SPOT Student Placement Online Tool



## **RMRef-02 – Rostering Manager Reference Sheet – Booking and Cancelling Shifts.**

Steps	Action	What it looks like						
1.	After navigating to the student details screen from the <b>Find a student</b> link, click on the <b>Roster</b> tab (see Reference Sheet <i>RMRef-01</i> for more detail about using the <b>Find a Student</b> function). The <b>Roster</b> tab displays the student's current schedule of booked shifts.	Beth Gordon         Details       Areas       Default Supervisors       Roster       Feedback Forms       Shifts          >       Apply Template       # Print         Mon 24 Feb       Tue 25 Feb       Wed 26 Feb       Thu 27 Feb       Fri 28 Feb       Sat 01 Mar       Sun 02 Mar         0630 - 1830       0630 - 1830       1300 - 2300       1830 - 0630       1830 - 0630         Mon 03 Mar       Tue 04 Mar       Wed 05 Mar       Thu 06 Mar       Fri 07 Mar       Sat 08 Mar       Sun 09 Mar         0630 - 1830       1300 - 2300       1300 - 2300       1300 - 2300       1300 - 2300						
2.	<ul> <li>The following is displayed:</li> <li>Arrow buttons that can be clicked to move the schedule 5 weeks forward or back in time (1.)</li> <li>A red highlighted date on today's date (2.).</li> <li>Blue highlighted cells with shift times for booked shifts (3.).</li> <li>Blank cells on dates where shifts are available but not booked (4.).</li> <li>Grey cells on dates where there are no shifts available to be booked (5.).</li> </ul>	Details         Areas         Default Supervisors         Roster         Feedback Forms         Shifts           I         Apply Template         Print           Mon 24 Feb         Tue 25 Feb         Wed 26 Feb         Thu 27 Feb         3.         8 Feb         Sat 01 Mar         Sun 02 Mar           0630 - 1830         0630 - 1830         0630 - 1830         1300 - 2300         1830 - 0630         1830 - 0630           Mon 03 Mar         Tue 04 Mar         Wed 05 Mar         Thu 06 Mar         Fri 07 Mar         Sat 08 Mar         Sun 09 Mar           0630 - 1830         0630 - 1830         1300 - 2300         1300 - 2300         1300 - 2300         1300 - 2300           Mon 10 Mar         Tue 11 Mar         Wed 12 Mar         Thu 13 Mar         4.         Mar         Sat 15 Mar         Sun 16 Mar           1830 - 0630         0630 - 1830         0630 - 1830         0630 - 1830         0630 - 1830         0630 - 1830           Mon 17 Mar         Tue 18 Mar         Wed 19 Mar         Thu 20 Mar         Fri 21 Mar         Sat 22 Mar         Sun 23 Mar           1300 - 2300         1830 - 0630         Mar         Tue 25 Mar         Wed 26 Mar         Thu 27 Mar         Fri 28 Mar         Sun 30 Mar           0630 - 1830         0630 - 1830<						
3.	To cancel a student's booked shift, click on the shift and then click on the <b>Cancel</b> button. The shift is then removed from the schedule.	Mon 24 Sep         Tue 25 Sep         Wed 26 Sep         Thu 27 Sep           0630 - 1500         0630 - 1500         0630 - 1500         1000           Mon 01 Oct         You're booked         ad 03 Oct         Thu 04 Oct           0630 - 1500         10 - 1500         10 - 1500         10 - 1500           Mon 08 Oct         Location: MPH - 8E Supervisor: TBA         ad 10 Oct         Thu 11 Oct           Mon 15 Oct         Cancel Shift         ad 17 Oct         Thu 18 Oct						
4.	If the start time of the shift you are cancelling is within 24hrs from now, or in the past, you will also need to select a reason the shift is being cancelled from the drop-down list under the <b>Cancel Shift</b> button. <i>NOTE: A Shift cannot be cancelled if a feedback form attached to that shift has been completed. If the student was absent the assigned Supervisor will need to mark attendance on their Dashboard. See <b>SRef-01</b> for more details.</i>	Mon 17 SepTue 18 SepWed 19 SepThu 20 Sep0630 - 15000630 - 15000630 - 1500Mon 24 SepYou're booked 0630 - 1500d 26 SepThu 27 Sep0630 - 150010 - 150010 - 1500Mon 01 OctLocation: MPH - 8E Supervisor: TBArd 03 OctThu 04 OctMon 08 OctImage: Cancel Shift Was sick10 - 150010 - 1500Mon 15 OctNo capacity did not show up. Other.Wed 17 OctThu 18 Oct						

