

Items should be completed in order laid out below.

Actions in **Bolded Black Text** are mandatory configuration actions and must be completed.

Double click on the tick box and select checked once an action has been completed.

ITEM	ACTIONS
1. Create New Discipline	<input type="checkbox"/> Create new Discipline (ARef-05: Actions 2&7) http://www.spotapp.com.au/support/system-administrators/reference/how-to-administer-disciplines-student-groups-and-p.pdf <hr/> <i>Comments:</i>
2. Create any additional Student Group(s)	<input type="checkbox"/> Create any new Student Groups (ARef-05: Action 4) http://www.spotapp.com.au/support/system-administrators/reference/how-to-administer-disciplines-student-groups-and-p.pdf <hr/> <i>Comments:</i>
3. Add Program(s)	<input type="checkbox"/> Add at least 1 Program to the new Discipline (ARef-05: Action 6) http://www.spotapp.com.au/support/system-administrators/reference/how-to-administer-disciplines-student-groups-and-p.pdf <hr/> <i>Comments:</i>
4. Add any Evaluation Questions	<input type="checkbox"/> Add End of Placement Evaluation Questions to the Discipline (ARef05: Action 6) http://www.spotapp.com.au/support/system-administrators/reference/how-to-administer-disciplines-student-groups-and-p.pdf <hr/> <i>Comments:</i>
5. Add the new Discipline to any Area(s) that require it	<input type="checkbox"/> Add the Discipline to at least 1 Area (ARef-10: Action 7) http://www.spotapp.com.au/support/system-administrators/reference/how-to-administer-areas.pdf <hr/> <i>Comments:</i>

<p>6. Add any new Shift Types to the Area(s)</p>	<p><input type="checkbox"/> Add any new Shift Types to each Area (ARef-10: Action 9) http://www.spotapp.com.au/support/system-administrators/reference/how-to-administer-areas.pdf</p> <p>Comments:</p>
<p>7. Add Student Groups to Shift Types</p>	<p><input type="checkbox"/> Add at least 1 Student Group from the new Discipline to at least one Shift Type in each Area (ARef-10: Action 10) http://www.spotapp.com.au/support/system-administrators/reference/how-to-administer-areas.pdf</p> <p>Comments:</p>
<p>8. Assign Discipline to Users</p>	<p><input type="checkbox"/> Assign the Discipline to at least 1 Director User (ARef-02: Actions 1&4) http://www.spotapp.com.au/support/system-administrators/reference/how-to-administer-user-roles-and-permissions.pdf</p> <p>Comments:</p>
<p>9. Add Capacity to Area(s)</p>	<p><input type="checkbox"/> Add Total Shift Capacity to each Area for the new Discipline (DRef-04a: Actions 1 through 6)</p> <p><input type="checkbox"/> Add Student Group Capacity to each Area for the new Discipline (DRef-04a: Actions 7&8)</p> <p><input type="checkbox"/> Add Area Capacity to each Area for the new Discipline (DRef-04b: Actions 1,2&6) http://www.spotapp.com.au/support/directors/reference/how-to-manage-your-capacity-at-a-students-per-shif.pdf</p> <p>Comments:</p>