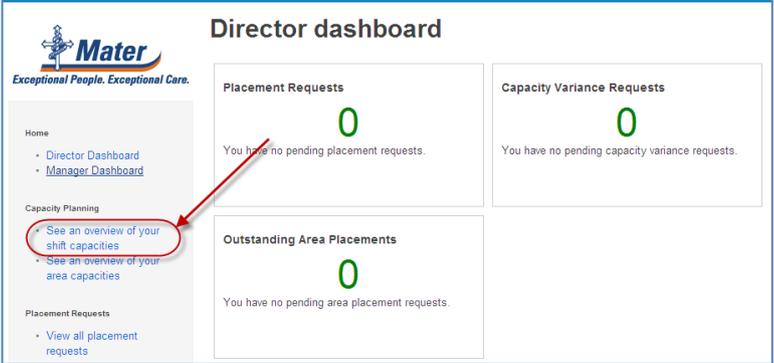
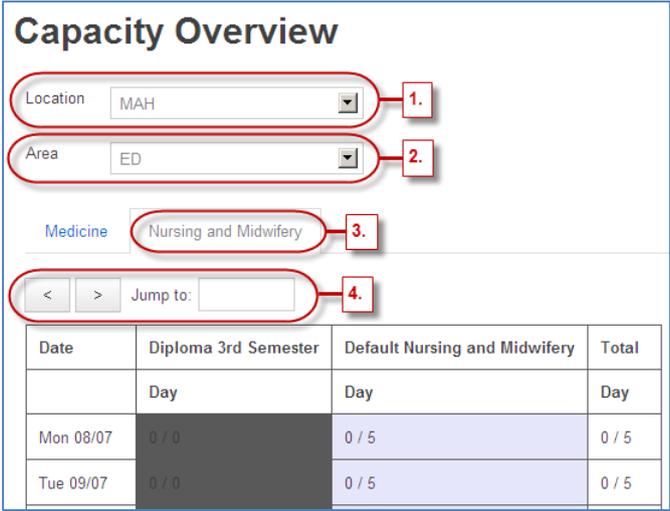
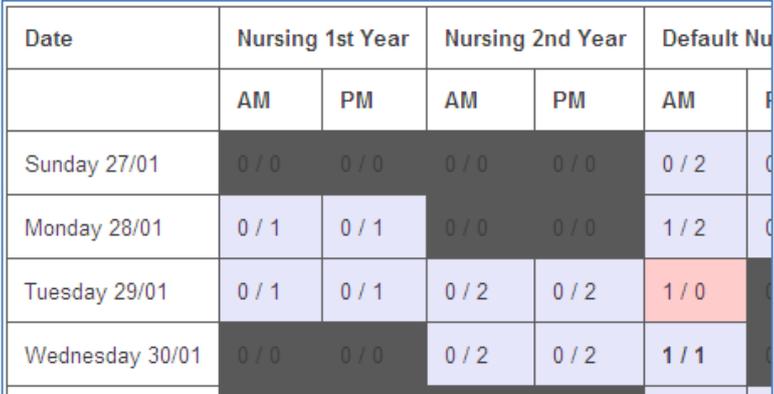


DRef-04a - Director Reference Sheet – Managing your SHIFT Capacity Overview.

