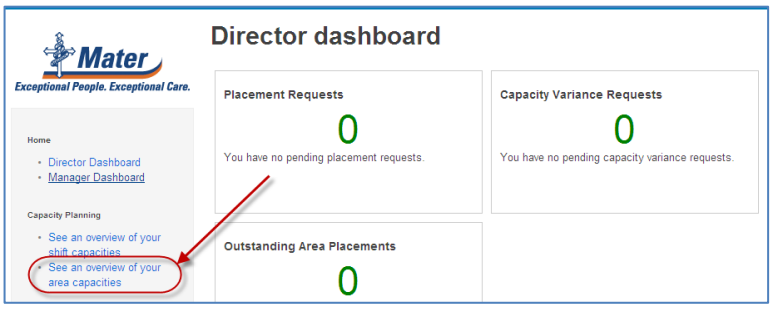
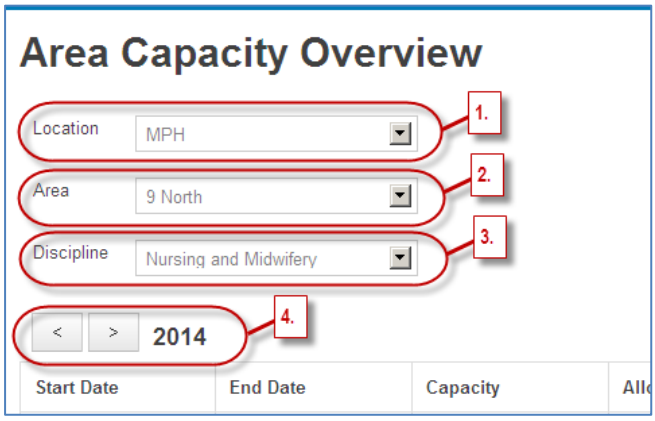
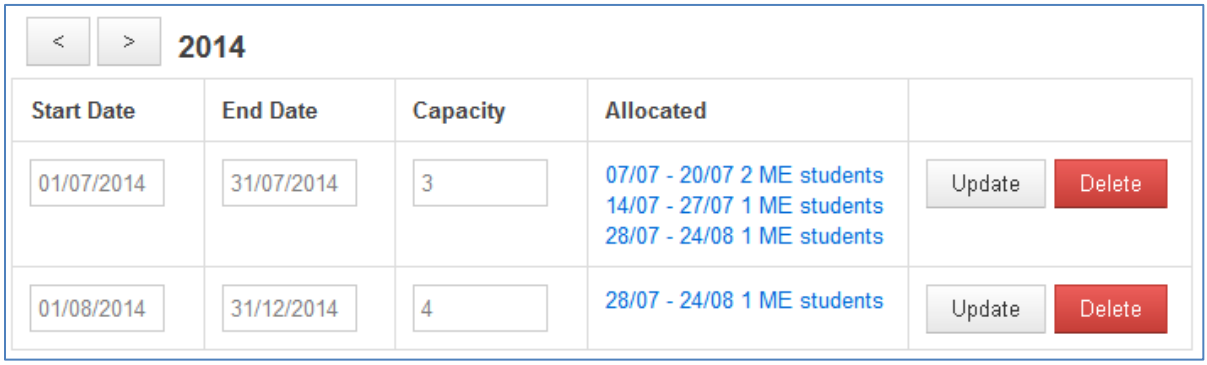
DRef-04b - Director Reference Sheet – Managing your AREA Capacity Overview.

Steps	Action	What it looks like
1.	In the sidebar on your **Director Dashboard** is the **See an overview of your *area* capacities** link. Click on this link to navigate to the **Area Capacity Overview** screen.	
2.	The **Area Capacity Overview** screen shows how many spots are "available" and how many are "booked" in your area/s, for each discipline and student group. You view your capacity by choosing: **1.** a Location. **2.** an Area within the chosen Location. **3.** a Discipline within the chosen Area. **4.** a Year you want to see	
3.	Each year can have one or more periods presented as rows. Each period has: - a **Start Date** and an **End Date,** - a **Capacity**, - a list of any students allocated placement during that period in that **Area**.	
		
4.	***Troubleshooting 1: Location or Area not in the drop down list*** If a *Location* or *Area* that you wish to review capacity for is not displayed in the drop down field, this will be because the *Location* or *Area* either: - has not been created **and/or** - has not been allocated to your user profile. Contact your System Administrator to add it or, if you have Administrator access, refer to *ARef-10 - How to Administer Areas*, *ARef-09 - How to Add and Disable Locations and Areas* and *ARef-02 - How to Administer Users*	

5. ***Troubleshooting 2: Discipline not in the drop down list***

If an *Area* that you wish to review capacity for is not displaying a particular *Discipline*, this will be because either:

