

How to use the new Intranet in 10 simple steps

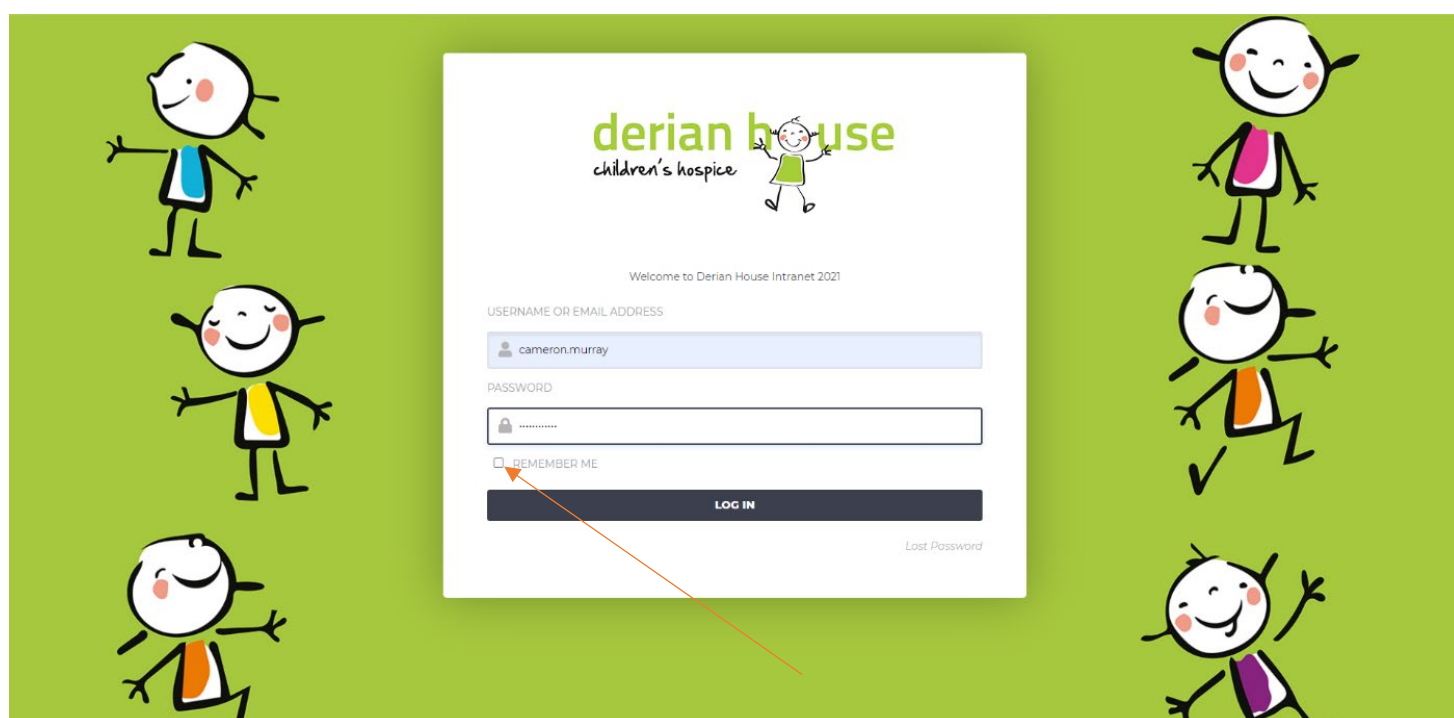
Hi everyone, welcome to your new Intranet. Here is a quick 'how to' guide on how to use it. If you have any questions or queries, please email cameron.murray@derianhouse.co.uk or give me a call/message on Teams.

1. Log-In Screen

When you first log on to a Derian device and open your internet browser (Chrome or Microsoft Edge), the new Intranet log-in screen will appear. Unlike the previous Intranet, it requires you to log-in, but this is a lot safer with the amount of information/policies/sensitive information on there.

If you tick the 'Remember Me' box, your information will be kept there for the next time you use it, which is handy if you're no good at remembering passwords (plus it emits all the faff of having to do it each time you log on).

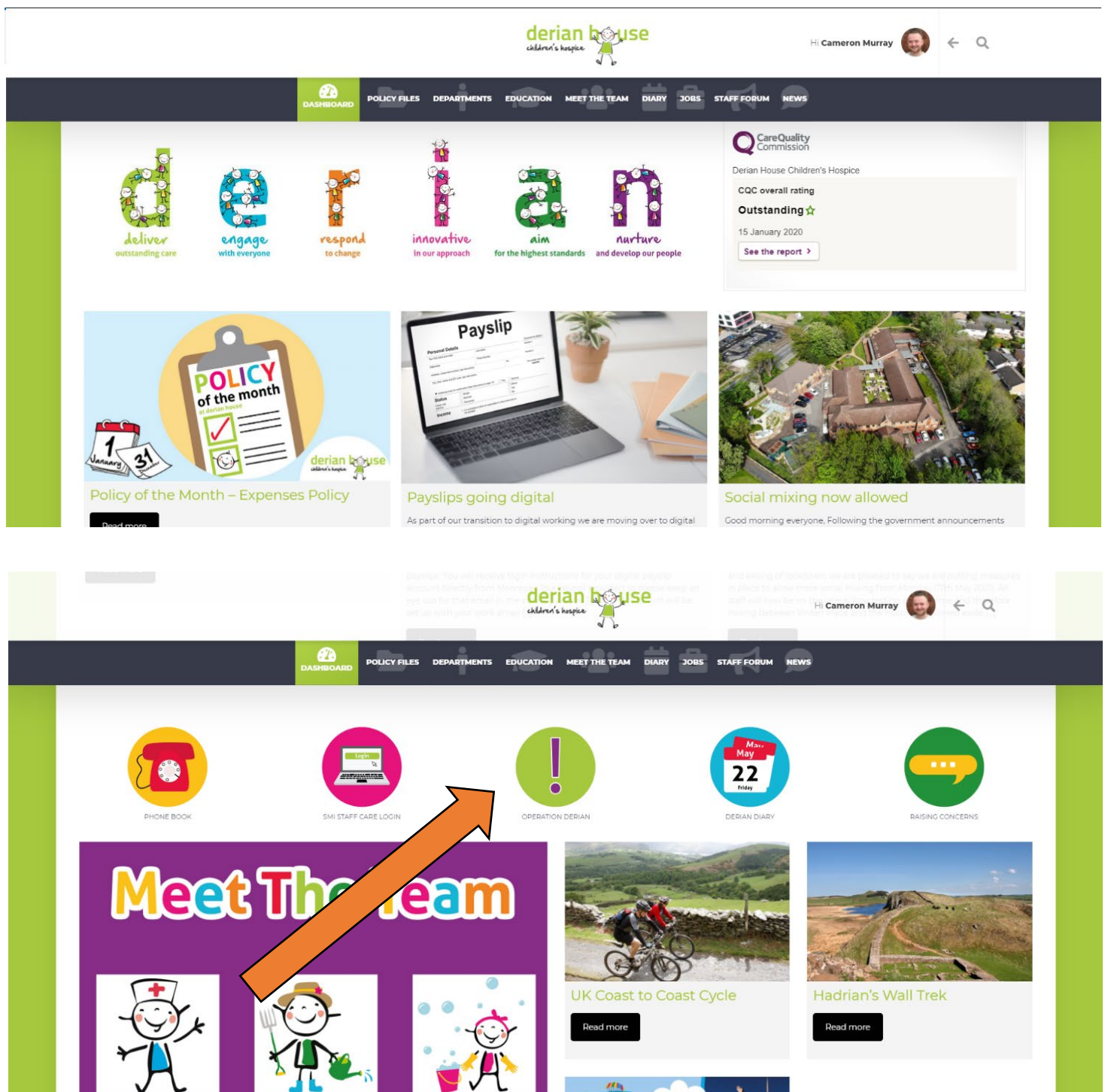
Please keep the email with your unique username and passcode handy, as you are unable to change these due to security reasons.



