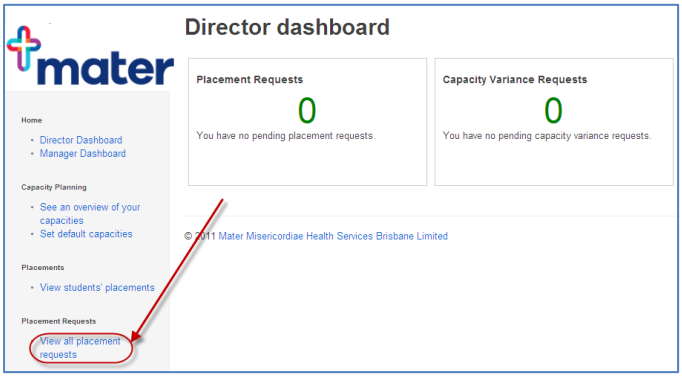
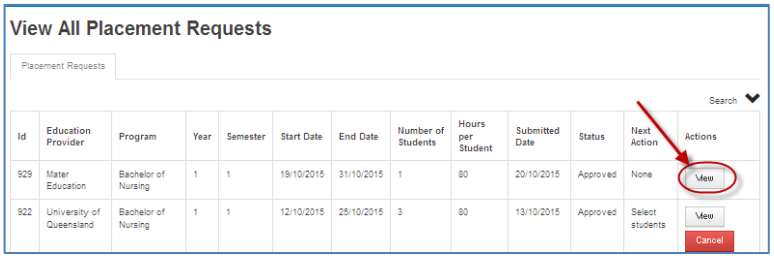
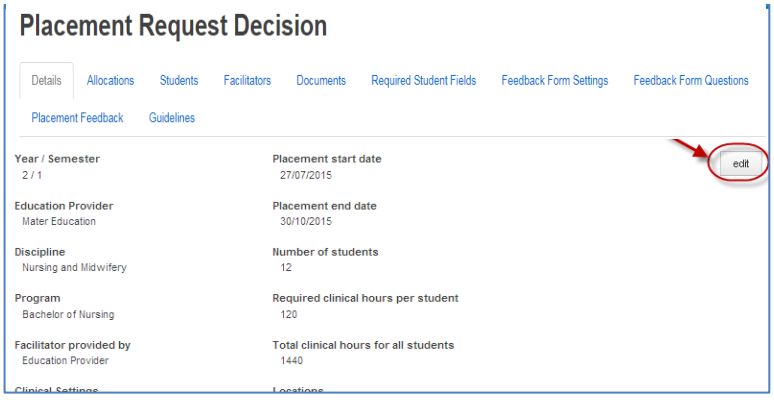
DRef-13 – Director Reference Sheet – Editing a Placement Request.

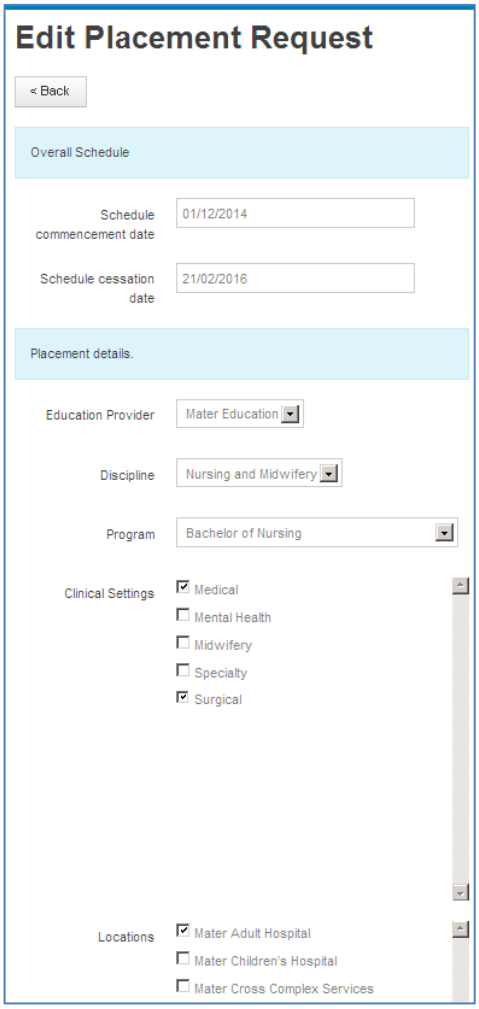
Steps	Action	What it looks like
1.	To edit a placement request, click the **View all placement requests** link in the sidebar This will navigate to the **View all Placement Requests** Screen.	
2.	Select the placement request you wish to edit and click the **View** button.	
3.	You can only **Edit** a Placement Request that has a status of either **Pending** or **Approved**. In the **Details** tab, click the **Edit** button in the top right corner.	
4.	***Troubleshooting:*** If a placement request that you wish to edit is not displaying an Edit button, this will either be because: a. The Placement Request has been Declined, in which case no edits can be made; **OR** b. The Placement Request has been Cancelled, in which case you can **Reinstate** the request.	

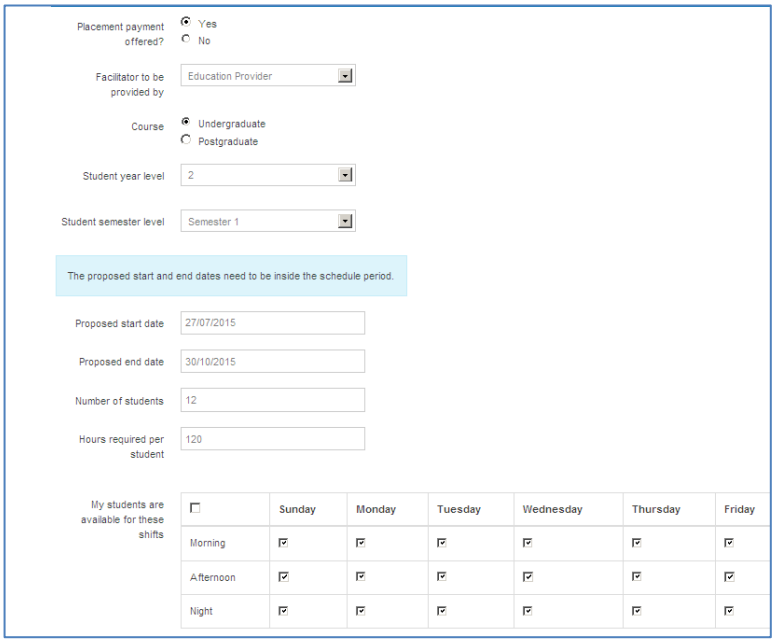
5.

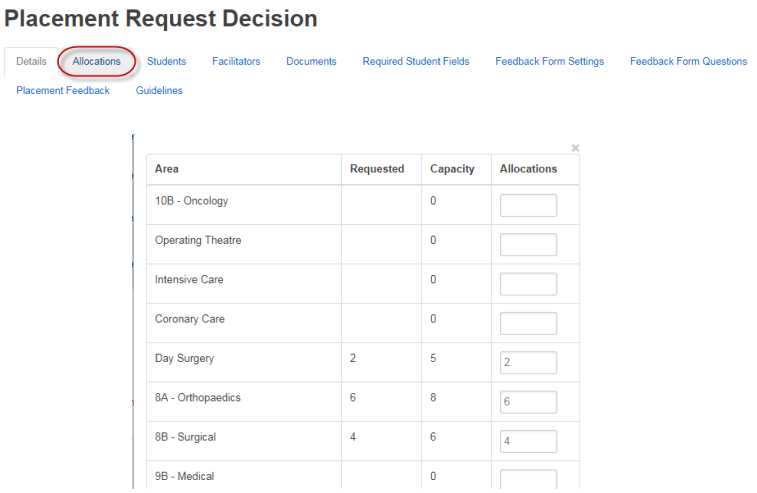
In the **Edit Placement Request** screen you can edit:

- **Program**: In the case of an incorrect entry.
- **Clinical Settings:** In the case of an incorrect entry.
- **Location**: In the case of a transfer to an alternate Location.
- **Placement payment offered**: In the case of an incorrect entry.
- **Facilitator to be provided by**: In the case of an incorrect entry.
- **Course**: In the case of an incorrect entry.
- **Student Year Level:** In the case of an incorrect entry.
- **Student Semester Level:** In the case of an incorrect entry.
- **Proposed start date:** In the case of an incorrect entry.
- **Proposed end date:** In the case of an incorrect entry.
- **Number of students:** In the case of an incorrect entry.
- **Hours required per student:** In the case of an incorrect entry.

Note: You cannot edit the **Education Provider** or **Discipline** fields. This can only be done by the Education Provider User.





6.	You can also edit the Area Allocations for this Placement Request in the **Allocations** Tab. The **Capacity** column displays what the Area's capacity currently is. The **Requested** column displays the areas the Education Provider has requested. Edit the **Allocations** number by typing over the number in the appropriate Area's field. Once you've completed your edits, click the **Save** button.	

7.	***Troubleshooting 3:*** If an *Area* that you wish to allocate spots to is not displaying in the list: a. Check that the **Locations** in the placement request details contains the *Area* you are expecting to display *(only Areas within the Locations requested will display i.e. a Placement Request for Mater Hospital Brisbane will not display Areas from Mater Private Hospital Redlands)*; if this is correct, b. Check that the **Clinical Settings** in the placement request details match the Clinical Settings of the *Area* you are expecting to display *(only Areas withat least one corresponding Clinical Setting requested will display i.e. a Placement Request for Medical and Surgical Clinical Settings will not display Areas that do not have at least one of Medical or Surgical Clinical Setting attached)*, if this is correct, c. Check the *Area* has capacities for the time period of the request in the **See an overview of your Area Capacities** for the *Area* (see *DRef-04b*).
8.	***Troubleshooting 4:*** If an *Area* that you wish to allocate spots to has less capacity than you expected: a. Check the *Area* capacities for the time period of the request in the **See an overview of your Area Capacities** for the *Area* and modify if necessary (see *DRef-04b*); if these are correct, b. Check how many allocated placements are in the *Area* for the time period of the request in the **See an overview of your Area Capacities** for the *Area* (see *DRef-04b*) to see if the *Area* is full.