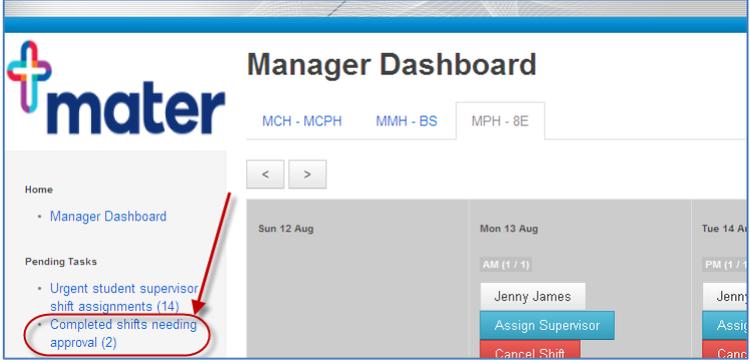
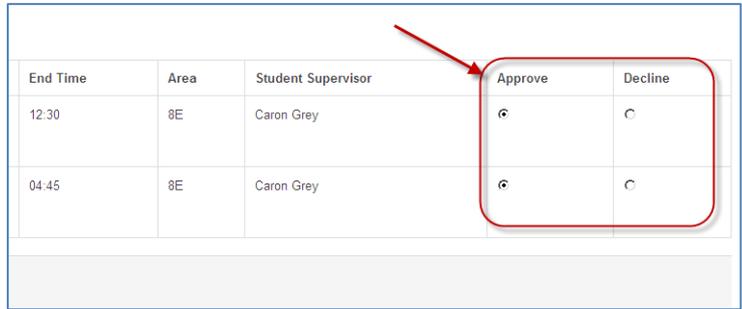
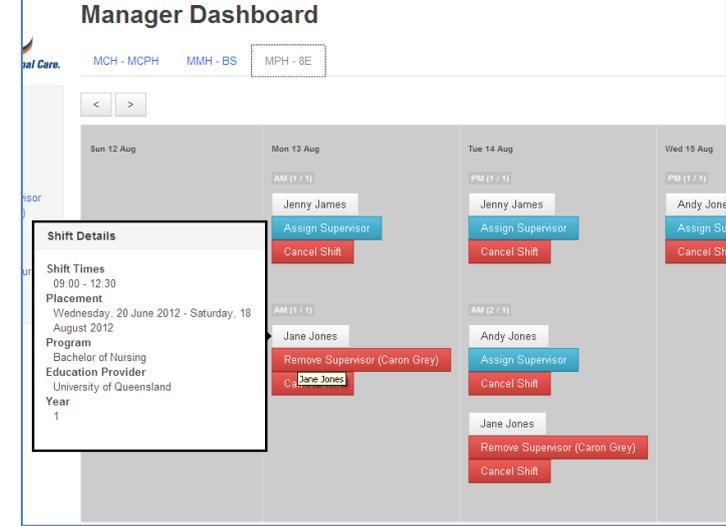


MRef-04 - Manager Reference Sheet – Approving “Unplanned” Student Shifts.

Steps	Action	What it looks like															
1.	<p>On the sidebar of your Manager Dashboard, a Completed shifts needing approval link will show if there are any shifts that students have reported that need approving.</p> <p>Clicking it takes you to the Completed Shift Requests page.</p>	 <p>The screenshot shows the 'Manager Dashboard' with a sidebar on the left. Under 'Pending Tasks', there are three items: 'Urgent student supervisor shift assignments (14)', 'Completed shifts needing approval (2)', and 'Completed shifts needing approval (2)'. A red circle highlights the 'Completed shifts needing approval (2)' link, with a red arrow pointing to it from the text in the action column.</p>															
2.	<p>In the Completed Shift Requests screen, make sure a tick is in the tick box of each shift you wish to make an approval decision on, and then review the shift's details.</p>	 <p>The screenshot shows the 'Completed Shift Requests' screen with a table of shifts. A red circle highlights the checkboxes in the first column, with a red arrow pointing to them from the text in the action column.</p> <table border="1" data-bbox="746 869 1466 1048"> <thead> <tr> <th></th> <th>Student</th> <th>Shift Date</th> <th>Start Time</th> <th>End Time</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>Jane Jones 2</td> <td>13/08/2012</td> <td>09:00</td> <td>12:30</td> </tr> <tr> <td><input checked="" type="checkbox"/></td> <td>Jane Jones 2</td> <td>14/08/2012</td> <td>01:00</td> <td>04:45</td> </tr> </tbody> </table>		Student	Shift Date	Start Time	End Time	<input checked="" type="checkbox"/>	Jane Jones 2	13/08/2012	09:00	12:30	<input checked="" type="checkbox"/>	Jane Jones 2	14/08/2012	01:00	04:45
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3.	<p>Once reviewed, choose either Approve or Decline for each shift, and then click the Submit button.</p>	 <p>The screenshot shows the 'Completed Shift Requests' screen with a table of shifts. A red circle highlights the 'Approve' and 'Decline' buttons in the last column, with a red arrow pointing to them from the text in the action column.</p> <table border="1" data-bbox="746 1205 1466 1384"> <thead> <tr> <th>End Time</th> <th>Area</th> <th>Student Supervisor</th> <th>Approve</th> <th>Decline</th> </tr> </thead> <tbody> <tr> <td>12:30</td> <td>8E</td> <td>Caron Grey</td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>04:45</td> <td>8E</td> <td>Caron Grey</td> <td><input type="radio"/></td> <td><input type="radio"/></td> </tr> </tbody> </table>	End Time	Area	Student Supervisor	Approve	Decline	12:30	8E	Caron Grey	<input type="radio"/>	<input type="radio"/>	04:45	8E	Caron Grey	<input type="radio"/>	<input type="radio"/>
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04:45	8E	Caron Grey	<input type="radio"/>	<input type="radio"/>													
4.	<p>Approved shifts will then appear on your Manager Dashboard in the area they were worked.</p>	 <p>The screenshot shows the 'Manager Dashboard' with a calendar view of shifts. A red circle highlights the 'Approve' and 'Decline' buttons in the last column, with a red arrow pointing to them from the text in the action column. A 'Shift Details' popup is visible over the calendar.</p> <div data-bbox="762 1709 999 1933" style="border: 1px solid black; padding: 5px;"> <p>Shift Details</p> <p>Shift Times 09:00 - 12:30</p> <p>Placement Wednesday, 20 June 2012 - Saturday, 18 August 2012</p> <p>Program Bachelor of Nursing Education Provider University of Queensland Year 1</p> </div>															