2. Dashboard

This is the home screen to the Intranet, where you will find all the links to the various parts of the website. On the dashboard screen is the top three news stories

that will be pulled through from the 'News' part of the website, a link to the 'Meet the Team' tab, and the latest diary entrants which will be pulled through from the 'Derian Diary'.



You will also find on the dashboard a series of five circles; these are 'Quick Links'.

- Clicking the phone icon will take you through to the phone book (no more printing off every time a number is changed – yay!).
- Clicking the laptop icon will take you directly to SMI Staff Care Log-in.

- You can also access the quick links at ANY part of the website by pressing the arrow in the top right corner. This will open the drawer towards the side of your screen and will remain there until you close it.



derian house
children's hospice

Hi Cameron Murray

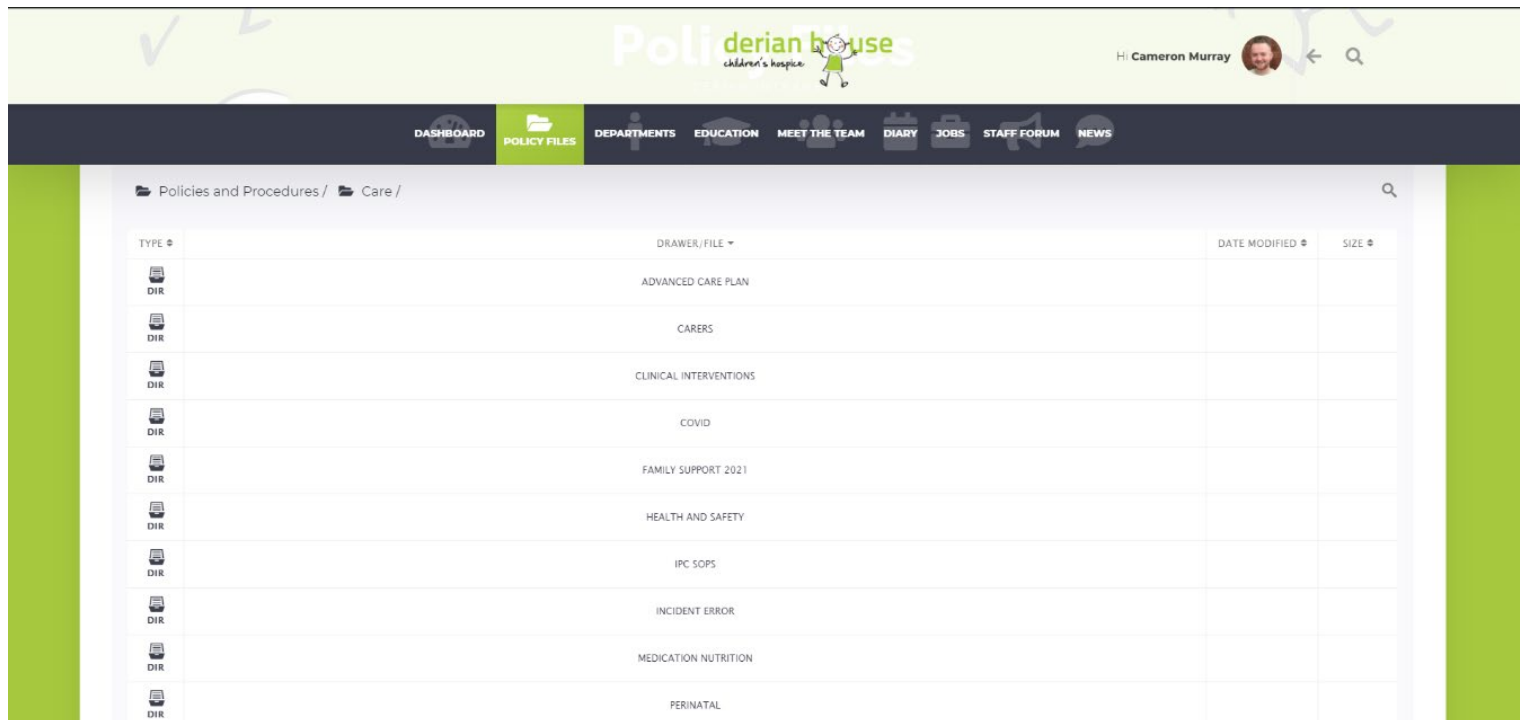
Policy Files

DERIAN INTRANET

Policies and Procedures /

TYPE	NAME	DATE	DATE MODIFIED	SIZE
DER	DER	DATE		
DER	FORM			
DER	SERVICE			
DER	FUNDRAISING			
DER	CAREER			
DER	HEALTH AND SAFETY			

