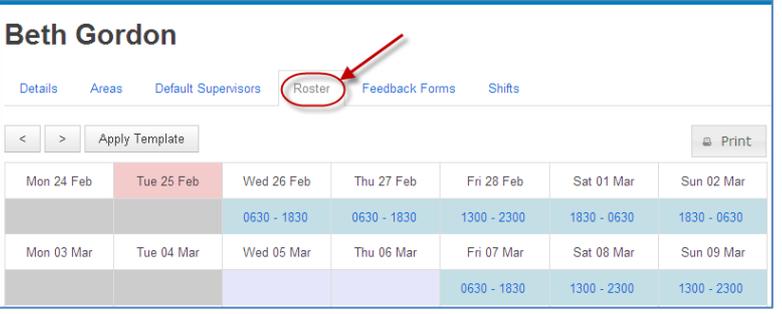
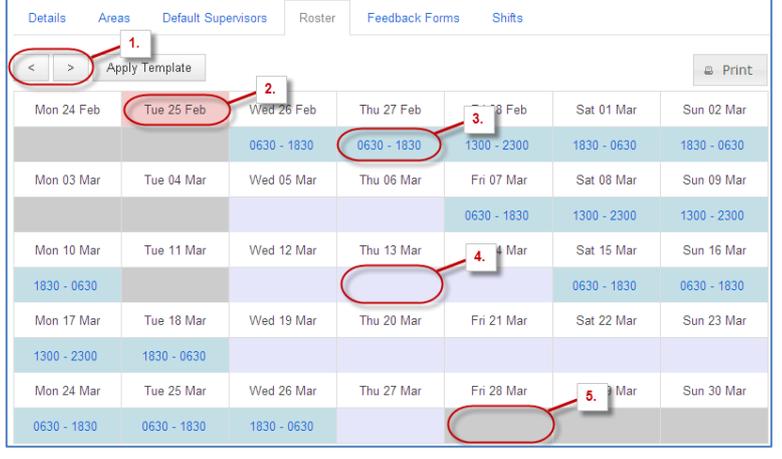
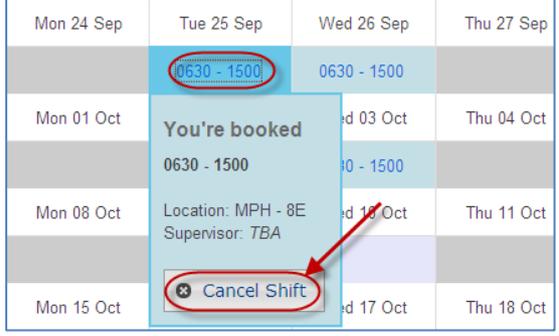
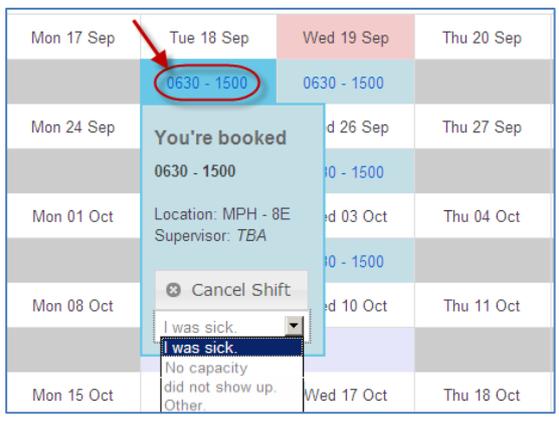
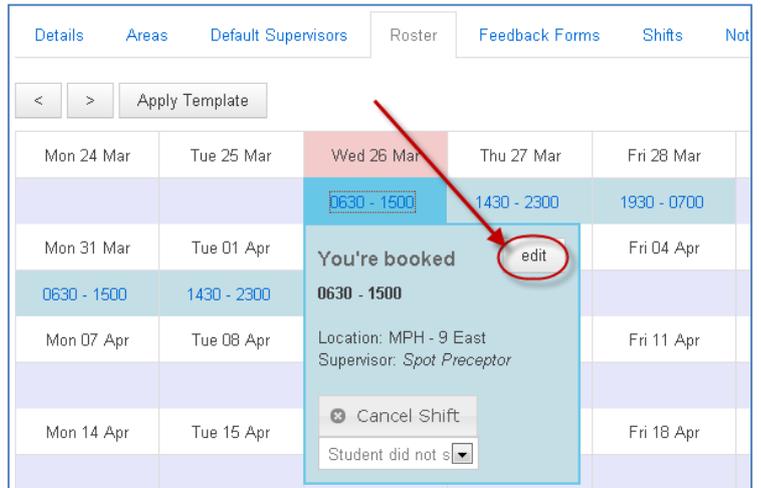


DRef-07a – Director Reference Sheet – Booking and Cancelling Student's Shifts.

