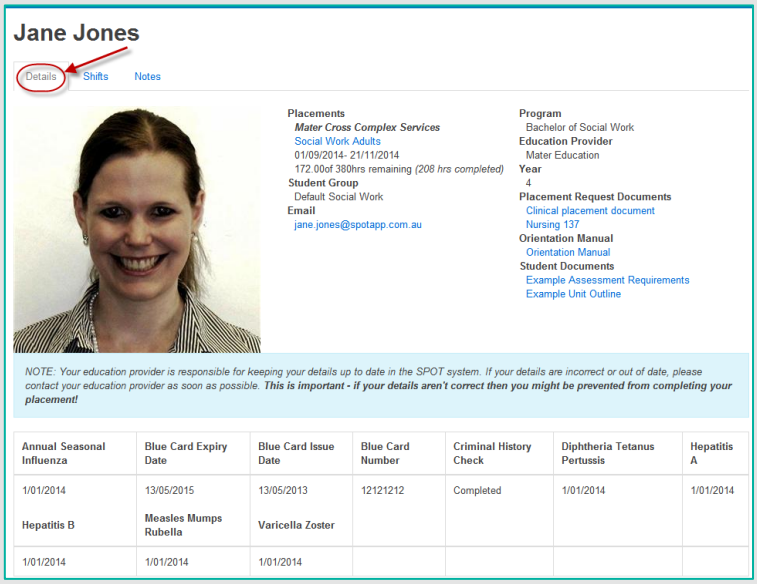
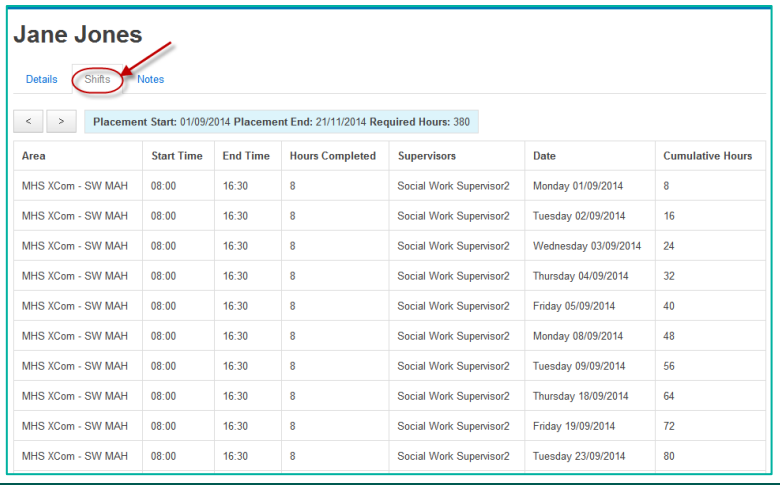
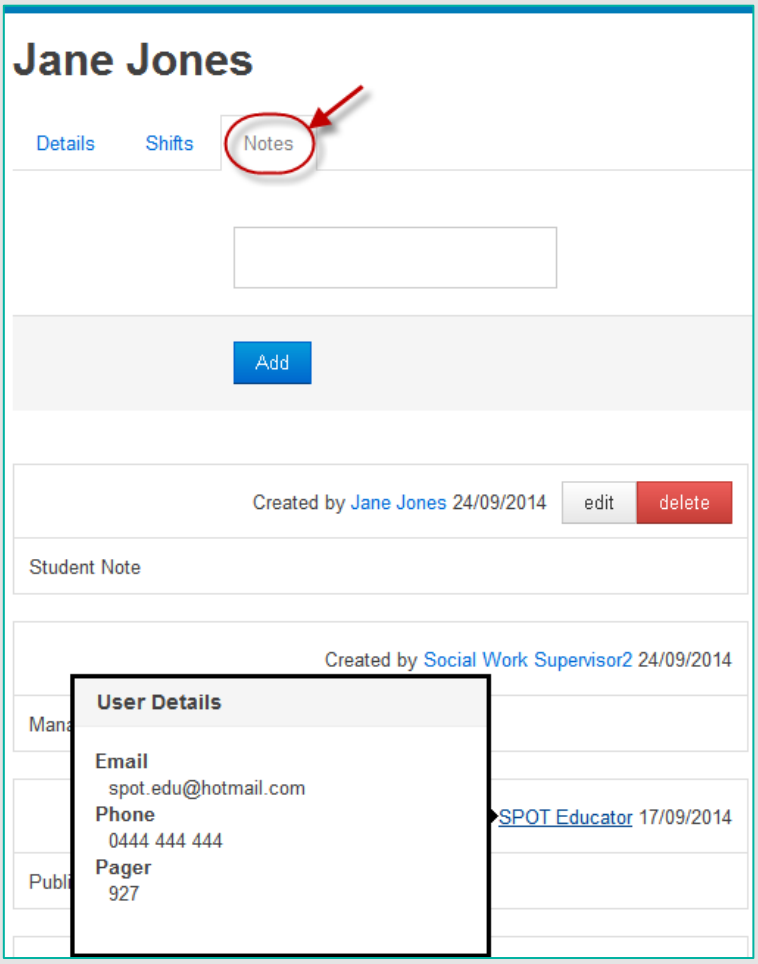
# StRef-05 - Student Reference Sheet - How to View Details and Placement History.

| Steps | Action | What it looks like |
|---|---|---|
| 1. | Click the **View my details** link in the sidebar. This will take you to the **Details** screen. | |
| 2. | In your **Details** tab you can see any fields that have been uploaded into SPOT from your Education Provider.<br><br>These may include, amongst other things, prerequisites for placement and additional contact details. |   |
| 3. | The **Shifts** tab displays the details of your placement(s) and the shifts booked for each placement.<br><br>The bar at the top of the page shows the Placement **Start** and **End** dates and the **Required Hours** for the placement, defaulting to the current placement. Clicking on the back and forward arrows will display previous or future placements. |   |

| | | |
|---|---|---|
| | The details of each shift completed on the chosen placement displays in a list under the placement bar. | |
| 4. | The **Notes** tab displays any notes that have been attached to your profile.<br><br>**Notes** can be written and seen by anyone involved in your clinical placement, including you. Each Note displays who it was created by and on what date. Hovering over the creator's name displays that **User's Details.**<br><br>To create a new Note, type into the text field and click the **Add** button.<br><br>You can delete and/or edit Notes that you have previously written by clicking the appropriate button on the Note. |  |