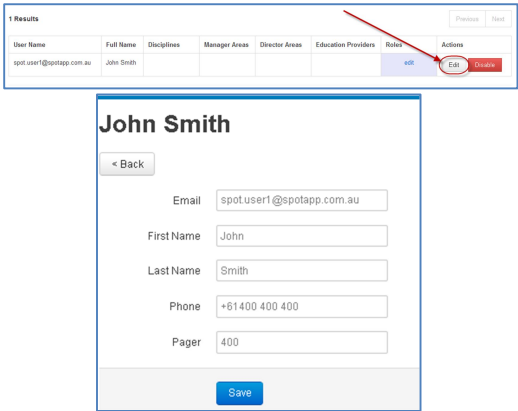
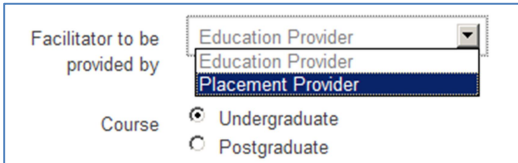
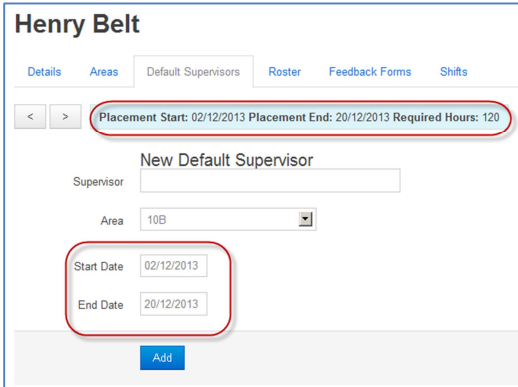
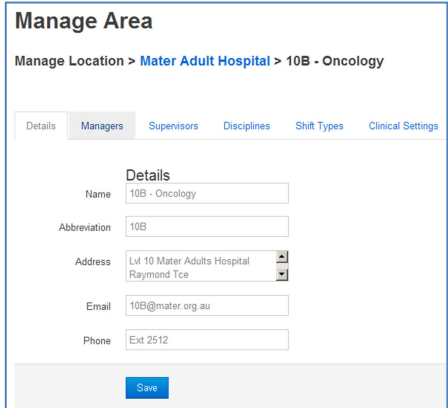
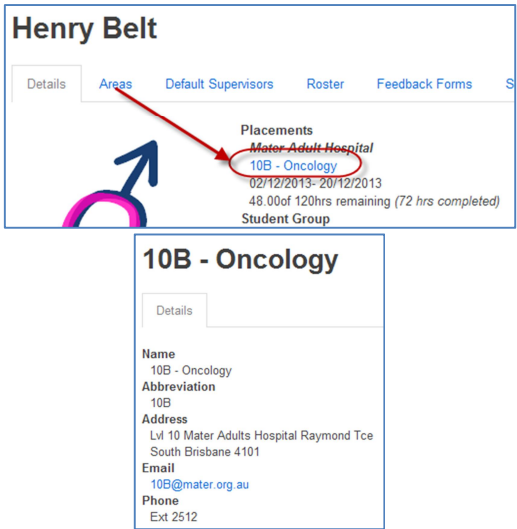
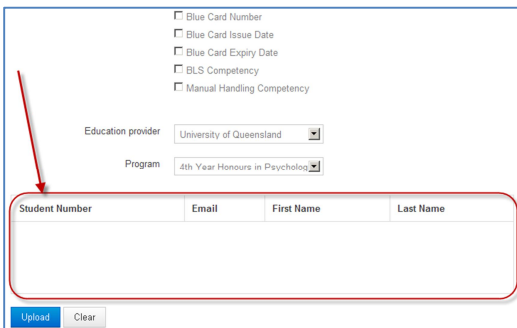
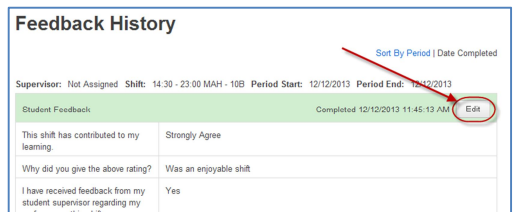


## SPOT Upgrade Notes – 12-12-2013

#	Function	Roles with new function	Reference sheets updated	What it looks like
1.	<p><b>NEW FUNCTION</b></p> <p><b>Edit</b> User details:</p> <ul style="list-style-type: none"> <li>Email address (Username)</li> <li>First Name</li> <li>Last Name</li> </ul> <p><b>Add, Delete and Edit</b> User details:</p> <ul style="list-style-type: none"> <li>Phone Number</li> <li>Pager</li> </ul>	Administrator	<a href="#">ARef-01 – How to Add, Disable and Edit Users</a>	
2.	<p><b>MODIFICATION</b></p> <p><b>Rename</b> 'Hospital' to 'Placement Provider' in the <i>Draft Placement Request</i> form.</p>	Education Provider	<a href="#">EPRef-01 - Creating a Placement Request</a>	
3.	<p><b>MODIFICATION</b></p> <p><b>Auto-populate</b> the Start Date and End Date that a Default Supervisor will be assigned to a student with the Placement Start and Placement End Dates.</p>	Director, Manager	<p><b>DRef-09b –</b> Assigning Student Supervisors – BY STUDENT</p> <p><b>MRef-03b –</b> Assigning Student Supervisors – BY STUDENT</p>	
4.	<p><b>NEW FUNCTION</b></p> <p><b>Add, Delete and Edit</b> contact details for <i>Areas</i>:</p> <ul style="list-style-type: none"> <li>Address</li> <li>Email</li> <li>Phone Number</li> </ul>	Administrator	<a href="#">ARef-09 – How to Add and Disable Locations and Areas</a>	

5.	<p><b>NEW FUNCTION</b>  <b>View</b> contact details for Areas that have been assigned to a <i>Student</i>:</p> <ul style="list-style-type: none"> <li>- Address</li> <li>- Email</li> <li>- Phone Number</li> </ul>	ALL ROLES	<p><b>DRef-05-  Using the Find a Student Function</b></p> <p><b>StRef-01 - How to Book Shifts</b></p>	
6.	<p><b>MODIFICATION</b>  The process to <b>Add Students</b> has been modified from uploading a formatted .csv file to a <b>copy</b> and <b>paste</b> of details from an Excel sheet.</p> <p>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.</p>	Education Provider	<p><b>EPRef-05 -  Uploading Student Details</b></p>	
7.	<p><b>NEW FUNCTION</b>  <b>Edit</b> feedback forms previously entered in the last 7 days.</p>	Supervisor, Student, Self-Assigning Supervisor	<p><b>StRef-02 - How to Complete Feedback Forms</b></p> <p><b>SRef-01 - How to Complete a Student Feedback Form</b></p>	
8.	<p><b>NEW FUNCTION</b>  <b>View</b> details of any edit made to feedback:</p> <ul style="list-style-type: none"> <li>- date of edit</li> <li>- content before and after edit</li> <li>- user who edited</li> </ul>	Director	<p><b>DRef-05-  Using the Find a Student Function</b></p>	