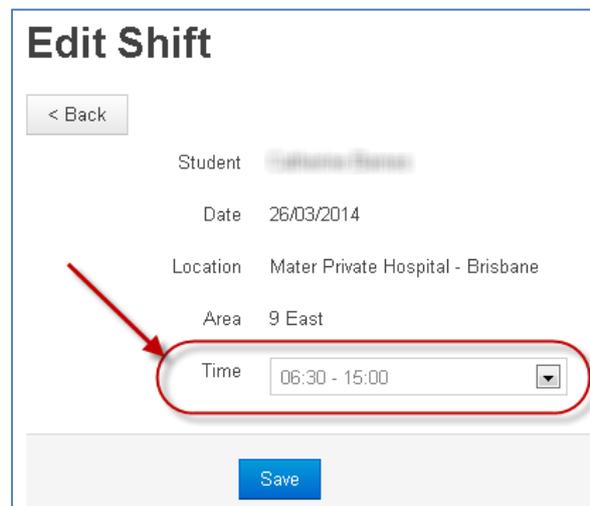
Steps	Action	What it looks like																																																																						
1.	<p>After navigating to the student details screen from the Find a student link, click on the Roster tab (see Reference Sheet <i>DRef-05</i> for more detail about using the Find a Student function).</p> <p>The Roster tab displays the student's current schedule of booked shifts.</p>	 <p>Beth Gordon</p> <p>Details Areas Default Supervisors Roster Feedback Forms Shifts</p> <p>< > Apply Template Print</p> <table border="1"> <tr> <td>Mon 24 Feb</td> <td>Tue 25 Feb</td> <td>Wed 26 Feb</td> <td>Thu 27 Feb</td> <td>Fri 28 Feb</td> <td>Sat 01 Mar</td> <td>Sun 02 Mar</td> </tr> <tr> <td></td> <td></td> <td>0630 - 1830</td> <td>0630 - 1830</td> <td>1300 - 2300</td> <td>1830 - 0630</td> <td>1830 - 0630</td> </tr> <tr> <td>Mon 03 Mar</td> <td>Tue 04 Mar</td> <td>Wed 05 Mar</td> <td>Thu 06 Mar</td> <td>Fri 07 Mar</td> <td>Sat 08 Mar</td> <td>Sun 09 Mar</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>0630 - 1830</td> <td>1300 - 2300</td> <td>1300 - 2300</td> </tr> </table>	Mon 24 Feb	Tue 25 Feb	Wed 26 Feb	Thu 27 Feb	Fri 28 Feb	Sat 01 Mar	Sun 02 Mar			0630 - 1830	0630 - 1830	1300 - 2300	1830 - 0630	1830 - 0630	Mon 03 Mar	Tue 04 Mar	Wed 05 Mar	Thu 06 Mar	Fri 07 Mar	Sat 08 Mar	Sun 09 Mar					0630 - 1830	1300 - 2300	1300 - 2300																																										
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2.	<p>The following is displayed:</p> <ul style="list-style-type: none"> - Arrow buttons that can be clicked to move the schedule 5 weeks forward or back in time (1.). - A red highlighted date on today's date (2.). - Blue highlighted cells with shift times for booked shifts (3.). - Blank cells on dates where shifts are available but not booked (4.). - Grey cells on dates where there are no shifts available to be booked (5.). 	 <p>Details Areas Default Supervisors Roster Feedback Forms Shifts</p> <p>1. < > Apply Template Print</p> <table border="1"> <tr> <td>Mon 24 Feb</td> <td>Tue 25 Feb</td> <td>Wed 26 Feb</td> <td>Thu 27 Feb</td> <td>Fri 28 Feb</td> <td>Sat 01 Mar</td> <td>Sun 02 Mar</td> </tr> <tr> <td></td> <td></td> <td>0630 - 1830</td> <td>0630 - 1830</td> <td>1300 - 2300</td> <td>1830 - 0630</td> <td>1830 - 0630</td> </tr> <tr> <td>Mon 03 Mar</td> <td>Tue 04 Mar</td> <td>Wed 05 Mar</td> <td>Thu 06 Mar</td> <td>Fri 07 Mar</td> <td>Sat 08 Mar</td> <td>Sun 09 Mar</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td>0630 - 1830</td> <td>1300 - 2300</td> <td>1300 - 2300</td> </tr> <tr> <td>Mon 10 Mar</td> <td>Tue 11 Mar</td> <td>Wed 12 Mar</td> <td>Thu 13 Mar</td> <td>Fri 14 Mar</td> <td>Sat 15 Mar</td> <td>Sun 16 Mar</td> </tr> <tr> <td>1830 - 0630</td> <td></td> <td></td> <td></td> <td></td> <td>0630 - 1830</td> <td>0630 - 1830</td> </tr> <tr> <td>Mon 17 Mar</td> <td>Tue 18 Mar</td> <td>Wed 19 Mar</td> <td>Thu 20 Mar</td> <td>Fri 21 Mar</td> <td>Sat 22 Mar</td> <td>Sun 23 Mar</td> </tr> <tr> <td>1300 - 2300</td> <td>1830 - 0630</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Mon 24 Mar</td> <td>Tue 25 Mar</td> <td>Wed 26 Mar</td> <td>Thu 27 Mar</td> <td>Fri 28 Mar</td> <td>Sat 29 Mar</td> <td>Sun 30 