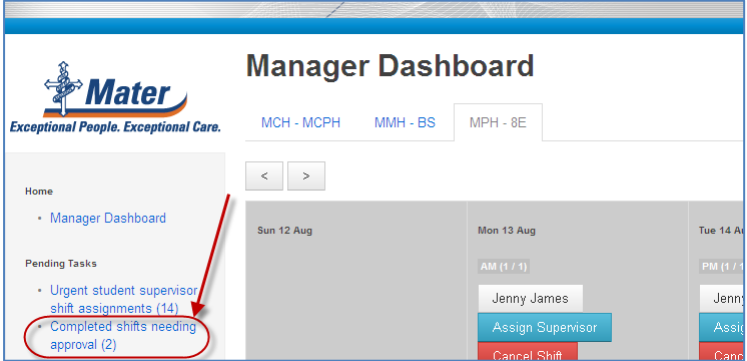
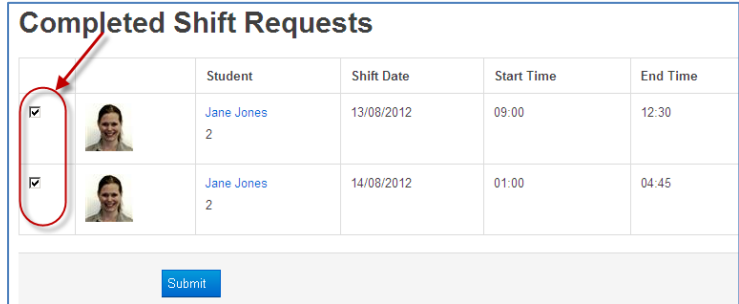
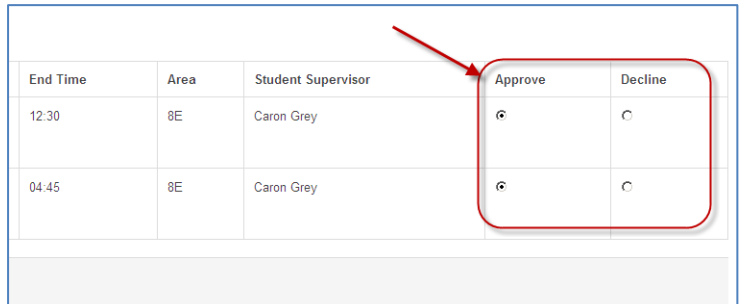
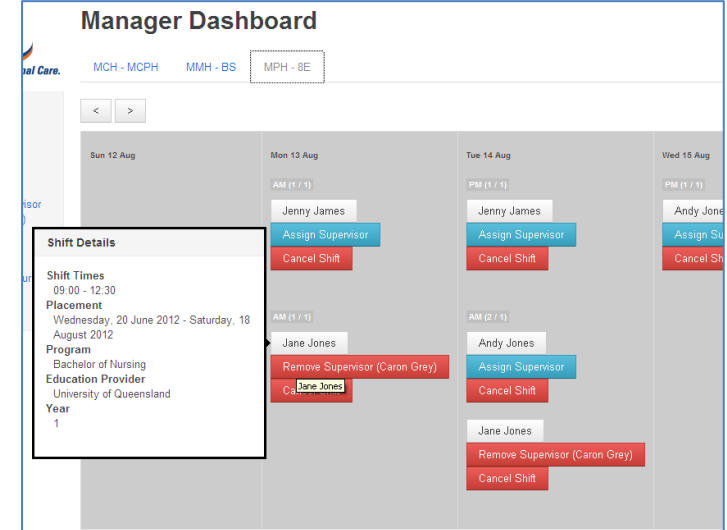


MRef-04 - Manager Reference Sheet – Approving “Unplanned” Student Shifts.

