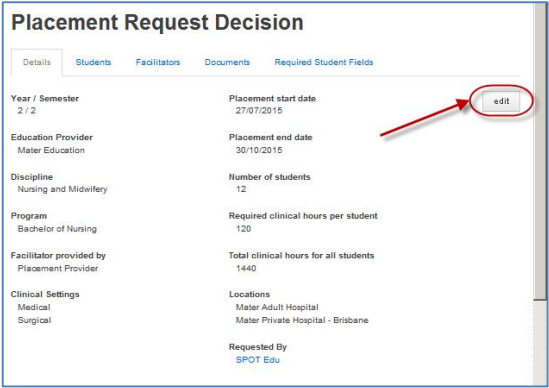
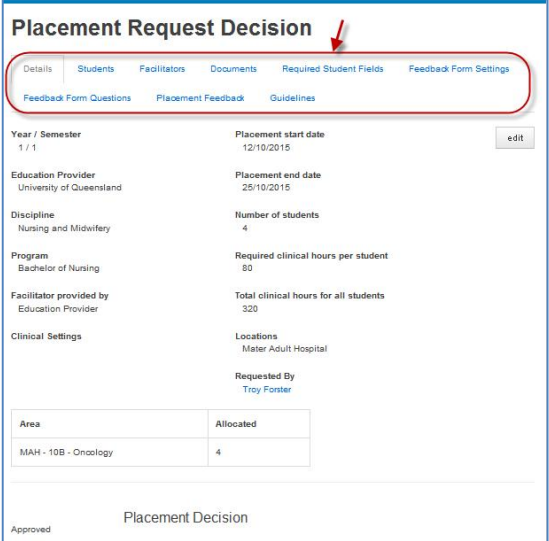
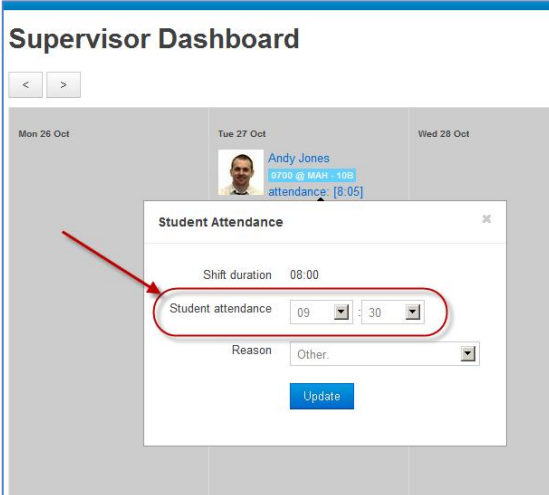


## SPOT Upgrade Notes – 05-11-2015

#	Change	Roles with new function	Reference sheets updated	What it looks like															
1.	<p><b>NEW FEATURE</b>  <b>Clinical Settings</b> added as an option to the Placement Request form.</p> <p>This allows Education Providers the option to specify a clinical setting(s) that their students require as part of the placement request form. This will then filter the Locations and Areas available to request and allocate the placement request to.</p>	<p>Education Provider</p> <p>Director</p>	<p><b>EPref-01 –</b>            Creating a Placement Request</p> <p><b>DRef-01 -</b>            Placement Request Approval Process</p>	<p><b>Draft Placement Request</b></p> <p>Step 2 of 4 <span>Previous</span> <span>Next</span></p> <p>Placement details</p> <p>Education Provider: Mater Education</p> <p>Discipline: Nursing and Midwifery</p> <p>Program: Bachelor of Nursing</p> <p>Do you want to request a specific clinical setting?  <input checked="" type="radio"/> Yes  <input type="radio"/> No</p> <p>Clinical Settings  <input checked="" type="checkbox"/> Medical  <input type="checkbox"/> Mental Health  <input type="checkbox"/> Midwifery  <input type="checkbox"/> Specialty  <input checked="" type="checkbox"/> Surgical</p> <p>Locations  <input type="checkbox"/> Mater Adult Hospital  <input type="checkbox"/> Mater Private Hospital - Brisbane</p> <p><b>Placement Request Decision</b></p> <p>Details   Students   Facilitators   Documents   Required Student Fields</p> <p>Year / Semester: 2 / 2   Placement start date: 27/07/2015   edit</p> <p>Education Provider: Mater Education   Placement end date: 30/10/2015</p> <p>Discipline: Nursing and Midwifery   Number of students: 12</p> <p>Program: Bachelor of Nursing   Required clinical hours per student: 120</p> <p>Facilitator provided by Placement Provider:   Total clinical hours for all students: 1440</p> <p>Clinical Settings  <input checked="" type="checkbox"/> Medical  <input checked="" type="checkbox"/> Surgical</p> <p>Locations  <input type="checkbox"/> Mater Adult Hospital  <input type="checkbox"/> Mater Private Hospital - Brisbane</p> <p>Requested By: SPOT Edu</p> <p>Placement Decision  <input checked="" type="checkbox"/> Restrict the number of students in specific areas</p> <table border="1"> <thead> <tr> <th>Area</th> <th>Capacity</th> <th>Allocated</th> </tr> </thead> <tbody> <tr> <td>MAH - 10B - Oncology</td> <td>2</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>MAH - 9A - Medical</td> <td>7</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>MAH - 9B - Medical</td> <td>13</td> <td><input type="text" value="0"/></td> </tr> <tr> <td>MAH - Day Surgery</td> <td>4</td> <td><input type="text" value="0"/></td> </tr> </tbody> </table>	Area	Capacity	Allocated	MAH - 10B - Oncology	2	<input type="text" value="0"/>	MAH - 9A - Medical	7	<input type="text" value="0"/>	MAH - 9B - Medical	13	<input type="text" value="0"/>	MAH - Day Surgery	4	<input type="text" value="0"/>
Area	Capacity	Allocated																	
MAH - 10B - Oncology	2	<input type="text" value="0"/>																	
MAH - 9A - Medical	7	<input type="text" value="0"/>																	
MAH - 9B - Medical	13	<input type="text" value="0"/>																	
MAH - Day Surgery	4	<input type="text" value="0"/>																	

