



SPOT Upgrade Notes – 12-12-2013

#	Function	Roles with new function	Reference sheets updated	What it looks like
1.	NEW FUNCTION Edit User details: - Email address (Username) - First Name - Last Name Add, Delete and Edit User details: - Phone Number - Pager	Administrator	ARef-01 – How to Add, Disable and Edit Users	Nevative Posterior Intel Name Intel Nam
2.	MODIFICATION Rename 'Hospital' to 'Placement Provider' in the Draft Placement Request form.	Education Provider	EPRef-01 - Creating a Placement Request	Facilitator to be provided by Course Education Provider Education Provider Placement Provider Undergraduate Postgraduate
3.	MODIFICATION Auto-populate the Start Date and End Date that a Default Supervisor will be assigned to a student with the Placement Start and Placement End Dates.	Director, Manager	DRef-09b – Assigning Student Supervisors – BY STUDENT MRef-03b – Assigning Student Supervisors – BY STUDENT	Henry Belt Details Areas Default Supervisors Roster Feedback Forms Shifts Placement Start: 02/12/2013 Placement End: 20/12/2013 Required Hours: 120 New Default Supervisor Supervisor Area 10B Start Date 02/12/2013 End Date 20/12/2013
4.	NEW FUNCTION Add, Delete and Edit contact details for Areas: - Address - Email - Phone Number	Administrator	ARef-09 – How to Add and Disable Locations and Areas	Manage Area Manage Location > Mater Adult Hospital > 10B - Oncology Details Name 108 - Oncology Abbreviation LM 10 Mater Adults Hospital Address LM 10 Mater Adults Hospital Email 108@mater.org.au Phone Ext 2512





5.	NEW FUNCTION View contact details for Areas that have been assigned to a Student: - Address - Email - Phone Number	ALL ROLES	DRef-05- Using the Find a Student Function StRef-01 - How to Book Shifts	Henry Belt Details Areas Default Supervisors Roster Feedback Forms S Placements Mater Adult Hospital 10B - Oncology 12/12/2013 - 20/12/2013 48.00of 120hrs remaining (72 hrs completed) Student Group 10B - Oncology Abbreviation 10B Address Lvd 10 Mater Adults Hospital Raymond Tce South Brisbane 4101 Email 10B@mater.org.au Phone Ext 2512
6.	MODIFICATION The process to Add Students has been modified from uploading a formatted .csv file to a copy and paste of details from an Excel sheet. This is in response to difficulties encountered by Education Provider Users in ensuring the upload file is in the compatible format. Users now do not have to save and browse for the file, but simply cut and paste.	Education Provider	EPRef-05 - Uploading Student Details	□ Blue Card Number □ Blue Card Number □ Blue Card Issue Date □ Blue Card Expry Date □ Blue Card Number □ B
7.	NEW FUNCTION Edit feedback forms previously entered in the last 7 days.	Supervisor, Student, Self-Assigning Supervisor	StRef-02 - How to Complete Feedback Forms SRef-01 - How to Complete a Student Feedback Form	Feedback History Soft By Period Date Completed Supervisor: Not Assigned Shift: 14:30-23:00 MAH-108 Period Start: 12/12/2013 Period End: 12/2013 Etudent Feedback Completed 12/12/2013 11:45:13 AM Ed. This shift has contributed to my learning. Why did you give the above rating? Why did you give the above rating? Why did you give the above rating? Ves supervisor regarding my
8.	NEW FUNCTION View details of any edit made to feedback: - date of edit - content before and after edit - user who edited	Director	DRef-05- Using the Find a Student Function	Feedback Form Revisions