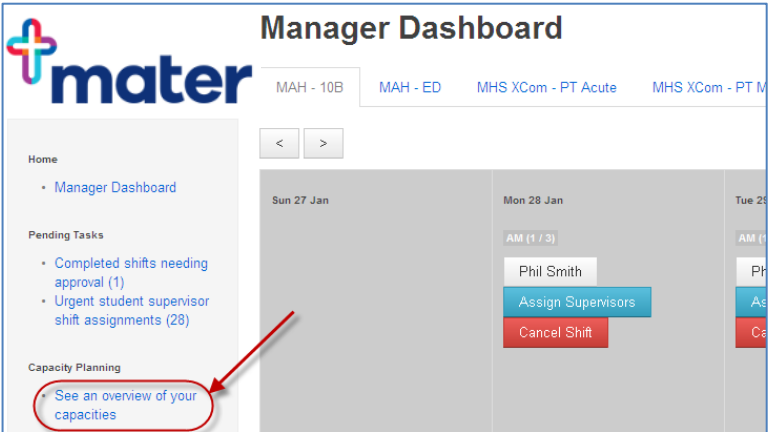
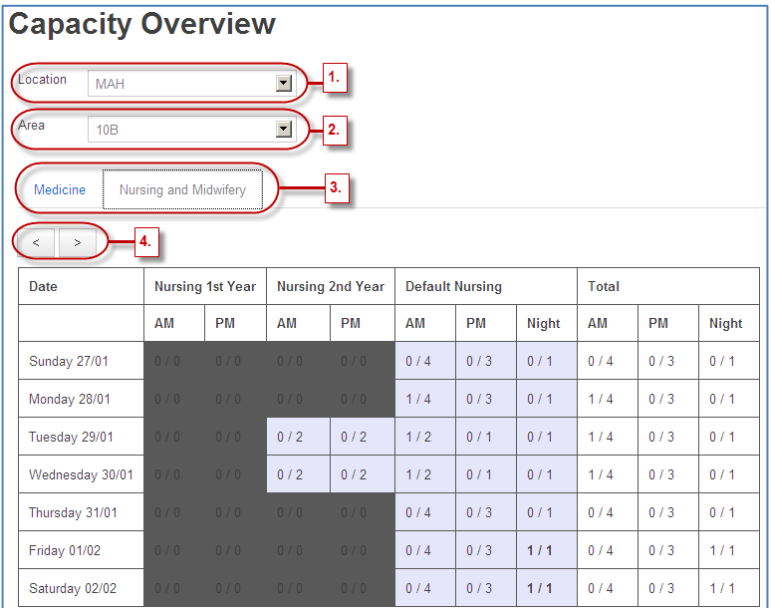
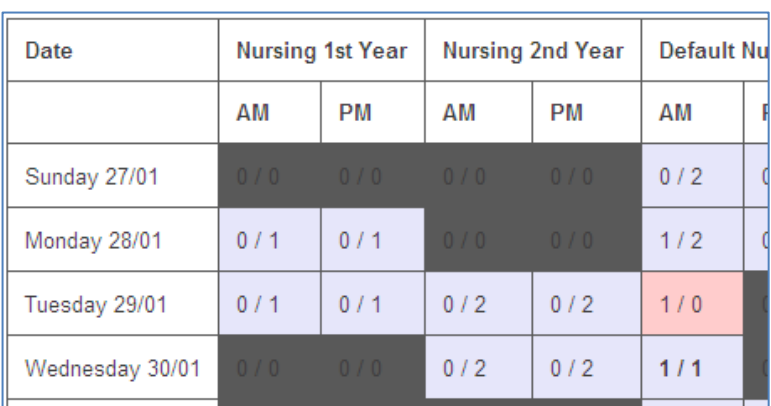


MRef-02 - Manager Reference Sheet – How to Request a Shift Capacity Variance.

