DASHBOARD USER GUIDE ASSIGNING A REGISTERED WORKER TO A DEPARTMENT

UNIVERSITY OF CAMBRIDGE
Information Services

DASHBOARD TECHNOLOGY

ASSIGNING A REGISTERED WORKER TO A DEPARTMENT

Introduction and Description

A Department Manager wants to assign a registered worker to their department.

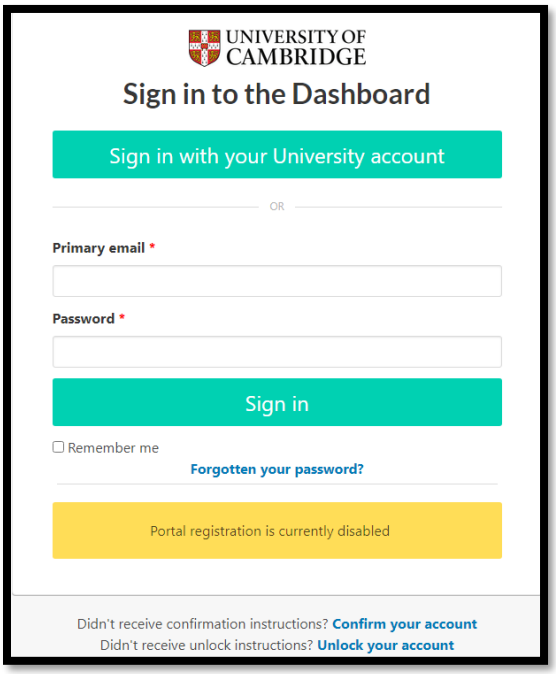
A worker has registered initially in the Department of Veterinary Medicine, but Education Services would also like to use the same worker for work in their department.

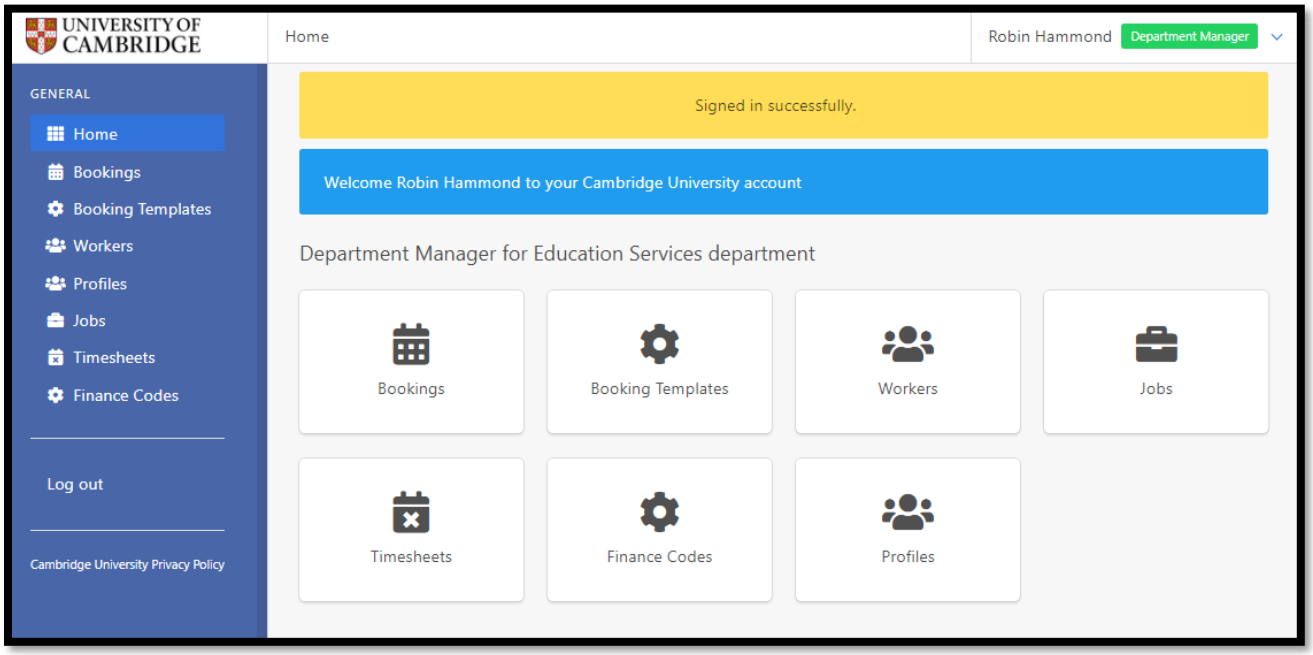
Note! As soon as Education Services have assigned the worker to their department, they will be able to be include that worker in their bookings. There is no need to do any further RTW checks.

