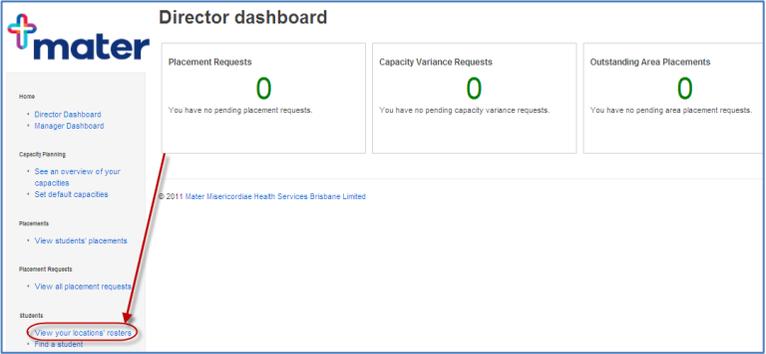
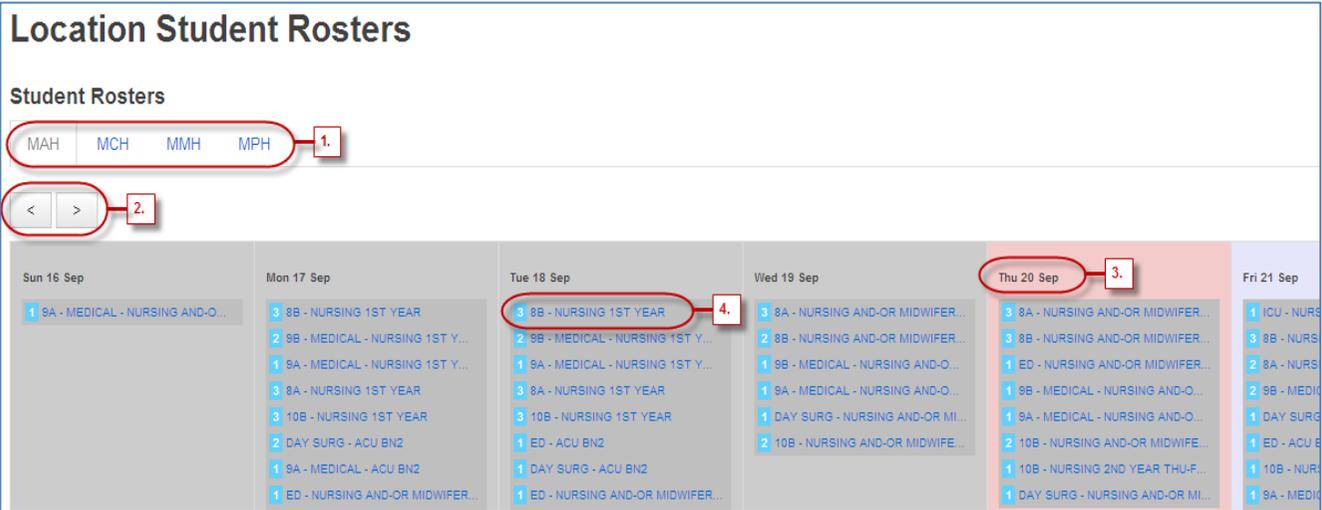


**DRef-08 – Director Reference Sheet – Reviewing Location and Area rosters.**

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

1. [Navigation arrows]

2. [Student Name: Andy Jones]

3. [Shift Details Pop-up]

4. [Supervisor: Assign Supervisors]

5. [pdf]

6. [Cancel Shift]

Sun 16 Sep	Mon 17 Sep	Tue 18 Sep	Wed 19 Sep	Thu 20 Sep	Fri 21 Sep
	PM (1 / 1) Andy Jones Supervisor (Kendall Fitzenhiemer) Cancel Shift	PM (1 / 1) Andy Jones Supervisor (Kendall Fitzenhiemer) Cancel Shift	AM (2 / 2) Beth Gordon Supervisor (Bob Milne) Cancel Shift	PM (1 / 2) Phil Smith Supervisor (Bob Milne) Cancel Shift	PM (1 / 2) Phil Smith Assign Supervisors Cancel Shift
	AM (2 / 1) Jenny James Supervisor (Caron Grey) Cancel Shift	AM (1 / 2) Beth Gordon Supervisor (Bob Milne) Cancel Shift	Xia Cheng Supervisor (Kendall Fitzenhiemer) Cancel Shift	N (1 / 1) Jenny James Supervisor (Caron Grey) Cancel Shift	
	Phil Smith Supervisor (Bob Milne)	N (1 / 1)	PM (1 / 1) Phil Smith Supervisor (Samantha Giess)		