| Steps | Action | What it looks like | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|-----------------|---|--|------|------------------|-----|------------------|-------|-----------------|-------|-------|-------|----|----|----|----|----|--------------|-----|-----|-------|-----|-----|-------|--------------|--------------|-----|-----|-----|-----|-----|-----|-----|---------------|-----|--------------|-----|-----|-----|-----|-----|-----------------|-----|-----|-----|-----|---------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|--------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|----------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 1. | <p>In the sidebar on your Manager Dashboard is the See an overview of your capacities link.</p> <p>Clicking on it takes you to the Capacity Overview screen.</p> |  <p>The screenshot shows the 'Manager Dashboard' for 'MAH - 10B'. In the left sidebar, under 'Capacity Planning', the link 'See an overview of your capacities' is circled in red with an arrow pointing to it.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 2. | <p>The Capacity Overview screen shows how many shifts are “available” and how many are “booked” in your area/s, for each discipline and student group.</p> <p>You view a capacity overview 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 range of dates by clicking forward/back in time. |  <p>The screenshot shows the 'Capacity Overview' screen. Callouts 1-4 point to: 1. Location dropdown (MAH), 2. Area dropdown (10B), 3. Discipline dropdown (Nursing and Midwifery), and 4. Date range navigation buttons.</p> <table border="1" data-bbox="742 1131 1492 1467"> <thead> <tr> <th rowspan="2">Date</th> <th colspan="2">Nursing 1st Year</th> <th colspan="2">Nursing 2nd Year</th> <th colspan="3">Default Nursing</th> <th colspan="3">Total</th> </tr> <tr> <th>AM</th> <th>PM</th> <th>AM</th> <th>PM</th> <th>AM</th> <th>PM</th> <th>Night</th> <th>AM</th> <th>PM</th> <th>Night</th> </tr> </thead> <tbody> <tr> <td>Sunday 27/01</td> <td>0/0</td> <td>0/0</td> <td>0/0</td> <td>0/0</td> <td>0/4</td> <td>0/3</td> <td>0/1</td> <td>0/4</td> <td>0/3</td> <td>0/1</td> </tr> <tr> <td>Monday 28/01</td> <td>0/0</td> <td>0/0</td> <td>0/0</td> <td>0/0</td> <td>1/4</td> <td>0/3</td> <td>0/1</td> <td>1/4</td> <td>0/3</td> <td>0/1</td> </tr> <tr> <td>Tuesday 29/01</td> <td>0/0</td> <td>0/0</td> <td>0/2</td> <td>0/2</td> <td>1/2</td> <td>0/1</td> <td>0/1</td> <td>1/4</td> <td>0/3</td> <td>0/1</td> </tr> <tr> <td>Wednesday 30/01</td> <td>0/0</td> <td>0/0</td> <td>0/2</td> <td>0/2</td> <td>1/2</td> <td>0/1</td> <td>0/1</td> <td>1/4</td> <td>0/3</td> <td>0/1</td> </tr> <tr> <td>Thursday 31/01</td> <td>0/0</td> <td>0/0</td> <td>0/0</td> <td>0/0</td> <td>0/4</td> <td>0/3</td> <td>0/1</td> <td>0/4</td> <td>0/3</td> <td>0/1</td> </tr> <tr> <td>Friday 01/02</td> <td>0/0</td> <td>0/0</td> <td>0/0</td> <td>0/0</td> <td>0/4</td> <td>0/3</td> <td>1/1</td> <td>0/4</td> <td>0/3</td> <td>1/1</td> </tr> <tr> <td>Saturday 02/02</td> <td>0/0</td> <td>0/0</td> <td>0/0</td> <td>0/0</td> <td>0/4</td> <td>0/3</td> <td>1/1</td> <td>0/4</td> <td>0/3</td> <td>1/1</td> </tr> </tbody> </table> | Date | Nursing 1st Year | | Nursing 2nd Year | | Default Nursing | | | Total | | | AM | PM | AM | PM | AM | PM | Night | AM | PM | Night | Sunday 27/01 | 0/0 | 0/0 | 0/0 | 0/0 | 0/4 | 0/3 | 0/1 | 0/4 | 0/3 | 0/1 | Monday 28/01 | 0/0 | 0/0 | 0/0 | 0/0 | 1/4 | 0/3 | 0/1 | 1/4 | 0/3 | 0/1 | Tuesday 29/01 | 0/0 | 0/0 | 0/2 | 0/2 | 1/2 | 0/1 | 0/1 | 1/4 | 0/3 | 0/1 | Wednesday 30/01 | 0/0 | 0/0 | 0/2 | 0/2 | 1/2 | 0/1 | 0/1 | 1/4 | 0/3 | 0/1 | Thursday 31/01 | 0/0 | 0/0 | 0/0 | 0/0 | 0/4 | 0/3 | 0/1 | 0/4 | 0/3 | 0/1 | Friday 01/02 | 0/0 | 0/0 | 0/0 | 0/0 | 0/4 | 0/3 | 1/1 | 0/4 | 0/3 | 1/1 | Saturday 02/02 | 0/0 | 0/0 | 0/0 | 0/0 | 0/4 | 0/3 | 1/1 | 0/4 | 0/3 | 1/1 |
