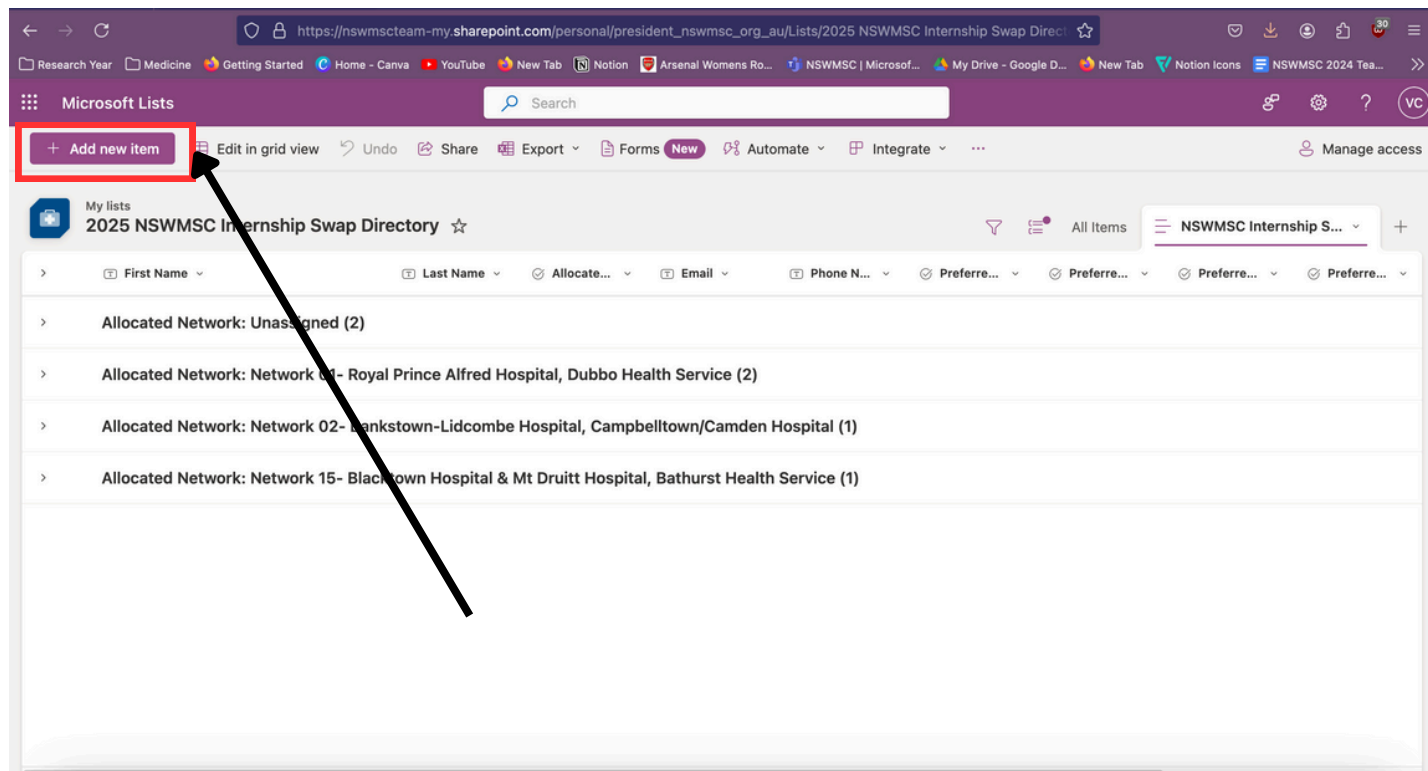
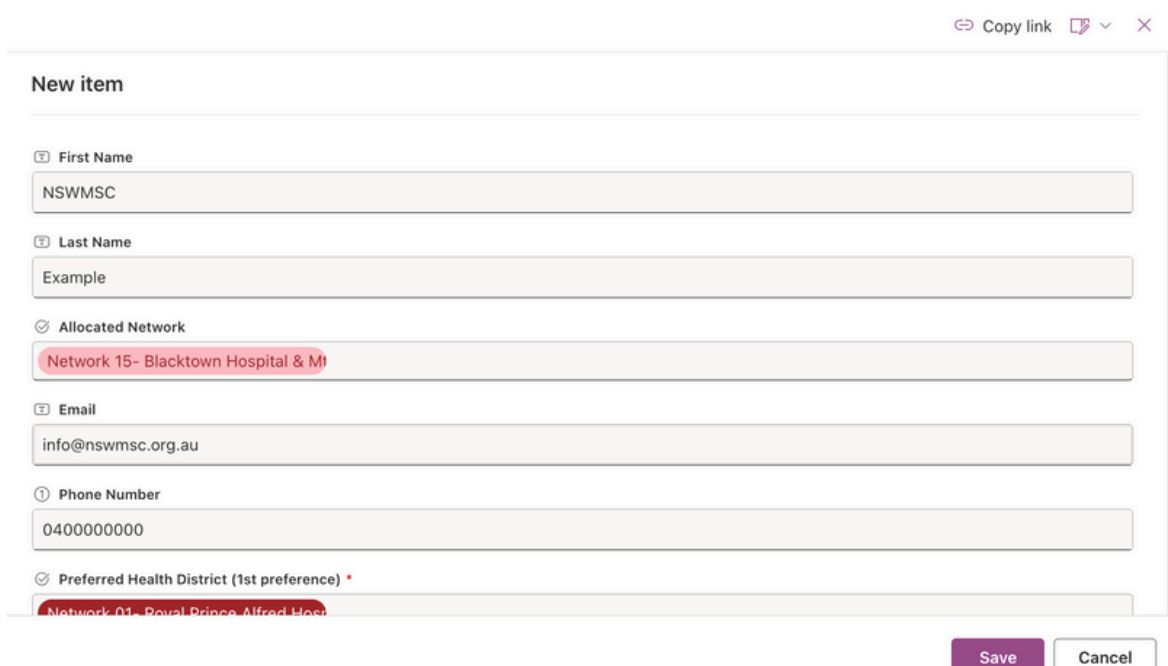