| Steps | Action | What it looks like | | | | | | | | | | | | | | | |
|-------------------------------------|---|---|-----------------------|-----------------------|--------------------|------------|----------|-------------------------------------|-----------------|------------|-----------------------|-----------------------|-------------------------------------|-----------------|------------|-----------------------|-----------------------|
| 1. | <p>On the sidebar of your Manager Dashboard, a Completed shifts needing approval link will show if there are any shifts that students have reported that need approving.</p> <p>Clicking it takes you to the Completed Shift Requests page.</p> |  <p>The screenshot shows the 'Manager Dashboard' for 'Mater' with the 'Completed shifts needing approval (2)' link circled in red in the 'Pending Tasks' sidebar.</p> | | | | | | | | | | | | | | | |
| 2. | <p>In the Completed Shift Requests screen, make sure a tick is in the tick box of each shift you wish to make an approval decision on, and then review the shift's details.</p> |  <p>The screenshot shows the 'Completed Shift Requests' screen with a table of shifts. A red box highlights the checkboxes in the first column, which are checked for both rows.</p> <table border="1" data-bbox="746 869 1465 1048"> <thead> <tr> <th></th> <th>Student</th> <th>Shift Date</th> <th>Start Time</th> <th>End Time</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Jane Jones 2</td> <td>13/08/2012</td> <td>09:00</td> <td>12:30</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Jane Jones 2</td> <td>14/08/2012</td> <td>01:00</td> <td>04:45</td> </tr> </tbody> </table> | | Student | Shift Date | Start Time | End Time | <input checked="" type="checkbox"/> | Jane Jones 2 | 13/08/2012 | 09:00 | 12:30 | <input checked="" type="checkbox"/> | Jane Jones 2 | 14/08/2012 | 01:00 | 04:45 |
| | Student | Shift Date | Start Time | End Time | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | Jane Jones 2 | 13/08/2012 | 09:00 | 12:30 | | | | | | | | | | | | | |
| <input checked="" type="checkbox"/> | Jane Jones 2 | 14/08/2012 | 01:00 | 04:45 | | | | | | | | | | | | | |
| 3. | <p>Once reviewed, choose either Approve or Decline for each shift, and then click the Submit button.</p> |  <p>The screenshot shows a table of shift details with 'Approve' and 'Decline' buttons highlighted in red boxes. A red arrow points to the 'Approve' button for the first row.</p> <table border="1" data-bbox="746 1205 1465 1384"> <thead> <tr> <th>End Time</th> <th>Area</th> <th>Student Supervisor</th> <th>Approve</th> <th>Decline</th> </tr> </thead> <tbody> <tr> <td>12:30</td> <td>8E</td> <td>Caron Grey</td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>04:45</td> <td>8E</td> <td>Caron Grey</td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table> | End Time | Area | Student Supervisor | Approve | Decline | 12:30 | 8E | Caron Grey | <input type="radio"/> | <input type="radio"/> | 04:45 | 8E | Caron Grey | <input type="radio"/> | <input type="radio"/> |
| End Time | Area | Student Supervisor | Approve | Decline | | | | | | | | | | | | | |
| 12:30 | 8E | Caron Grey | <input type="radio"/> | <input type="radio"/> | | | | | | | | | | | | | |
| 04:45 | 8E | Caron Grey | <input type="radio"/> | <input type="radio"/> | | | | | | | | | | | | | |
| 4. | <p>Approved shifts will then appear on your Manager Dashboard in the area they were worked.</p> |  <p>The screenshot shows the 'Manager Dashboard' with a calendar view of approved shifts. A 'Shift Details' pop-up window is visible, showing information for a shift worked by Jane Jones.</p> <div data-bbox="762 1709 999 1933" style="border: 1px solid black; padding: 5px;"> <p>Shift Details</p> <p>Shift Times 09:00 - 12:30</p> <p>Placement Wednesday, 20 June 2012 - Saturday, 18 August 2012</p> <p>Program Bachelor of Nursing Education Provider University of Queensland Year 1</p> </div> | | | | | | | | | | | | | | | |