Steps	Action	What it looks like																																									
1.	<p>In the sidebar on your Director Dashboard is the See an overview of your <u>shift</u> capacities link.</p> <p>Click on this link to navigate to the Shift Capacity Overview screen.</p>	 <p>The screenshot shows the 'Director dashboard' with a sidebar on the left. A red circle highlights the link 'See an overview of your shift capacities' under the 'Capacity Planning' section. The main content area shows three summary boxes: 'Placement Requests' (0), 'Capacity Variance Requests' (0), and 'Outstanding Area Placements' (0).</p>																																									
2.	<p>The Shift Capacity Overview screen shows how many shifts are “available” and how many are “booked” in your area/s, for each discipline and student group.</p> <p>You view a capacity overview by choosing:</p> <ol style="list-style-type: none"> 1. a Location. 2. an Area within the chosen Location. 3. a Discipline within the chosen Area. 4. a range of dates by clicking the forward/back arrows (jumping forward/back 4 weeks) or choosing a date from the Jump to: field to jump straight to a specific date. 	 <p>The screenshot shows the 'Capacity Overview' screen. It has four numbered callouts: 1. Location (MAH), 2. Area (ED), 3. Discipline (Nursing and Midwifery), and 4. Jump to: field. Below the filters is a table showing capacity for 'Diploma 3rd Semester'.</p> <table border="1" data-bbox="798 1218 1436 1402"> <thead> <tr> <th>Date</th> <th>Diploma 3rd Semester</th> <th>Default Nursing and Midwifery</th> <th>Total</th> </tr> <tr> <td></td> <td>Day</td> <td>Day</td> <td>Day</td> </tr> </thead> <tbody> <tr> <td>Mon 08/07</td> <td>0 / 0</td> <td>0 / 5</td> <td>0 / 5</td> </tr> <tr> <td>Tue 09/07</td> <td>0 / 0</td> <td>0 / 5</td> <td>0 / 5</td> </tr> </tbody> </table>	Date	Diploma 3rd Semester	Default Nursing and Midwifery	Total		Day	Day	Day	Mon 08/07	0 / 0	0 / 5	0 / 5	Tue 09/07	0 / 0	0 / 5	0 / 5																									
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3.	<p>Each box shows two numbers.</p> <p>The first number shows how many shifts are booked by that student group, while the second shows how many shifts in total are available to that student group. i.e. 1 / 2 means that there is currently 1 shift booked out of a total of 2 available.</p> <p>Timeslots that are:</p> <ul style="list-style-type: none"> - Not available will display 0/0 and greyed out. - Fully booked will have numerals displayed in Bold. - Overbooked will be highlighted Red. 	 <p>The screenshot shows a detailed table of capacity for 'Nursing 1st Year', 'Nursing 2nd Year', and 'Default Nursing and Midwifery' across dates from Sunday 27/01 to Wednesday 30/01. The table uses color coding: grey for 0/0, bold for fully booked, and red for overbooked.</p> <table border="1" data-bbox="726 1536 1500 1930"> <thead> <tr> <th rowspan="2">Date</th> <th colspan="2">Nursing 1st Year</th> <th colspan="2">Nursing 2nd Year</th> <th colspan="2">Default Nursing and Midwifery</th> </tr> <tr> <th>AM</th> <th>PM</th> <th>AM</th> <th>PM</th> <th>AM</th> <th>PM</th> </tr> </thead> <tbody> <tr> <td>Sunday 27/01</td> <td>0 / 0</td> <td>0 / 0</td> <td>0 / 0</td> <td>0 / 0</td> <td>0 / 2</td> <td>0 / 2</td> </tr> <tr> <td>Monday 28/01</td> <td>0 / 1</td> <td>0 / 1</td> <td>0 / 0</td> <td>0 / 0</td> <td>1 / 2</td> <td>0 / 2</td> </tr> <tr> <td>Tuesday 29/01</td> <td>0 / 1</td> <td>0 / 1</td> <td>0 / 2</td> <td>0 / 2</td> <td>1 / 0</td> <td>0 / 2</td> </tr> <tr> <td>Wednesday 30/01</td> <td>0 / 0</td> <td>0 / 0</td> <td>0 / 2</td> <td>0 / 2</td> <td>1 / 1</td> <td>0 / 2</td> </tr> </tbody> </table>	Date	Nursing 1st Year		Nursing 2nd Year		Default Nursing and Midwifery		AM	PM	AM	PM	AM	PM	Sunday 27/01	0 / 0	0 / 0	0 / 0	0 / 0	0 / 2	0 / 2	Monday 28/01	0 / 1	0 / 1	0 / 0	0 / 0	1 / 2	0 / 2	Tuesday 29/01	0 / 1	0 / 1	0 / 2	0 / 2	1 / 0	0 / 2	Wednesday 30/01	0 / 0	0 / 0	0 / 2	0 / 2	1 / 1	0 / 2
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4. To set the base level **Total Discipline Capacity** for the Area, (i.e. how many Nursing and Midwifery students in total, regardless of year level or program studied, can be in a particular ward at a time) click on the **Total** column heading.