| Date | Nursing 1st Year | | | Nursing 2nd Year | | Default Nursing | | | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | AM | PM | AM | PM | AM | PM | Night | AM | PM | Night | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sunday 27/01 | 0/0 | 0/0 | 0/0 | 0/0 | 0/4 | 0/3 | 0/1 | 0/4 | 0/3 | 0/1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monday 28/01 | 0/0 | 0/0 | 0/0 | 0/0 | 1/4 | 0/3 | 0/1 | 1/4 | 0/3 | 0/1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tuesday 29/01 | 0/0 | 0/0 | 0/2 | 0/2 | 1/2 | 0/1 | 0/1 | 1/4 | 0/3 | 0/1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wednesday 30/01 | 0/0 | 0/0 | 0/2 | 0/2 | 1/2 | 0/1 | 0/1 | 1/4 | 0/3 | 0/1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Thursday 31/01 | 0/0 | 0/0 | 0/0 | 0/0 | 0/4 | 0/3 | 0/1 | 0/4 | 0/3 | 0/1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Friday 01/02 | 0/0 | 0/0 | 0/0 | 0/0 | 0/4 | 0/3 | 1/1 | 0/4 | 0/3 | 1/1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Saturday 02/02 | 0/0 | 0/0 | 0/0 | 0/0 | 0/4 | 0/3 | 1/1 | 0/4 | 0/3 | 1/1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 3. | <p>Each box shows two numbers.</p> <p>The first is how many shifts are booked by that student group, while the second is how many shifts in total are available to that student group.</p> <p>i.e. 1 / 2 means that there is currently 1 shift booked out of a total of 2 available.</p> <p>Timeslots that are:</p> <ul style="list-style-type: none"> - Not available will be 0/0 and blacked out. - Fully booked will have numerals displayed in Bold. - Overbooked will be highlighted Red. |  <table border="1" data-bbox="726 1556 1500 1960"> <thead> <tr> <th rowspan="2">Date</th> <th colspan="2">Nursing 1st Year</th> <th colspan="2">Nursing 2nd Year</th> <th colspan="2">Default Nursing</th> <th rowspan="2">Total</th> </tr> <tr> <th>AM</th> <th>PM</th> <th>AM</th> <th>PM</th> <th>AM</th> <th>PM</th> </tr> </thead> <tbody> <tr> <td>Sunday 27/01</td> <td>0/0</td> <td>0/0</td> <td>0/0</td> <td>0/0</td> <td>0/2</td> <td>0/0</td> <td>0/2</td> </tr> <tr> <td>Monday 28/01</td> <td>0/1</td> <td>0/1</td> <td>0/0</td> <td>0/0</td> <td>1/2</td> <td>0/0</td> <td>1/2</td> </tr> <tr> <td>Tuesday 29/01</td> <td>0/1</td> <td>0/1</td> <td>0/2</td> <td>0/2</td> <td>1/0</td> <td>0/0</td> <td>1/0</td> </tr> <tr> <td>Wednesday 30/01</td> <td>0/0</td> <td>0/0</td> <td>0/2</td> <td>0/2</td> <td>1/1</td> <td>0/0</td> <td>1/1</td> </tr> </tbody> </table> | Date | Nursing 1st Year | | Nursing 2nd Year | | Default Nursing | | Total | AM | PM | AM | PM | AM | PM | Sunday 27/01 | 0/0 | 0/0 | 0/0 | 0/0 | 0/2 | 0/0 | 0/2 | Monday 28/01 | 0/1 | 0/1 | 0/0 | 0/0 | 1/2 | 0/0 | 1/2 | Tuesday 29/01 | 0/1 | 0/1 | 0/2 | 0/2 | 1/0 | 0/0 | 1/0 | Wednesday 30/01 | 0/0 | 0/0 | 0/2 | 0/2 | 1/1 | 0/0 | 1/1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Date | Nursing 1st Year | | | Nursing 2nd Year | | Default Nursing | | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | AM | PM | AM | PM | AM | PM | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Sunday 27/01 | 0/0 | 0/0 | 0/0 | 0/0 | 0/2 | 0/0 | 0/2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Monday 28/01 | 0/1 | 0/1 | 0/0 | 0/0 | 1/2 | 0/0 | 1/2 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Tuesday 29/01 | 0/1 | 0/1 | 0/2 | 0/2 | 1/0 | 0/0 | 1/0 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Wednesday 30/01 | 0/0 | 0/0 | 0/2 | 0/2 | 1/1 | 0/0 | 1/1 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

