
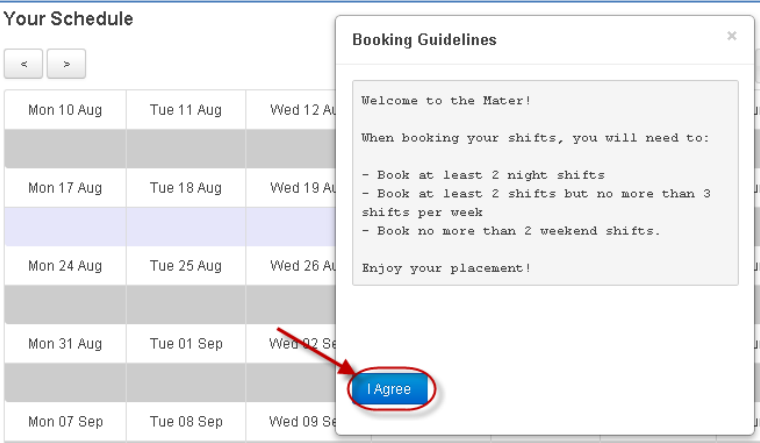
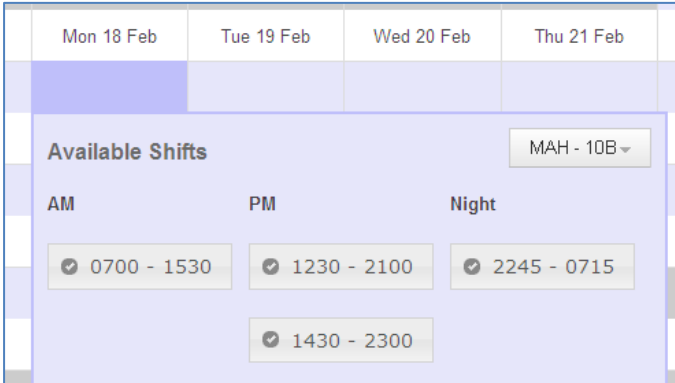
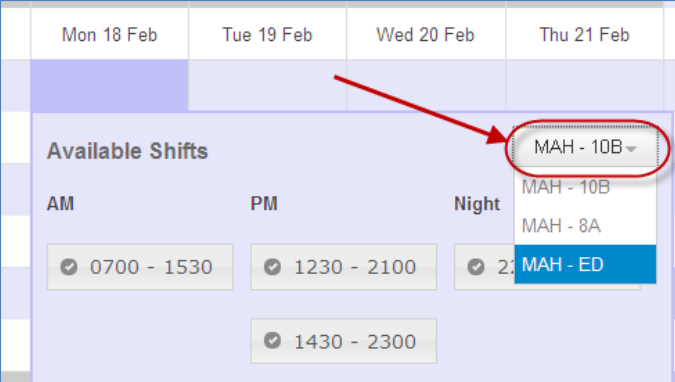

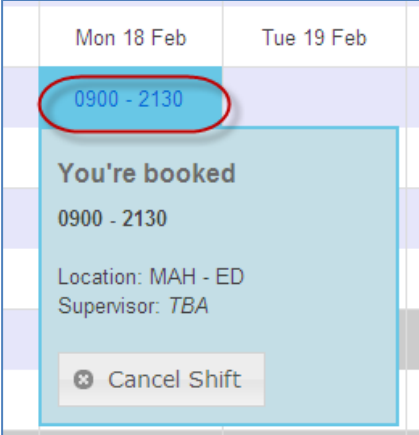


## StRef-01 - Student Reference Sheet - How to book a shift.

Steps	Action	What it looks like
1.	<p>The <b>Student Dashboard</b> displays your placement details as well as <b>Your Schedule</b> of shifts.</p>	
2.	<p>To start booking shifts, click on any date box that has available shifts (light grey, dates with no shifts available will be dark grey).</p> <p>You <u>may</u> see a <b>Booking Guidelines</b> pop-up box appear. If so, you must read and agree to the guidelines by clicking the <b>I Agree</b> button before you can book any shifts.</p> <p>If you do not agree, please contact your placement coordinator to discuss.</p>	
3.	<p>Clicking on an available shift will display the <b>Available Shifts</b> pop-up box.</p>	
4.	<p>To choose the Area that you'd like to book a shift, click on the <b>Area</b> button in the top right.</p> <p>This will display the list of Areas with available shifts for that day. Click on one to see what the available shifts are.</p> <p>If you are completing placement in one Area only you can skip this step.</p>	

<p>5.</p>	<p>Once you've chosen an Area, click on the <b>Shift</b> button with the times that you want to book.</p>	
<p>6.</p>	<p>The booked shift will display the times on your schedule.</p> <p>Clicking on the shift will display the Area and your Supervisor for the shift if one has already been assigned for you.</p> <p>You can also cancel the shift by clicking the <b>Cancel Shift</b> button, however if it is past the start time of the shift you will need to get your supervisor or Area manager to cancel the shift for you.</p>	
<p>7.</p>	<p><b>Troubleshooting:</b></p> <p>If an Area or Shift that you want to book is unavailable, this will be either because:</p> <ol style="list-style-type: none"> <li>All of the available shifts of that type are already booked by other students.</li> </ol> <p><b>OR</b></p> <ol style="list-style-type: none"> <li>You have not been given access to the shift.</li> </ol> <p>Please contact your Area Manager or SPOT System Administrator to rectify.</p>	