This displays the **Change Expected Total Capacities** pop-up box.

5. Enter the dates that you want these capacities to apply to in the **From** and **Until** fields.

Enter the maximum number of shifts available to students for each day by typing the value in the appropriate boxes then click **Submit** button when done.

A message:

Success. Your changes will appear shortly.

will display and your updated capacities will show on the dates entered.

6. Once the Total Discipline Capacity is set, (and no capacity has been allocated to specific Student Groups) the **Default** Student Group will display this capacity and allow students to book shifts.

Date	Nursing 1st Year		Nursing 2nd Year		Default Nursing			Total		
	AM	PM	AM	PM	AM	PM	Night	AM	PM	Night
Sunday 27/01	0/0	0/0	0/0	0/0	0/2	0/2	0/1	0/2	0/2	0/1
Monday 28/01	0/0	0/0	0/0	0/0	1/3	0/2	0/1	1/3	0/2	0/1
Tuesday 29/01	0/0	0/0	0/0	0/0	1/3	0/2	0/1	1/3	0/2	0/1
Wednesday 30/01	0/0	0/0	0/0	0/0	1/3	0/2	0/1	1/3	0/2	0/1
Thursday 31/01	0/0	0/0	0/0	0/0	0/3	0/2	0/1	0/3	0/2	0/1
Friday 01/02	0/0	0/0	0/0	0/0	0/3	0/2	1/1	0/3	0/2	1/1
Saturday 02/02	0/0	0/0	0/0	0/0	0/2	0/2	1/1	0/2	0/2	1/1



7.

You can also set the base level **Student Group Capacity** for any **Specific** student groups assigned to the Area, (i.e. any shifts from the Total Discipline Capacity that you want to allocate, or “reserve”, for a specific group) by clicking the **Student Group Name** column heading (i.e. Nursing 1st Year)

Fill out the **Set Default Capacities** pop-up with any shifts you want to allocate to this group (i.e. 1 shift on both Mon-Tue and both AM-PM) and click **Submit**.

8.

Any capacity allocated to a **Specific** Student Group will automatically reduce the **Default** Student Group capacity by the same amount. For example:

1. 1 AM and 1 PM shift have been allocated to the Nursing 1st Year group on Monday and Tuesday as these are the only days they are available to attend clinical placement.
2. 2 AM and 2 PM shifts have also been allocated to the Nursing 2nd Year group on Tuesday and Wednesday.
3. The *Default* group’s capacities for the Monday, Tuesday and Wednesday is automatically reduced by the amount allocated to the *Specific* groups.
4. The Total Discipline capacity remains the same and reflects all shifts booked by all Student Groups.

Date	Nursing 1st Year		Nursing 2nd Year		Default Nursing			Total		
	AM	PM	AM	PM	AM	PM	Night	AM	PM	Night
Sunday 27/01	0 / 0	0 / 0	0 / 0	0 / 0	0 / 2	0 / 2	0 / 1	0 / 2	0 / 2	0 / 1
Monday 28/01	0 / 1	0 / 1	0 / 0	0 / 0	1 / 2	0 / 1	0 / 1	1 / 3	0 / 2	0 / 1
Tuesday 29/01	0 / 1	0 / 1	0 / 2	0 / 2	1 / 0	0 / 0	0 / 1	1 / 3	0 / 2	0 / 1
Wednesday 30/01	0 / 0	0 / 0	0 / 2	0 / 2	1 / 1	0 / 0	0 / 1	1 / 3	0 / 2	0 / 1
Thursday 31/01	0 / 0	0 / 0	0 / 0	0 / 0	0 / 3	0 / 2	0 / 1	0 / 3	0 / 2	0 / 1
Friday 01/02	0 / 0	0 / 0	0 / 0	0 / 0	0 / 3	0 / 2	1 / 1	0 / 3	0 / 2	1 / 1
Saturday 02/02	0 / 0	0 / 0	0 / 0	0 / 0	0 / 2	0 / 2	1 / 1	0 / 2	0 / 2	1 / 1