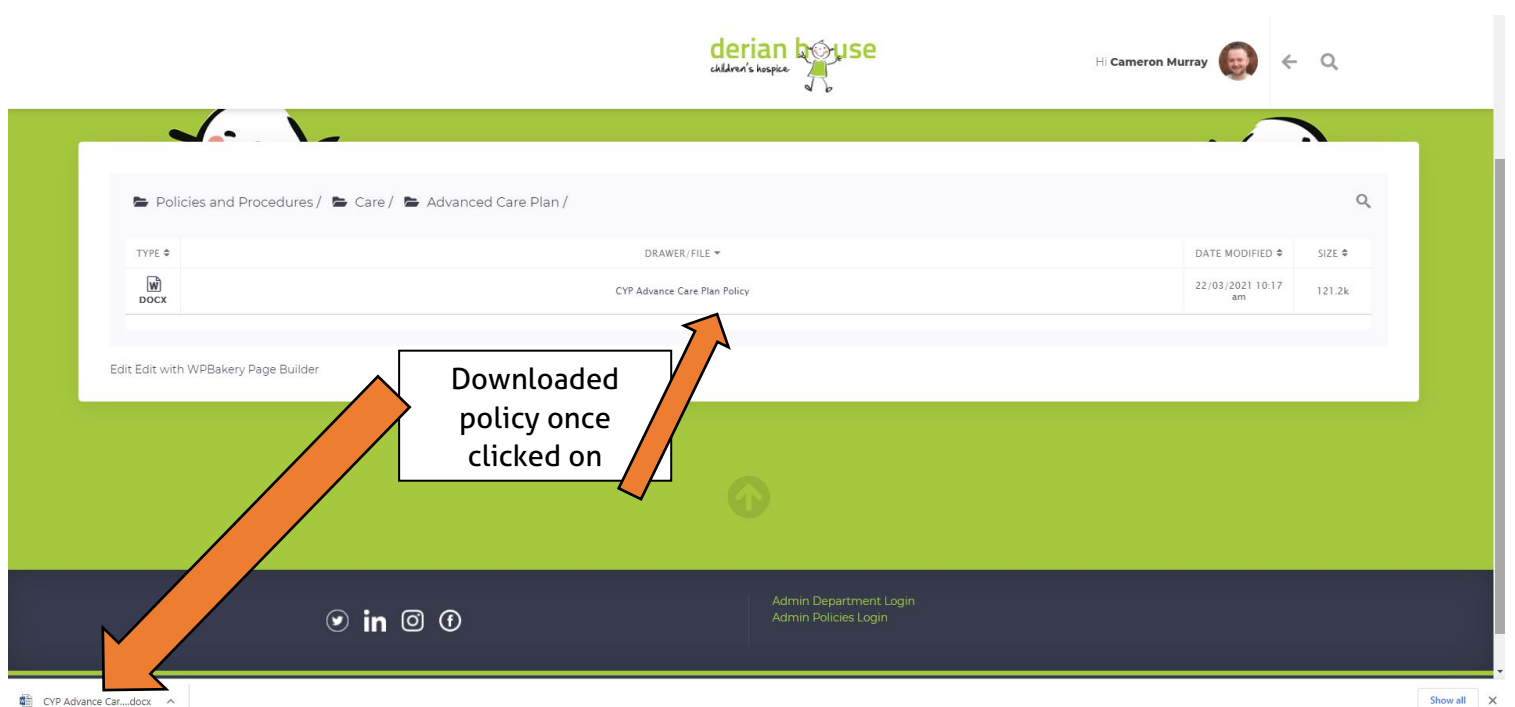
These are all drawers which drawers within them. For example, if we click on the 'Care' drawer, it will take us to these sub-categories.



TYPE	DRAWER/FILE	DATE MODIFIED	SIZE
DIR	ADVANCED CARE PLAN		
DIR	CARERS		
DIR	CLINICAL INTERVENTIONS		
DIR	COVID		
DIR	FAMILY SUPPORT 2021		
DIR	HEALTH AND SAFETY		
DIR	IPC SOPS		
DIR	INCIDENT ERROR		
DIR	MEDICATION NUTRITION		
DIR	PERINATAL		

You will then click on the relevant drawer and open it to view the policies. Once you click on the policy it will automatically download it to your 'Downloads' on your personal drive.

We can also see when the document was last updated on the right hand side, which will prove useful when it comes to renewing them (those who have to!).



