

SPOT Upgrade Notes – 27-03-2014

#	Change	Roles with new function	Reference sheets updated	What it looks like																																																
1.	<p>NEW FEATURE Edit a completed student shift's start and end time and retain the supervisor and feedback forms.</p> <p>Previously the shift could not be edited once a feedback form was completed, meaning if an incorrect shift time had been entered it could not be changed.</p>	Director	DRef-07a – How to Book and Cancel Student's Shifts																																																	
2.	<p>NEW FEATURE Disable email alerts to specific users, specifically Directors and Managers.</p> <p>Previously all Users with Director/Manager Role for particular Areas would receive emails such as Placement Requests and Cancellations. This function allows some Users to have access and <u>not</u> receive the emails. Password reset emails are still enabled.</p>	Administrator	ARef-01 – How to Add, Disable and Edit Users																																																	
3.	<p>NEW FEATURE Identify placement requests more easily on the Education Provider Dashboard with the inclusion of a unique, system generated Placement Id and a search function.</p> <p>Previously placement requests with similar details were difficult to distinguish on the dashboard.</p>	Education Provider	EPreF-01 – Creating a Placement Request	<table border="1"> <thead> <tr> <th>Id</th> <th>Education Provider</th> <th>Program</th> <th>Year</th> <th>Semester</th> <th>Start Date</th> <th>End Date</th> <th>Number of Students</th> </tr> </thead> <tbody> <tr> <td>609</td> <td>University of Queensland</td> <td>Bachelor of Nursing</td> <td>1</td> <td>1</td> <td>25/02/2014</td> <td>30/06/2014</td> <td>3</td> </tr> <tr> <td>608</td> <td>University of Queensland</td> <td>Bachelor of Nursing</td> <td>1</td> <td>1</td> <td>17/03/2014</td> <td>30/03/2014</td> <td>1</td> </tr> <tr> <td>607</td> <td>University of Queensland</td> <td>Bachelor of Pharmacy</td> <td>1</td> <td>1</td> <td>17/03/2014</td> <td>30/03/2014</td> <td>1</td> </tr> <tr> <td>606</td> <td>University of Queensland</td> <td>Bachelor of Pharmacy</td> <td>1</td> <td>1</td> <td>17/03/2014</td> <td>30/03/2014</td> <td>1</td> </tr> <tr> <td>605</td> <td>University of Queensland</td> <td>Bachelor of Pharmacy</td> <td>1</td> <td>1</td> <td>17/03/2014</td> <td>30/03/2014</td> <td>1</td> </tr> </tbody> </table>	Id	Education Provider	Program	Year	Semester	Start Date	End Date	Number of Students	609	University of Queensland	Bachelor of Nursing	1	1	25/02/2014	30/06/2014	3	608	University of Queensland	Bachelor of Nursing	1	1	17/03/2014	30/03/2014	1	607	University of Queensland	Bachelor of Pharmacy	1	1	17/03/2014	30/03/2014	1	606	University of Queensland	Bachelor of Pharmacy	1	1	17/03/2014	30/03/2014	1	605	University of Queensland	Bachelor of Pharmacy	1	1	17/03/2014	30/03/2014	1
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<p>4.</p>	<p>NEW FEATURE Set Student Group before assigning students to placement areas if more than one student group exists.</p> <p>Previously it was easy for Users to miss assigning a placement group to a Student Group before assigning students to Areas, causing students to have incorrect capacity allocations.</p>	<p>Director</p>	<p>DRef-02 – How to Complete and Area Placement Request</p>	 <p>The screenshot shows the 'Placement Assignments' interface. At the top, there is a table with columns: Id, Discipline, Program, and Education Provider. Below the table, there is a section titled 'Please select a student group.' with a list of radio button options including 'Default Nursing and Midwifery', 'BN1 M-T', 'BN1 Th-F', 'BN2 Th-F', 'BN2 W-Th', 'DD1', 'DD2', 'Diploma 1st Semester', 'Diploma 2nd Semester', 'Diploma 3rd Semester', 'Midwifery 1st Year', 'Midwifery 2nd Year', and 'Midwifery 3rd Year'. A red box highlights this list, and a red arrow points to it from the right.</p>
<p>5.</p>	<p>NEW FEATURE Add free text notes about a student.</p> <p>This allows the Education Provider staff to store notes associated to the student's clinical placement on their SPOT profile.</p>	<p>Facilitator / Education Provider</p>	<p>FRef-01 – Using the Facilitator Dashboard</p> <p>EPre-05 – Using the Find a Student Function</p>	 <p>The screenshot shows the 'Facilitator Dashboard' with tabs for 'Details', 'Feedback Forms', 'Shifts', and 'Notes'. The 'Notes' tab is highlighted with a red circle and a red arrow pointing to it from the right. Below the tabs, there is a text input field and an 'Add' button. At the bottom, there is a note: 'Created by SPOT Educator26/03/2014' with a 'delete' button and the text 'Will be deferring in Semester 2'.</p>
<p>6.</p>	<p>NEW FEATURE Record when a student was last seen by a Facilitator during their placement.</p> <p>This allows the Education Provider staff record each time a student is visited on placement to help in managing student support.</p>	<p>Facilitator</p>	<p>FRef-01 – Using the Facilitator Dashboard</p>	 <p>The screenshot shows the 'Facilitator Dashboard' with a table of students. A red box highlights the 'Last Seen' column, and a red arrow points to it from the right. The table has columns for Name, Status, Today (all), and Today (part). The 'Last Seen' column contains a dropdown menu with options: 'Last Seen', '1 Day Ago', '3 Days Ago', and 'Today'.</p>
<p>7.</p>	<p>NEW FEATURE Alert when an Area's set capacity will revert to zero within the next 30 days as a Pending Task.</p> <p>Previously a Director would not be aware the set capacity would be finishing unless they purposely checked the capacity overview.</p>	<p>Director</p>	<p>DRef-04 – Managing your Capacity Overview</p>	 <p>The screenshot shows the 'Director dashboard' with the Mater logo and tagline 'Exceptional People. Exceptional Care.'. There are navigation links for 'Home', 'Director Dashboard', and 'Manager Dashboard'. A 'Pending Task' section is highlighted with a red box and a red arrow pointing to it from the right. The task is 'Add capacity to areas (1)' with a sub-task 'Assign student placements to areas (22)'. To the right, there is a 'Placement Requests' section showing '0' and 'You have no pending placement requests.' and a 'Capacity' section showing 'You have...'. At the bottom, there is a table titled 'Areas Needing Capacity' with columns 'Area' and 'Discipline'. The table has one row: 'BA - Orthopaedics' and 'Nursing and Midwifery' with a 'View' button.</p>



8.	IMPROVEMENT Fixed an issue that allowed users to inadvertently enter duplicate capacity modifications.	Director	N/A	N/A
9.	IMPROVEMENT Fixed an issue that prevented Student Details using Text fields from being saved when edited.	Director / Education Provider	N/A	N/A
10.	IMPROVEMENT Fixed an issue that allowed student placements to overlap, which affected the student schedule.	Director	N/A	N/A
11.	IMPROVEMENT Fixed an issue that meant large capacity adjustments timed out and did not save.	Director	N/A	N/A
12.	IMPROVEMENT Allowed the option for the Upload Student Details window to use commas as well as tabs.	Education Provider	N/A	N/A
13.	IMPROVEMENT Moved the Administer Shift Templates function from the Administrator role to the Director role, allowing the User that applies the "roster" to also create and modify them.	Director / Administrator	N/A	N/A