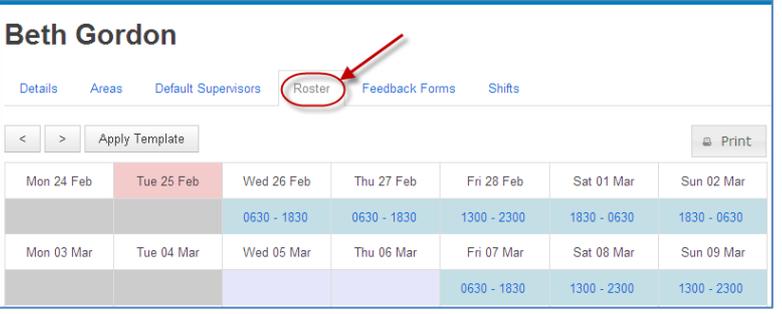
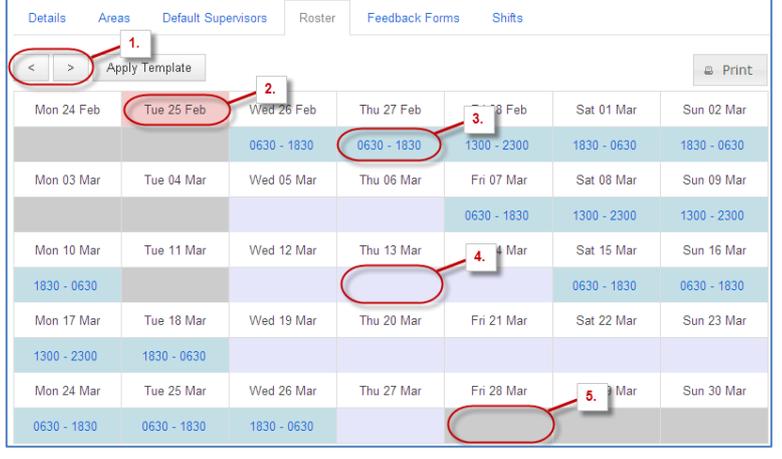
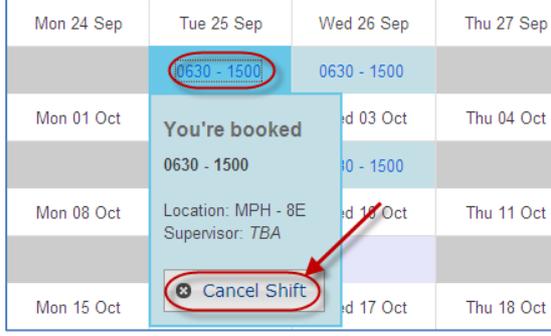
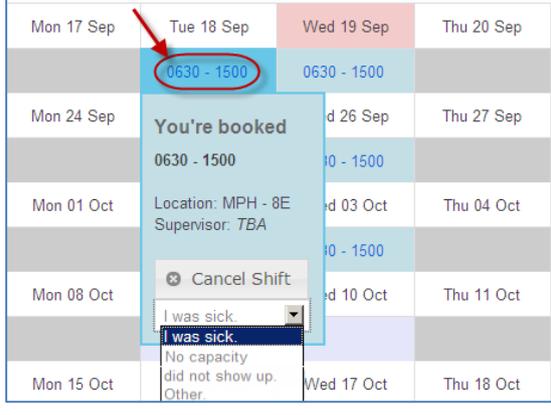


RMRef-02 – Rostering Manager Reference Sheet – Booking and Cancelling Shifts.

Steps	Action	What it looks like
1.	<p>After navigating to the student details screen from the Find a student link, click on the Roster tab (see Reference Sheet <i>RMRef-01</i> for more detail about using the Find a Student function).</p> <p>The Roster tab displays the student's current schedule of booked shifts.</p>	
2.	<p>The following is displayed:</p> <ul style="list-style-type: none"> - Arrow buttons that can be clicked to move the schedule 5 weeks forward or back in time (1.). - A red highlighted date on today's date (2.). - Blue highlighted cells with shift times for booked shifts (3.). - Blank cells on dates where shifts are available but not booked (4.). - Grey cells on dates where there are no shifts available to be booked (5.). 	
3.	<p>To cancel a student's booked shift, click on the shift and then click on the Cancel button.</p> <p>The shift is then removed from the schedule.</p>	
4.	<p>If the start time of the shift you are cancelling is within 24hrs from now, or in the past, you will also need to select a reason the shift is being cancelled from the drop-down list under the Cancel Shift button.</p> <p><i>NOTE: A Shift cannot be cancelled if a feedback form attached to that shift has been completed. If the student was absent the assigned Supervisor will need to mark attendance on their Dashboard. See SRef-01 for more details.</i></p>	

5.

