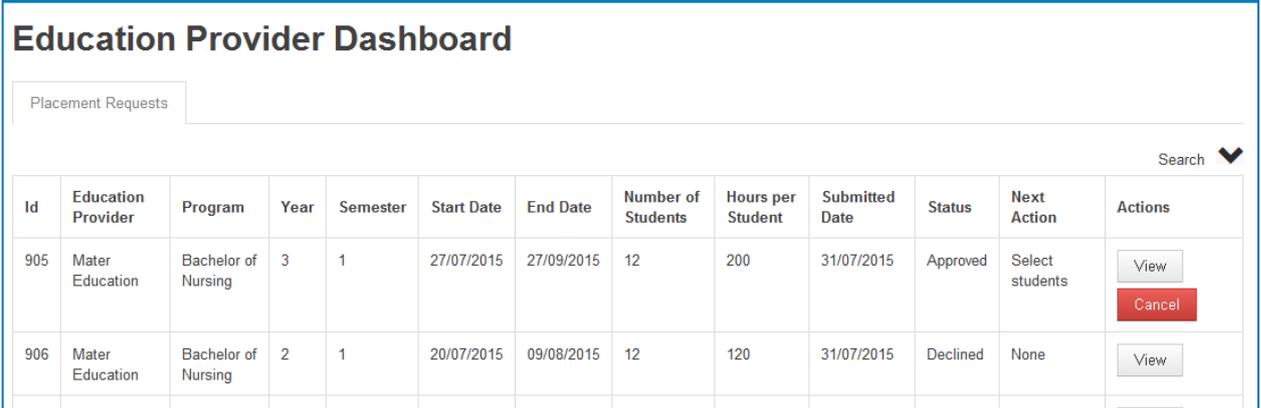
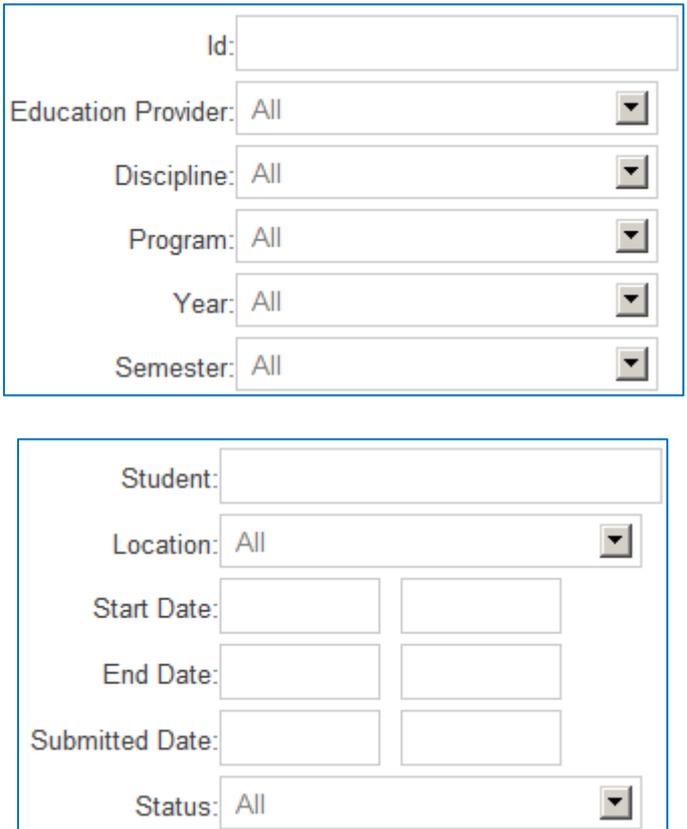


## EPRef-00 – Education Provider Reference Sheet – Using the Education Provider Dashboard.

Steps	Action	What it looks like																																							
1.	<p>Logging into SPOT will display your <b>Education Provider Dashboard</b>, which displays a list of <b>Placement Requests</b> and a summary of their pertinent details.</p> <p>The default display shows all active Placement Requests that have a <b>Start Date</b> earlier and an <b>End Date</b> later than today, meaning <u>the students are currently on placement</u>.</p>	 <p><b>Education Provider Dashboard</b></p> <p>Placement Requests</p> <p>Search </p> <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> <th>Hours per Student</th> <th>Submitted Date</th> <th>Status</th> <th>Next Action</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>905</td> <td>Mater Education</td> <td>Bachelor of Nursing</td> <td>3</td> <td>1</td> <td>27/07/2015</td> <td>27/09/2015</td> <td>12</td> <td>200</td> <td>31/07/2015</td> <td>Approved</td> <td>Select students</td> <td>View Cancel</td> </tr> <tr> <td>906</td> <td>Mater Education</td> <td>Bachelor of Nursing</td> <td>2</td> <td>1</td> <td>20/07/2015</td> <td>09/08/2015</td> <td>12</td> <td>120</td> <td>31/07/2015</td> <td>Declined</td> <td>None</td> <td>View</td> </tr> </tbody> </table>	Id	Education Provider	Program	Year	Semester	Start Date	End Date	Number of Students	Hours per Student	Submitted Date	Status	Next Action	Actions	905	Mater Education	Bachelor of Nursing	3	1	27/07/2015	27/09/2015	12	200	31/07/2015	Approved	Select students	View Cancel	906	Mater Education	Bachelor of Nursing	2	1	20/07/2015	09/08/2015	12	120	31/07/2015	Declined	None	View
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2.	<p>Clicking the  button displays a set of search filters. These allow you to filter the Placement Requests displayed by:</p> <ul style="list-style-type: none"> <li>- <b>Id:</b> typing in its Id.</li> <li>- <b>Education Provider:</b> showing only those submitted by the selected Education Provider.</li> <li>- <b>Discipline:</b> showing only those matching the selected Discipline.</li> <li>- <b>Program:</b> showing only those matching the selected Program.</li> <li>- <b>Year:</b> showing only those matching the selected Year Level.</li> <li>- <b>Semester:</b> showing only those matching the selected Semester of study.</li> <li>- <b>Student:</b> showing any that have a student allocated matching the typed in Name <u>OR</u> Student Number.</li> <li>- <b>Location:</b> showing only those requested in the selected Location.</li> <li>- <b>Start Date:</b> showing only those with a start date within the selected filter dates.</li> <li>- <b>End Date:</b> showing only those with an end date within the selected filter dates.</li> <li>- <b>Submitted Date:</b> showing only those with a submitted date within the selected filter dates.</li> <li>- <b>Status:</b> showing only those with a matching Status.</li> </ul>	 <p>Id: <input type="text"/></p> <p>Education Provider: All </p> <p>Discipline: All </p> <p>Program: All </p> <p>Year: All </p> <p>Semester: All </p> <hr/> <p>Student: <input type="text"/></p> <p>Location: All </p> <p>Start Date: <input type="text"/> <input type="text"/></p> <p>End Date: <input type="text"/> <input type="text"/></p> <p>Submitted Date: <input type="text"/> <input type="text"/></p> <p>Status: All </p>																																							



3. The **Status** and **Next Action** columns shows at which stage the Placement Requests are in the placement process.

There are 5 Statuses:

- **Draft:** Not completed and/or submitted to the Placement Provider
- **Pending:** Submitted to the Placement Provider but not yet Approved or Declined.
- **Approved:** agreed to be placed by the Placement Provider.
- **Declined:** not agreed to be placed by the Placement Provider.
- **Cancelled:** has been discarded by mutual agreement.

There are also 4 Next Actions:

- **Submit the Request:** You need to complete and submit the Draft request to the Placement Provider
- **Approve or deny the request:** The Placement Provider needs to Approve or Decline.
- **Select students:** The approved placement is ready to have students allocated to it.
- **None:** no specific action necessary.