Step 1

Sign into the UAT Dashboard using your Department Manager account.

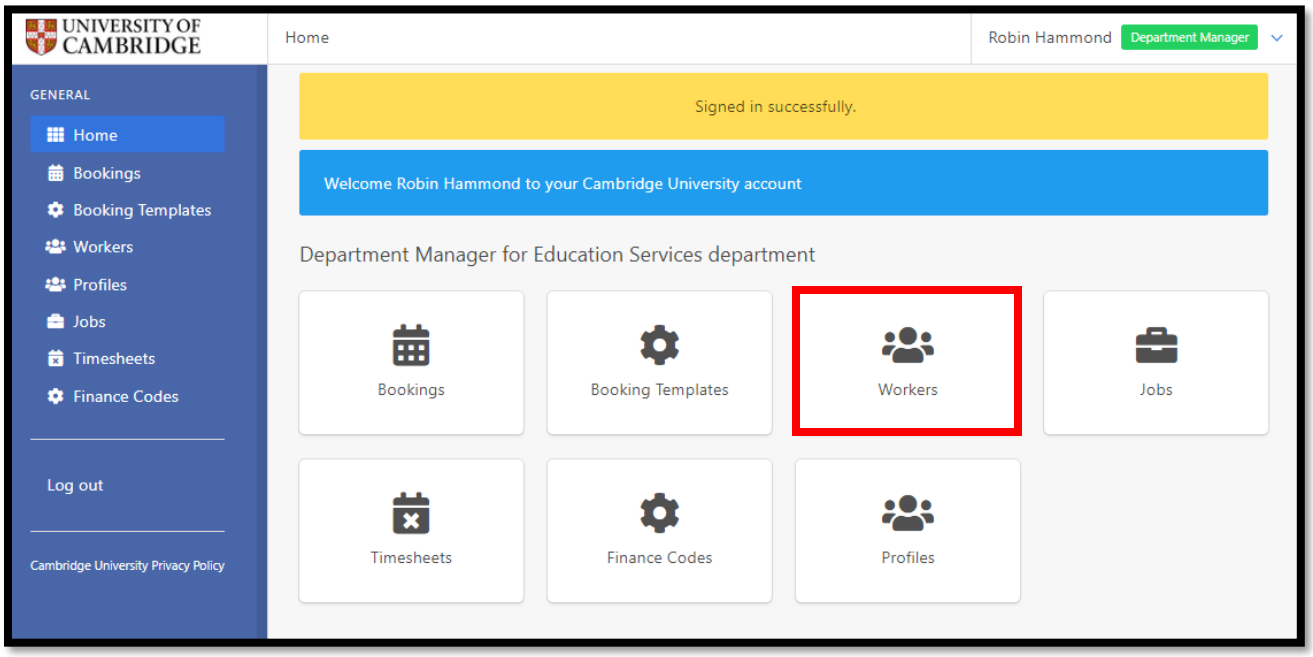
https://cambridgetest.demodashboardtechnology.co.uk