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5.	If you want to edit a student's shift time on a particular day but want to keep the Supervisor and any associated feedback forms, you can click on the shift and then click the <b>edit</b> button.	Details     Areas       <     >       Mon 24 Mar       Mon 31 Mar       0630 - 1500       Mon 07 Apr       Mon 14 Apr	Default Supe y Template Tue 25 Mar Tue 01 Apr 1430 - 2300 Tue 08 Apr Tue 15 Apr	Wed 26 Mar Wed 26 Mar D630 - 1500 You're booked 0630 - 1500 Location: MPH - 9 E Supervisor: Spot Pro- © Cancel Shift Student did not s	Feedback Forms Thu 27 Mar 1430 - 2300 edit East ecceptor	Shifts Not Fri 28 Mar 1 1930 - 0700 Fri 04 Apr 5 Fri 11 Apr 5 Fri 18 Apr 5
6.	You can then choose an alternate shift time in the <b>Time</b> drop down list and click <b>Save</b> . Click the <b>Back</b> button to return to the student's page.	Edi < Bac	t Shift sk Stude Da Locatio Arri	nt 26/03/2014 te 26/03/2014 on Mater Private a 9 East ne 06:30 - 15:00	Hospital - Brisbane	
7.	To book a shift, click on the date to display the <b>Available Shifts</b> pop-up box. If the student has been assigned to multiple areas, select an area from the drop down list by clicking on the <b>Area</b> button and clicking on the area. Click on the shift time that you want to book and the shift will display in the schedule.	Mon 2 Mon 0 Mon 0 Mon 1	24 Sep Tue D1 Oct Avai AM D8 Oct Click	25 Sep Wed 0630 Iable Shifts P 0630 - 1500 a shift to book it.	26 Sep Thu 2 - 1500 MPH - 8E MPH - 8E MAH - 10B © 1330 - 2130	7 Sep

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8.	<i>Troubleshooting 1:</i> If the <b>Available Shifts</b> pop-up box displays shifts for an area, but not the one that you want to book for the student (i.e. displays a PM shift and you wish to book an AM), check that the capacity for that shift category is greater than zero and not fully booked (See Reference Sheet <i>MRef</i> -	Mon 08 Oct Tue 09 Oct Wed 10 Oct Thu 11 Oct Mon 15 Oct Available Shifts MAH - 10B Thu 18 Oct Dip2-PM 1430 - 2300 Unavailable							
	<i>02</i> ). If there are shifts available in the capacity overview screen, check with your SPOT System Administrator that the shift you are looking for is created and assigned to the area.	Date Sunday 07/10 Monday 08/10 Tuesday 09/10 Wednesday 10/10	Nursing 1           BN1-AM           0 / 0           0 / 1           0 / 1           0 / 0	st Year BN1-PM 0 / 0 0 / 1 0 / 1 0 / 0	Nursing/Mid AM (8 hrs) 0 / 0 0 / 0 0 / 0	Wifery (Dual De PM (8 hrs) 0 / 0 0 / 0 0 / 0	rgree) 1st Year ND (8 hrs) 0 / 0 0 / 0	Diploma 2 Dip2-AM 0 / 0 0 / 0 0 / 0	Dip2-PM           0 / 0           0 / 1           0 / 1
9.	<ul> <li><i>Troubleshooting 2:</i></li> <li>If a day that you want to book a shift is not of either on the Available Shifts pop-up box of 1. Check that the student has been assigned Administrator). Once added, click refreshows</li> <li>2. Check that there is available capacity for Sheet <i>MRef-02</i>).</li> </ul>	displaying an or the day is and to the area and check t the student'	y avail greyed a in the he <b>Ros</b> s discip	able s d out, f ir <b>Area</b> s <b>ter</b> ta bline/s	hifts for follow th a tab (So b for the tudent g	the area ese step ee your S e availabl roup on f	you war s until re SPOT Sy le shift. that date	nt to boo solved: vstem e (see F	ok in, Reference

- 3. Check that you have the student's discipline and the Area in question assigned to your user profile (See your SPOT System Administrator, or Reference Sheet *ARef-02* if you have administrator functions).
- 4. Check that the area has the student's discipline assigned to it and that the appropriate shift type is created (See your SPOT System Administrator, or Reference Sheet *ARef-10* if you have administrator functions).