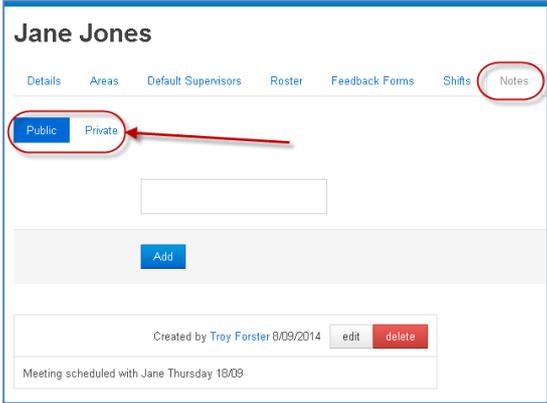
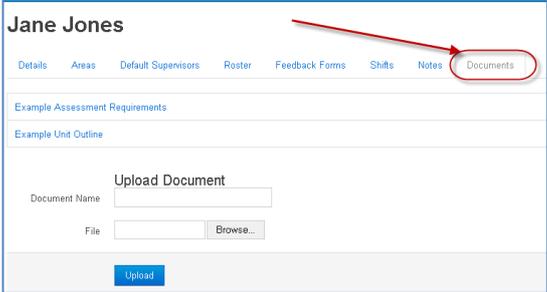
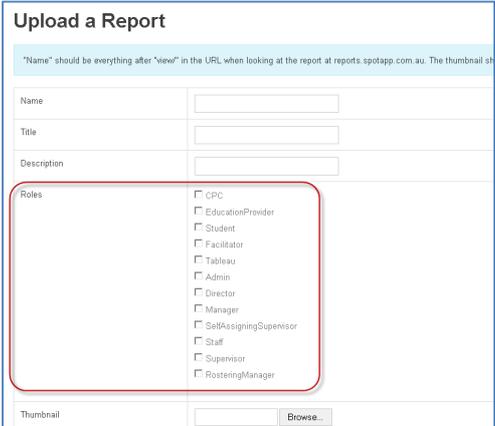
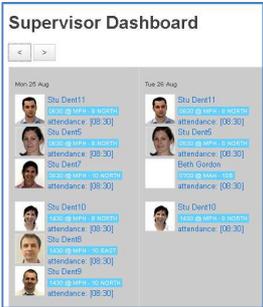
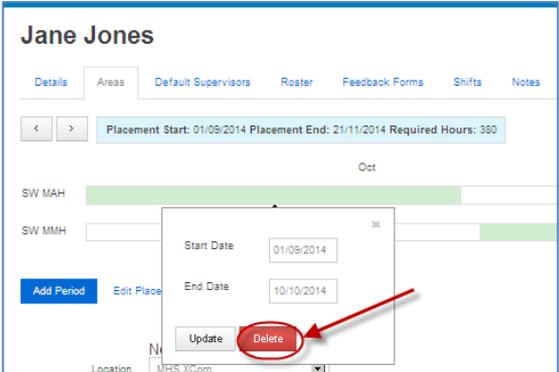


## SPOT Upgrade Notes – 02-10-2014

#	Change	Roles with new function	Reference sheets updated	What it looks like
1.	<p><b>NEW FEATURE</b>  <b>Create</b> <u>Notes</u> that can be read and responded to by students, supervisors and managers.</p> <p>Previously the Note function allowed Facilitators to write notes that were only visible to Facilitators. This new function allows Facilitators to decide whether a Note is <i>Private</i> (Facilitator only) or <i>Public</i> (available to Students and other users who have access to that Student's profile). Managers, Supervisors and Students can also write Public Notes.</p>	Facilitator, Manager, Supervisor, Student	<b>FRef-01</b> - Using the Facilitator Dashboard	 <p>The screenshot shows the profile for Jane Jones with tabs for Details, Areas, Default Supervisors, Roster, Feedback Forms, Shifts, and Notes. The Notes tab is selected and circled. Below it, there are two buttons: 'Public' and 'Private', with a red arrow pointing to the 'Private' button. Below these buttons is an 'Add' button and a note: 'Created by Troy Forster 8/09/2014' with 'edit' and 'delete' options. A sample note reads: 'Meeting scheduled with Jane Thursday 16/09'.</p>
2.	<p><b>NEW FEATURE</b>  <b>Upload</b> <u>student specific</u> documents.</p> <p>Previously documents could only be "attached" to a Placement Request, which then appeared on the Student Details page. This function provides the option to Education Providers and Directors to upload documents specific to an individual student in addition to any Placement Request documents.</p>	Education Provider, Director	<p><b>EPre-06</b> - Using the 'Find a Student' Function</p> <p><b>DRef-05</b> - Using the 'Find a Student' Function</p>	 <p>The screenshot shows the profile for Jane Jones with tabs for Details, Areas, Default Supervisors, Roster, Feedback Forms, Shifts, Notes, and Documents. The Documents tab is selected and circled. Below it, there is an 'Upload Document' section with a 'Document Name' input field, a 'File' input field with a 'Browse...' button, and an 'Upload' button. Above the form, there are links for 'Example Assessment Requirements' and 'Example Unit Outline'.</p>
3.	<p><b>IMPROVEMENT</b>  <b>Display</b> documents on the student details page in an easier to understand format.</p>	Student	Nil	 <p>The screenshot shows the student details page for Jane Jones, including a profile picture and personal information. On the right side, there is a list of documents under the heading 'Original Placement Request'. A red arrow points to this list, which includes: 'Placement Request Documents', 'Clinical placement document Nursing 132', 'Orientation Manual', and 'Orientation Manual'.</p>

<p>4.</p>	<p><b>NEW FEATURE</b>  <b>Allow</b> reports to be assigned to User Roles via an Administer Reports menu.           Previously all reports were visible to any User with the Tableau role assigned. This function allows Administrators the option to create Role specific reports viewable only by Users with Tableau + the assigned Role.</p>	<p>Administrator</p>	<p><b>ARef-11</b> - How to Administer Reports</p>	
<p>5.</p>	<p><b>IMPROVEMENT</b>  <b>Order</b> the shifts on the Supervisor Dashboard in chronological order.</p>	<p>Supervisors</p>	<p>Nil</p>	
<p>6.</p>	<p><b>IMPROVEMENT</b>  <b>Cancel</b> all future dated shifts for a student in an Area when that Area is removed from their profile.           Previously the default was to <u>not</u> cancel the shifts in the removed Area. This caused issues if another Area was added and shifts attempted to be booked "over" previously booked shifts. This new default lessens manual work and fixes this issue.</p>	<p>Director</p>	<p><b>DRef-06</b> - Modifying Placement Dates, Hours and Areas</p>	
<p>7.</p>	<p><b>IMPROVEMENT</b>  <b>Generate</b> End of Placement Evaluation forms when 16hrs of placement hours OR when 2 weeks are "left", whichever comes first.           Previously Evaluation forms were generated 2 weeks before the End Date of placement. If a student completed earlier than this no form would generate.</p>	<p>Student</p>	<p>Nil</p>	<p>Nil</p>