# NSW MSC Internship Swap Directory Instruction

## STEP 1: Add a listing



## STEP 2: Fill in the relevant information

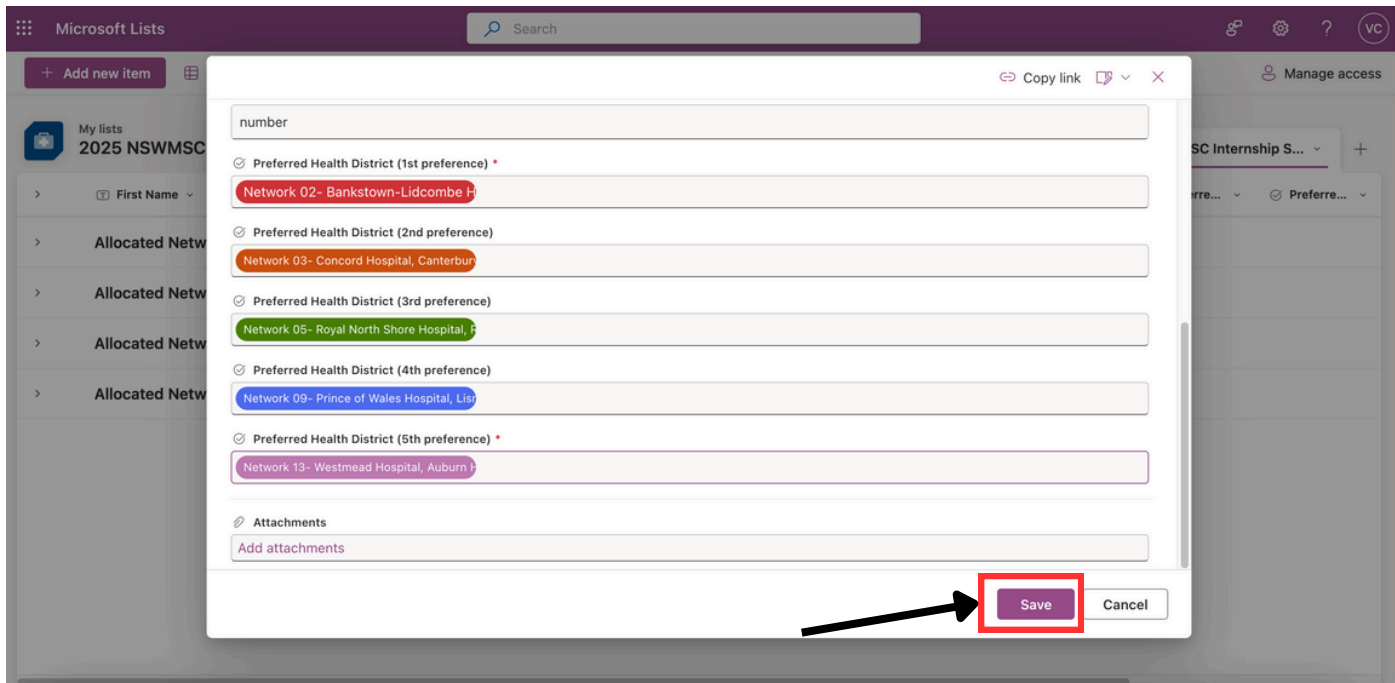


The screenshot shows the 'New item' form in SharePoint. The form is titled 'New item' and has a 'Copy link' button in the top right corner. The form contains several fields:

- First Name:** NSW MSC
