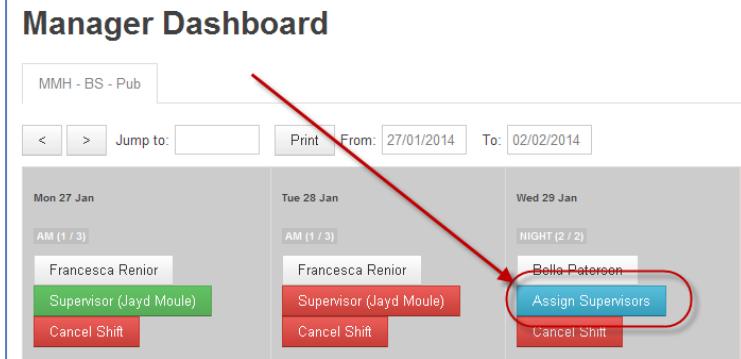
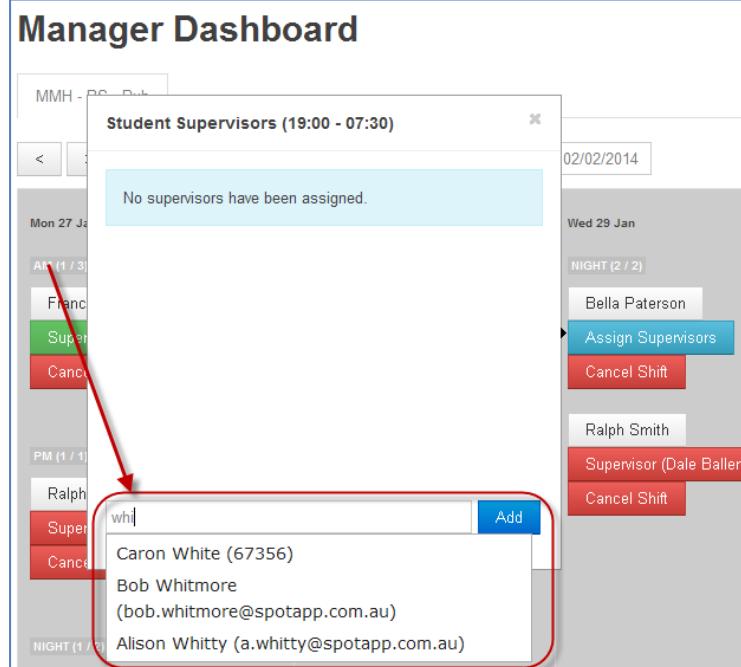
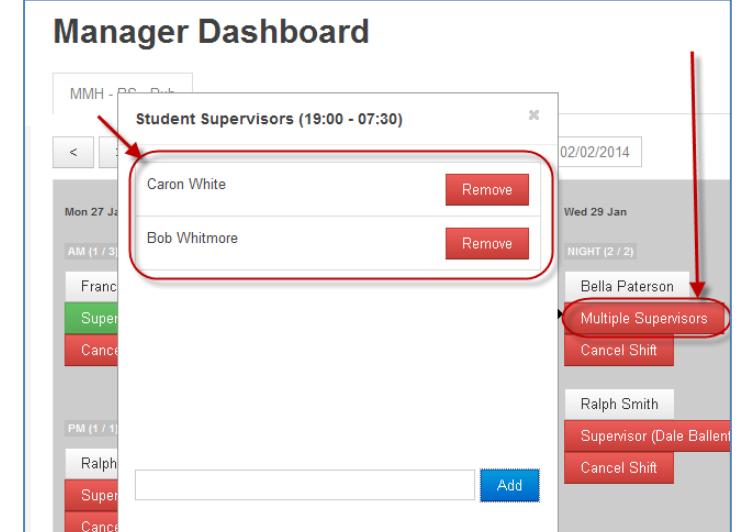


MRef-03 - Manager Reference Sheet - Assigning Supervisors to Students.

Steps	Action	What it looks like
1.	<p>To assign a Supervisor to a student for a single shift, click the blue Assign Supervisor button on the Manager Dashboard.</p>	
2.	<p>Type the name of the supervisor required in the field at the bottom of the pop-up box.</p> <p>As the name is entered, a list of users will appear. Click on the supervisor from the list and then click the Add button.</p> <p><u>Multiple supervisors</u> can be added by repeating step 2 for the same shift.</p> <p>Once assigned, either the supervisor's name or "Multiple Supervisors" will be displayed</p>	
3.	<p>Supervisors can be removed from a shift by clicking the red Supervisor button and clicking the Remove button next to their name.</p> <p>Click "x" in the top right hand corner to close the pop-up box.</p>	

4.	<p>Supervisors can also be set as the default supervisor for any period of shifts for students in your area.</p> <p>Click on the Student's Name button to navigate to the student details page.</p> <p>Then click on the Default Supervisors tab.</p>	<p>Jane Jones</p> <p>Details Default Supervisors Feedback Forms Notes</p> <p>Placements Mater Adult Hospital 10B - Oncology 13/07/2015- 30/10/2015 120.00 of 120hrs remaining (0 hrs completed) Student Group Diploma 1st Semester Email spot.student1@hotmail.com</p>										
5.	<p>Type the name of the supervisor required in the Supervisor field.</p> <p>As the name is entered, a list of users will appear. Click on the supervisor from the list.</p> <p>Then select the Area that the Supervisor will be supervising the Student in from the drop down list, as well as the Start and End Dates that the supervisors will be assigned (<i>the dates default to the start and end dates of the entire placement</i>).</p> <p>Once all four fields are completed, click the Add button. All shifts in the chosen Area during the chosen period will automatically now have the chosen Supervisor assigned.</p>	<p>Jane Jones</p> <p>Details Default Supervisors Feedback Forms Notes</p> <p>Placement Start: 13/07/2015 Placement End: 30/10/2015 Required Hours: 120</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Area</th> <th>Start Date</th> <th>End Date</th> <th></th> </tr> </thead> <tbody> <tr> <td>SPOT Preceptor</td> <td>10B</td> <td>13/07/2015</td> <td>30/10/2015</td> <td>Remove</td> </tr> </tbody> </table> <p>New Default Supervisor</p> <p>Supervisor: SPOT Preceptor (spot.pre1@hotmail.com)</p> <p>Area: 10B</p> <p>Start Date: 13/07/2015</p> <p>End Date: 30/10/2015</p> <p>Add</p>	Name	Area	Start Date	End Date		SPOT Preceptor	10B	13/07/2015	30/10/2015	Remove
Name	Area	Start Date	End Date									
SPOT Preceptor	10B	13/07/2015	30/10/2015	Remove								
6.	<p>A supervisor that has been assigned to more than one student on the same day will display a [#] with the number of students they have been assigned.</p> <p>Hovering the cursor over the [#] displays a pop-up box containing where and when the student shifts are that the supervisors has been assigned to.</p>	<p>Tue 30</p> <p>Student Supervisors (08:00 - 16:30)</p> <p>Jen [2] Spot Preceptor8 Set As Default Remove</p> <p>Today's Shifts</p> <p>07:00 - 15:30 in 10B 08:00 - 16:30 in 10B</p> <p>Thu 01 Nov</p> <p>DIP3-AM (2 / 2)</p> <p>Jane O'Connor-Chapman Supervisor (Spot Preceptor8) Cancel Shift</p> <p>Nelson Dahn Supervisor (Spot Preceptor8) Cancel Shift</p>										
7.	<p>Troubleshooting:</p> <p>If a Supervisor that you wish to assign to a Student is not displayed after typing their name in, this will either be because:</p> <ol style="list-style-type: none"> The Supervisor uses a different variation of their name in SPOT i.e. Robert is in SPOT as Bob, OR the Supervisor does not have the Supervisor Role assigned to their user profile OR the Supervisor does not have the same Discipline assigned to their user profile as the Student <p>Try a few different spellings of the Supervisor's name to start with. If they still don't display you will need to contact your SPOT System Administrator to rectify.</p>											