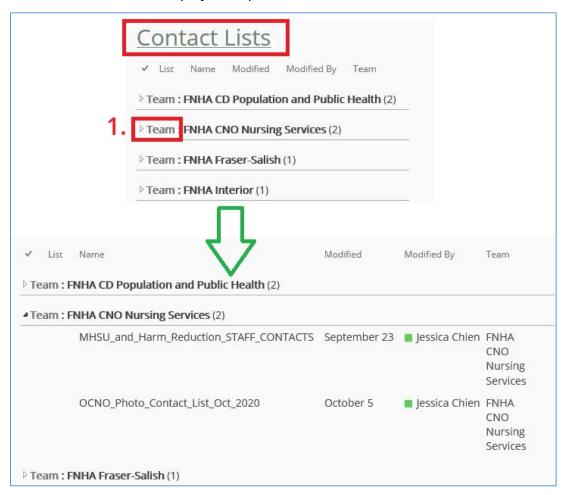


> To view the detailed information of an event, click on the **event**.

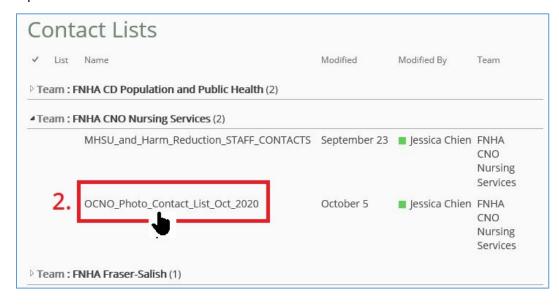
| JNDAY | MONDAY | TUESDAY                                      | WEDNESDAY  | THURSDAY  | FRIDAY | SATURDAY |
|-------|--------|--|--|---|--------|----------|
| 7     | 28     | 29   | 30   | 1   | 2      | 3        |
| 4     | 5      | 6  | 7  | 8   | 9      | 10       |
| 11    | 12     | 13   | 14   | 15<br>1:00 pm - 2:30 pm<br>Why People Start Usi | 16     | 17       |
| 18    | 19     | 20<br>1:00 pm - 2:00 pm<br>MaBAL information | 21<br>1:00 pm - 2:30 pm<br>n Palliative: Kitchen T | 22<br>al  | 23     | 24       |
| 25    | 26     | 27   | 28   | 29<br>11:30 am - 12:00 pm                       | 30     | 31       |

### To View a Contact List:

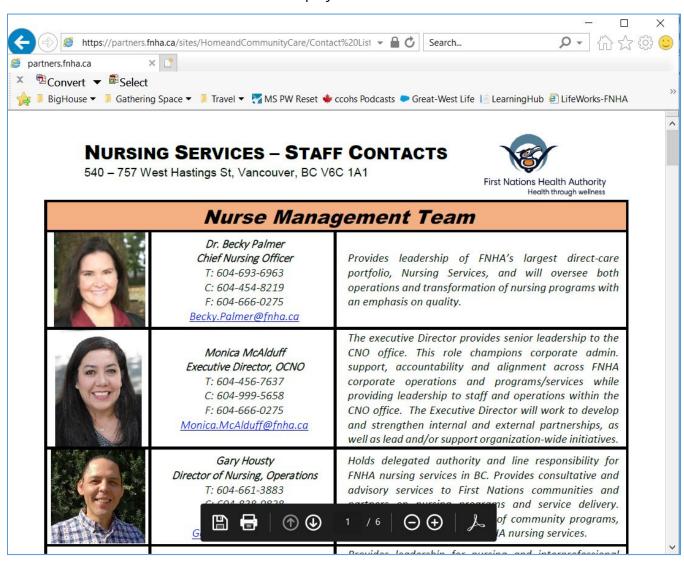
1. Click on Fram: XXXXX to display a dropdown menu.



2. Move mouse to the name field (e.g. Nursing\_Services\_Photo\_Contact\_List\_June) when a shows up. Click on document **name**.



3. The selected contact list document is displayed.



4. To close the window, click on **X** or to go back to the Gathering Space – FNHA Nursing Resource site, click on **Back** button .