- Last Name:** Example
- Allocated Network:** Network 15- Blacktown Hospital & Mt Druitt Hospital
- Email:** info@nswmsc.org.au
- Phone Number:** 0400000000
- Preferred Health District (1st preference):** Network 01- Royal Prince Alfred Hospital

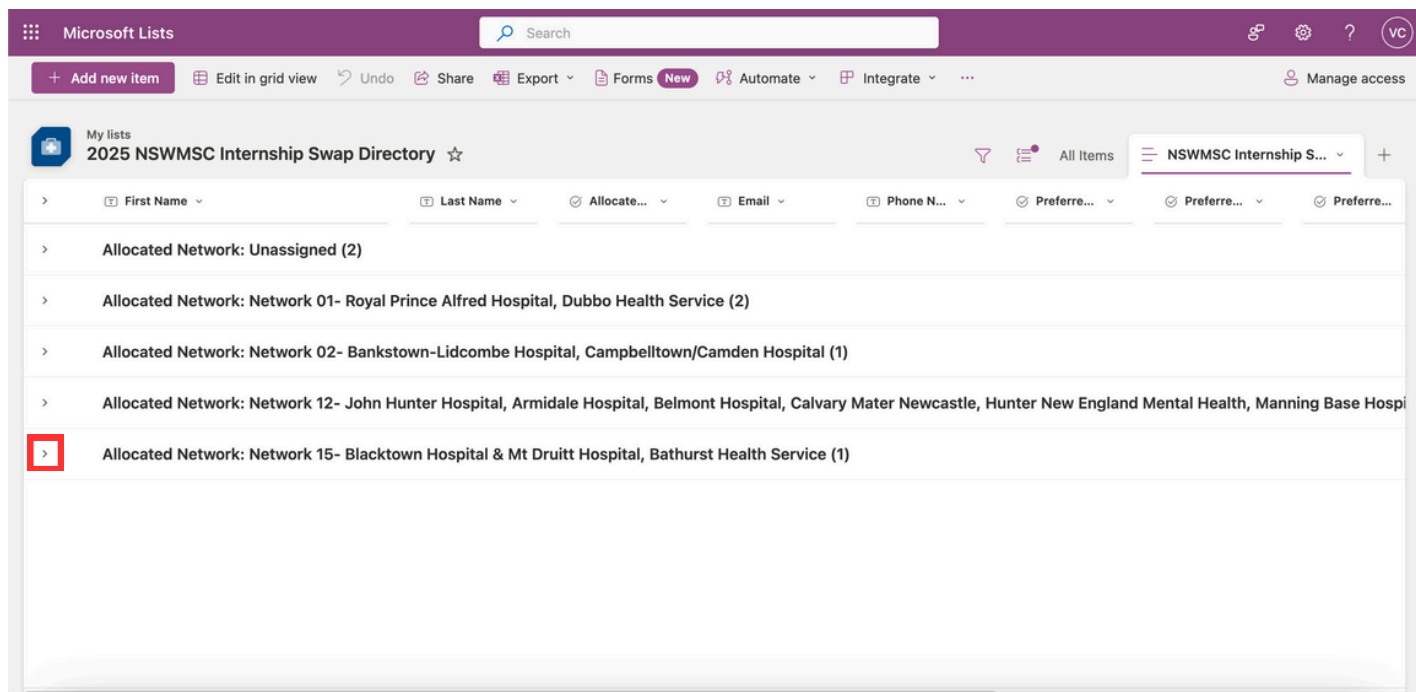
At the bottom right of the form, there are two buttons: 'Save' and 'Cancel'.

