

The background of the slide features a blue-toned image of dental instruments, including a mirror, a probe, and forceps, resting on a surface that resembles a circuit board. The circuit board pattern is overlaid with a repeating sequence of DNA base pairs (A, T, C, G) in a light blue color. The dental tools are rendered in a metallic, reflective style.

# Compass Guidance

## September 2021

# Compass Guidance – September 2021

Compass is scheduled to be upgraded on Monday 11 October 2021 and will include some additional features, as well as a brand-new look. Please note that, although the overall appearance of Compass has been changed, the functionality has not.

Based on your feedback, we're introducing the following new features that will improve the usability and navigation of Compass:

- Compass homepage button
- ability to pin or unpin the taskbar
- search bar – this will allow you to search for screens using keywords
- favourites folder - this will allow you to bookmark the functionalities you use the most

Some of the existing Compass icons also have a refreshed look.

# Overview of new features

The screenshot shows the NHS Business Services Authority Performers Homepage. The interface includes a top navigation bar with the NHS logo and the text 'Business Services Authority' and 'Performers Homepage'. A search bar is located at the top left. The main content area is divided into several sections: 'System Messages' (No System Messages Found), 'User Messages' (Records 1 to 2 of 2), and 'User Details' (Full Name: LAURA MARE PUMFORD, Email Address: DCSSTransformation@nhs.net, Security Role: Performer, Current Date: 03/09/2021, Last Successful Login: 03/09/2021 14:49:39). A 'Recent History' sidebar is on the right. A dark teal task bar is on the left, containing a search bar, a 'Recent History' list, and a 'Favourites' section. A 'Homepage Menu' is also visible. Numbered callouts 1-4 point to specific features: 1 (Return to homepage button), 2 (Search bar function), 3 (Favourites folder), and 4 (Pin/unpin task bar button).

1 Return to homepage button

2 Search bar function

3 Favourites folder

4 You can pin/ unpin this task bar to display a full screen

# Homepage button

Click on the NHS Business Services Authority logo to return to the Compass homepage.

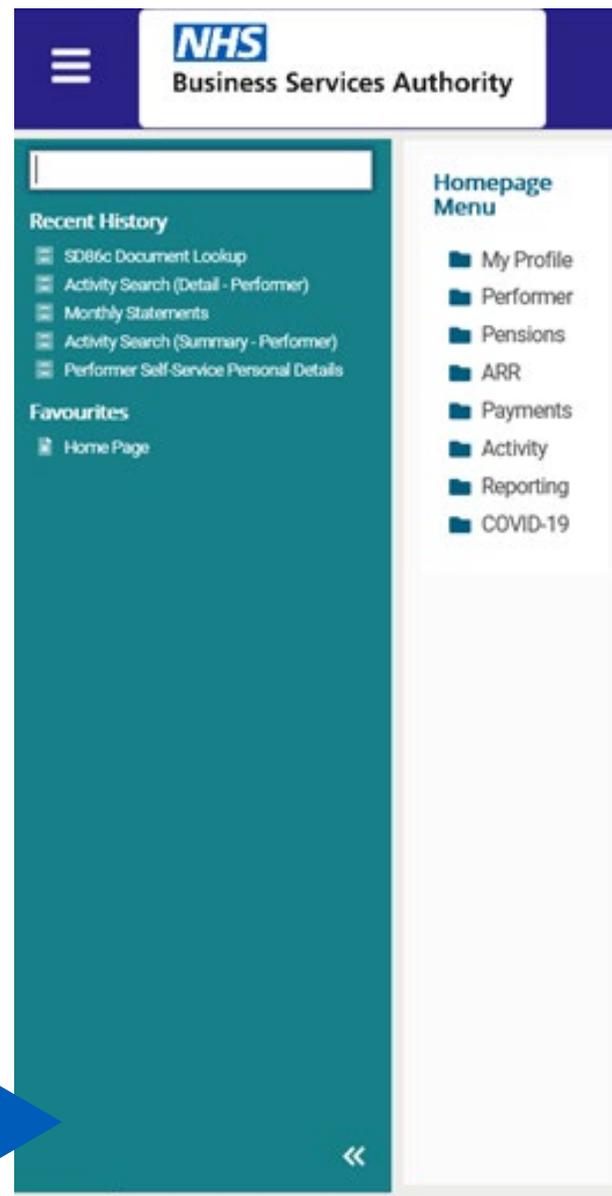
The screenshot shows the NHS Business Services Authority Performers Homepage. The header includes the NHS logo and 'Business Services Authority' on the left, and 'Performers Homepage' and 'NHS BSA Dental [PreProduction]' on the right. A user profile 'DEFAULTUSER' is visible in the top right. The main content area is divided into three columns:

- Left Sidebar:** Contains a search bar 'type here to search for options...', 'Recent History' (listing items like 'SD86c Document Lookup', 'Activity Search (Detail - Performer)', etc.), and 'Favourites' (stating 'There are no favourites configured').
- Central Area:** Contains 'System Messages' (No System Messages Found), 'User Messages' (a table with 'Message Text' and 'Action' columns), and 'User Details' for LAURA MARIE PUMFORD, including her email address, security role, current date, and last successful login.
- Right Sidebar:** Contains 'Recent History' (listing items like 'SD86c Document Lookup', 'Activity Search (Detail - Performer)', etc.).

