Sphere - New User Tips

Contents
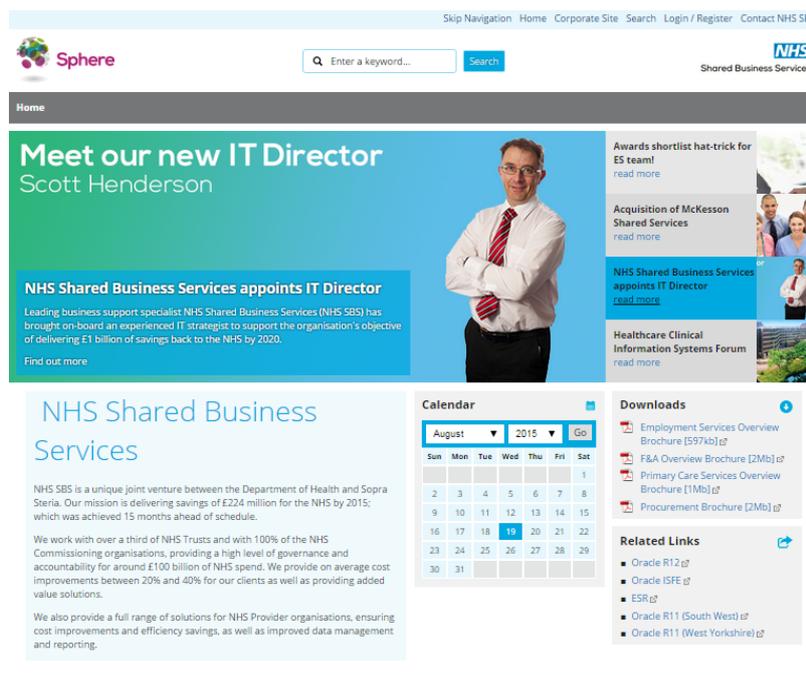
1. Logging on to Sphere:

The Sphere address below is input into your browser address bar:

https://www.nhssbs.net/sphere/home

You will then be presented with the following screen:

You will see in the top right-hand corner a Login/Register link (see below) click this if you would like to login into sphere.
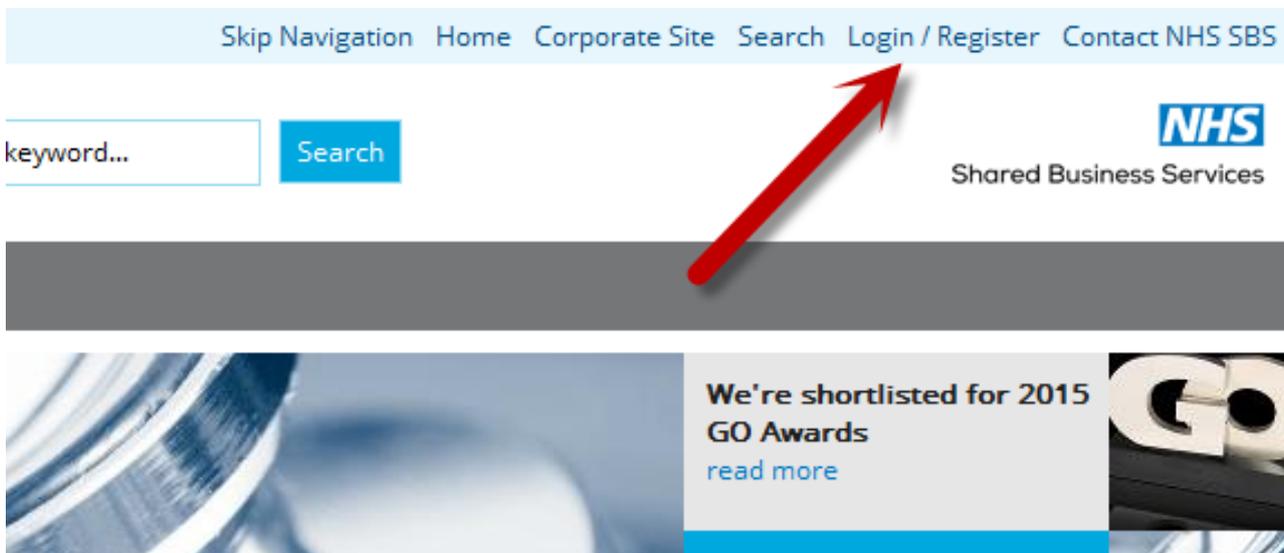
Enter your username and password in the relevant fields and click "Login". This will take you to the homepage where you will be able to navigate across the site.

FINANCE & ACCOUNTING   PROCUREMENT   EMPLOYMENT SERVICES   PRIMARY CARE SERVICES

2. How to navigate Sphere:

There are several ways to navigate around Sphere; by using the navigation bar and related items in grey, your top task icons, or by using the search facility. In this section we will mainly focus on using the navigation and top tasks.

2.1 Navigation bar and related items

Using a navigation bar is very simple and easy and you will probably be used to using one as most websites have it. At this stage it should be noted that each navigation bar is specific to a group of users; yours may differ from the one in the images below, however the principle is still the same.

There will be two types of links in the navigation bar; some will just be links to a page for example the 'Home' link. Others will expand and allow you to choose more options; you can identify these as they have a small downwards facing triangle.

Once you have found the page you are looking for, just click the links.