## STEP 3: Save your listing

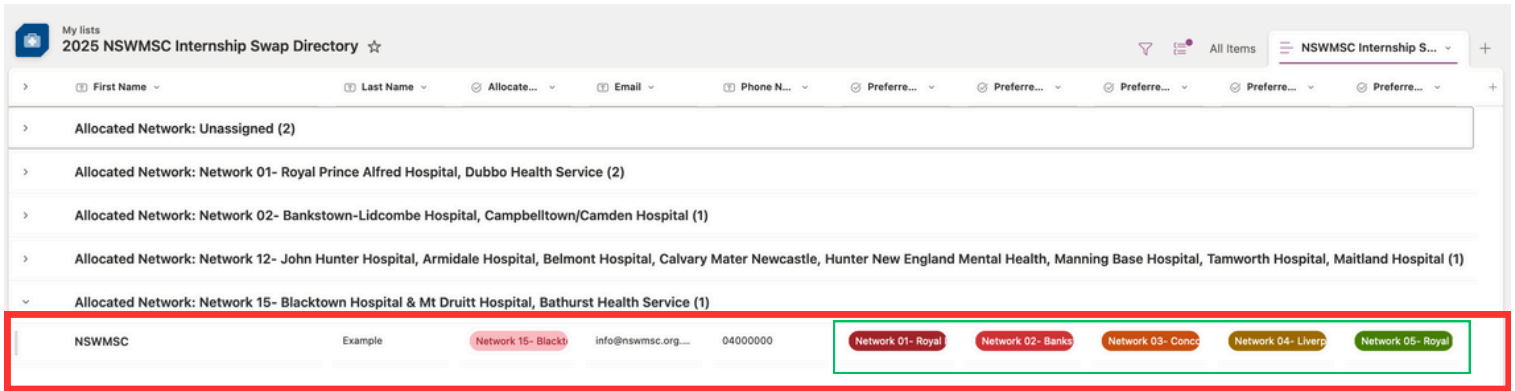


## STEP 4: Once saved, you will be returned to main page where you will be able to find other listings

Note: Click on drop down arrow as shown below to reveal others in that network  
DO NOT click on the words itself (troubleshooting below)

