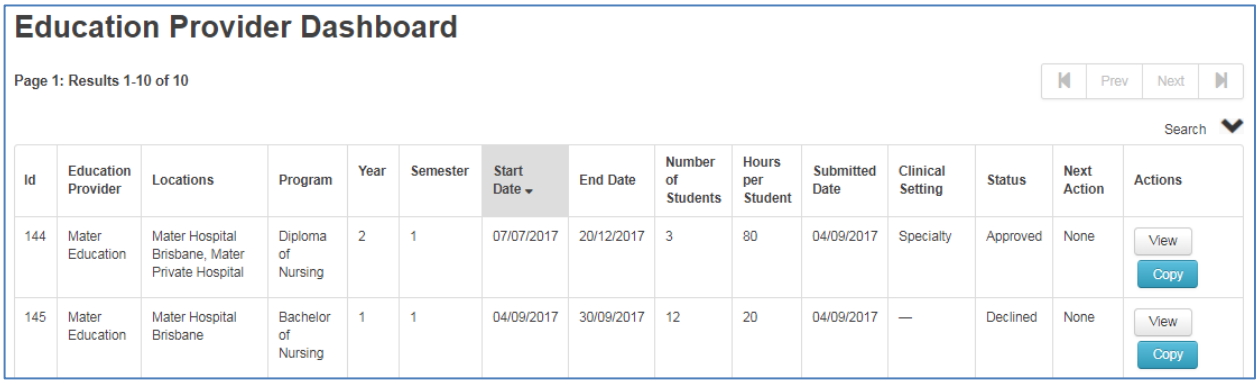
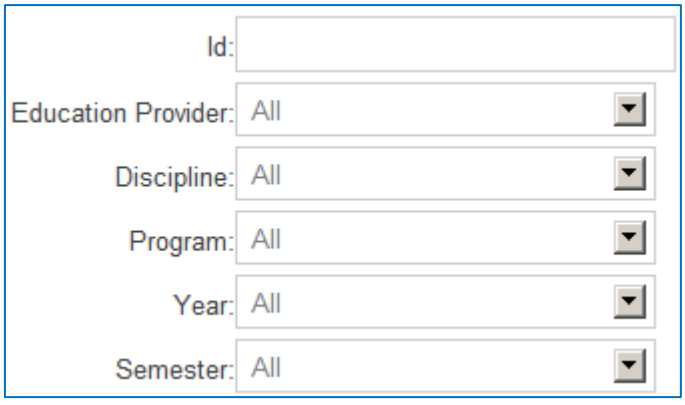
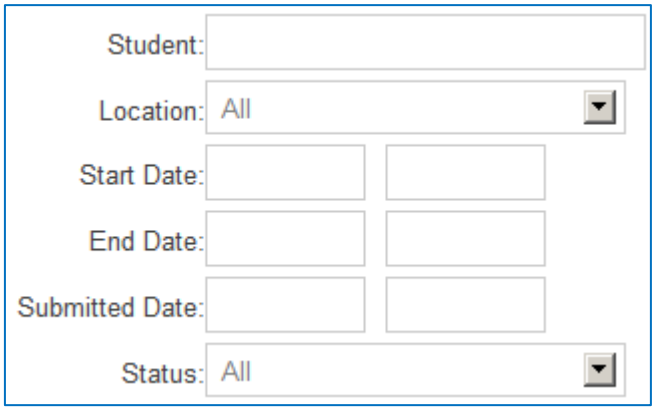
EPRef-00 – Education Provider Reference Sheet – Using the Education Provider Dashboard.

Steps	Action	What it looks like
1.	Logging into SPOT will display your **Education Provider Dashboard,** which displays a list of **Placement Requests** and a summary of their pertinent details. The default display shows all active Placement Requests that have a **Start Date** earlier and an **End Date** later than today, meaning the students are currently on placement. Education Provider users will also have the ability to navigate between pages if there are multiple pages of results to view.	
2.	Clicking the ▼ button displays a set of search filters. These allow you to filter the Placement Requests displayed by: - **Id**: typing in its Id. - **Education Provider:** showing only those submitted by the selected Education Provider. - **Discipline:** showing only those matching the selected Discipline. - **Program:** showing only those matching the selected Program. - **Year:** showing only those matching the selected Year Level. - **Semester:** showing only those matching the selected Semester of study. - **Student:** showing any that have a student allocated matching the typed in Name OR Student Number. - **Location:** showing only those requested in the selected Location. - **Start Date:** showing only those with a start date within the selected filter dates. - **End Date:** showing only those with an end date within the selected filter dates. - **Submitted Date:** showing only those with a submitted date within the selected filter dates. - **Status:** showing only those with a matching Status.	







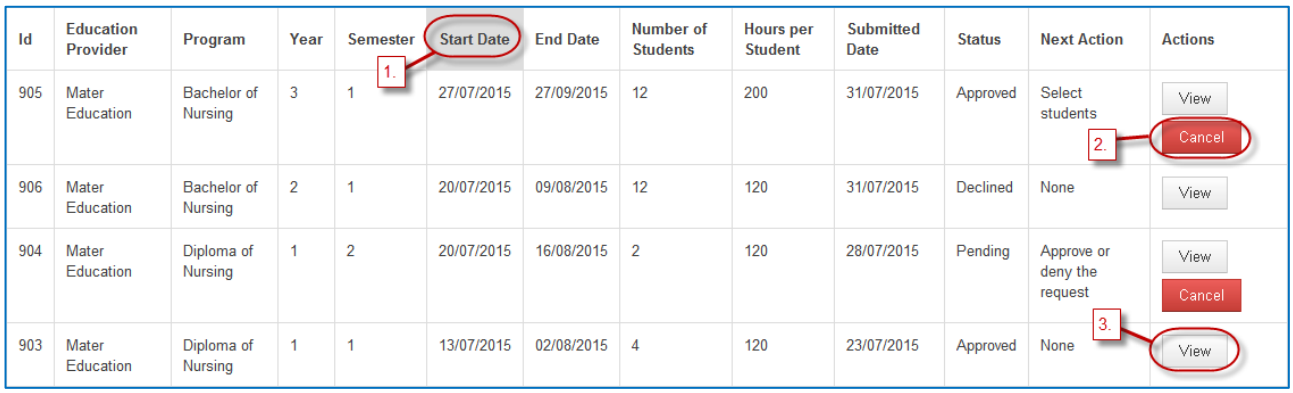
3. The **Status** and **Next Action** columns shows at which stage the Placement Requests are in the placement process.

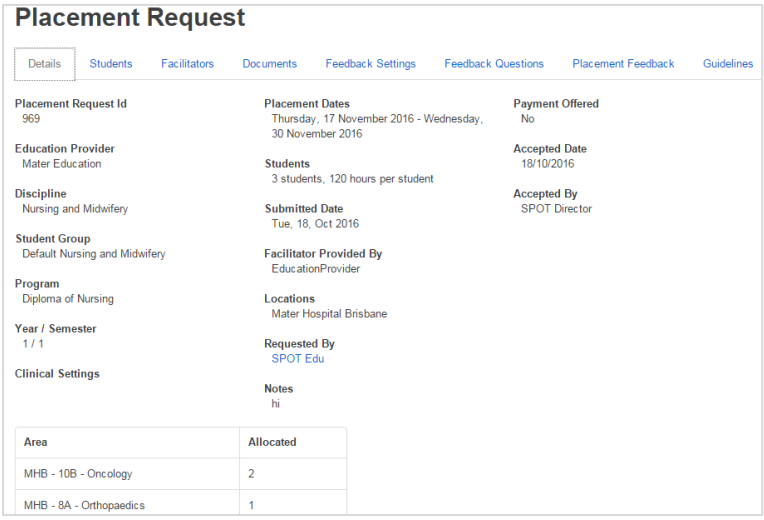
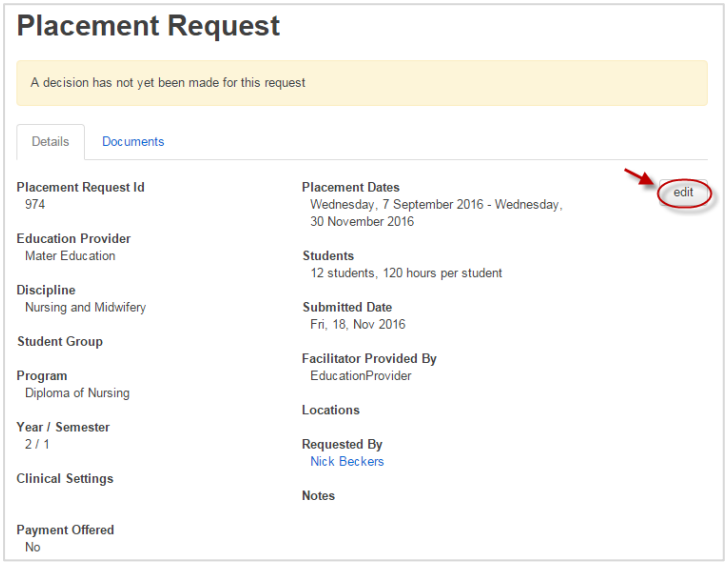
There are 5 Statuses:
- **Draft**: Not completed and/or submitted to the Placement Provider
- **Pending**: Submitted to the Placement Provider but not yet Approved or Declined.
- **Approved**: agreed to be placed by the Placement Provider.
- **Declined**: not agreed to be placed by the Placement Provider.
- **Cancelled**: has been discarded by mutual agreement.

There are also 4 Next Actions:
- **Submit the Request**: You need to complete and submit the Draft request to the Placement Provider
- **Approve or deny the request**: The Placement Provider needs to Approve or Decline.
- **Select students**: The approved placement is ready to have students allocated to it.
- **None**: no specific action necessary.

Status	Next Action	Actions
Approved	Select students	View Cancel
Declined	None	View
Pending	Approve or deny the request	View Cancel
Approved	None	View

4.
1. To Sort by one of the columns, click on that columns heading (click a second time to reverse the sort order). The header will go grey to remind you it is the Sort column.
2. To cancel a Placement Request before it has commenced, click the **Cancel** button.
3. To navigate to the details of a specific Placement Request, click the **View** button.



5.	Navigating to the **Placement Request** page displays multiple tabs with all of the information regarding this placement request.	
6.	You can **Edit** a Placement Request that has a status of either **Draft** or **Pending**. Navigating to the **Placement Request** page's Details tab, you will see an **Edit** button in the top right corner. Clicking it will take you into a copy of the Placement Request form that you can then edit.	
7.	***Troubleshooting 1:*** If a Placement Request that you are expecting to see on your dashboard is not displaying: 1. Check that you have selected the correct range of filters by clicking **Clear** and re-entering the selection. If the Placement Request still does not display, please contact your SPOT Administrator for assistance.	
8.	***Troubleshooting 2:*** If a Placement Request that you are trying to edit is not displaying an Edit button: 1. Check that the status of the placement request is either Draft or Pending. If the Placement Request is in Draft or Pending and does not display an Edit button, please contact your SPOT Administrator for assistance.	