
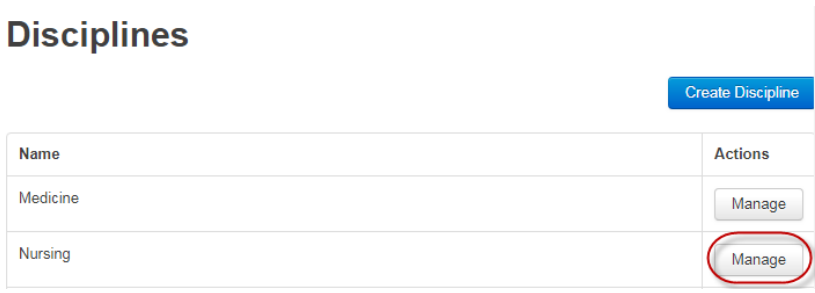
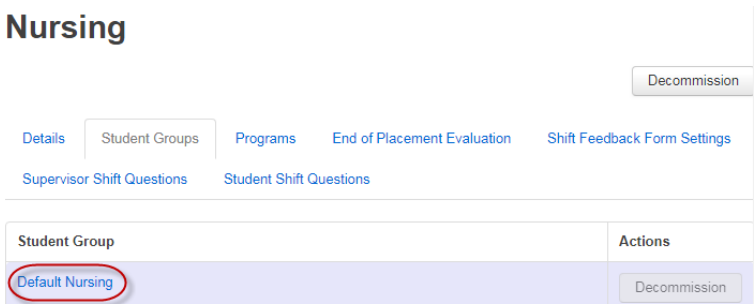


ARef-17 - Administrator Reference Sheet – How to Set Roster Guidelines

Steps	Action	What it looks like						
1.	From the Admin menu screen select Administer Disciplines	 <p>Admin</p> <ul style="list-style-type: none"> Administer Announcements Administer Clinical Settings Administer Disciplines Administer Education Providers Administer Locations Administer Reports Administer Shift Categories Administer Shift Templates Administer Student Fields Administer Users 						
2.	From the Disciplines screen select Manage on the discipline you wish to apply new guidelines.	 <p>Disciplines</p> <p>Create Discipline</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Medicine</td> <td>Manage</td> </tr> <tr> <td>Nursing</td> <td>Manage</td> </tr> </tbody> </table>	Name	Actions	Medicine	Manage	Nursing	Manage
Name	Actions							
Medicine	Manage							
Nursing	Manage							
3.	<p>Select the Student Group you wish to set roster guidelines</p> <p>Note – roster guidelines are set individually per student group</p>	 <p>Nursing</p> <p>Decommission</p> <p>Details Student Groups Programs End of Placement Evaluation Shift Feedback Form Settings</p> <p>Supervisor Shift Questions Student Shift Questions</p> <table border="1"> <thead> <tr> <th>Student Group</th> <th>Actions</th> </tr> </thead> <tbody> <tr> <td>Default Nursing</td> <td>Decommission</td> </tr> </tbody> </table>	Student Group	Actions	Default Nursing	Decommission		
Student Group	Actions							
Default Nursing	Decommission							

4.

Shift Restrictions can be changed via this screen and **Save** to submit the changes

Minimum Hours between Shifts – sets a minimum amount of hours allowed between shifts

Maximum Consecutive Days with Shifts – sets the maximum amount of shifts a student can work consecutively

Manage student group

Details

Name

Edit Shifts

Shift Restrictions

Minimum Hours between Shifts	<input type="text" value="10"/>
Maximum Consecutive Days with Shifts	<input type="text" value="5"/>