SPOT
Student Placement Online Tool
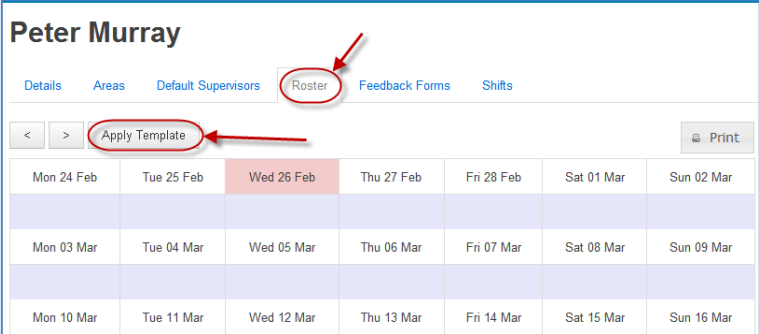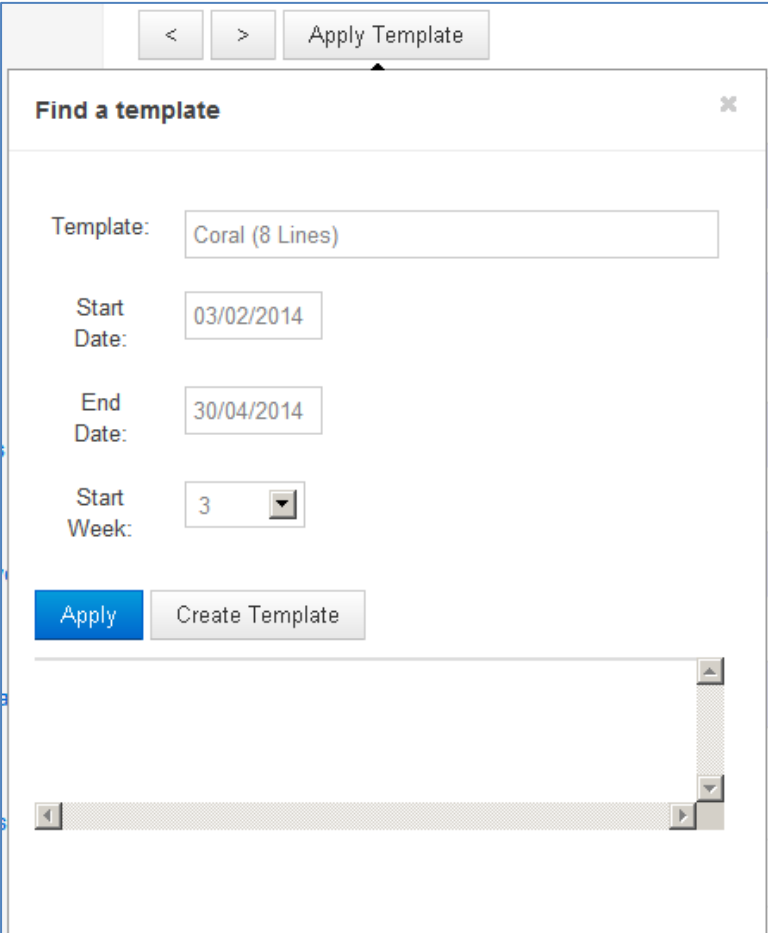
DRef-07b – Director Reference Sheet – Applying a Shift Template to a Student's Roster.