4. To change the number of available shifts in your area, click on the timeslot that you want to change and the **Request Capacity Variance** box will pop up.

4. To complete the request, fill out the following fields:

- **Capacity:** This is the new total number of shifts you wish to make available,
- **Until:** If you want this variance to apply to multiple days, choose until when you'd like this to apply,
- **Apply to:** either "Every day between dates", which will apply the change for consecutive days, or "Once per week between dates", which will apply the change on the same day of each week over several weeks,
- **Reason:** Why you need the variance approved.

Finally, click the Submit button.

5. Once submitted, you can review your capacity requests by clicking the **Pending capacity variance requests (#)** link on your sidebar.

| Date | Nursing 1st Year | | Nursing 2nd Year | |
|-----------------|------------------|-------|------------------|-------|
| | AM | PM | AM | PM |
| Sunday 12/08 | 0 / 0 | 0 / 0 | 0 / 0 | 0 / 0 |
| Monday 13/08 | 0 / 1 | 0 / 1 | 0 / 0 | 0 / 0 |
| Tuesday 14/08 | 0 / 1 | 0 / 1 | 0 / 1 | 0 / 0 |
| Wednesday 15/08 | 0 / 0 | 0 / 0 | 0 / 1 | 0 / 0 |
| Thursday 16/08 | 0 / 0 | 0 / 0 | 0 / 0 | 0 / 0 |

6. Once a capacity variance has been approved, the changed capacities will display on your Capacity Overview as **Green** boxes, and the details of the variance can be seen by hovering your mouse over the box.

| Date | Nursing 1st Year | | Nursing 2nd Year | | Diploma 1st Semester | | Diploma 2nd S | |
|-----------------|------------------|-------|------------------|-------|----------------------|-------|---------------|-------|
| | AM | PM | AM | PM | AM | PM | AM | PM |
| Sunday 12/08 | 0 / 0 | 0 / 0 | 0 / 0 | 0 / 0 | 0 / 0 | 0 / 0 | 0 / 0 | 0 / 0 |
| Monday 13/08 | 1 / 1 | 0 / 1 | 0 / 0 | 0 / 0 | 0 / 1 | 0 / 0 | 0 / 0 | 0 / 0 |
| Tuesday 14/08 | 1 / 1 | 0 / 1 | 0 / 0 | 0 / 1 | 0 / 0 | 0 / 0 | 0 / 1 | 0 / 0 |
| Wednesday 15/08 | 0 / 0 | 0 / 0 | 0 / 0 | 0 / 1 | 0 / 0 | 0 / 0 | 0 / 1 | 0 / 0 |
| Thursday 16/08 | 0 / 0 | 0 / 0 | 0 / 0 | 0 / 0 | 0 / 0 | 0 / 0 | 0 / 0 | 0 / 0 |

Requested by Spot Manager on 17/08/2012 for reason: Swapping from early to late Approved by Troy Forster on 17/08/2012.