On the homepage, your recent history will remain on the right-hand side, as well as now being added to the left-hand side of the page.

The homepage menu will remain on the left-hand side of the of the webpage and all other functionalities will also remain the same.

# Pin or unpin the taskbar



Use the arrow icon to pin or unpin the taskbar.  
Pinning the taskbar will allow you to see:

- the search bar
- your recent history
- favourites folder

Unpinning the taskbar will allow you to see the full screen.

# Search bar

Pin the taskbar so you can see the search bar at the top left of the screen.

Enter keywords into the search bar to find the function you're looking for. There is also an additional 'Quick Launch' search bar that can be located by pressing the pin and unpin arrow.

The image displays three sequential screenshots of the NHS Business Services Authority (BSA) web application interface, illustrating the search bar's location and functionality. The interface features a dark teal header with the NHS logo and 'Business Services Authority' text. A navigation menu is visible on the left side of each screenshot.

- Left Screenshot:** Shows the main search bar at the top left. A blue arrow points to it from the text above. Below the search bar, there are sections for 'Recent History' and 'Favourites' on the left, and a 'Homepage Menu' on the right.
- Middle Screenshot:** Shows the search bar with a magnifying glass icon. A blue arrow points to it from the text 'Additional search bar'. Below the search bar, there are icons for search, refresh, and star. The 'Homepage Menu' is visible on the right.
- Right Screenshot:** Shows the search bar with a magnifying glass icon. A blue arrow points to it from the text above. Below the search bar, there is a 'Quick Launch' button and a search bar. The 'Homepage Menu' is visible on the right.

# Favourites folder

To add a function to your favourites folder, pin the task bar so you can see the search box. Search for the function you want to add to your favourites folder by entering keywords and then select the option you want to save. Once on this page select the 'Favourites' folder from the task bar menu.

The screenshot shows the NHS Business Services Authority taskbar menu. A blue arrow labeled 'Taskbar' points to the top navigation bar. Another blue arrow labeled ''Favourites' folder' points to the 'Favourites' option in the left-hand menu. The main menu is open, displaying a search box and a list of functions. The 'Favourites' folder is currently selected, and a list of functions is shown in the center. The 'Launch Options In New Window' checkbox is located at the bottom right of the menu.

Taskbar

'Favourites' folder

Launch

New Window

Menu

Recent History

Favourites

Homepages

Tools

Reports

IBI

Tasks

User Details

Help

User Documentation

SD86c Document Lookup

Activity Search (Detail - Performer)

Monthly Statements

Activity Search (Summary - Performer)

Performer Self-Service Personal Details

Your COVID-19 Triage Record (P)

ARR Contract Selection

Pension Contributions Search

Post ARR Declarations

Performer My Pension

View Published Reports

Pension Scheme Member Search

Activity Dashboard (Performer)

Request Chargeable Services

Launch Options In New Window

# Favourites folder (continued)

In the favourites folder, select 'Add current option'. This will add the function to your favourites folder. Selecting 'Manage' will allow you to organise and edit your favourites.

The screenshot displays the NHS Business Services Authority interface. At the top, there is a navigation bar with the NHS logo and the text 'Business Services Authority'. Below this, a search bar contains the placeholder text 'type here to search for options...'. To the right of the search bar, there is a 'New Window' button. The main content area is divided into a left sidebar and a main panel. The sidebar lists various navigation options: 'Menus', 'Recent History', 'Favourites' (highlighted with a star icon and a right-pointing arrow), 'Homepages', 'Tools', 'Reports', 'Tasks', 'User Details', 'Help', and 'User Documentation'. The main panel shows a 'Home Page' icon and two buttons: 'Add Current Option' and 'Manage'. At the bottom right of the interface, there is a checkbox labeled 'Launch Options In New Window' which is currently unchecked.

# Compass icons

Some of the existing icons in Compass also have a refreshed look. As a reminder, here's what the icons mean:



Folder - a menu item that can be expanded



Filing cabinet – search and amend functionalities



Graph – run a report/query

Remember - although the overall appearance has been changed, the functionality of the platform has not.

We hope that this guide has been helpful, however if you require further guidance, please visit the **Compass Page** on our website. For any queries, please contact

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Follow us and get in touch:  @NHSDental