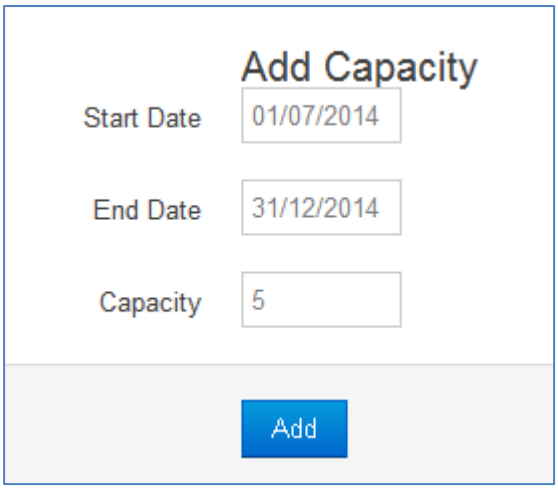
- the *Discipline* has not been created **and/or**
- you do not have the *Discipline* allocated to your user profile **and/or**
- the *Discipline* has not been assigned to the *Area*.

Contact your System Administrator to rectify, if you have Administrator access, refer to *ARef-10 - How to Administer Areas*, *ARef-05 - How to Administer Disciplines* and *ARef-02 - How to Administer Users*

6. To add a new period, enter the dates that you want these capacities to apply to in the **Start Date** and **End Date** fields.

Enter the maximum number of students that this Area can have on placement *at the same time* in the **Capacity** field then click **Add** button.

Your new period will show as a new row in the corresponding year.



7. *Note: You cannot have overlapping periods. If you try to add a new period that overlaps a currently set period this error message will display.*

8. You can change the start date, end date or capacity of a period by clicking on the corresponding field in the row, entering the new value and clicking the **Update** button.

You can also delete an entire row by clicking the **Delete** button, followed by **Yes**.

Note: Deleting the Area capacity for a time period will not delete any of the shift capacities or any previously assigned placements. If you wish to delete these as well you will need to do this separately.

Clicking on one of the **Allocated** student groups will navigate you to that student(s)' placement request details.

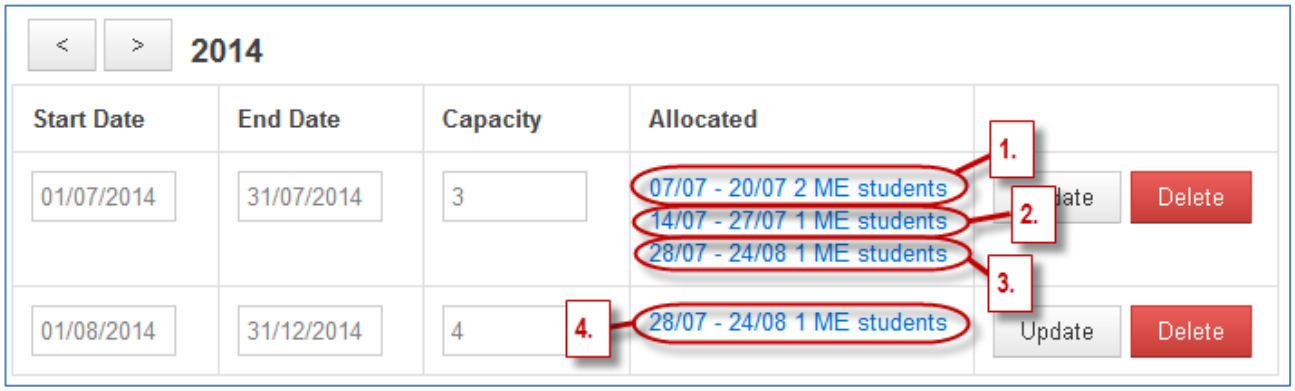
< > **2014**

Start Date	End Date	Capacity	Allocated	
01/07/2014	31/07/2014	3	07/07 - 20/07 2 ME students 14/07 - 27/07 1 ME students 28/07 - 24/08 1 ME students	Update Delete
01/08/2014	31/12/2014	4	28/07 - 24/08 1 ME students	Update Delete

9. The **Allocated** column displays all students that have at least part of their placement within a capacity time period. For example, in the month of July 2014 (01/07/2014 to 31/07/2014) where there is a capacity of 3 students, there are:

1. 2 x Mater Education students on placement from 07/07/2014 to 20/07/2014 from the same Placement Request,
2. 1 x Mater Education student on placement from 14/07/2014 to 27/07/2014, and
3. 1 x Mater Education student on placement from 28/07/2014 to 24/08/2014 (of which 28/07 to 31/07 falls within this capacity time period).

For the rest of 2014 (01/08/2014 to 31/12/2014) where there is a capacity of 4 students, there are:

4. Only 1 x Mater Education student on placement from 28/07/2014 to 24/08/2014 (of which 01/08 to 24/08 falls within this capacity time period).

***Note** that the student placement in **3.** and **4.** is the same student, but they are displayed in both capacity time periods as the placement spans across both.*