Downloaded policy once clicked on

CYP Advance Care Plan Policy

22/03/2021 10:17 am

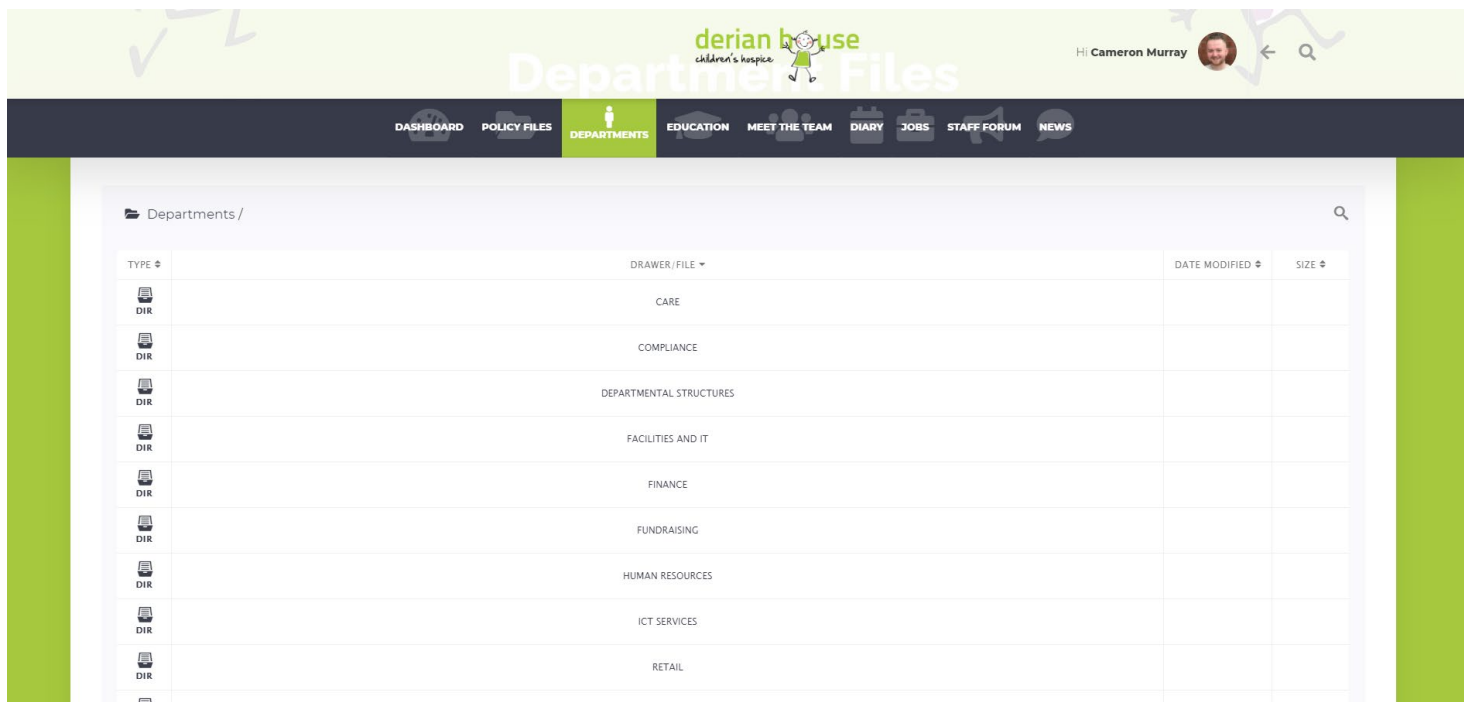
121.2k

Admin Department Login
Admin Policies Login

4. Documents

This is very similar to the Policy Files page; however, its use is for departments to upload their documents that are used and printed by staff members.

Explore this part of the Intranet alongside the Policy Files section so you get your head around the drawers element.



5. Education

Please keep in mind when viewing this part of the Intranet that it's the only part of the website that isn't finished.

We are working with Clinical Education to make a booking system for training sessions, alongside a hub where Siobhan's education videos will sit for easy access.

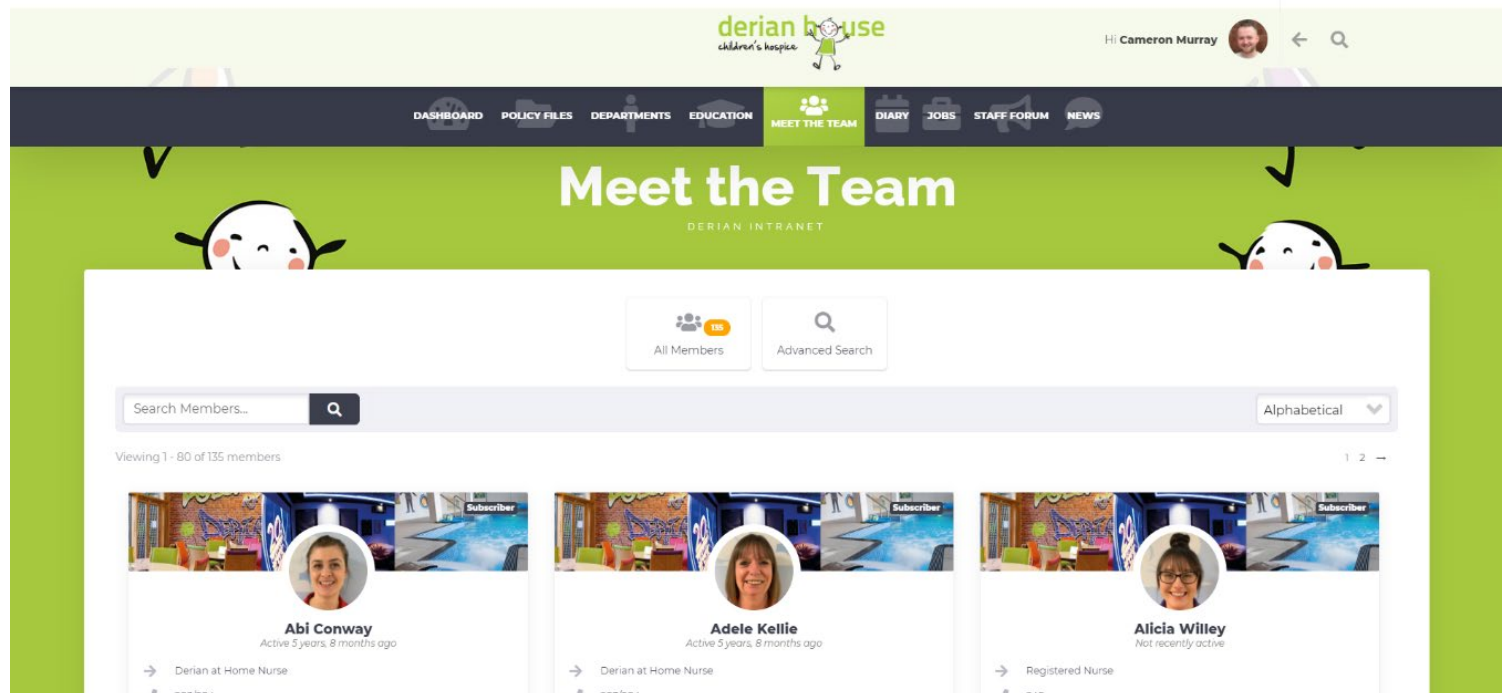
Currently, there are links to the usual mandatory training sites (Ellis Whittam, E-LFH).

Watch this space for more information. There will be a tutorial on how to use it when it's up and running.

6. Meet the Team

This is one of the new features to the Intranet, and something many of you will probably find useful. It's almost like the staff board that sits in the main hospice

