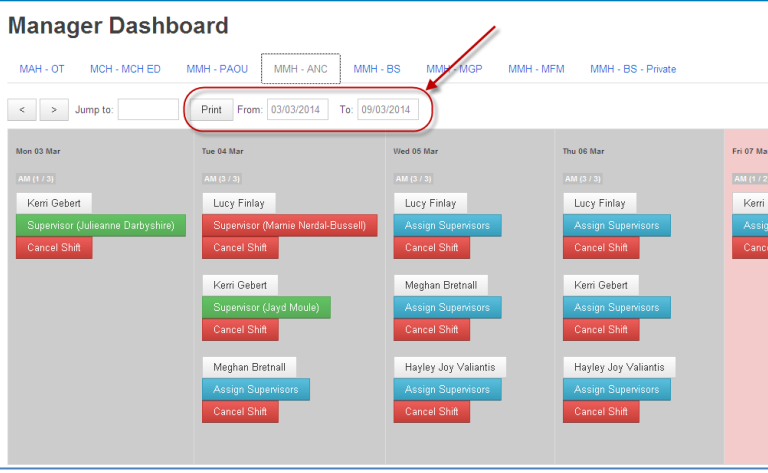
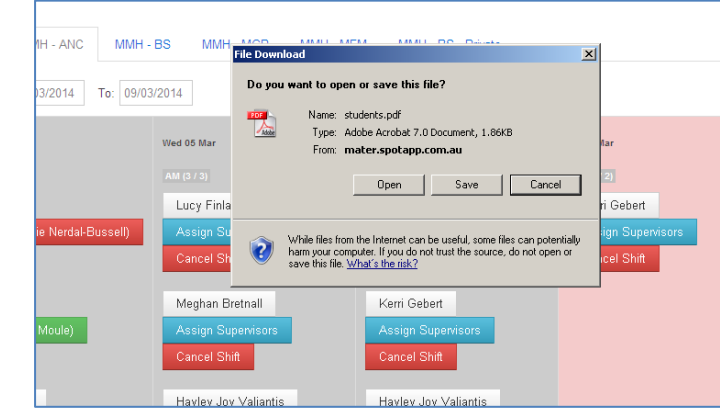
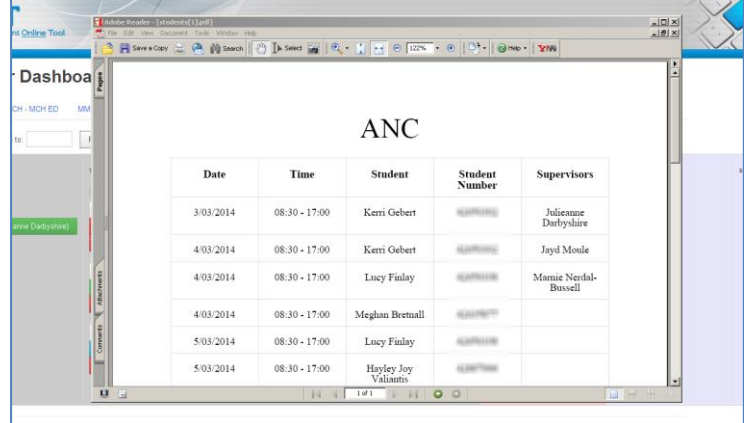


MRef-05 - Manager Reference Sheet – Printing your weekly schedule.