If you want to edit a student's shift time on a particular day but want to keep the Supervisor and any associated feedback forms, you can click on the shift and then click the **edit** button.

The screenshot shows the 'Roster' tab in the SPOT interface. A grid displays dates from Mon 24 Mar to Fri 18 Apr. A shift for '0630 - 1500' on Wed 26 Mar is highlighted. A pop-up window titled 'You're booked' is open for this shift, showing '0630 - 1500', 'Location: MPH - 9 East', and 'Supervisor: Spot Preceptor'. A red arrow points to the 'edit' button in the top right corner of the pop-up.

6.

You can then choose an alternate shift time in the **Time** drop down list and click **Save**.

Click the **Back** button to return to the student's page.

The 'Edit Shift' form shows fields for Student, Date (26/03/2014), Location (Mater Private Hospital - Brisbane), and Area (9 East). The 'Time' field is a dropdown menu currently showing '06:30 - 15:00'. A red arrow points to this dropdown. A 'Save' button is at the bottom.

7.

To book a shift, click on the date to display the **Available Shifts** pop-up box.

If the student has been assigned to multiple areas, select an area from the drop down list by clicking on the **Area** button and clicking on the area.

Click on the shift time that you want to book and the shift will display in the schedule.

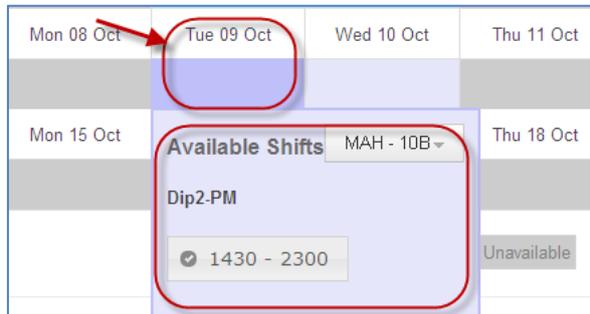
The 'Available Shifts' pop-up is shown over a date grid. A red arrow points to 'Tue 25 Sep'. The pop-up lists AM and PM shifts. Under AM, '0630 - 1500' is selected. Under PM, '1330 - 2130' is selected. A dropdown menu for 'Area' is open, showing 'MPH - 8E' selected.

8.

Troubleshooting 1:

If the **Available Shifts** pop-up box displays shifts for an area, but not the one that you want to book for the student (i.e. displays a PM shift and you wish to book an AM), check that the capacity for that shift category is greater than zero and not fully booked (See Reference Sheet *MRef-02*).

If there are shifts available in the capacity overview screen, check with your SPOT System Administrator that the shift you are looking for is created and assigned to the area.



Date	Nursing 1st Year		Nursing/Midwifery (Dual Degree) 1st Year			Diploma 2nd Semester	
	BN1-AM	BN1-PM	AM (8 hrs)	PM (8 hrs)	ND (8 hrs)	Dip2-AM	Dip2-PM
Sunday 07/10	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Monday 08/10	0 / 1	0 / 1	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Tuesday 09/10	0 / 1	0 / 1	0 / 0	0 / 0	0 / 0	0 / 0	0 / 1
Wednesday 10/10	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 1

9.

Troubleshooting 2:

If a day that you want to book a shift is not displaying any available shifts for the area you want to book in, either on the **Available Shifts** pop-up box or the day is greyed out, follow these steps until resolved:

1. Check that the student has been assigned to the area in their **Area** tab (See your SPOT System Administrator). Once added, click refresh and check the **Roster** tab for the available shift.
2. Check that there is available capacity for the student's discipline/student group on that date (see Reference Sheet *MRef-02*).
3. Check that you have the student's discipline and the Area in question assigned to your user profile (See your SPOT System Administrator, or Reference Sheet *ARef-02* if you have administrator functions).
4. Check that the area has the student's discipline assigned to it and that the appropriate shift type is created (See your SPOT System Administrator, or Reference Sheet *ARef-10* if you have administrator functions).