Steps	Action	What it looks like
1.	After navigating to the student details screen from the **Find a student** link, click on the **Roster** tab (see Reference Sheet *DRef-05* for more detail about using the **Find a Student** function). Click on the **Apply Template** button to display the **Find a Template** pop-up.	**Peter Murray** Details Areas Default Supervisors Roster Feedback Forms Shifts < > Apply Template 🖶 Print Mon 24 Feb / Tue 25 Feb / Wed 26 Feb / Thu 27 Feb / Fri 28 Feb / Sat 01 Mar / Sun 02 Mar Mon 03 Mar / Tue 04 Mar / Wed 05 Mar / Thu 06 Mar / Fri 07 Mar / Sat 08 Mar / Sun 09 Mar Mon 10 Mar / Tue 11 Mar / Wed 12 Mar / Thu 13 Mar / Fri 14 Mar / Sat 15 Mar / Sun 16 Mar
2.	To apply a template: - Type in the name of the template that you wish to apply in the **Template** field. This will display a list of templates that you can click on to choose, along with how many line (or weeks) the template is made up of. - Select a **Start Date** and an **End Date** that the template will apply too. These dates default to the student's current placement start and end dates. - Select a **Start Week** for the template. This controls which line of the template will be applied on the week of the Start Date. *Example: An 8 line template that starts on the 03/02/2014 with a start week of 3 will have line 3 of the template applied to the week commencing 03/02/2014, line 4 applied to the week commencing 10/02/2014, line 5 > 17/02/2014, line 6 > 24/02/2014 and so on until the end date or the student's placement hours have been completed. Once the last line of the template has been applied it will cycle back to the first line and start applying lines again.* - Click the **Apply** button.	< > Apply Template **Find a template** ✕ Template: Coral (8 Lines) Start Date: 03/02/2014 End Date: 30/04/2014 Start Week: 3 ▾ Apply Create Template

| 3. | After a few seconds of loading, all shifts that could be booked will be applied to the roster and a count of shifts booked will be displayed.

A list of shifts that could not be booked will display along with the reason why.

There are three reasons a shift will not be booked:
- *This shift is not available on this day:* *This means that the available capacity for that shift type in the Area is either booked out or is zero.(See Reference Sheet DRef-04 to modify capacity)*
- *You cannot book shifts in this area:* *This means that the student has not been assigned to that Area for that date in their Area tab.* (see Reference Sheet *DRef-06* to modify a student's Area(s)).
- *You cannot book shifts that overlap in time:* *This means that the student already has a shift booked in their roster that the template is trying to book over.* (see Reference Sheet *DRef-07a* to modify a student's individual shifts). | **Peter Murray**

Details Areas Default Supervisors Roster Feedback Forms Shifts

< > Apply Template ... Print

Mon 24 Feb / Tue 25 Feb / Wed 26 Feb / Thu 27 Feb / Fri 28 Feb / Sat 01 Mar / Sun 02 Mar

Mon 03 Mar / Tue 04 Mar / Wed 05 Mar / Thu 06 Mar / Fri 07 Mar / Sat 08 Mar / Sun 09 Mar

Mon 10 Mar / Tue 11 Mar / Wed 12 Mar (0630 - 1830) / Thu 13 Mar (0630 - 1830) / Fri 14 Mar (1300 - 2300) / Sat 15 Mar (1830 - 0630) / Sun 16 Mar (1830 - 0630)

Mon 17 Mar / Tue 18 Mar / Wed 19 Mar / Thu 20 Mar / Fri 21 Mar (0630 - 1830) / Sat 22 Mar (1300 - 2300) / Sun 23 Mar (1300 - 2300)

Mon 24 Mar (1830 - 0630) / Tue 25 Mar / Wed 26 Mar / Thu 27 Mar / Fri 28 Mar / Sat 29 Mar (0630 - 1830) / Sun 30 Mar (0630 - 1830)

Apply Create Template

33 of 40 shifts booked.

24/04/2014 Coral 18:30:00 - 06:30:00 — This shift is not available on this day.

16/05/2014 Coral 06:30:00 - 18:30:00 — You have already booked enough hours to complete your placement |

4.	***Troubleshooting 1:*** If the template you are attempting to assign does not display when typing into the **Template** field: 1. Check that the student has been assigned to the area that corresponds with the template you are attempting to assign in their **Area** tab (see Reference Sheet *DRef-06*). 2. Check that the template has been created (see Reference Sheet *DRef-03*).
5.	***Troubleshooting 2:*** If the **Start** and **End** Date fields display 01/01/1 this is because the roster is showing a range of dates in which the student has no active placement. Navigate to a time period that the student has an active placement using the forward and back **Arrow** buttons next to the **Apply Template** button.