<p>2. <b>IMPROVEMENT</b>  <b>Moved</b> the ability to edit a placement request from Administrator to the following roles based on the status of the request:</p> <p><b>Draft:</b> Education Provider only.  <b>Pending:</b> Education Provider &amp; Director.  <b>Approved:</b> Director only.  <b>Declined:</b> No edits possible.  <b>Cancelled:</b> Director can reinstate to approved status.</p> <p>This allows minor errors to be self-corrected at the appropriate stage without allowing unauthorised edits.</p>	<p>Education Provider</p> <p>Director</p>	<p><b>EPRef-00</b> – Using the Education Provider Dashboard</p> <p><b>DRef-13</b> – Editing Placement Requests</p>	 <p>The screenshot shows the 'Placement Request Decision' page with tabs for Details, Students, Facilitators, Documents, and Required Student Fields. The 'Required Student Fields' tab is active, and an 'edit' button is circled in red with an arrow pointing to it.</p>
<p>3. <b>IMPROVEMENT</b>  <b>Updated</b> the tabs available on the View all Placement Requests page to give Director only Users functionality that was previously only available to dual Director/Education Provider Users.</p> <p>This gives Administrators the ability to more accurately allocate permissions to users without duplication.</p>	<p>Director</p>	<p><b>DRef-12</b> – Reviewing Previous Placement Requests</p>	 <p>The screenshot shows the 'Placement Request Decision' page with tabs for Details, Students, Facilitators, Documents, Required Student Fields, and Feedback Form Settings. The 'Feedback Form Settings' tab is active, and 'Feedback Form Questions' and 'Placement Feedback' sub-tabs are circled in red with an arrow pointing to them.</p>
<p>4. <b>IMPROVEMENT</b>  <b>Added</b> the ability for Supervisors to record student attendance that exceeded the original shift duration.</p> <p>Previously only attendance that was less than the original shift (leaving early) was able to be recorded). This improvement gives Supervisors the ability to record times when a student has been approved to "work late".</p>	<p>Supervisor</p>	<p><b>SRef-02</b> – Using the Supervisor Dashboard</p>	 <p>The screenshot shows the 'Supervisor Dashboard' with a 'Student Attendance' modal open. The 'Student attendance' input field is circled in red with an arrow pointing to it. The modal also shows 'Shift duration' as 08:00 and 'Reason' as 'Other'.</p>

