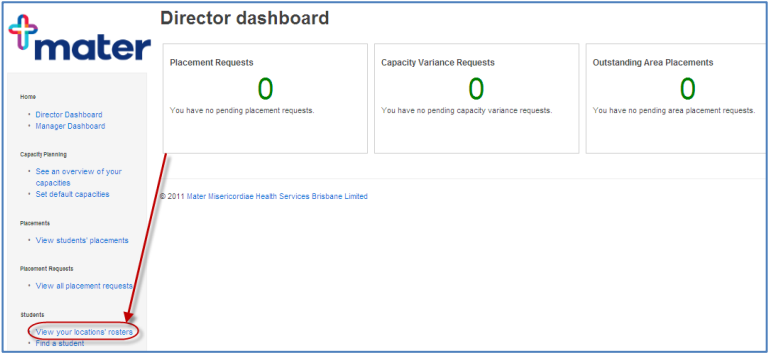
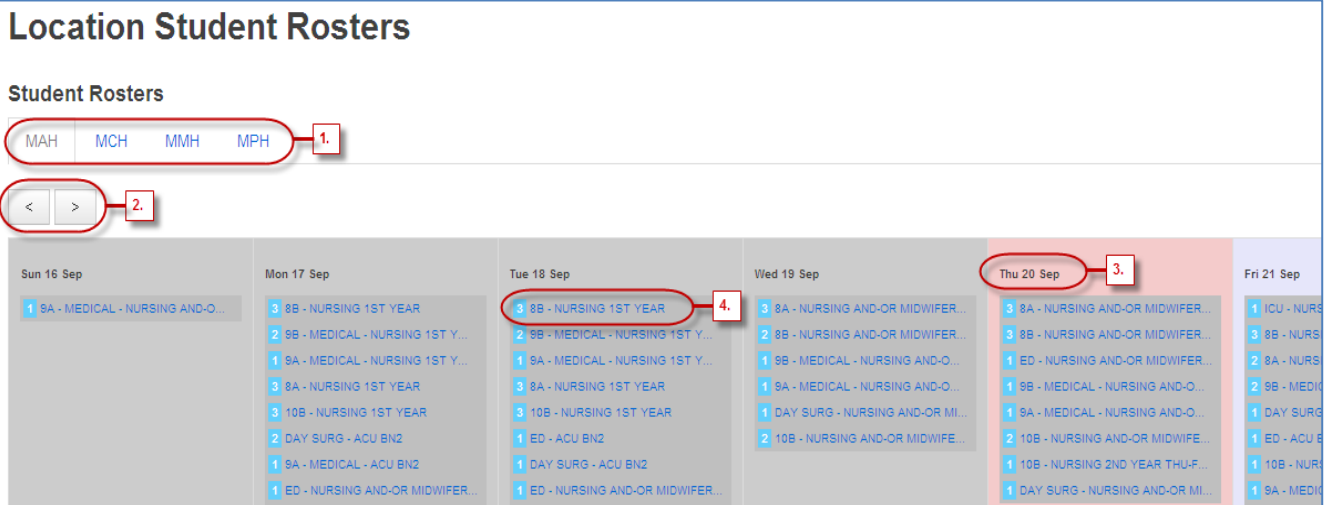


**DRef-08 – Director Reference Sheet – Reviewing Location and Area rosters.**

Steps	Action	What it looks like
1.	<p>Click the <b>View you locations rosters'</b> link in the sidebar.</p> <p>This will navigate to the <b>Location Student Rosters</b> screen.</p>	
2.	<p>The following is displayed:</p> <ul style="list-style-type: none"> <li>- <b>Location</b> tabs that when clicked, navigate to the weekly schedule to the chosen location (1.).</li> <li>- <b>Arrow</b> buttons that when clicked, move the schedule one week forward or back in time (2.).</li> <li>- The current day is highlighted in red (3.).</li> <li>- <b>Area</b> links for each student group and area displaying how many students have booked shifts on that day (3), in a particular area (8B) for a particular student group (NURSING 1ST YEAR) (4.). Clicking on an <b>Area</b> link navigates to the <b>Manager Dashboard</b> for that Area.</li> </ul>	

3. In the **Manager Dashboard**, the following is displayed:
- **Arrow** buttons that when clicked, move the schedule 1 week forward or back in time (1.).
  - A **Student Name** button on each date that the student has booked a shift in that area. Clicking it navigates to the **Student Details** screen (see Reference Sheet *DRef-05* for details) (2.).
  - A pop-up box containing the **Shift Details** displays when the mouse pointer is hovered over a **Student Name** button (3.).
  - A **Supervisor** button for each student's shift, which will be blue and display 'Assign Supervisors' if no supervisor is assigned to that student for the shift, or will be red and display the name of the assigned supervisor, or 'Multiple Supervisors' if more than one has been assigned (see Reference Sheet *DRef-09* for details of assigning supervisors) (4.).
  - A **[pdf]** button that when clicked on generates a printable list in .pdf format of the weekly schedule (5.).
  - A **Cancel Shift** button for each shift that when clicked on will cancel that student's shift (6.).

**Manager Dashboard**

MPH - 8E

Sun 16 Sep

Mon 17 Sep

Tue 18 Sep

Wed 19 Sep

Thu 20 Sep

Fri 21 Sep

**Shift Details**

**Shift Times**  
06:30 - 15:00

**Placement**  
Monday, 23 July 2012 - Sunday, 28 October 2012

**Program**  
Bachelor of Nursing

**Education Provider**  
University of Queensland

**Year**  
3

Date	Shift	Student	Supervisor	Action
Mon 17 Sep	PM (1 / 1)	Andy Jones	Supervisor (Kendall Fitzenhiemer)	Cancel Shift
Tue 18 Sep	PM (1 / 1)	Andy Jones	Supervisor (Kendall Fitzenhiemer)	Cancel Shift
Wed 19 Sep	AM (2 / 2)	Beth Gordon	Supervisor (Bob Milne)	Cancel Shift
Thu 20 Sep	PM (1 / 2)	Phil Smith	Supervisor (Bob Milne)	Cancel Shift
Fri 21 Sep	PM (1 / 2)	Phil Smith	Assign Supervisors	Cancel Shift
Mon 17 Sep	AM (2 / 1)	Jenny James	Supervisor (Caron Grey)	Cancel Shift
Tue 18 Sep	AM (1 / 2)	Beth Gordon	Supervisor (Bob Milne)	Cancel Shift
Thu 20 Sep	N (1 / 1)	Jenny James	Supervisor (Caron Grey)	Cancel Shift
Wed 19 Sep	PM (1 / 1)	Phil Smith	Supervisor (Samantha Giess)	
Mon 17 Sep		Phil Smith	Supervisor (Bob Milne)	