
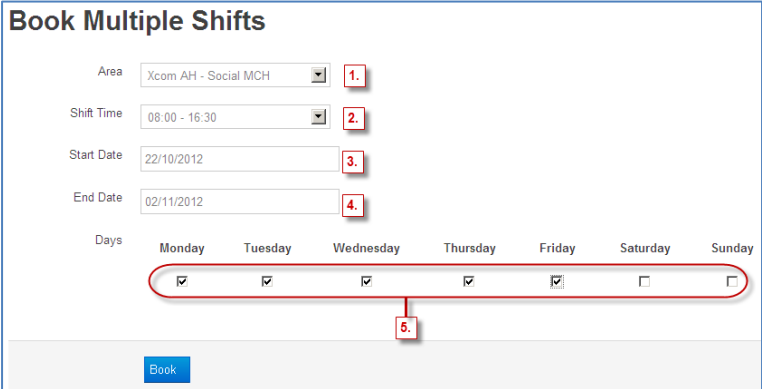
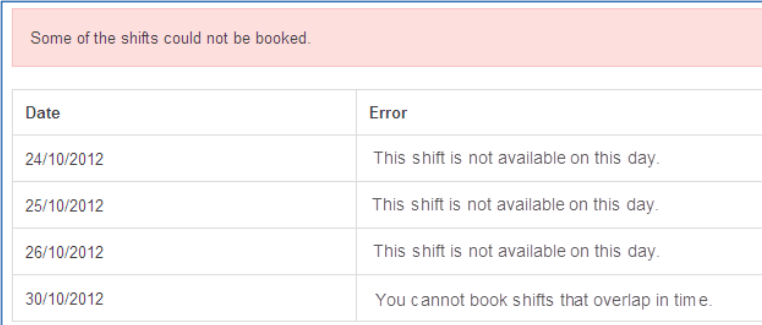


## StRef-04 - Student Reference Sheet - How to Book Multiple Shifts at Once.

Steps	Action	What it looks like										
1.	<p>If you are scheduled to work the same shift times over multiple days and weeks, you can book them all at once instead of clicking on each individually.</p> <p>To do this, click on the <b>Report completed shifts</b> link in the side bar of your student dashboard.</p>											
2.	<p>In the Book Multiple Shifts screen, choose:</p> <ol style="list-style-type: none"> <li>1. The area you're working in from the <b>Area</b> field drop down list.</li> <li>2. The start and end times you'll be working each day from the <b>Shift Time</b> field drop down list.</li> <li>3. The date of the first shift of this group of shifts in the <b>Start Date</b> field drop down list.</li> <li>4. The date of the last shift of this group of shifts in the <b>End Date</b> field drop down list.</li> <li>5. The days of each week in the time period you will be working in the <b>Days</b> tick boxes.</li> </ol> <p>Then click the <b>Book</b> button. The shifts will display on your schedule as booked cells.</p>											
3.	<p>Any shifts could not be booked, due to no shifts being available, you have a shift already booked at that time, or you've already completed your placement hours, will be displayed along with the reason why.</p> <p>You will need to check your dashboard to make individual amendments to any shifts.</p>	 <table border="1"> <thead> <tr> <th data-bbox="735 1666 1082 1709">Date</th> <th data-bbox="1082 1666 1492 1709">Error</th> </tr> </thead> <tbody> <tr> <td data-bbox="735 1709 1082 1753">24/10/2012</td> <td data-bbox="1082 1709 1492 1753">This shift is not available on this day.</td> </tr> <tr> <td data-bbox="735 1753 1082 1798">25/10/2012</td> <td data-bbox="1082 1753 1492 1798">This shift is not available on this day.</td> </tr> <tr> <td data-bbox="735 1798 1082 1843">26/10/2012</td> <td data-bbox="1082 1798 1492 1843">This shift is not available on this day.</td> </tr> <tr> <td data-bbox="735 1843 1082 1888">30/10/2012</td> <td data-bbox="1082 1843 1492 1888">You cannot book shifts that overlap in time.</td> </tr> </tbody> </table>	Date	Error	24/10/2012	This shift is not available on this day.	25/10/2012	This shift is not available on this day.	26/10/2012	This shift is not available on this day.	30/10/2012	You cannot book shifts that overlap in time.
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