<p>5.</p>	<p><b>IMPROVEMENT</b>  <b>Allow</b> Administrators creating a new shift type to manually decided upon the break time.           Previously a default break time of 30 minutes was applied to all shifts longer than 6hrs. This improvement allows Administrators to customise the break time to match their business.</p>	<p>Administrator</p>	<p><b>ARef-10 – How to Administer Areas</b></p>																																									
<p>6.</p>	<p><b>IMPROVEMENT</b>  <b>Updated</b> the Administer Announcements pages and added a “Display To” field.           Previously announcements were defaulted to display for thirty days. This allows more flexibility to create announcements in the system.</p>	<p>Administrator</p>	<p><b>ARef-12 – How to Administer Announcements</b></p>																																									
<p>7.</p>	<p><b>IMPROVEMENT</b>  <b>Added</b> the ability to search the Education Provider Dashboard by Student Number, and;   <b>Added</b> a Locations column, and;   <b>Added</b> a function to retain the last chosen set of filters when navigating back to the dashboard.           Previously only the student’s name was recognised in the Student field.</p>	<p>Education Provider</p>	<p><b>EPreF-00 – Using the Education Provider Dashboard</b></p>	<table border="1"> <thead> <tr> <th>Id</th> <th>Education Provider</th> <th>Locations</th> <th>Program</th> <th>Year</th> <th>Semester</th> <th>Start Date</th> <th>End Date</th> <th>Number of Students</th> <th>Hours per Student</th> </tr> </thead> <tbody> <tr> <td>934</td> <td>Mater Education</td> <td>Mater Mother's Hospital</td> <td>Bachelor of Nursing</td> <td>1</td> <td>1</td> <td>09/11/2015</td> <td>15/11/2015</td> <td>1</td> <td>40</td> </tr> <tr> <td>933</td> <td>Mater Education</td> <td>Mater Adult Hospital</td> <td>Bachelor of Nursing</td> <td>1</td> <td>1</td> <td>12/10/2015</td> <td>31/10/2015</td> <td>6</td> <td>120</td> </tr> <tr> <td>932</td> <td>Mater Education</td> <td>Mater Adult Hospital</td> <td>Bachelor of Nursing</td> <td>1</td> <td>1</td> <td>12/10/2015</td> <td>31/10/2015</td> <td>6</td> <td>120</td> </tr> </tbody> </table>	Id	Education Provider	Locations	Program	Year	Semester	Start Date	End Date	Number of Students	Hours per Student	934	Mater Education	Mater Mother's Hospital	Bachelor of Nursing	1	1	09/11/2015	15/11/2015	1	40	933	Mater Education	Mater Adult Hospital	Bachelor of Nursing	1	1	12/10/2015	31/10/2015	6	120	932	Mater Education	Mater Adult Hospital	Bachelor of Nursing	1	1	12/10/2015	31/10/2015	6	120
Id	Education Provider	Locations	Program	Year	Semester	Start Date	End Date	Number of Students	Hours per Student																																			
934	Mater Education	Mater Mother's Hospital	Bachelor of Nursing	1	1	09/11/2015	15/11/2015	1	40																																			
933	Mater Education	Mater Adult Hospital	Bachelor of Nursing	1	1	12/10/2015	31/10/2015	6	120																																			
932	Mater Education	Mater Adult Hospital	Bachelor of Nursing	1	1	12/10/2015	31/10/2015	6	120																																			



8.	<p><b>IMPROVEMENT</b>  <b>Added</b> a detailed audit trail to see who accepted/ declined/ cancelled a placement request.</p>
9.	<p><b>IMPROVEMENT</b>  <b>Fixed</b> an issue that sometimes stopped notification emails being generated when a Placement Request was accepted/ declined/ cancelled.</p>
10.	<p><b>IMPROVEMENT</b>  <b>Fixed</b> an issue that sometimes allowed negative values to be entered for Area Allocations on Placement Requests, and updated the wording of error messages.</p>
11.	<p><b>IMPROVEMENT</b>  <b>Fixed</b> an issue that sometimes didn't cancel future dated shifts for a student when modifying their Placement end dates.</p>
12.	<p><b>IMPROVEMENT</b>  <b>Fixed</b> an issue that sometimes caused a Placement Request to revert to Semester 1 when it was originally submitted as Summer Semester.</p>
13.	<p><b>IMPROVEMENT</b>  <b>Fixed</b> an issue that sometimes displayed a yellow error screen for Director Users that did not have any assigned Director Areas.</p>
14.	<p><b>IMPROVEMENT</b>  <b>Fixed</b> an issue that sometimes allowed Admin Users to duplicate a Username across two different Users.</p>
15.	<p><b>IMPROVEMENT</b>  <b>Fixed</b> an issue that sometimes caused the Disable User button to not work.</p>
16.	<p><b>IMPROVEMENT</b>  <b>Fixed</b> an issue that sometimes caused student's to be locked out of their account after their email address was edited.</p>
17.	<p><b>IMPROVEMENT</b>  <b>Fixed</b> an issue that sometimes stopped Default Supervisors from being added to Areas via the Administer Areas page.</p>
18.	<p><b>IMPROVEMENT</b>  <b>Fixed</b> an issue that sometimes stopped additional Student Fields from being added to Placement Requests.</p>
19.	<p><b>IMPROVEMENT</b>  <b>Updated</b> the Help link to the latest support page.</p>
20.	<p><b>IMPROVEMENT</b>  <b>Fixed</b> an issue that sometimes caused a user not to be created through the create user page if duplicate roles were selected.</p>
21.	<p><b>IMPROVEMENT</b>  <b>Fixed</b> an issue that sometimes hid the Roster tab as a Rostering Manager User.</p>
22.	<p><b>IMPROVEMENT</b>  <b>Fixed</b> an issue that sometimes incorrectly displayed the home page of Users with only the Tableau Role assigned.</p>
23.	<p><b>IMPROVEMENT</b>  <b>Fixed</b> an issue that sometimes incorrectly displayed the dates of a submitted placement request as a day earlier than requested.</p>