Step 2

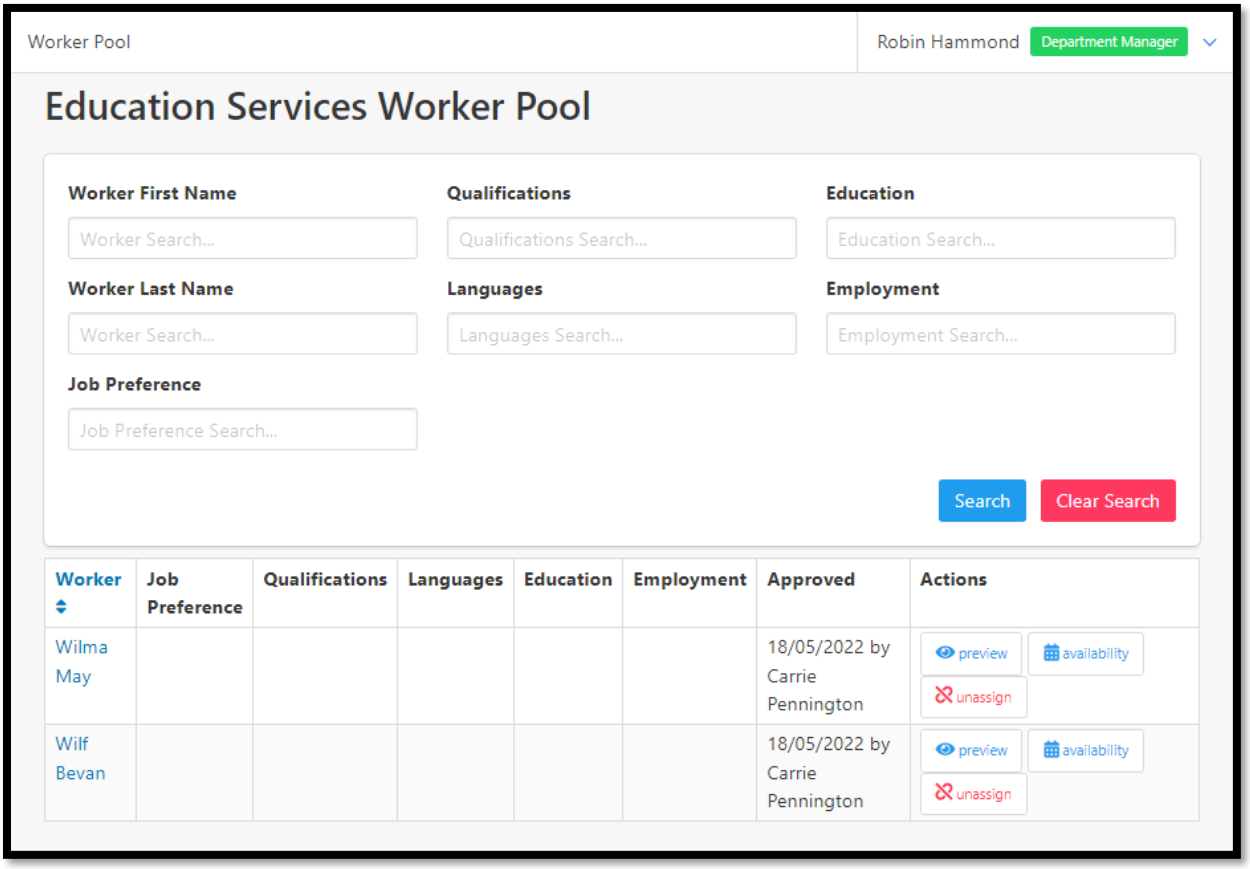
Select the **Workers** button.



Step 3

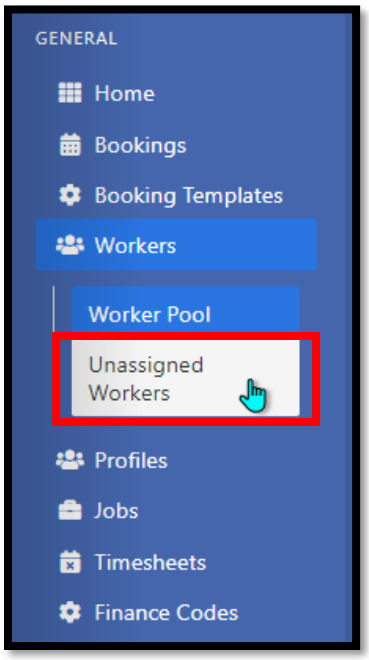
The page will refresh to show the ‘Education Services Worker Pool’ Page, or the Workers Pool page for the department you are working in.

All workers currently assigned to your department and available to be booked onto jobs will be listed here.



Step 4

Select the **Unassigned Workers** button from the left-hand menu.

