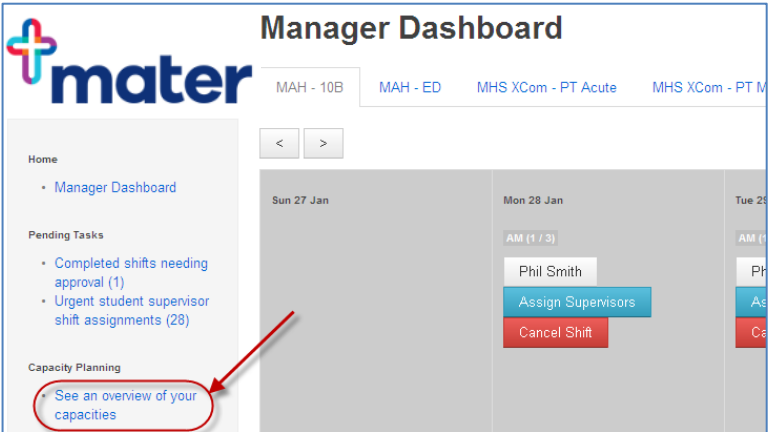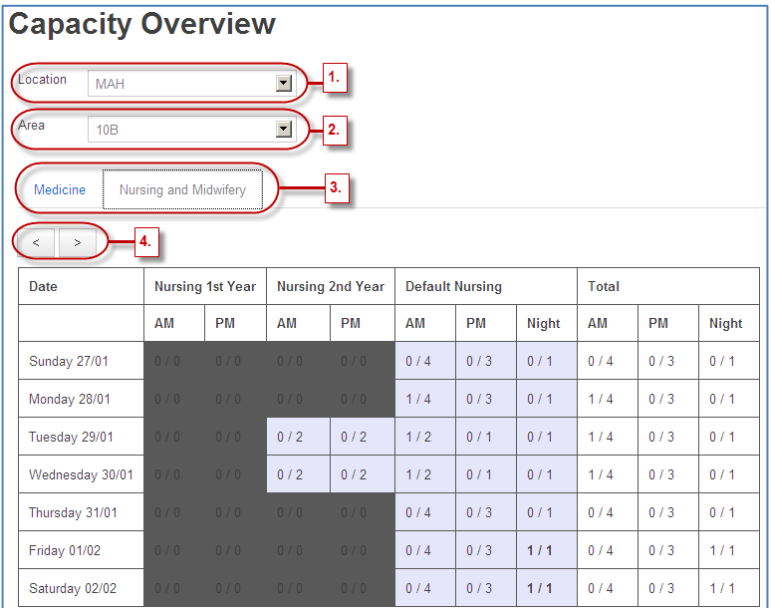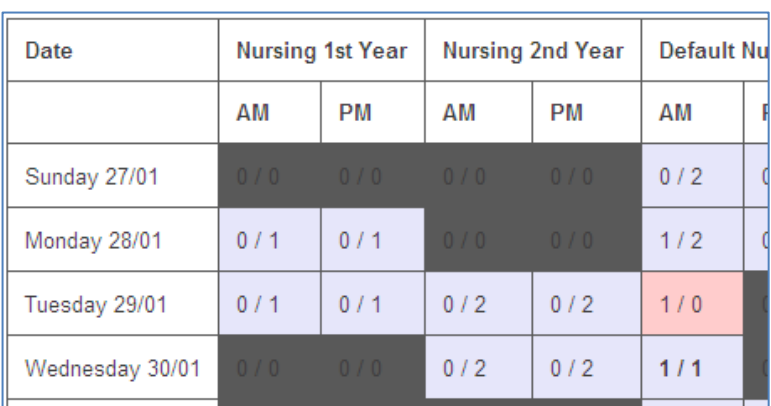# SPOT
Student Placement Online Tool

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

Steps	Action	What it looks like
1.	In the sidebar on your Manager Dashboard is the **See an overview of your capacities** link. Clicking on it takes you to the **Capacity Overview** screen.	
2.	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. You view a capacity overview by choosing: 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.	
3.	Each box shows two numbers. 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. i.e. 1 / 2 means that there is currently 1 shift booked out of a total of 2 available. Timeslots that are: - Not available will be 0/0 and blacked out. - Fully booked will have numerals displayed in **Bold**. - Overbooked will be highlighted Red.	

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.	
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.	