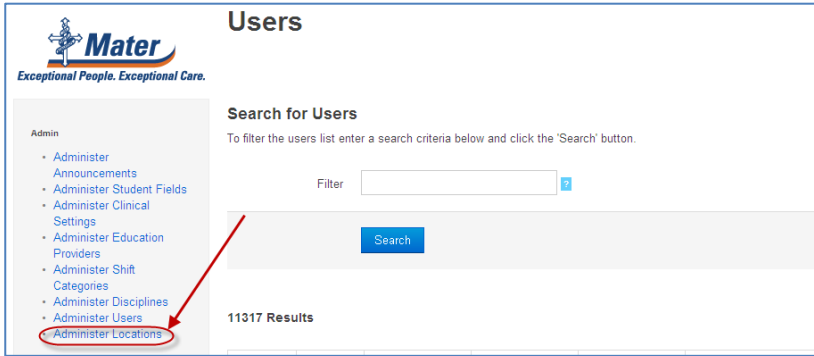
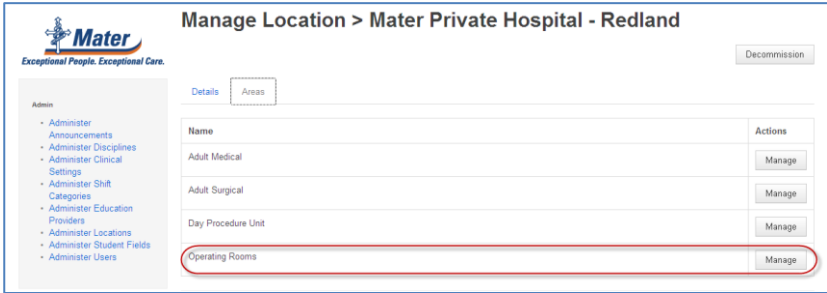
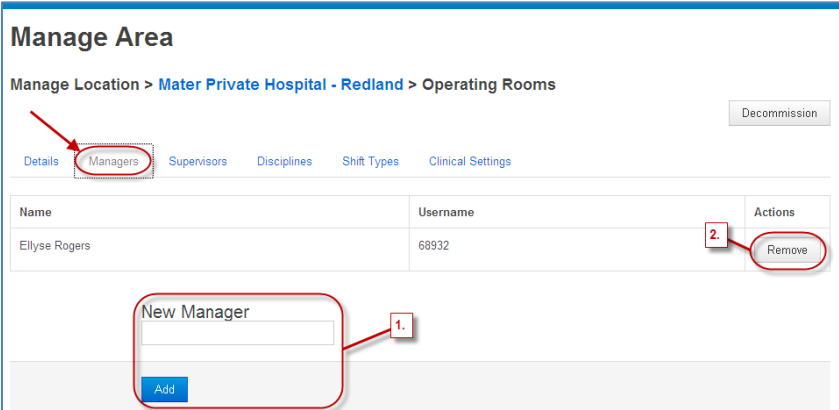


ARef-10 - Administrator Reference Sheet – How to Administer Areas.

Steps	Action	What it looks like
1.	<p>Click on the Administer Locations link in the side bar.</p> <p>This navigates to the Locations screen.</p>	
2.	<p>In the Locations screen, click on the Manage button of the Area you wish to administer.</p> <p>This navigates to the Manage Area screen.</p>	
3.	<p>The Manage Area screen has several tabs which display information about the Area.</p> <p>The Managers tab displays all users that have either the <i>Manager</i> or <i>Self Assigning Supervisor</i> role and have this Area assigned.</p> <p>Here you can:</p> <ol style="list-style-type: none"> add a user (who must already have either the <i>Manager</i> or <i>Self Assigning Supervisor</i> role) by typing their name into the New Manager field, selecting them from the drop down list and clicking the Add button. remove a user's access to this Area by clicking the Remove button. 	
4.	<p>Troubleshooting:</p> <p>If a <i>Manager</i> that you wish to assign to an area is not, this will either be because:</p> <ol style="list-style-type: none"> The <i>Manager</i> uses a different variation of their name in SPOT i.e. Robert is in SPOT as Bob, OR The user does not have the <i>Manager</i> role assigned to their user profile. <p>Try a few different spellings of the user's name. If that does not work refer to Reference Sheet ARef-02.</p>	

5. The **Supervisors** tab displays the default *Supervisor(s)* that will be assigned to every student shift within a specified start and end date in this Area.

Here you can:

1. add a Supervisor (who must already have *Supervisor* role) by typing their name into the **New Supervisor** field, selecting them from the drop down list, entering the **Start** and **End Date** for when they will be the default supervisor, and clicking the **Add** button.
2. remove a supervisor from this Area by clicking the **Remove** button.

6. **Troubleshooting:**

If a *Supervisor* that you wish to assign to an area is not, this will either be because:

- a. The *Supervisor* uses a different variation of their name in SPOT i.e. Robert is in SPOT as Bob, **OR**
- b. The user does not have the *Supervisor* role assigned to their user profile.

Try a few different spellings of the user's name. If that does not work refer to Reference Sheet *ARef-02*.

7. The **Disciplines** tab displays the *Discipline(s)* a student must study to be placed in this Area.

Here you can:

1. add a *Discipline* by selecting it from the drop down list and clicking the **Assign** button.
2. remove a *Discipline* by clicking the **Remove** button.

8. **Troubleshooting:**

If a *Discipline* that you wish to assign to an Area is not displayed in the drop down field, this will be because the *Discipline* has not been created. Refer to [ARef-05 - How to Administer Disciplines](#)

9. The **Shift Types** tab displays the shift time(s) and which students can book them in this Area.

Here you can:

1. add a *Shift Type* by selecting a **Start Time**, an **End Time** and a **Break Time** from the drop down lists, selecting which *Shift Category* that the shift should fit into from the drop down list and clicking the **Add** button.

*Note: The number of minutes that count towards the student's placement is calculated as the **End Time minus the Start Time minus the Break Time**. i.e. a shift with a **Start Time** of 7:00 and **End Time** of 16:30 with a **Break Time** of 60min will count as $16:30 - 7:00 - 60min = 8hrs30min$.*

2. decommission a *Shift Type* by clicking the **Decommission** button.
3. edit which student groups can book a particular shift by clicking the **[edit]** button (see next action for more details)

Manage Area

Manage Location > Mater Private Hospital - Redland > Day Procedure Unit

Decommission

Details Managers Supervisors Disciplines **Shift Types** Clinical Settings

AM

Start time	End time	Break time	Student Groups	Actions
07:00	15:00	00:30	Default Nursing and Midwifery, DD2, BN2 Th-F, BN2 M-T[edit]	Decommission
07:30	15:30	00:30	Default Nursing and Midwifery, DD2, BN2 Th-F, BN2 M-T[edit]	Decommission

Day

There are currently no shift types for this category

PM

Start time	End time	Break time	Student Groups	Actions
12:30	21:00	00:30	Default Nursing and Midwifery, DD2, BN2 Th-F, BN2 M-T[edit]	Decommission

Night

There are currently no shift types for this category

New Shift Type

Start Time: 00:00

End Time: 00:00

Break Time: 0

Shift Category: AM

Add

10. Students can only book **Shift Types** that have their Student Group assigned to it.

1. Clicking the **[edit]** button displays a pop-up that allows you to add *Student Group(s)* to the *Shift Type*.
2. Select the Discipline from the drop down list, then tick each Student Group you want to have access in this area.
3. click the **Save** button.

Day

Start time	End time	Student Groups
08:00	16:30	Default Medicine[edit]

PM

Start time	End time	Student Groups
14:30	23:00	Default Nursing and Midwifery[edit]

Night

Start time	End time	Student Groups
22:45	07:15	Default Nursing and Midwifery[edit]

Nursing and Midwifery

Select All

Default Nursing and Midwifery

DD2

Diploma 1st Semester

Diploma 2nd Semester

Diploma 3rd Semester

BN1 M-T

BN1 Th-F

DD1

Save



11. **Troubleshooting:**
 If you attempt to create a *Shift Type* and assign it to a Shift Category that is inappropriate, the following error will display

Error. The shift time does not fall within the shift category time period.

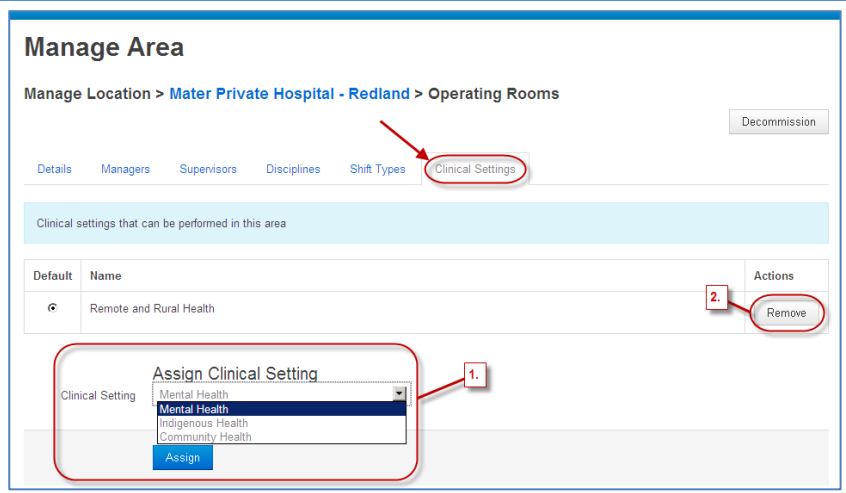
You will need to either select a different Shift Category or create a new one. Refer to [ARef-11 - How to Administer Shift Categories](#)

If a *Student Group* that you wish to assign to a Shift Type is not displayed in the pop-up box (after choosing the appropriate Discipline), this will be because the *Student Group* has not been created. Refer to [ARef-05 - How to Administer Disciplines](#)

12. The **Clinical Settings** tab displays the *Clinical Setting(s)* that are currently assigned to this area.

Here you can:

1. add a *Clinical Setting* by selecting it from the drop down list and clicking the **Assign** button.
2. remove a *Clinical Setting* by clicking the **Remove** button.



13. **Troubleshooting:**
 If a *Clinical Setting* that you wish to assign to an Area is not displayed in the drop down field, this will be because the *Clinical Setting* has not been created. Refer to [ARef-06 - How to Administer Clinical Settings](#)