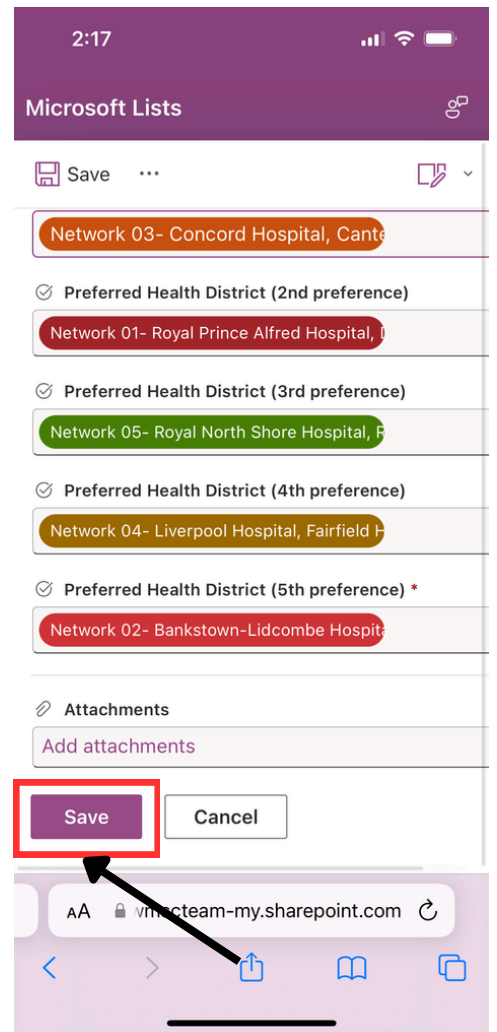
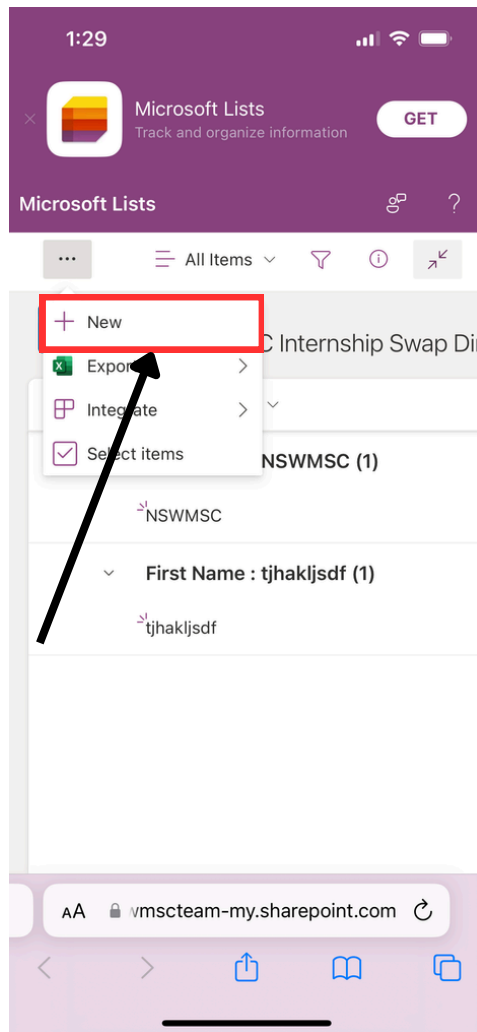
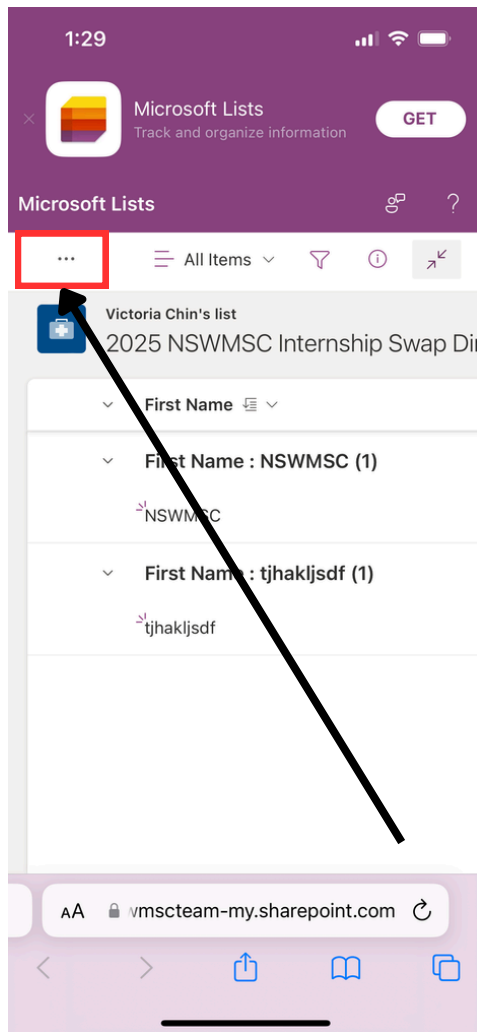


# STEP 5: Contact the person who you want to swap with



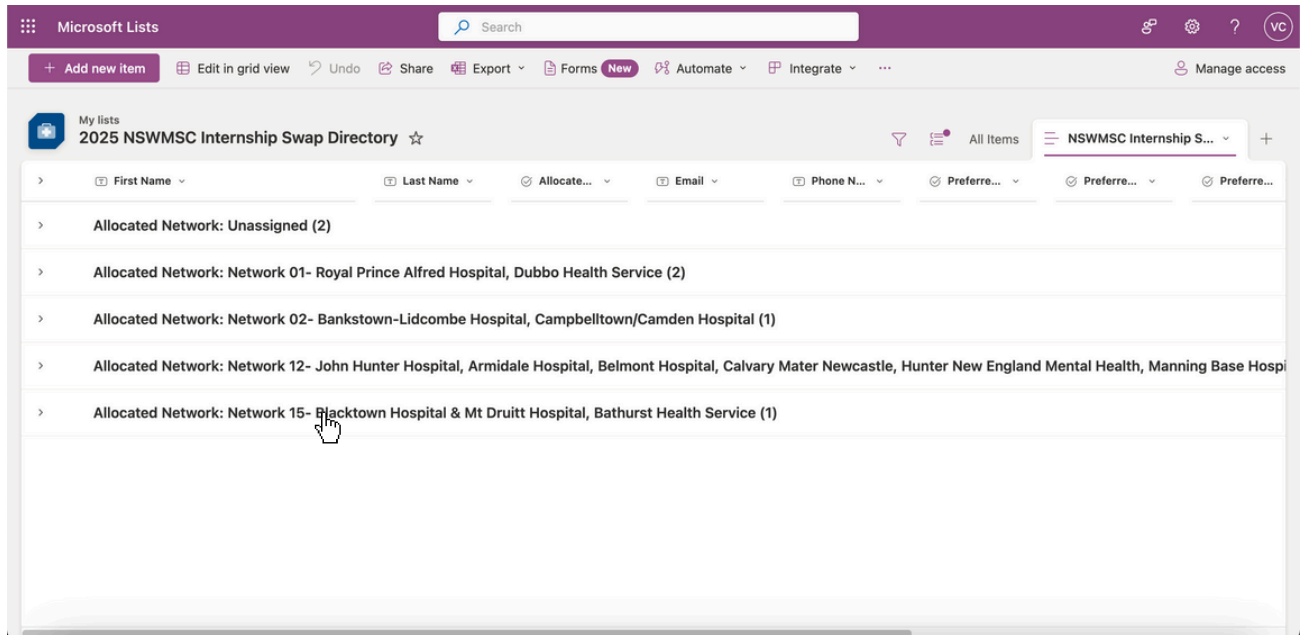
Once drop arrow is clicked, you will see all the listings within that network. Their preferences are located in the green box, in order of 1st to 5th

## MOBILE VIEWS INSTRUCTIONS



# TROUBLESHOOTING

If you've accidentally clicked on the words as shown below, you will end up in the following screen (shown in second image)



To get out of this view, click on the tag as shown in the red box. You will return to the original view with all the listings

