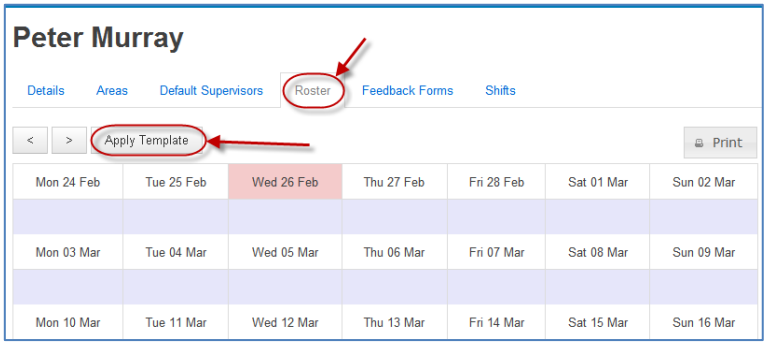
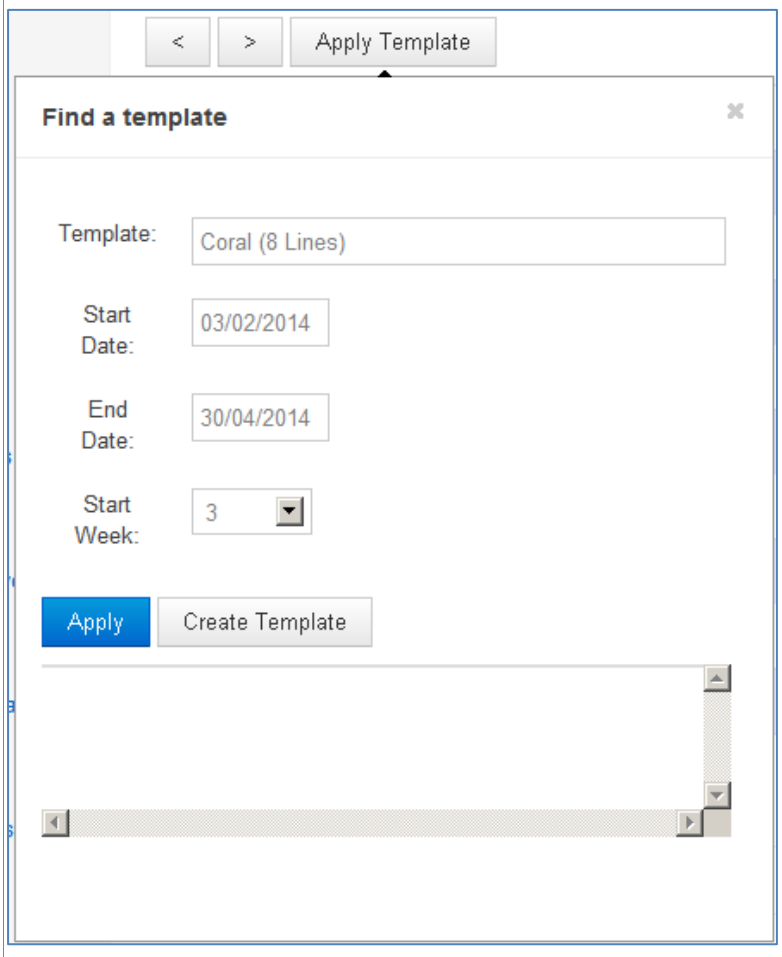
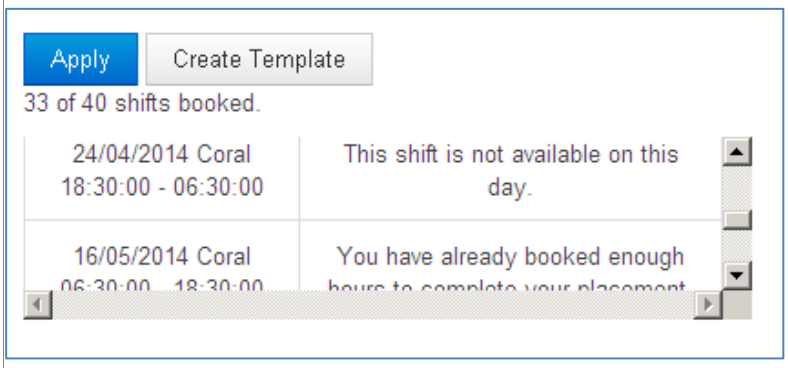
RMRef-03 – Rostering Manager Reference Sheet – Applying a Shift Template.

Steps	Action	What it looks like
1.	After navigating to the student details screen from the **Find a student** link, click on the **Roster** tab (see Reference Sheet *RMRef-01* for more detail about using the **Find a Student** function). Click on the **Apply Template** button to display the **Find a Template** pop-up.	
2.	To apply a template: - Type in the name of the template that you wish to apply in the **Template** field. This will display a list of templates that you can click on to choose, along with how many line (or weeks) the template is made up of. - Select a **Start Date** and an **End Date** that the template will apply too. These dates default to the student's current placement start and end dates. - Select a **Start Week** for the template. This controls which line of the template will be applied on the week of the Start Date. *Example: An 8 line template that starts on the 03/02/2014 with a start week of 3 will have line 3 of the template applied to the week commencing 03/02/2014, line 4 applied to the week commencing 10/02/2014, line 5 > 17/02/2014, line 6 > 24/02/2014 and so on until the end date or the student's placement hours have been completed. Once the last line of the template has been applied it will cycle back to the first line and start applying lines again.* - Click the **Apply** button.	

3.	After a few seconds of loading, all shifts that could be booked will be applied to the roster and a count of shifts booked will be displayed. A list of shifts that could not be booked will display along with the reason why. There are three reasons a shift will not be booked: - ***This shift is not available on this day:*** *This means that the available capacity for that shift type in the Area is either booked out or is zero.*(See Reference Sheet *MRef-02* to modify capacity) - ***You cannot book shifts in this area:*** *This means that the student has not been assigned to that Area for that date in their Area tab (contact your SPOT System Administrator for help)* - ***You cannot book shifts that overlap in time:*** *This means that the student already has a shift booked in their roster that the template is trying to book over.* (see Reference Sheet *RMRef-02* to modify a student's individual shifts).	 
4.	***Troubleshooting 1:*** If the template you are attempting to assign does not display when typing into the **Template** field: 1. Check that the template has been created (contact your SPOT system administrator).	
5.	***Troubleshooting 2:*** If the **Start** and **End** Date fields display 01/01/1 this is because the roster is showing a range of dates in which the student has no active placement. Navigate to a time period that the student has an active placement using the forward and back **Arrow** buttons next to the **Apply Template** button.	