

## MRef-01 - Manager Reference Sheet – Using the Manager Dashboard.

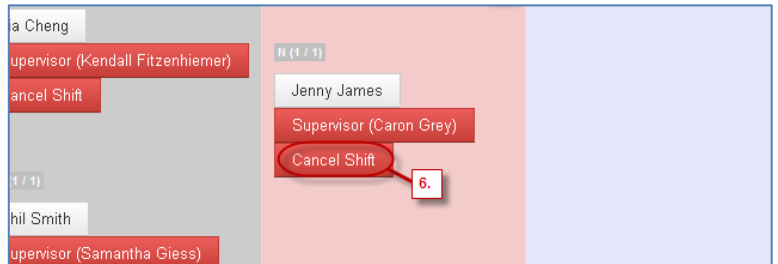
- The following is displayed on your **Manager Dashboard**:
  - **Arrow** buttons that move the schedule 1 week forward or back and a **Jump to:** field that allows you to view any week by choosing a date (1.)
  - a **Print** button and **From/To** fields that will generate a printable list in .pdf format of the timeframe chosen (2.)
  - a **Supervisor** button for each student's shift, which will be blue and display 'Assign Supervisors' if no supervisor is assigned to that student for the shift, red and display the name of the assigned supervisor or 'Multiple Supervisors' if more than one has been assigned, or green is a supervisor has been assigned AND completed a feedback form on that student's shift. (see *DRef-09* for details of assigning supervisors) (3.)
  - a **Student Name** button on each date that the student has booked a shift in that area. Clicking it navigates to the **Student Details** screen (see *DRef-05* for details) (4.).
  - a pop-up box containing the **Shift Details** displays when the cursor is hovered over a **Student Name** button (5.).
  - a **Cancel Shift** button for each shift that when clicked on will cancel that student's shift (6.).

### Manager Dashboard

The screenshot shows the Manager Dashboard interface for 'MMH - BS - Pub'. At the top, there are navigation arrows and a 'Jump to:' field (1). Below this is a 'Print' button and 'From: 27/01/2014 To: 02/02/2014' fields (2). The main area displays a calendar grid from Monday, 27 Jan to Sunday, 02 Feb. Each day's shift slots (AM, PM, NIGHT) contain student names and buttons. A 'Supervisor (Jayd Moule)' button is highlighted in green (3). A 'Student Name' button for 'Bella Paterson' is highlighted (4), and a 'Shift Details' pop-up window is shown over it (5). The pop-up displays: Shift Times (07:00 - 19:30), Placement (Wednesday, 1 January 2014 - Monday, 3 March 2014), Program (Bachelor of Medicine, Bachelor of Surgery), Education Provider (University of Queensland), and Year (2). A 'Cancel Shift' button for 'Ralph Smith' is highlighted in red (6).

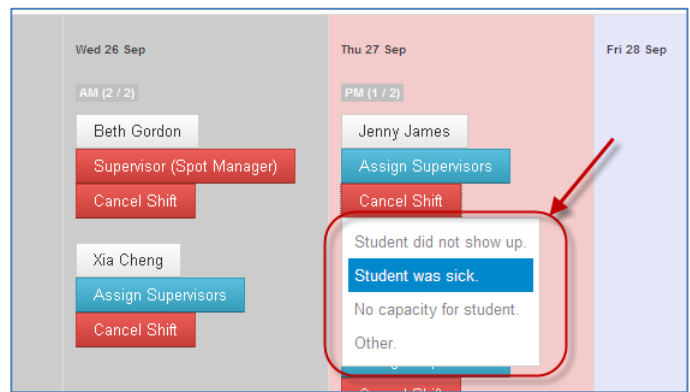
2. To cancel a student's shift, click the **Cancel Shift** button and then click the **Are You Sure? Yes** button.

**NOTE:** *If there have been feedback forms submitted for the shift, an error message will display and you will not be able to cancel the shift. If you need to remove this shift for some reason, please contact your SPOT System Administrator.*



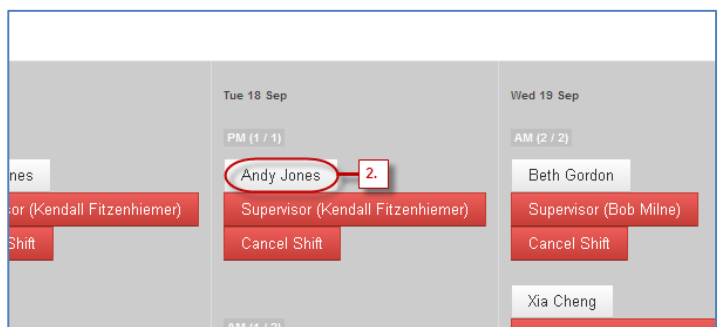
3. If you are cancelling a shift with a start time that is within 24 hours of now, an "absence reason" list will display when you click the **Cancel Shift** button.

Click the appropriate reason and the shift will then disappear.



4. To view a student's details, click on their **Student Name** button.

This will navigate to the **Student Details** screen.



5. The **Student** screen displays several tabs of information about the student.

The **Details** tab displays the student's placement, program, learning details and other important information in one place.

There are also links to send the student an email, to see who their assigned Facilitators are and to download any associated documents.

For more information of the other tabs, see:

- [MRef-03 – Assigning Student's Supervisors](#)
- [MRef-06 – Reviewing Student Feedback History](#)
- [MRef-08 – Adding Student Notes](#)