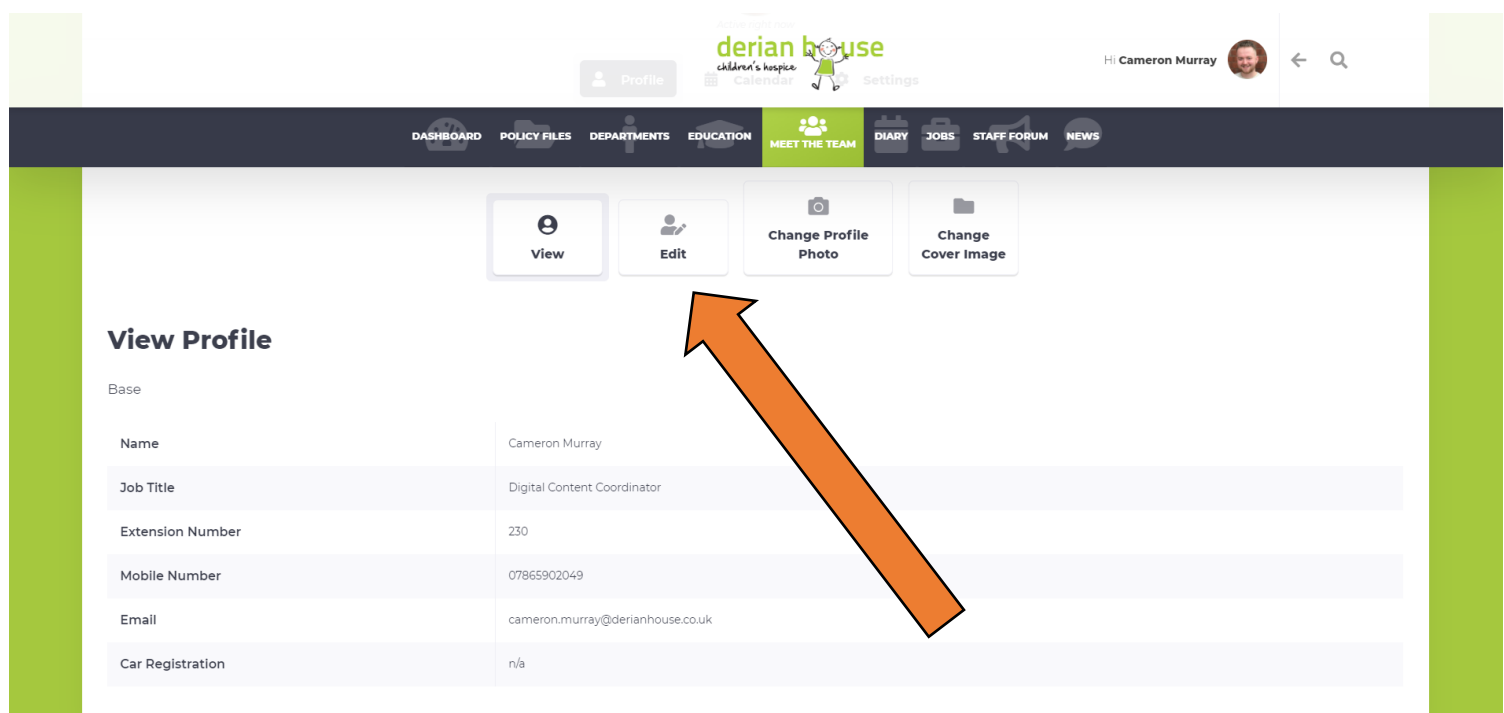
corridor, but accessible for everyone within the organisation (including volunteers) and with helpful information!



The default settings for profiles are set to alphabetical, but you can also have them in 'last active', 'newest added' and 'random'. There is also the option to search for people.

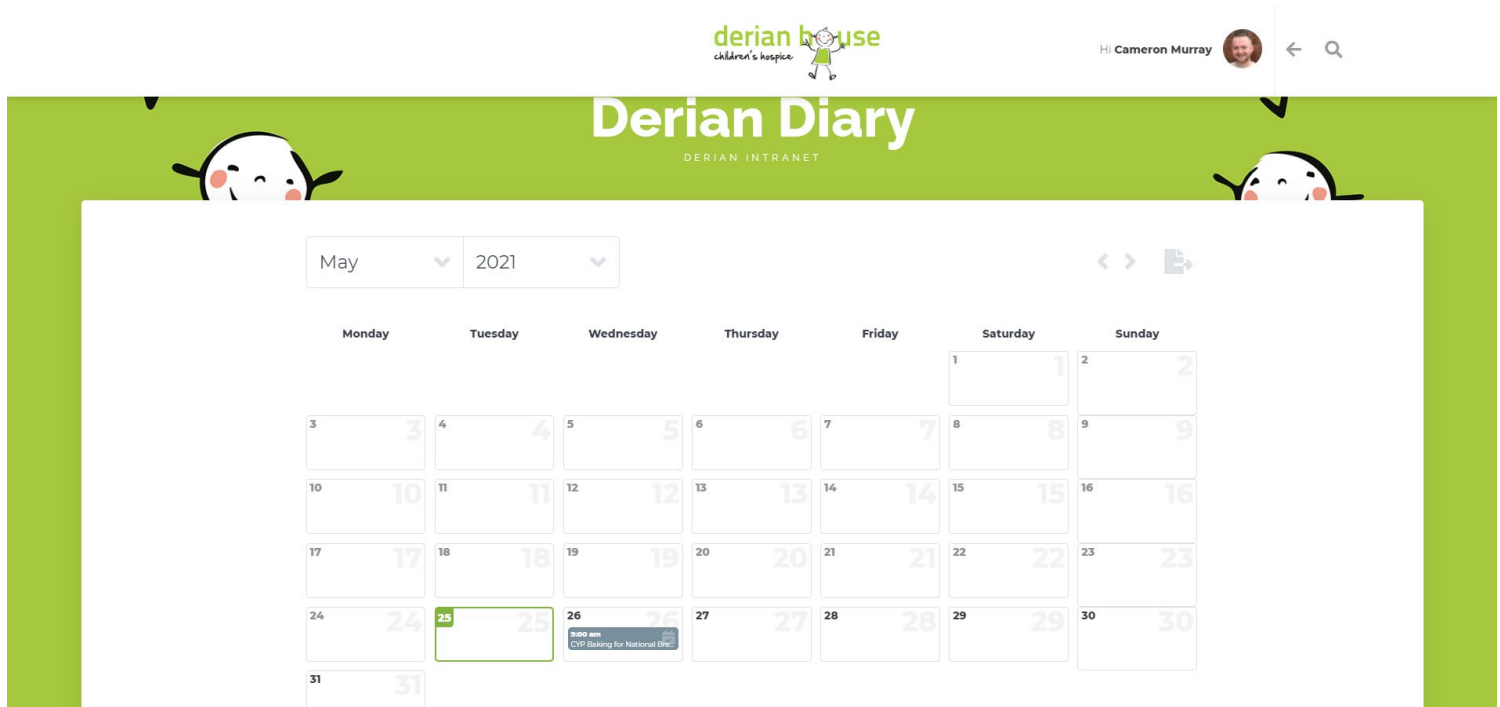
If you click on someone's profile, you can view all the information they have input. It features name, job title, extension number, mobile number (optional), email address and car registration (also optional).

You are welcome to change/amend your information by pressing the edit button. Everyone's info should already be there minus the car registration and mobile number.