| Steps | Action | What it looks like | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------|---|--|----------------|----------------------|---------|----------------|-------------|-----------|---------------|--------------|----------|---------------------|-----------|---------------|--------------|----------|------------|-----------|---------------|-------------|----------|----------------------|-----------|---------------|-----------------|----------|--|-----------|---------------|-------------|----------|--|-----------|---------------|----------------------|----------|--|
| 1. | <p>At the top of your area's schedule you'll find the Print button with a From and To date. These dates default to the current week displayed on the dashboard.</p> <p>You can choose to print a more narrow or wider range of dates by clicking on the From and To dates and choosing new dates from the pop-up calendar.</p> |  <p>The screenshot shows the 'Manager Dashboard' for the 'ANC' area. At the top, there are navigation tabs for different areas: MAH - OT, MCH - MCH ED, MMH - PAOU, MMH - ANC (selected), MMH - BS, MMH - MGP, MMH - MFM, and MMH - BS - Private. Below the tabs, there is a 'Print' button and two date fields: 'From: 03/03/2014' and 'To: 09/03/2014'. A red circle highlights the 'Print' button and the date fields, with a red arrow pointing to the 'Print' button.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | <p>Clicking on the Print button will display a File Download pop-up box. Click Open.</p> |  <p>The screenshot shows a 'File Download' pop-up box. The box contains the following information: 'Name: students.pdf', 'Type: Adobe Acrobat 7.0 Document, 1.86KB', and 'From: mater.spotapp.com.au'. There are three buttons: 'Open', 'Save', and 'Cancel'. Below the buttons, there is a warning message: 'While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?'.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | <p>A printer friendly list of all student shifts and assigned supervisors for the week selected will display in .pdf format. You can save this list or print it out.</p> <p>Close the .pdf to return to SPOT.</p> |  <p>The screenshot shows a printer-friendly PDF list of student shifts. The list is titled 'ANC' and has the following columns: 'Date', 'Time', 'Student', 'Student Number', and 'Supervisors'. The data is as follows:</p> <table border="1"> <thead> <tr> <th>Date</th> <th>Time</th> <th>Student</th> <th>Student Number</th> <th>Supervisors</th> </tr> </thead> <tbody> <tr> <td>3/03/2014</td> <td>08:30 - 17:00</td> <td>Kerri Gebert</td> <td>48291102</td> <td>Julianne Darbyshire</td> </tr> <tr> <td>4/03/2014</td> <td>08:30 - 17:00</td> <td>Kerri Gebert</td> <td>48291102</td> <td>Joyd Moule</td> </tr> <tr> <td>4/03/2014</td> <td>08:30 - 17:00</td> <td>Lucy Finlay</td> <td>48291108</td> <td>Mamie Nerdal-Bussell</td> </tr> <tr> <td>4/03/2014</td> <td>08:30 - 17:00</td> <td>Meghan Bretnall</td> <td>48291107</td> <td></td> </tr> <tr> <td>5/03/2014</td> <td>08:30 - 17:00</td> <td>Lucy Finlay</td> <td>48291108</td> <td></td> </tr> <tr> <td>5/03/2014</td> <td>08:30 - 17:00</td> <td>Hayley Joy Valiantis</td> <td>48291106</td> <td></td> </tr> </tbody> </table> | Date | Time | Student | Student Number | Supervisors | 3/03/2014 | 08:30 - 17:00 | Kerri Gebert | 48291102 | Julianne Darbyshire | 4/03/2014 | 08:30 - 17:00 | Kerri Gebert | 48291102 | Joyd Moule | 4/03/2014 | 08:30 - 17:00 | Lucy Finlay | 48291108 | Mamie Nerdal-Bussell | 4/03/2014 | 08:30 - 17:00 | Meghan Bretnall | 48291107 | | 5/03/2014 | 08:30 - 17:00 | Lucy Finlay | 48291108 | | 5/03/2014 | 08:30 - 17:00 | Hayley Joy Valiantis | 48291106 | |
| Date | Time | Student | Student Number | Supervisors | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3/03/2014 | 08:30 - 17:00 | Kerri Gebert | 48291102 | Julianne Darbyshire | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 4/03/2014 | 08:30 - 17:00 | Kerri Gebert | 48291102 | Joyd Moule | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 5/03/2014 | 08:30 - 17:00 | Hayley Joy Valiantis | 48291106 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |