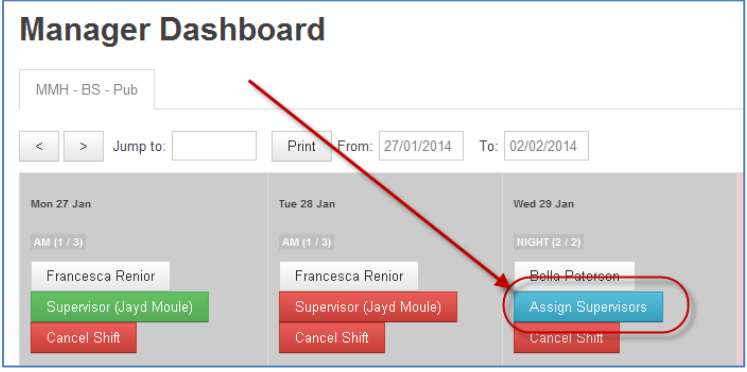
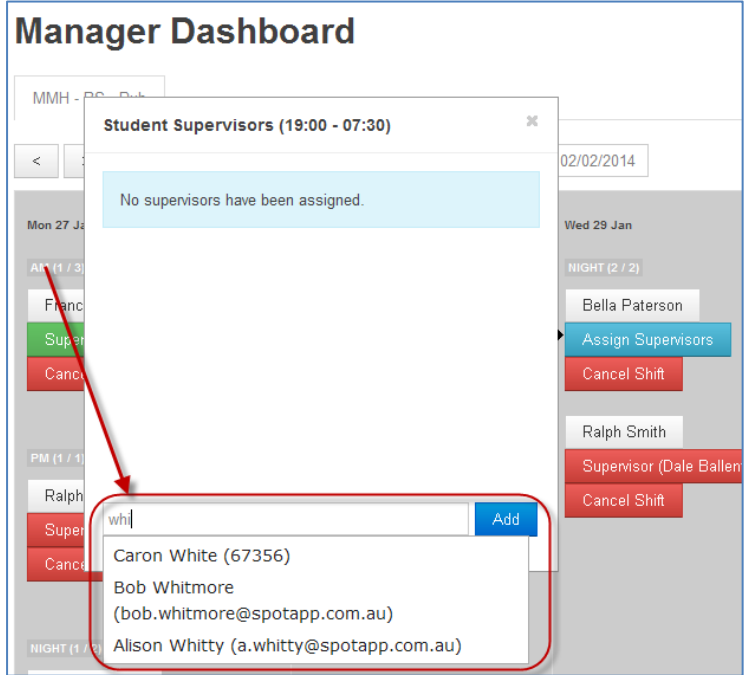
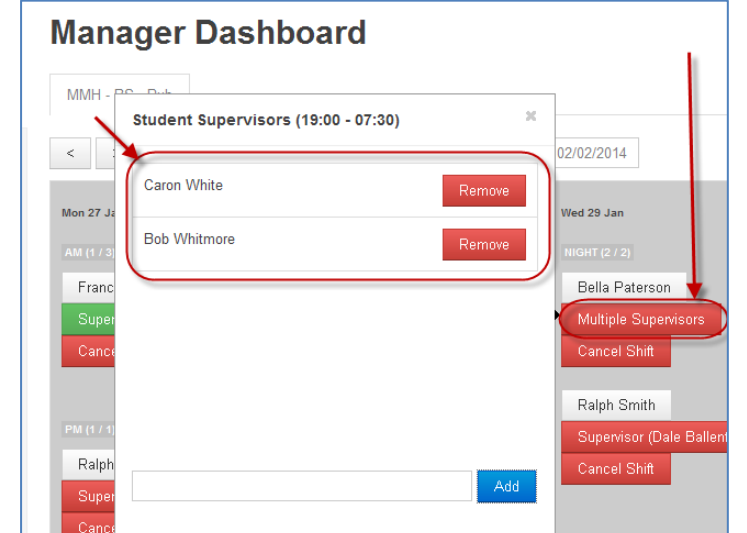


