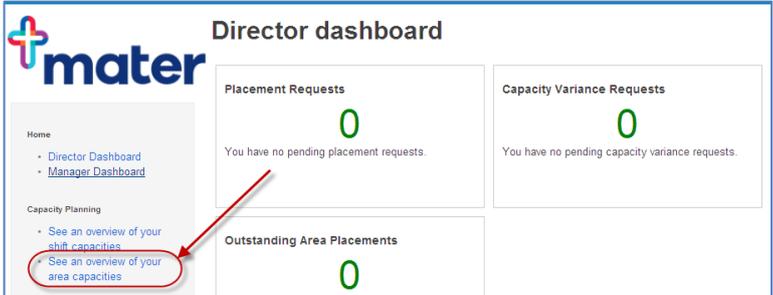
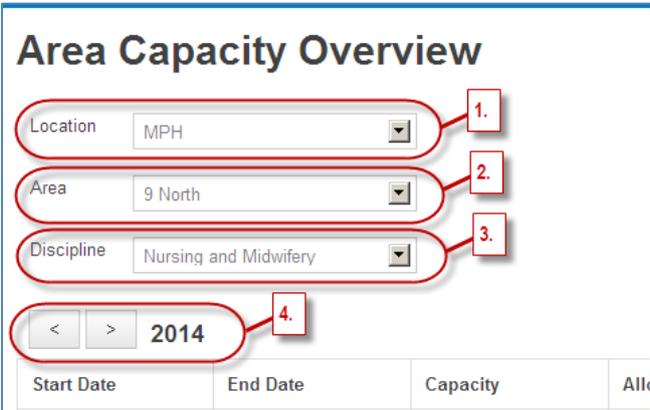
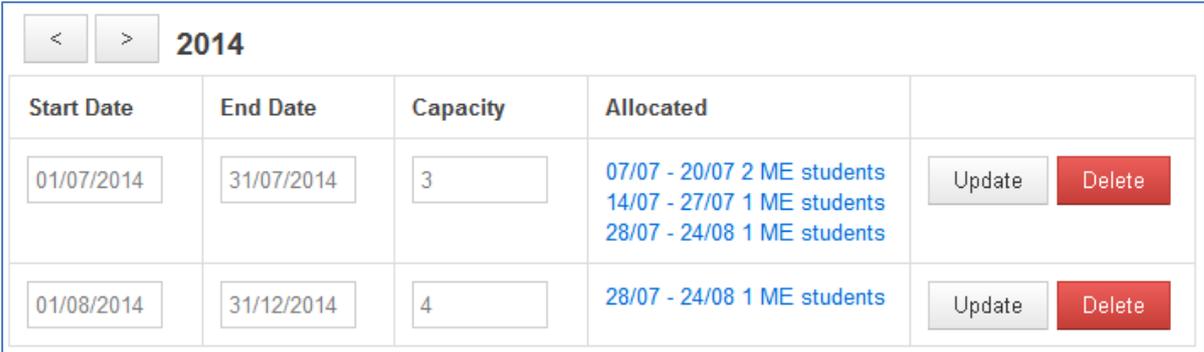


DRef-04b - Director Reference Sheet – Managing your AREA Capacity Overview.

Steps	Action	What it looks like															
1.	<p>In the sidebar on your Director Dashboard is the See an overview of your <u>area</u> capacities link.</p> <p>Click on this link to navigate to the Area Capacity Overview screen.</p>	 <p>The screenshot shows the 'Director dashboard' with a sidebar on the left. Under 'Capacity Planning', the link 'See an overview of your area capacities' is circled in red. A red arrow points from this link to the 'Area Capacity Overview' screen shown in the next step.</p>															
2.	<p>The Area Capacity Overview screen shows how many spots are “available” and how many are “booked” in your area/s, for each discipline and student group.</p> <p>You view your capacity by choosing:</p> <ol style="list-style-type: none"> 1. a Location. 2. an Area within the chosen Location. 3. a Discipline within the chosen Area. 4. a Year you want to see 	 <p>The screenshot shows the 'Area Capacity Overview' screen. It has four filters: Location (MPH), Area (9 North), Discipline (Nursing and Midwifery), and Year (2014). Each filter is circled in red and numbered 1 through 4.</p>															
3.	<p>Each year can have one or more periods presented as rows. Each period has:</p> <ul style="list-style-type: none"> - a Start Date and an End Date, - a Capacity, - a list of any students allocated placement during that period in that Area. 	 <p>The screenshot shows a table with the following data:</p> <table border="1"> <thead> <tr> <th>Start Date</th> <th>End Date</th> <th>Capacity</th> <th>Allocated</th> <th></th> </tr> </thead> <tbody> <tr> <td>01/07/2014</td> <td>31/07/2014</td> <td>3</td> <td>07/07 - 20/07 2 ME students 14/07 - 27/07 1 ME students 28/07 - 24/08 1 ME students</td> <td>Update Delete</td> </tr> <tr> <td>01/08/2014</td> <td>31/12/2014</td> <td>4</td> <td>28/07 - 24/08 1 ME students</td> <td>Update Delete</td> </tr> </tbody> </table>	Start Date	End Date	Capacity	Allocated		01/07/2014	31/07/2014	3	07/07 - 20/07 2 ME students 14/07 - 27/07 1 ME students 28/07 - 24/08 1 ME students	Update Delete	01/08/2014	31/12/2014	4	28/07 - 24/08 1 ME students	Update Delete
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4.	<p>Troubleshooting 1: Location or Area not in the drop down list</p> <p>If a <i>Location</i> or <i>Area</i> that you wish to review capacity for is not displayed in the drop down field, this will be because the <i>Location</i> or <i>Area</i> either:</p> <ul style="list-style-type: none"> - has not been created and/or - has not been allocated to your user profile. <p>Contact your System Administrator to add it or, if you have Administrator access, refer to ARef-10 - How to Administer Areas, ARef-09 - How to Add and Disable Locations and Areas and ARef-02 - How to Administer Users</p>																