Status	Next Action	Actions
Approved	Select students	<input type="button" value="View"/> <input type="button" value="Cancel"/>
Declined	None	<input type="button" value="View"/>
Pending	Approve or deny the request	<input type="button" value="View"/> <input type="button" value="Cancel"/>
Approved	None	<input type="button" value="View"/>

- 4.
1. To Sort by one of the columns, click on that columns heading (click a second time to reverse the sort order). The header will go grey to remind you it is the Sort column.
  2. To cancel a Placement Request before it has commenced, click the **Cancel** button.
  3. To navigate to the details of a specific Placement Request, click the **View** button.

Id	Education Provider	Program	Year	Semester	Start Date	End Date	Number of Students	Hours per Student	Submitted Date	Status	Next Action	Actions
905	Mater Education	Bachelor of Nursing	3	1	27/07/2015	27/09/2015	12	200	31/07/2015	Approved	Select students	<input type="button" value="View"/> <input type="button" value="Cancel"/>
906	Mater Education	Bachelor of Nursing	2	1	20/07/2015	09/08/2015	12	120	31/07/2015	Declined	None	<input type="button" value="View"/>
904	Mater Education	Diploma of Nursing	1	2	20/07/2015	16/08/2015	2	120	28/07/2015	Pending	Approve or deny the request	<input type="button" value="View"/> <input type="button" value="Cancel"/>
903	Mater Education	Diploma of Nursing	1	1	13/07/2015	02/08/2015	4	120	23/07/2015	Approved	None	<input type="button" value="View"/>

5.

Navigating to the **Placement Request** page displays multiple tabs with all of the information regarding this placement request.

## Placement Request

Details | Students | Facilitators | Documents | Feedback Settings | Feedback Questions | Placement Feedback | Guidelines

<b>Placement Request Id</b> 969	<b>Placement Dates</b> Thursday, 17 November 2016 - Wednesday, 30 November 2016	<b>Payment Offered</b> No
<b>Education Provider</b> Mater Education	<b>Students</b> 3 students, 120 hours per student	<b>Accepted Date</b> 18/10/2016
<b>Discipline</b> Nursing and Midwifery	<b>Submitted Date</b> Tue, 18, Oct 2016	<b>Accepted By</b> SPOT Director
<b>Student Group</b> Default Nursing and Midwifery	<b>Facilitator Provided By</b> EducationProvider	
<b>Program</b> Diploma of Nursing	<b>Locations</b> Mater Hospital Brisbane	
<b>Year / Semester</b> 1 / 1	<b>Requested By</b> SPOT Edu	
<b>Clinical Settings</b>	<b>Notes</b> hi	

Area	Allocated
MHB - 10B - Oncology	2
MHB - 8A - Orthopaedics	1

6.

You can **Edit** a Placement Request that has a status of either **Draft** or **Pending**.

Navigating to the **Placement Request** page's Details tab, you will see an **Edit** button in the top right corner. Clicking it will take you into a copy of the Placement Request form that you can then edit.

## Placement Request

A decision has not yet been made for this request

Details | Documents

<b>Placement Request Id</b> 974	<b>Placement Dates</b> Wednesday, 7 September 2016 - Wednesday, 30 November 2016	
<b>Education Provider</b> Mater Education	<b>Students</b> 12 students, 120 hours per student	
<b>Discipline</b> Nursing and Midwifery	<b>Submitted Date</b> Fri, 18, Nov 2016	
<b>Student Group</b>	<b>Facilitator Provided By</b> EducationProvider	
<b>Program</b> Diploma of Nursing	<b>Locations</b>	
<b>Year / Semester</b> 2 / 1	<b>Requested By</b> Nick Beckers	
<b>Clinical Settings</b>	<b>Notes</b>	
<b>Payment Offered</b> No		

7.

### Troubleshooting 1:

If a Placement Request that you are expecting to see on your dashboard is not displaying:

1. Check that you have selected the correct range of filters by clicking **Clear** and re-entering the selection.

If the Placement Request still does not display, please contact your SPOT Administrator for assistance.

8.

### Troubleshooting 2:

If a Placement Request that you are trying to edit is not displaying an Edit button:

1. Check that the status of the placement request is either Draft or Pending.

If the Placement Request is in Draft or Pending and does not display an Edit button, please contact your SPOT Administrator for assistance.