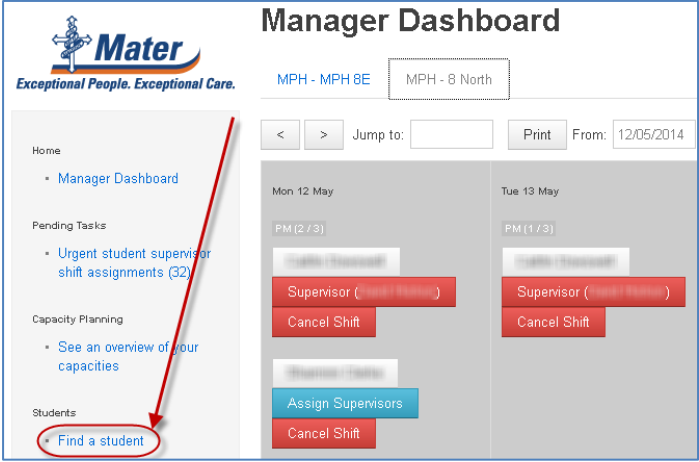
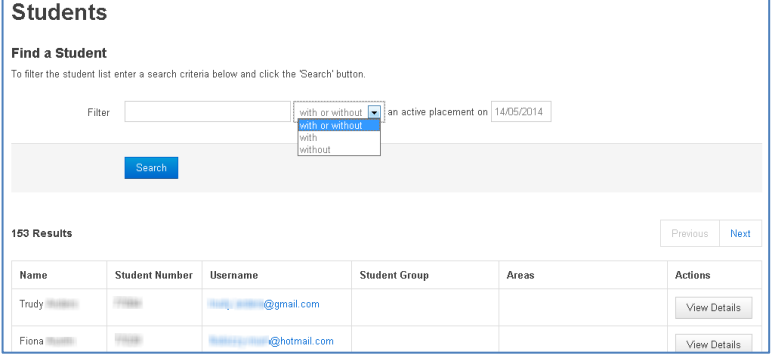
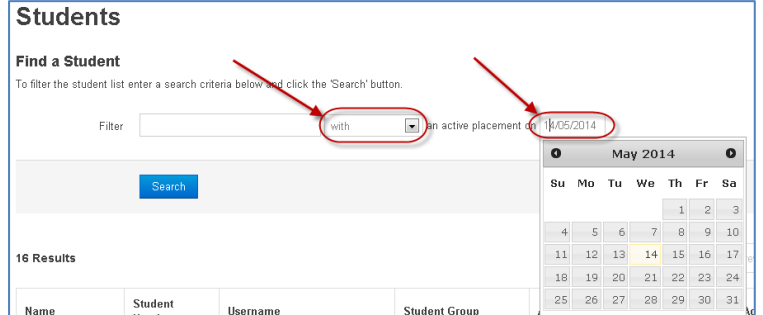
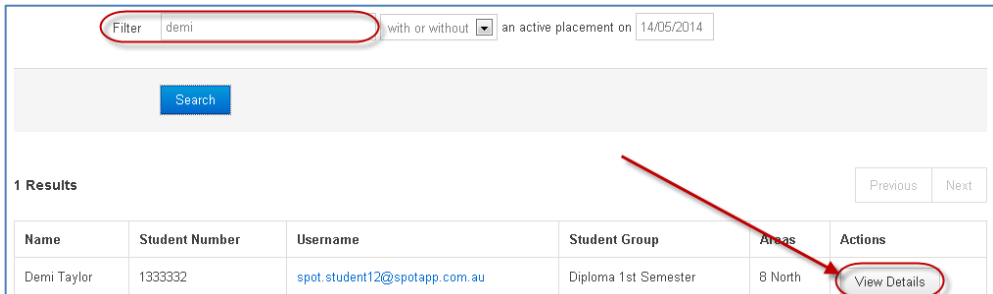


RMRef-01 – Rostering Manager Reference Sheet – Using the 'Find a Student' Function.