7. Derian Diary

Another new feature to the Intranet and hopefully one you will all consider using is the diary.

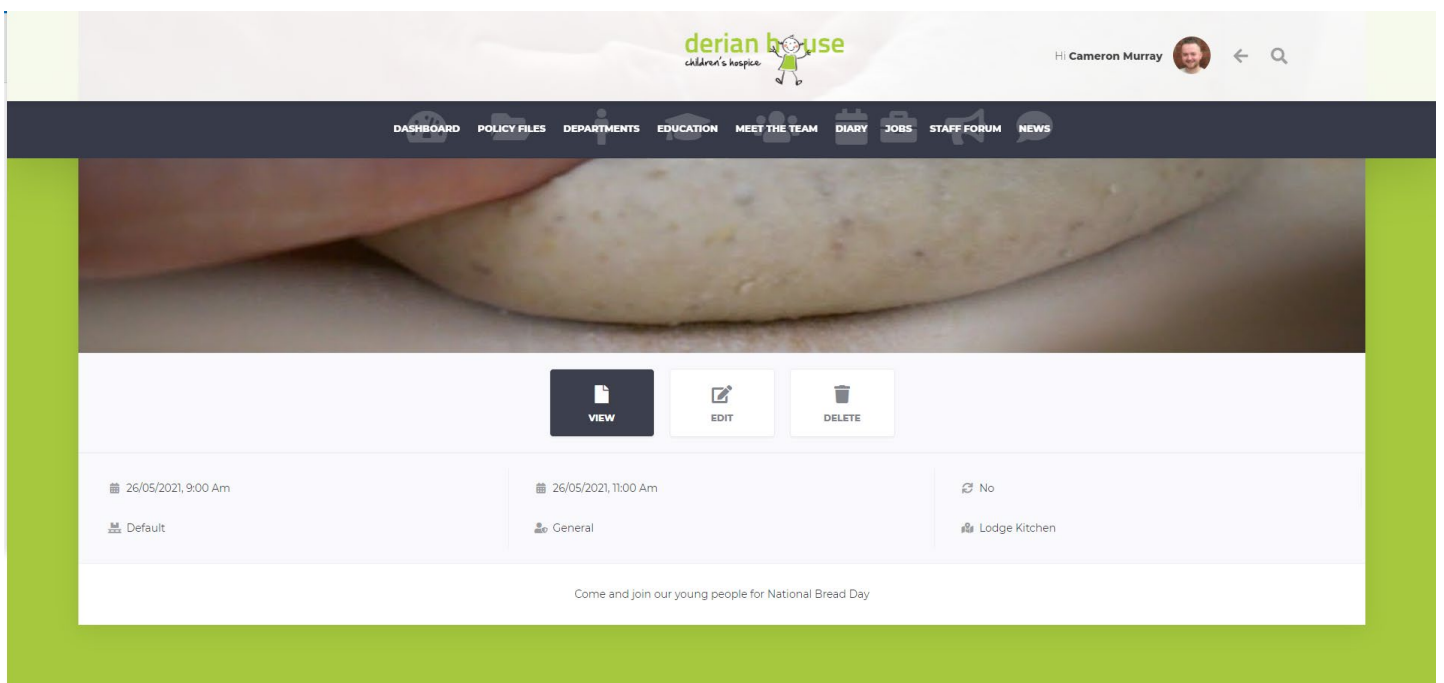
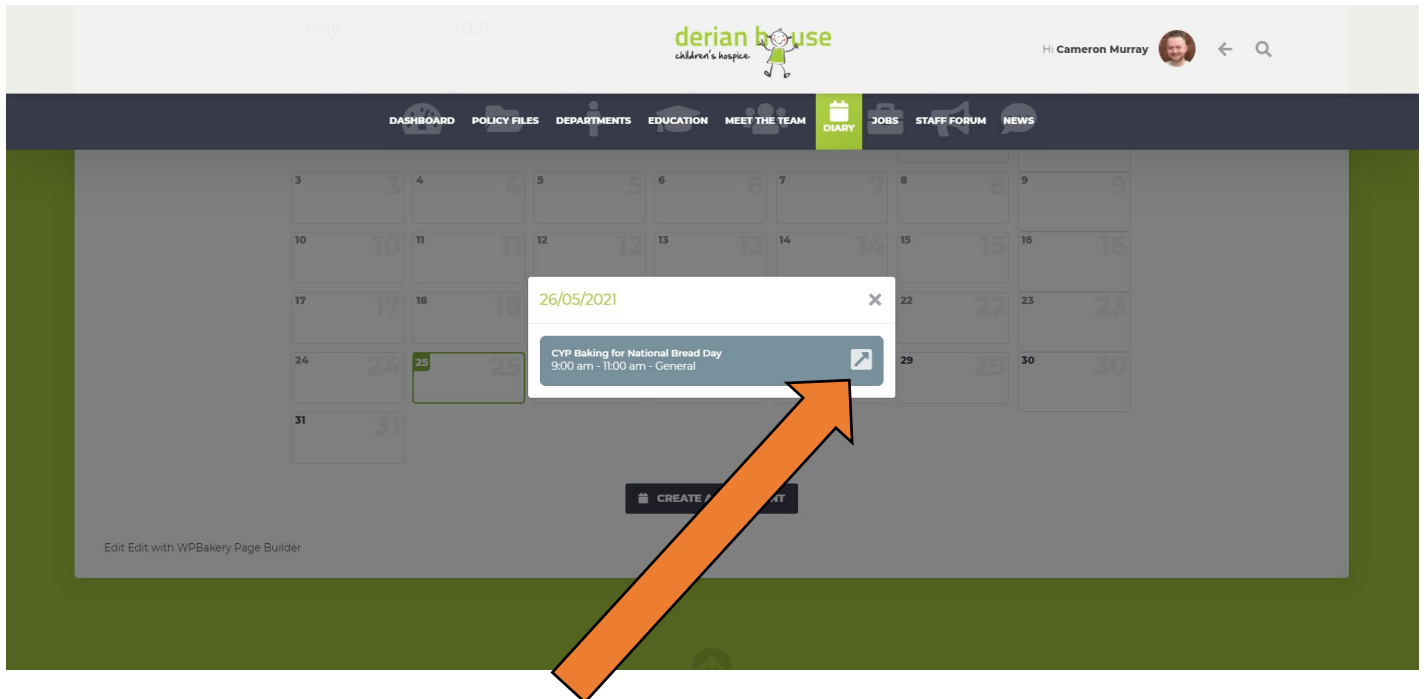


This will replace the weekly staff newsletter that I used to send out pre-COVID 'What's on at Derian?' and will give you a weekly (and further ahead) look at everything that's happening in and around the hospice.

