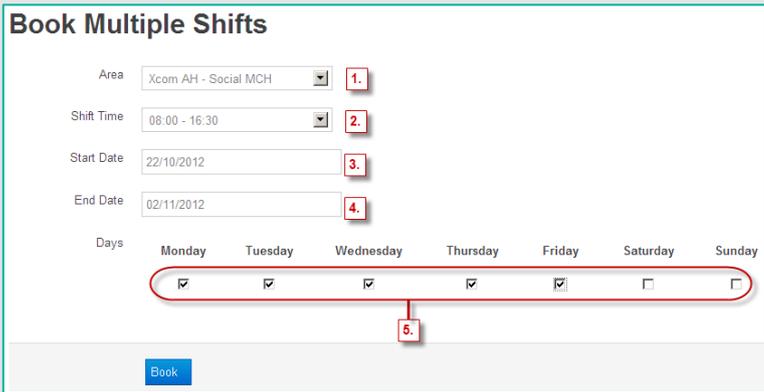


StRef-04 - Student Reference Sheet - How to Book Multiple Shifts at Once.

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 Report completed shifts 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"> 1. The area you're working in from the Area field drop down list. 2. The start and end times you'll be working each day from the Shift Time field drop down list. 3. The date of the first shift of this group of shifts in the Start Date field drop down list. 4. The date of the last shift of this group of shifts in the End Date field drop down list. 5. The days of each week in the time period you will be working in the Days tick boxes. <p>Then click the Book button. The shifts will display on your schedule as booked cells</p>	

3. 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.

You will need to check your dashboard to make individual amendments to any shifts.

Some of the shifts could not be booked.	
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.