You will find on some pages there will be related pages, links and forms boxes either on the right-hand side or at the bottom of the page.
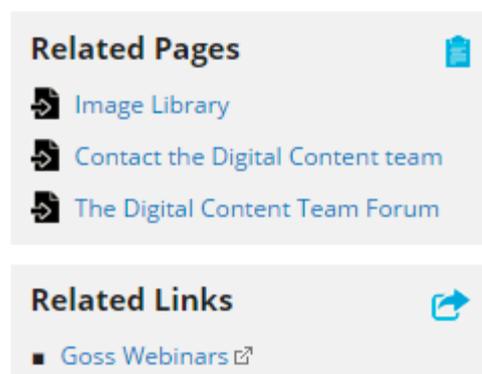
These pages will have some relation to the page you're on.

2.2 Top tasks

Once you have logged in, you should notice some icons in the top portion of your screen; these are your top tasks. They are linked to your profile so yours may well be different from those shown below.
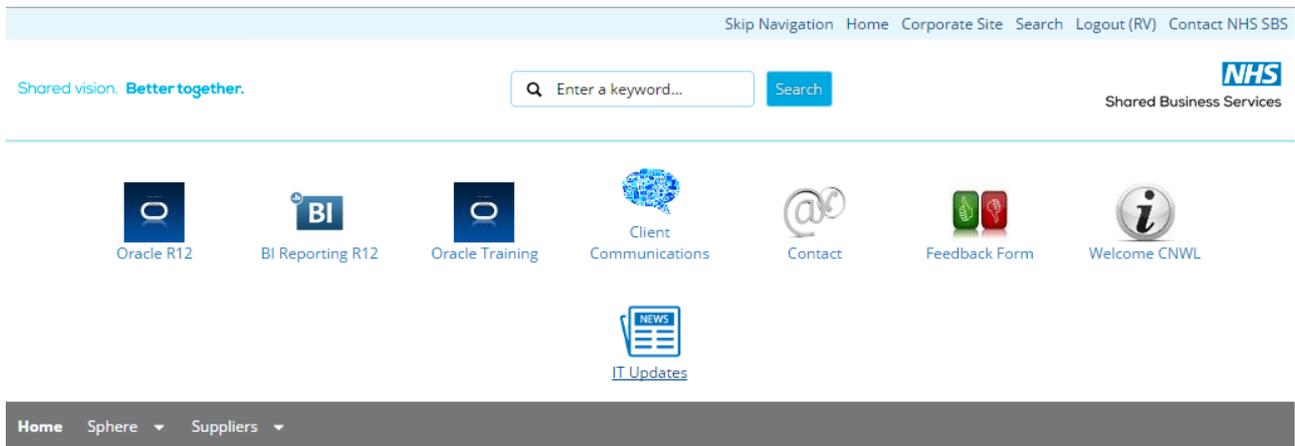
To use the top task, just click on the icon and you will be directed to the relevant page.

3. How to search Sphere:

At the top of every page there will be a search box. You can enter keywords and search the website for the information you need.
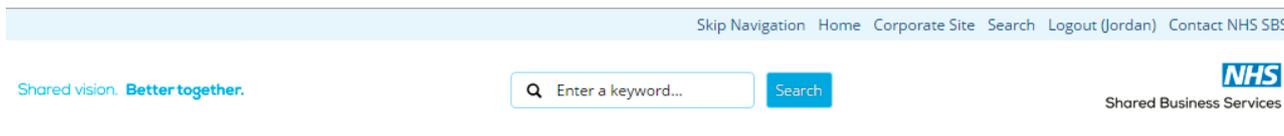
The main search box will return pages, media and FAQs, and will display in two columns. The left is for pages and media, the right is for FAQs.

As you start to enter your keywords into the search box a dropdown list will appear. In the example below we wanted to search for childcare vouchers. Once we started to type 'childc' it automatically showed everything relating to childcare.

FINANCE & ACCOUNTING   PROCUREMENT   EMPLOYMENT SERVICES   PRIMARY CARE SERVICES
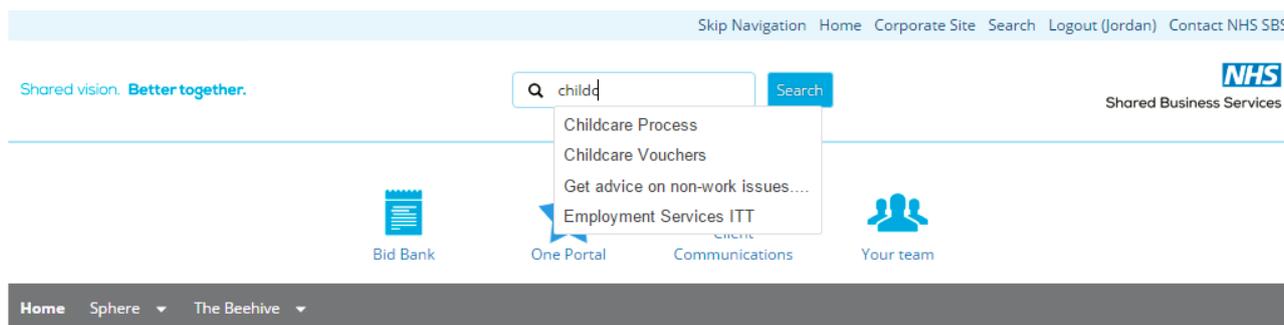
To finish your search you can either continue to type if you didn't see what you were looking for in the dropdown and click the search button or select an option from the dropdown. Your search results will look similar to this.

4. Contact information:

If you require any further assistance or would like to ask a question you can find all our contact details here.

FINANCE & ACCOUNTING   PROCUREMENT   EMPLOYMENT SERVICES   PRIMARY CARE SERVICES