Mar</td> </tr> <tr> <td>0630 - 1830</td> <td>0630 - 1830</td> <td>1830 - 0630</td> <td></td> <td></td> <td></td> <td></td> </tr> </table>	Mon 24 Feb	Tue 25 Feb	Wed 26 Feb	Thu 27 Feb	Fri 28 Feb	Sat 01 Mar	Sun 02 Mar			0630 - 1830	0630 - 1830	1300 - 2300	1830 - 0630	1830 - 0630	Mon 03 Mar	Tue 04 Mar	Wed 05 Mar	Thu 06 Mar	Fri 07 Mar	Sat 08 Mar	Sun 09 Mar					0630 - 1830	1300 - 2300	1300 - 2300	Mon 10 Mar	Tue 11 Mar	Wed 12 Mar	Thu 13 Mar	Fri 14 Mar	Sat 15 Mar	Sun 16 Mar	1830 - 0630					0630 - 1830	0630 - 1830	Mon 17 Mar	Tue 18 Mar	Wed 19 Mar	Thu 20 Mar	Fri 21 Mar	Sat 22 Mar	Sun 23 Mar	1300 - 2300	1830 - 0630						Mon 24 Mar	Tue 25 Mar	Wed 26 Mar	Thu 27 Mar	Fri 28 Mar	Sat 29 Mar	Sun 30 Mar	0630 - 1830	0630 - 1830	1830 - 0630				
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3.	<p>To cancel a student's booked shift, click on the shift and then click on the Cancel button.</p> <p>The shift is then removed from the schedule.</p>	 <table border="1"> <tr> <td>Mon 24 Sep</td> <td>Tue 25 Sep</td> <td>Wed 26 Sep</td> <td>Thu 27 Sep</td> </tr> <tr> <td></td> <td>0630 - 1500</td> <td>0630 - 1500</td> <td></td> </tr> <tr> <td>Mon 01 Oct</td> <td colspan="2">You're booked 0630 - 1500 Location: MPH - 8E Supervisor: TBA</td> <td>Thu 04 Oct</td> </tr> <tr> <td>Mon 08 Oct</td> <td></td> <td></td> <td>Thu 11 Oct</td> </tr> <tr> <td>Mon 15 Oct</td> <td></td> <td></td> <td>Thu 18 Oct</td> </tr> </table>	Mon 24 Sep	Tue 25 Sep	Wed 26 Sep	Thu 27 Sep		0630 - 1500	0630 - 1500		Mon 01 Oct	You're booked 0630 - 1500 Location: MPH - 8E Supervisor: TBA		Thu 04 Oct	Mon 08 Oct			Thu 11 Oct	Mon 15 Oct			Thu 18 Oct																																																		
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4.	<p>If the start time of the shift you are cancelling is within 24hrs from now, or in the past, you will also need to select a reason the shift is being cancelled from the drop-down list under the Cancel Shift button.</p> <p><i>NOTE: A Shift cannot be cancelled if a feedback form attached to that shift has been completed. If the student was absent the assigned Supervisor will need to mark attendance on their Dashboard. See SRef-01 for more details.</i></p>	 <table border="1"> <tr> <td>Mon 17 Sep</td> <td>Tue 18 Sep</td> <td>Wed 19 Sep</td> <td>Thu 20 Sep</td> </tr> <tr> <td></td> <td>0630 - 1500</td> <td>0630 - 1500</td> <td></td> </tr> <tr> <td>Mon 24 Sep</td> <td colspan="2">You're booked 0630 - 1500 Location: MPH - 8E Supervisor: TBA</td> <td>Thu 27 Sep</td> </tr> <tr> <td>Mon 01 Oct</td> <td></td> <td></td> <td>Thu 04 Oct</td> </tr> <tr> <td>Mon 08 Oct</td> <td></td> <td></td> <td>Thu 11 Oct</td> </tr> <tr> <td>Mon 15 Oct</td> <td></td> <td></td> <td>Thu 18 Oct</td> </tr> </table>	Mon 17 Sep	Tue 18 Sep	Wed 19 Sep	Thu 20 Sep		0630 - 1500	0630 - 1500		Mon 24 Sep	You're booked 0630 - 1500 Location: MPH - 8E Supervisor: TBA		Thu 27 Sep	Mon 01 Oct			Thu 04 Oct	Mon 08 Oct			Thu 11 Oct	Mon 15 Oct			Thu 18 Oct																																														
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5. If you want to edit a student's shift time on a particular day but want to keep the Supervisor and any associated feedback forms, you can click on the shift and then click the **edit** button.