<p>5.</p>	<p>Troubleshooting 2: Discipline not in the drop down list</p> <p>If an Area that you wish to review capacity for is not displaying a particular <i>Discipline</i>, this will be because either:</p> <ul style="list-style-type: none"> - the <i>Discipline</i> has not been created and/or - you do not have the <i>Discipline</i> allocated to your user profile and/or - the <i>Discipline</i> has not been assigned to the Area. <p>Contact your System Administrator to rectify, if you have Administrator access, refer to ARef-10 - How to Administer Areas, ARef-05 - How to Administer Disciplines and ARef-02 - How to Administer Users</p>															
<p>6.</p>	<p>To add a new period, enter the dates that you want these capacities to apply to in the Start Date and End Date fields.</p> <p>Enter the maximum number of students that this Area can have on placement <i>at the same time</i> in the Capacity field then click Add button.</p> <p>Your new period will show as a new row in the corresponding year.</p>															
<p>7.</p>	<p><i>Note: You cannot have overlapping periods. If you try to add a new period that overlaps a currently set period this error message will display.</i></p>															
<p>8.</p>	<div data-bbox="831 618 1385 1095" style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;">Add Capacity</p> <p>Start Date <input type="text" value="01/07/2014"/></p> <p>End Date <input type="text" value="31/12/2014"/></p> <p>Capacity <input type="text" value="5"/></p> <p style="text-align: center;"><input type="button" value="Add"/></p> </div> <div data-bbox="855 1151 1362 1223" style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px; background-color: #f08080;"> <p style="text-align: center;">Error. The capacities cannot overlap.</p> </div> <p>You can change the start date, end date or capacity of a period by clicking on the corresponding field in the row, entering the new value and clicking the Update button.</p> <p>You can also delete an entire row by clicking the Delete button, followed by Yes.</p> <p><i>Note: Deleting the Area capacity for a time period will not delete any of the shift capacities or any previously assigned placements. If you wish to delete these as well you will need to do this separately.</i></p> <p>Clicking on one of the Allocated student groups will navigate you to that student(s)' placement request details.</p> <div data-bbox="220 1588 1477 1951" style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">< > 2014</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">Start Date</th> <th style="width: 20%;">End Date</th> <th style="width: 15%;">Capacity</th> <th style="width: 30%;">Allocated</th> <th style="width: 15%;"></th> </tr> </thead> <tbody> <tr> <td><input type="text" value="01/07/2014"/></td> <td><input type="text" value="31/07/2014"/></td> <td><input type="text" value="3"/></td> <td>07/07 - 20/07 2 ME students 14/07 - 27/07 1 ME students 28/07 - 24/08 1 ME students</td> <td style="text-align: center;"><input type="button" value="Update"/> <input type="button" value="Delete"/></td> </tr> <tr> <td><input type="text" value="01/08/2014"/></td> <td><input type="text" value="31/12/2014"/></td> <td><input type="text" value="4"/></td> <td>28/07 - 24/08 1 ME students</td> <td style="text-align: center;"><input type="button" value="Update"/> <input type="button" value="Delete"/></td> </tr> </tbody> </table> </div>	Start Date	End Date	Capacity	Allocated		<input type="text" value="01/07/2014"/>	<input type="text" value="31/07/2014"/>	<input type="text" value="3"/>	07/07 - 20/07 2 ME students 14/07 - 27/07 1 ME students 28/07 - 24/08 1 ME students	<input type="button" value="Update"/> <input type="button" value="Delete"/>	<input type="text" value="01/08/2014"/>	<input type="text" value="31/12/2014"/>	<input type="text" value="4"/>	28/07 - 24/08 1 ME students	<input type="button" value="Update"/> <input type="button" value="Delete"/>
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9. The **Allocated** column displays all students that have at least part of their placement within a capacity time period. For example, in the month of July 2014 (01/07/2014 to 31/07/2014) where there is a capacity of 3 students, there are:

1. 2 x Mater Education students on placement from 07/07/2014 to 20/07/2014 from the same Placement Request,
2. 1 x Mater Education student on placement from 14/07/2014 to 27/07/2014, and
3. 1 x Mater Education student on placement from 28/07/2014 to 24/08/2014 (of which 28/07 to 31/07 falls within this capacity time period).

For the rest of 2014 (01/08/2014 to 31/12/2014) where there is a capacity of 4 students, there are:

4. Only 1 x Mater Education student on placement from 28/07/2014 to 24/08/2014 (of which 01/08 to 24/08 falls within this capacity time period).

Note that the student placement in **3.** and **4.** is the same student, but they are displayed in both capacity time periods as the placement spans across both.

Start Date	End Date	Capacity	Allocated	
01/07/2014	31/07/2014	3	07/07 - 20/07 2 ME students 14/07 - 27/07 1 ME students 28/07 - 24/08 1 ME students	Update Delete
01/08/2014	31/12/2014	4	28/07 - 24/08 1 ME students	Update Delete