This can include anything from activities the children and young people are doing in-house, external trips, visitors, new starters, fundraising events, dress-up days, meetings of interest and much more!

Each diary entry will be colour-coordinated e.g fundraising events GREEN, in-house CYP activities TEAL (chart to follow – you'll get used to it!).

By clicking on an event, it will open bigger in your screen and then if you click on the arrow it will take you to all of the important information (location, event photo).

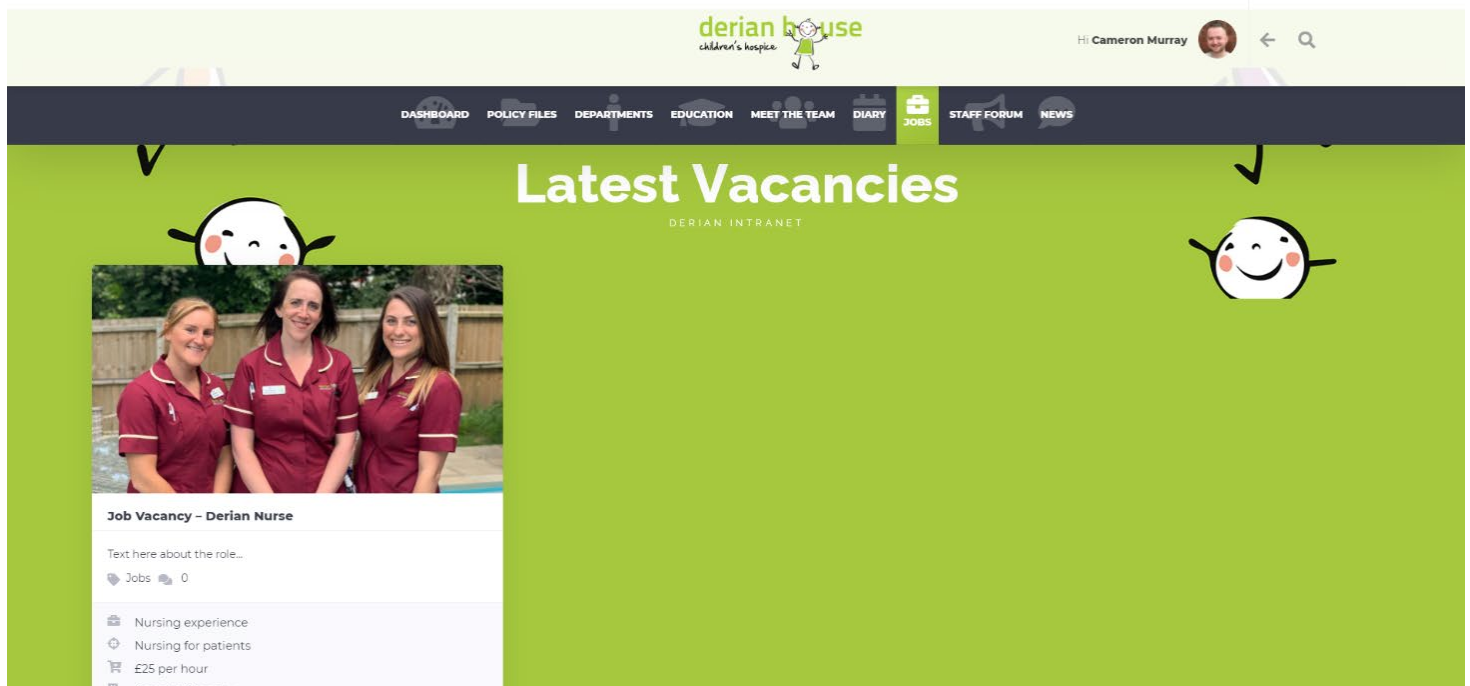


Please get in touch via email (cameron.murray@derianhouse.co.uk) to ask for anything to be included in the diary, and please keep an eye on the diary so you're aware of everything that's going on daily.

8. Jobs

The jobs tab on the intranet will advertise any internal vacancies we currently have within the organisation.

The 'job' currently listed is just an example so you are aware of what to expect when internal vacancies to become available.



9. Staff Forum

This other new feature will be helpful when it comes to the 'We Are Derian' staff forum.

By typing in the text field and submitting what you've written, HR Manager Ben Leavesley will be able to anonymously receive any feedback/questions you would like to raise at the next meeting, whether you are able to attend or not.