## MRef-03 - Manager Reference Sheet - Assigning Supervisors to Students.

Steps	Action	What it looks like
1.	<p>To assign a Supervisor to a student for a single shift, click the blue <b>Assign Supervisor</b> button on the Manager Dashboard.</p>	 <p>The screenshot shows the Manager Dashboard for a shift on Wednesday, 29 Jan. A red arrow points to the 'Assign Supervisors' button, which is circled in red. The dashboard shows a grid of shifts for three days: Mon 27 Jan, Tue 28 Jan, and Wed 29 Jan. The 'Assign Supervisors' button is located in the 'NIGHT (2 / 2)' shift for Wednesday.</p>
2.	<p>Type the name of the supervisor required in the field at the bottom of the pop-up box.</p> <p>As the name is entered, a list of users will appear. Click on the supervisor from the list and then click the <b>Add</b> button.</p> <p><u>Multiple supervisors</u> can be added by repeating step 2 for the same shift.</p> <p>Once assigned, either the supervisor's name or "Multiple Supervisors" will be displayed</p>	 <p>The screenshot shows the Manager Dashboard with a 'Student Supervisors (19:00 - 07:30)' pop-up box. The pop-up box contains a search field with 'whi' entered, and a list of supervisors: Caron White (67356), Bob Whitmore (bob.whitmore@spotapp.com.au), and Alison Whitty (a.whitty@spotapp.com.au). A red arrow points to the 'Add' button next to the search field. The 'Assign Supervisors' button on the dashboard is also circled in red.</p>
3.	<p>Supervisors can be removed from a shift by clicking the red Supervisor button and clicking the <b>Remove</b> button next to their name.</p> <p>Click <b>"x"</b> in the top right hand corner to close the pop-up box.</p>	 <p>The screenshot shows the Manager Dashboard with the 'Student Supervisors (19:00 - 07:30)' pop-up box. The pop-up box now shows two supervisors: Caron White and Bob Whitmore, each with a red 'Remove' button next to their name. A red arrow points to the 'Remove' button for Caron White. Another red arrow points to the 'Multiple Supervisors' button on the dashboard, which is circled in red. The 'Assign Supervisors' button is also circled in red.</p>

4. Supervisors can also be set as the default supervisor for any period of shifts for students in your area.

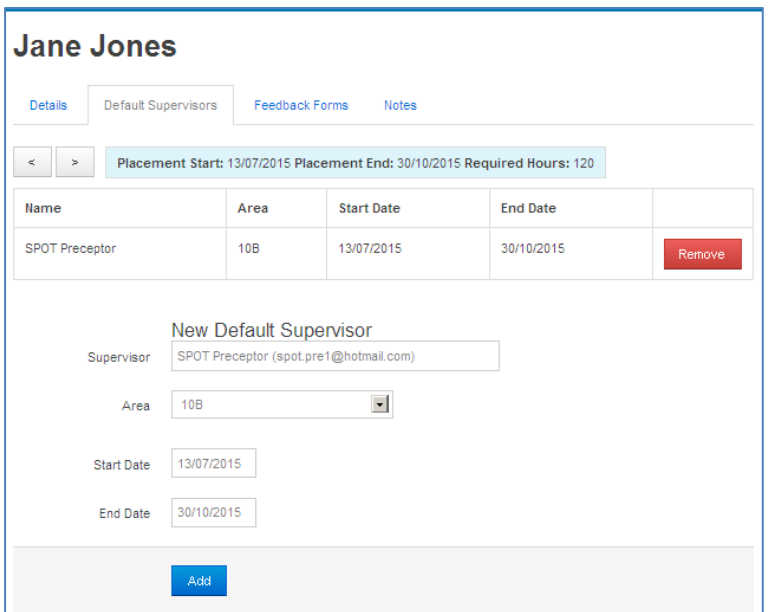
Click on the **Student's Name** button to navigate to the student details page.

Then click on the **Default Supervisors** tab.



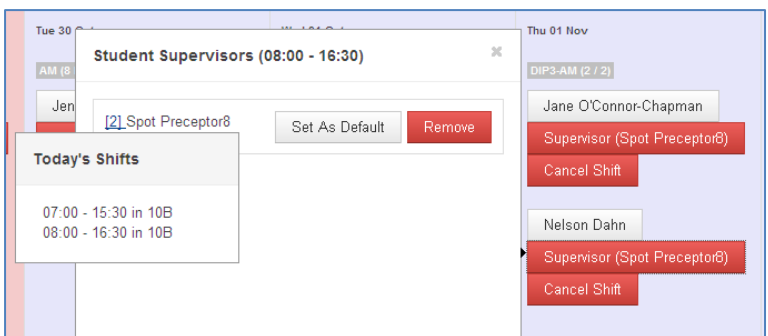
5. Type the name of the supervisor required in the **Supervisor** field. As the name is entered, a list of users will appear. Click on the supervisor from the list.

Then select the **Area** that the Supervisor will be supervising the Student in from the drop down list, as well as the **Start** and **End** Dates that the supervisors will be assigned (*the dates default to the start and end dates of the entire placement*). Once all four fields are completed, click the **Add** button. All shifts in the chosen Area during the chosen period will automatically now have the chosen Supervisor assigned.



6. A supervisor that has been assigned to more than one student on the same day will display a [#] with the number of students they have been assigned.

Hovering the cursor over the [#] displays a pop-up box containing where and when the student shifts are that the supervisors has been assigned to.



7. **Troubleshooting:**  
 If a Supervisor that you wish to assign to a Student is not displayed after typing their name in, this will either be because:

- The Supervisor uses a different variation of their name in SPOT i.e. Robert is in SPOT as Bob, **OR**
- the Supervisor does not have the Supervisor Role assigned to their user profile **OR**
- the Supervisor does not have the same Discipline assigned to their user profile as the Student

Try a few different spellings of the Supervisor's name to start with. If they still don't display you will need to contact your SPOT System Administrator to rectify.