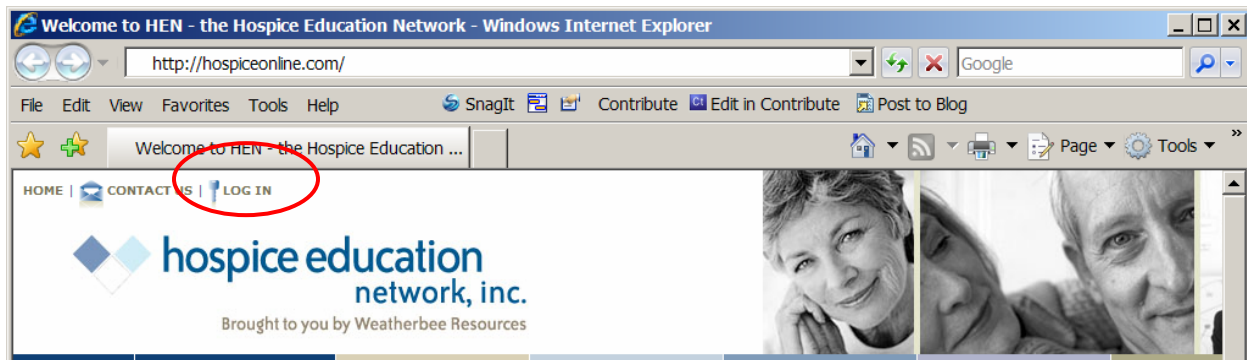


## HEN ADMINISTRATOR GUIDE

### Step 1: Logging in to HEN

Go to [www.hospiceonline.com](http://www.hospiceonline.com) and click on LOGIN link in the upper left corner. Enter the HEN Administrator login and password.

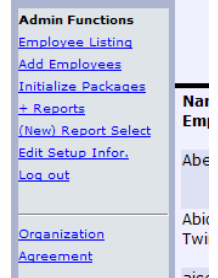


### Step 2: The Subscriber Agreement

Read and then type your name at the bottom of the subscriber agreement (one time only). Click SUBMIT.

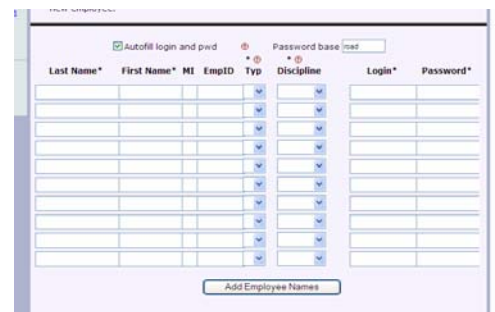
### Step 3: Edit Setup Infor.

Using the links to the left of the screen, click on Edit Setup Infor. Type in the information for your organization. Enter a simple, unique, easy-to-remember Organization ID. Please be certain to provide accurate contact information and to update it if changes occur. Click the SUBMIT button. If the Organization ID you entered is already taken, try a different ID. This Organization ID is unique to each HEN subscriber.



### Step 4: Add Employees

Using the link to the left of the screen, click on Add Employees (Batch) or (Single). The Single option provides the opportunity to enter information into the Branch field; otherwise, either method is suitable for adding employees. Type in the name, employment status and discipline for each employee/volunteer who will have access to HEN. The columns marked with an asterisk (\*) are required fields. *Your subscription to HEN provides unlimited access for ALL of your staff and volunteers.* Use the Tab key on your keyboard after entering the discipline to autogenerate the login and password for each employee. The password will be display on the Employee Listing. Be sure to give yourself an employee login and password so you can view HEN courses. Click Add Employee Names or Submit button.

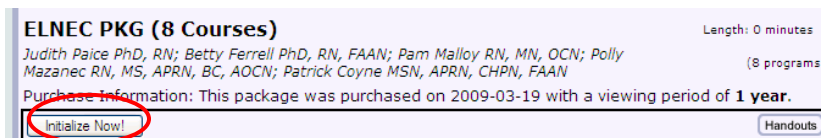


### Step 5: Print Employee List / Reports

Using the link to the left of the screen, click on (New) Report Select. Click on the Download to Excel File in the top report, Listing of Employees. Keep a record of employee logins and passwords. Provide each employee/volunteer with their individual login and password. This will allow them to access the HEN courses. The staff at HEN can assist with uploading your employees and volunteers. Please call or email for more information on this free service.

### Step 6: Initialize Subscription

When you are ready to start viewing courses (the year subscription starts from the date the Initialize Now! button is activated), click on the "Initialize Packages" link on the left side of the Admin Menu. Then click the Initialize Now! button (one time only for each package of courses). You will see the subscription expiration date.



### Step 7: Log Out

Log out as the HEN Administrator. To view HEN courses, you need to log back in as a viewer using your employee login and password.