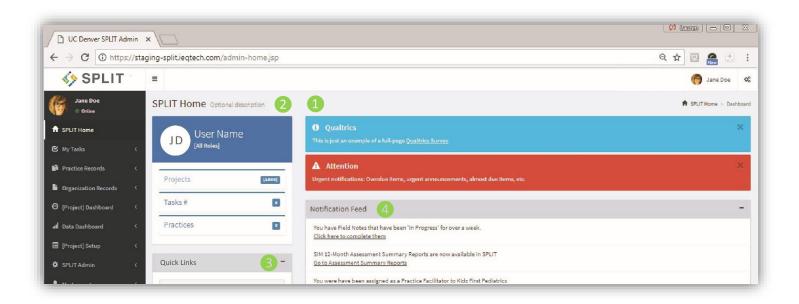


## **GETTING STARTED WITH SPLIT**



## Home Page

SPLIT Home is the page for users to see a brief summary of what there is to do in SPLIT, as well as view announcements regarding initiative tasks or activities. Users will receive 'Urgent Notifications' at the top of SPLIT Home, in addition to general notifications and information found in the modules on this page: User Summary, Quick Links, and Notification Feed. For additional questions or assistance contact: http://bit.ly/PracticeInnovationSupport

**1** Urgent Notifications

Urgent Notifications display at the top of the page in SPLIT because they typically are important, require immediate action by a user, or are a time sensitive announcement that needs to be communicated.

User Summary

This module summarizes the Projects, Tasks, and Practices a user has in SPLIT. Users can click on each user summary section to expand and view additional details under that section.

Quick Links

Quick Links lets users setup links to their most frequently accessed or favorite pages or practice transformation resources in and out of SPLIT. Setup frequently accessed resources from the Practice Innovation Program Resource Hub to have easy access to useful initiative information.

4 Notification Feed

The Notification Feed is the first place for a user to look when they have logged into SPLIT. The feed displays notifications related to initiative assessments, SPLIT assignments updates, or report releases.

## **Examples of Urgent Notifications Include:**

- Assessment is overdue and needs completion
- Planned SPLIT maintenance downtime
- Project colors are used to identify the task, and/or practice a user is associated with.
- Tasks are in order of due date with past or upcoming dates appearing at the top.
- Users click on Add/Edit Quick create new links
- Quick Links can be rearranged under Add/Edit
- Users can give unique and meaningful names for each of the Quick Links that they create

## **Examples of Notifications Include:**

- New PF/CHITA has been assigned to a practice
- Initiative assessments are available to complete