6. You can then choose an alternate shift time in the **Time** drop down list and click **Save**.

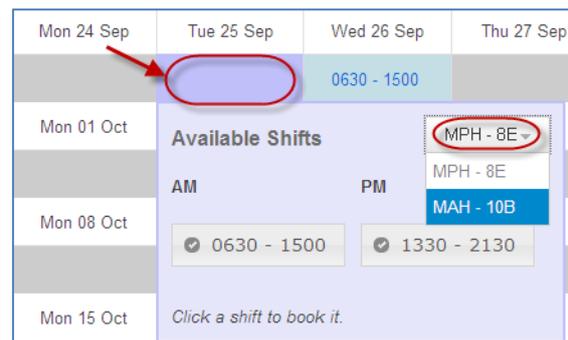
Click the **Back** button to return to the student's page.



7. To book a shift, click on the date to display the **Available Shifts** pop-up box.

If the student has been assigned to multiple areas, select an area from the drop down list by clicking on the **Area** button and clicking on the area.

Click on the shift time that you want to book and the shift will display in the schedule.

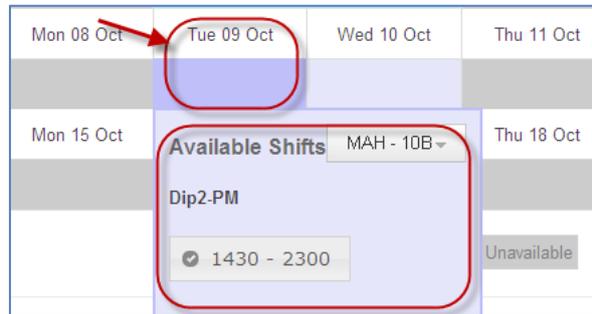


8.

Troubleshooting 1:

If the **Available Shifts** pop-up box displays shifts for an area, but not the one that you want to book for the student (i.e. displays a PM shift and you wish to book an AM), check that the capacity for that shift category is greater than zero and not fully booked (See Reference Sheet *DRef-04*).

If there are shifts available in the capacity overview screen, check with your SPOT System Administrator that the shift you are looking for is created and assigned to the area (If you have administrator functions see Reference Sheet *ARef-10*).



Date	Nursing 1st Year		Nursing/Midwifery (Dual Degree) 1st Year			Diploma 2nd Semester	
	BN1-AM	BN1-PM	AM (8 hrs)	PM (8 hrs)	ND (8 hrs)	Dip2-AM	Dip2-PM
Sunday 07/10	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Monday 08/10	0 / 1	0 / 1	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0
Tuesday 09/10	0 / 1	0 / 1	0 / 0	0 / 0	0 / 0	0 / 0	0 / 1
Wednesday 10/10	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 0	0 / 1

9.

Troubleshooting 2:

If a day that you want to book a shift is not displaying any available shifts for the area you want to book in, either on the **Available Shifts** pop-up box or the day is greyed out, follow these steps until resolved:

1. Check that the student has been assigned to the area in their **Area** tab (see Reference Sheet *DRef-06*). Once added, click refresh and check the **Roster** tab for the available shift.
2. Check that there is available capacity for the student's discipline/student group on that date (see Reference Sheet *DRef-04*).
3. Check that you have the student's discipline and the Area in question assigned to your user profile (See your SPOT System Administrator, or Reference Sheet *ARef-02* if you have administrator functions).
4. Check that the area has the student's discipline assigned to it and that the appropriate shift type is created (See your SPOT System Administrator, or Reference Sheet *ARef-10* if you have administrator functions).