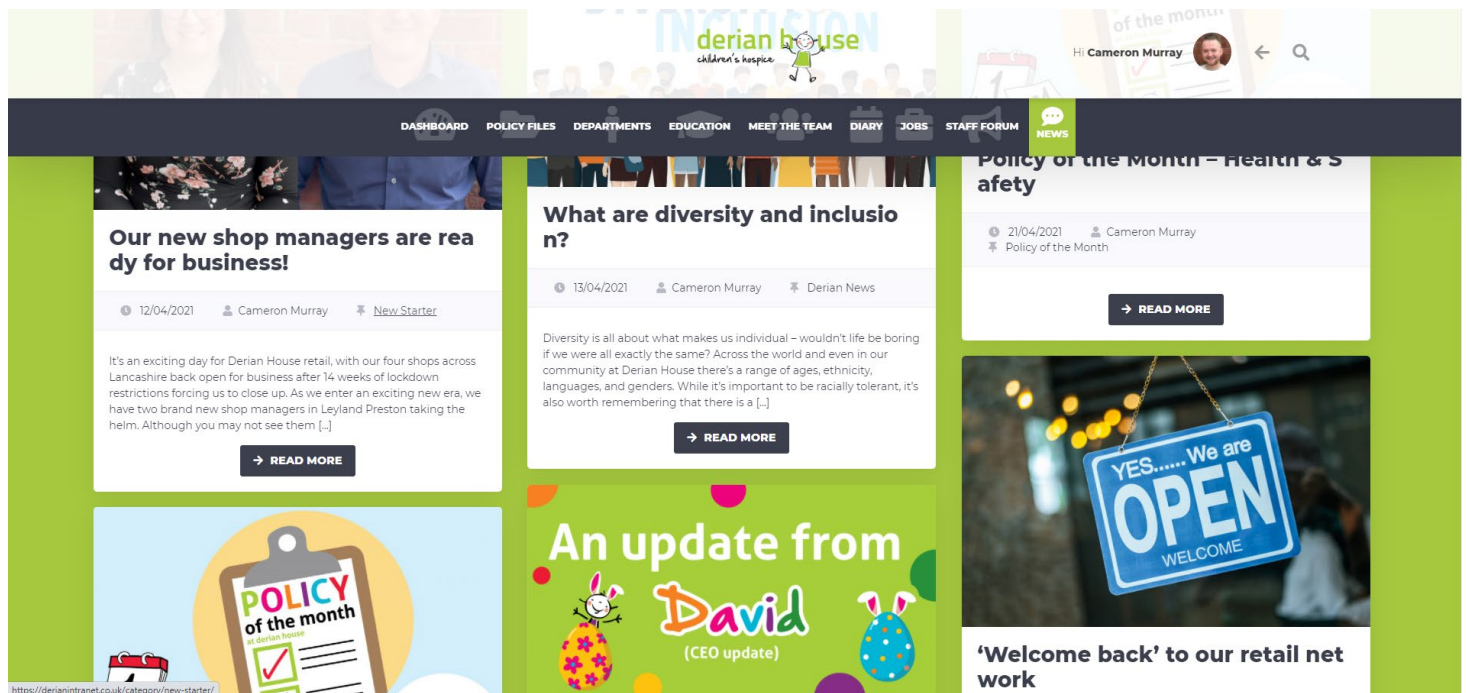
A screenshot of the Derian House Intranet 'STAFF FORUM' page. The header is identical to the previous screenshot. The main heading is 'STAFF FORUM'. Below it, the text reads 'Derian questions or discussion topics that you would like raised'. A bolded instruction states: 'Anonymously submit any questions or discussion topics that you would like raised. *'. A large text input box contains the text 'we want more biscuits !!!!'. Below the input box, a small disclaimer states: 'Your voice matters, which is why you can now anonymously submit any questions or discussion topics that you would like raised at the 'We Are Derian' staff forum. Anything you post in the box below will be sent straight through to Ben Leavesley so that he can put them to the forum. This is intended to be used as an anonymous platform however, you may still raise any questions or topics through your departmental representative. Thank you.' At the bottom left, there is a CAPTCHA section with a checkbox labeled 'I'm not a robot' and a 'SUBMIT' button.

10. News

Finally, the news. Although you can see the top three news stories on the home page, you will be able to view all of the previous ones by scrolling through the News tab.

Like always, it will feature CEO messages, stories about our CYP and fundraisers, and policies of the month.

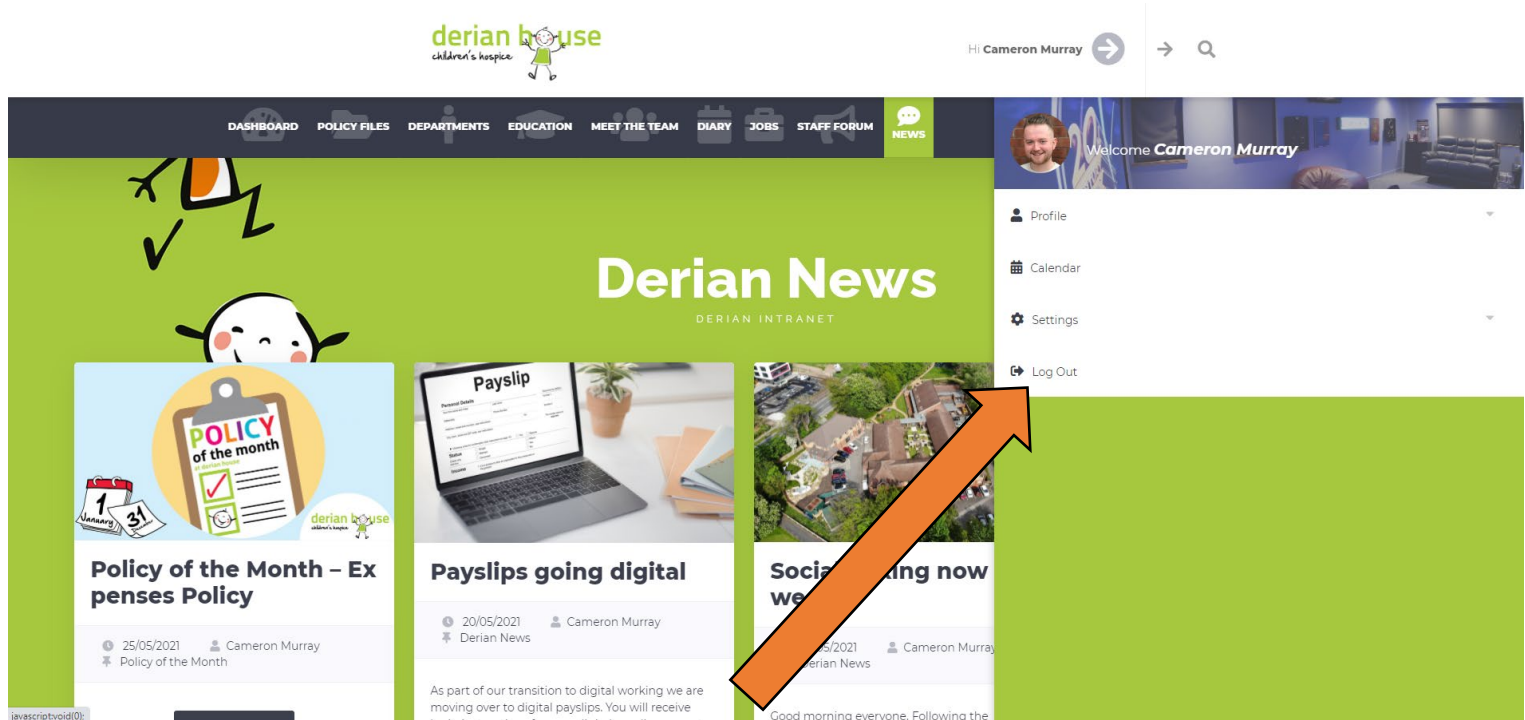
You can also click on categories attached to all the news stories to take you to all the stories in that category.



And finally...

Logging Out

To log out, click on your profile picture in the top right corner and it will open up another drawer. There, you will find the log out button.



And that's that! If you need any help finding your way around, give me a shout.

Thanks,

Cameron