9. To make a one-off change the number of available shifts without changing the overall base capacity, click on the timeslot that you want to change and the **Request Capacity Variance** pop up will display.

10. To complete the variance, fill out the following fields:

- **Capacity:** This is the new total number of shifts you wish to make available.
- **Until:** If you want this variance to apply to multiple days, choose until when you'd like this to apply.
- **Apply to:** Either "Every day between dates", which will apply the change for consecutive days, or "Once per week between dates", which will apply the change on the same day of each week over several weeks.
- **Reason:** Why you need the variance approved. You will be unable to submit the request if this field is left blank.

Finally, click the **Submit** button.

11. Once a capacity variance has been submitted, the changed capacities will display on your Capacity Overview as **Green** boxes, and the details of the variance can be seen by hovering the mouse pointer over the box.

Medicine Nursing and Midwifery

Date	Nursing 1st Year		Nursing 2nd Year		Default Nursing			Total		
	AM	PM	AM	PM	AM	PM	Night	AM	PM	Night
Sunday 27/01	0/0	0/0	0/0	0/0	0/2	0/2	0/1	0/2	0/2	0/1
Monday 28/01	0/1	0/1	0/0	0/0	1/2	0/1	0/1	1/3	0/2	0/1
Tuesday 29/01	0/1	0/1	0/1	0/2	1/1	0/0	0/1	1/3	0/2	0/1
Wednesday 30/01	0/0	0/0	0/1	0/0	0/2	0/2	0/1	1/3	0/2	0/1
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Saturday 02/02	0/0	0/0	0/0	0/0	0/2	0/2	1/1	0/2	0/2	1/1

Note: A red arrow points to the '0/1' value in the 'Nursing 2nd Year' AM column for Wednesday 30/01, which is highlighted in green. A tooltip is visible over this cell: 'Requested by Donna Bonbon on 30/01/2013 for reason: Student attending tutorials, adding 3rd year Approved by Donna Bonbon on 30/01/2013.'



<p>12.</p>	<p>Troubleshooting 1: Location or Area not in the drop down list</p> <p>If a <i>Location</i> or <i>Area</i> that you wish to review capacity for is not displayed in the drop down field, this will be because the <i>Location</i> or <i>Area</i> either:</p> <ul style="list-style-type: none"> - has not been created and/or - has not been allocated to your user profile. <p>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</p>
<p>13.</p>	<p>Troubleshooting 2: Discipline tab not available</p> <p>If an <i>Area</i> that you wish to review capacity for is not displaying a particular <i>Discipline</i>, this will be because either:</p> <ul style="list-style-type: none"> - the <i>Discipline</i> has not been created and/or - you do not have the <i>Discipline</i> allocated to your user profile and/or - the <i>Discipline</i> has not been assigned to the <i>Area</i>. <p>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</p>
<p>14.</p>	<p>Troubleshooting 3: Student Group is not displaying or missing Shift Categories</p> <p>If a <i>Discipline's</i> capacity is not displaying a particular <i>Student Group</i>, or is displaying the <i>Student Group</i> but is missing a particular <i>Shift Category</i>, this will be because either:</p> <ul style="list-style-type: none"> - the <i>Student Group</i> has not been created and/or - the <i>Student Group</i> has not been assigned to any Shift in the corresponding <i>Shift Category</i> in that <i>Area</i>. <p>Contact your System Administrator to rectify, if you have Administrator access, refer to ARef-10 - How to Administer Areas and ARef-05 - How to Administer Disciplines</p>