Steps	Action	What it looks like																		
1.	<p>To view a particular student's profile, click on the Find a student link on the side bar.</p> <p>This will navigate to the Students Screen.</p>	 <p>Manager Dashboard</p> <p>MPH - MPH 8E MPH - 8 North</p> <p>Home</p> <ul style="list-style-type: none"> Manager Dashboard <p>Pending Tasks</p> <ul style="list-style-type: none"> Urgent student supervisor shift assignments (32) <p>Capacity Planning</p> <ul style="list-style-type: none"> See an overview of your capacities <p>Students</p> <ul style="list-style-type: none"> Find a student 																		
2.	<p>The Find a Student screen displays any student who has ever had an active placement in your Manager Area(s).</p> <p>Students who have a <u>current</u> active placement will have entries in the Student Group and Area columns, while those with no <u>current</u> active placement will have those fields empty.</p>	 <p>Students</p> <p>Find a Student</p> <p>To filter the student list enter a search criteria below and click the 'Search' button.</p> <p>Filter <input type="text"/> with or without an active placement on 14/05/2014</p> <p><input type="button" value="Search"/></p> <p>163 Results</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Student Number</th> <th>Username</th> <th>Student Group</th> <th>Areas</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Trudy</td> <td></td> <td>trudy.williams@gmail.com</td> <td></td> <td></td> <td>View Details</td> </tr> <tr> <td>Fiona</td> <td></td> <td>fiona.williams@hotmail.com</td> <td></td> <td></td> <td>View Details</td> </tr> </tbody> </table>	Name	Student Number	Username	Student Group	Areas	Actions	Trudy		trudy.williams@gmail.com			View Details	Fiona		fiona.williams@hotmail.com			View Details
Name	Student Number	Username	Student Group	Areas	Actions															
Trudy		trudy.williams@gmail.com			View Details															
Fiona		fiona.williams@hotmail.com			View Details															
3.	<p>To display only students that have(had) an active placement on a certain date, select the with option from the drop down list in the filter and select the date (defaults to today's date), then click the Search button.</p>	 <p>Students</p> <p>Find a Student</p> <p>To filter the student list enter a search criteria below and click the 'Search' button.</p> <p>Filter <input type="text"/> with an active placement on 14/05/2014</p> <p><input type="button" value="Search"/></p> <p>16 Results</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Student Number</th> <th>Username</th> <th>Student Group</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Student Number	Username	Student Group														
Name	Student Number	Username	Student Group																	
4.	<p>To find a specific student, type their name into the Filter field and click the Search button. Click the View Details button in the row for the student in question. This will navigate to that student's screen.</p>	 <p>Filter <input type="text" value="demi"/> with or without an active placement on 14/05/2014</p> <p><input type="button" value="Search"/></p> <p>1 Results</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Student Number</th> <th>Username</th> <th>Student Group</th> <th>Areas</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Demi Taylor</td> <td>1333332</td> <td>spot.student12@spotapp.com.au</td> <td>Diploma 1st Semester</td> <td>8 North</td> <td>View Details</td> </tr> </tbody> </table>	Name	Student Number	Username	Student Group	Areas	Actions	Demi Taylor	1333332	spot.student12@spotapp.com.au	Diploma 1st Semester	8 North	View Details						
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<p>5.</p> <p>The Student screen displays several tabs of information about the student.</p> <p>The Details tab displays the student's placement, program, learning details and other important information in one place.</p> <p>There are also links to send the student an email, to see who their assigned Facilitators are and to download any associated documents.</p>		 <p>Jane Jones</p> <p>Details Default Supervisors Roster Feedback Forms Notes</p> <p>Placements Mater Adult Hospital 10B - Oncology 13/07/2015- 30/10/2015 120.00of 120hrs remaining (0 hrs completed)</p> <p>Program Diploma of Nursing Education Provider Mater Education Year 1 Placement Request Documents Example example Orientation Manual Facilitators View facilitators</p> <p><small>NOTE: Your education provider is responsible for keeping your details up to date in the SPOT system. If your details are incorrect or out of date, please contact your education provider as soon as possible. This is important - if your details aren't correct then you might be prevented from completing your placements.</small></p> <table border="1"> <thead> <tr> <th>Fire and Safety</th> <th>Medical Conditions</th> <th>Special Requirements</th> </tr> </thead> <tbody> <tr> <td>NA</td> <td>NI</td> <td>Non-ambulant access</td> </tr> </tbody> </table>	Fire and Safety	Medical Conditions	Special Requirements	NA	NI	Non-ambulant access
Fire and Safety	Medical Conditions	Special Requirements						
NA	NI	Non-ambulant access						
<p>6.</p> <p>There are four other tabs for each student.</p> <p>In the Default Supervisors tab you can assign a default supervisor to the student. See Reference Sheet <i>MRef-03</i>.</p> <p>In the Roster tab you can book and cancel shifts on the student's behalf. See Reference Sheets <i>RMRef-02</i> and <i>RMRer-03</i>.</p> <p>In the Feedback Forms tab you can review a student's feedback. See Reference Sheet <i>MRef-06</i>.</p> <p>In the Notes tab you can review and add notes. See Reference Sheet <i>MRef-08</i>.</p>		 <p>Jane Jones</p> <p>Details Default Supervisors Roster Feedback Forms Notes</p>						
<p>7.</p> <p>Troubleshooting 1:</p> <p>If a student that you are expecting in your area is not displaying, follow these steps until resolved:</p> <ol style="list-style-type: none"> 1. Try a few different spellings of the student's name, for example "Robert" might have been entered into SPOT as "Bob" or "Robbie". 2. Check with your SPOT System Administrator that the student has been assigned to your area in their Area tab (See Reference Sheet <i>DRef-06</i> if you have Director access) 								