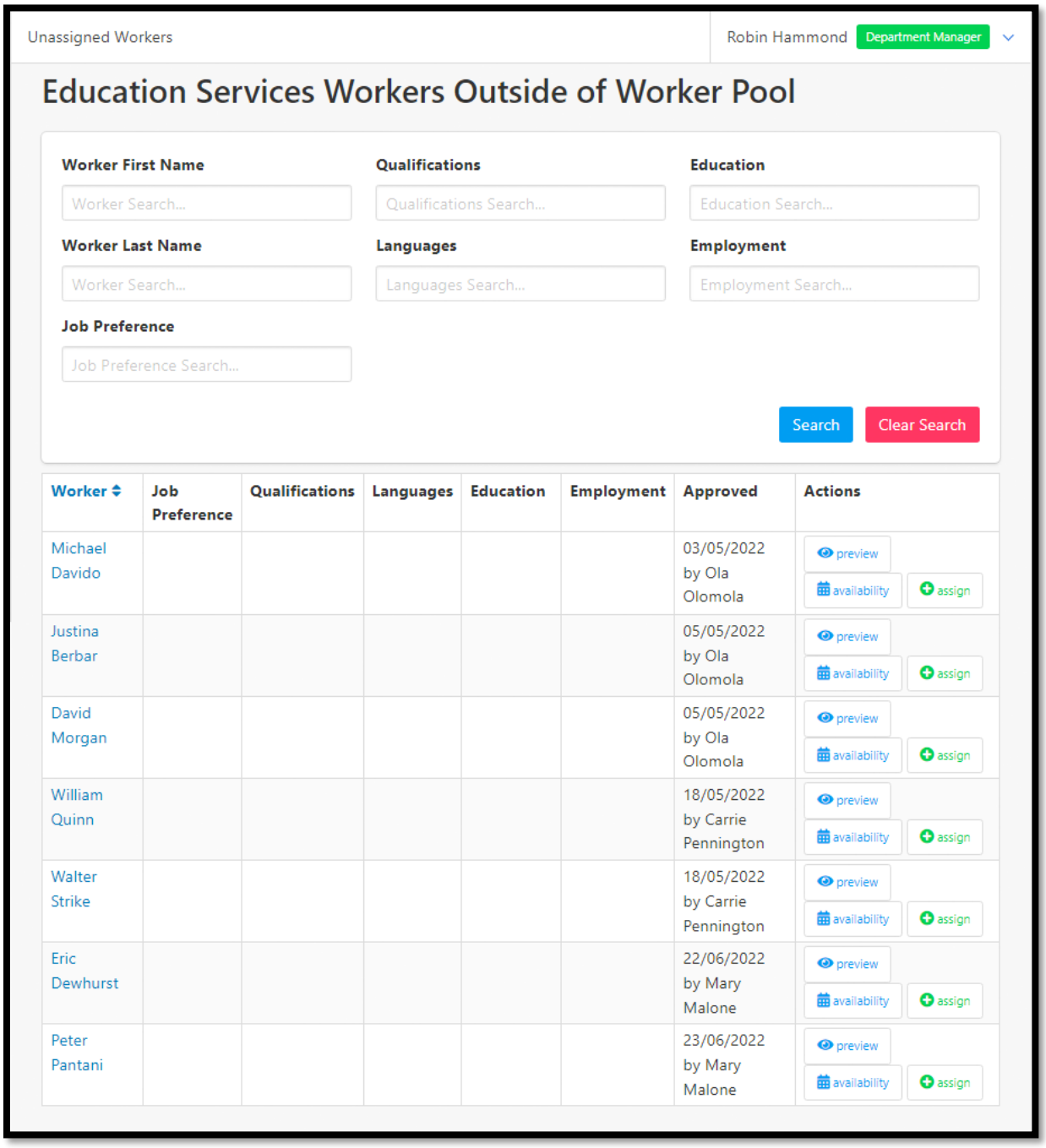


The page will refresh and will list all workers outside of the current department worker pool.

Step 5

The ‘Workers Outside of Worker Pool’ list contains all unassigned workers.

You can see who originally approved the worker and on what date the worker was approved by looking under the **Approved** column.



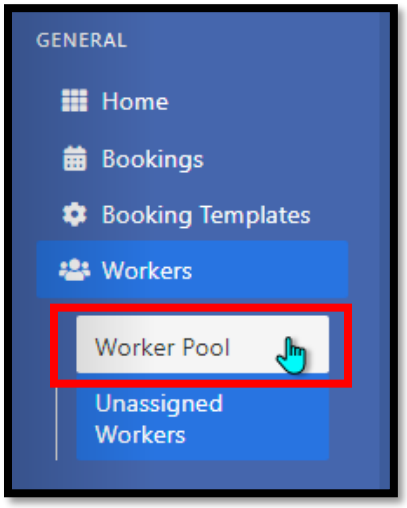
Buttons are available to **preview** basic worker details, view their **availability** and **assign** a worker to your department. Clicking on their **name** will load their profile page.

Step 6

To assign a worker (in this case Walter Strike) from this list to your department, simply press the green assign button to the right-hand end of their name.

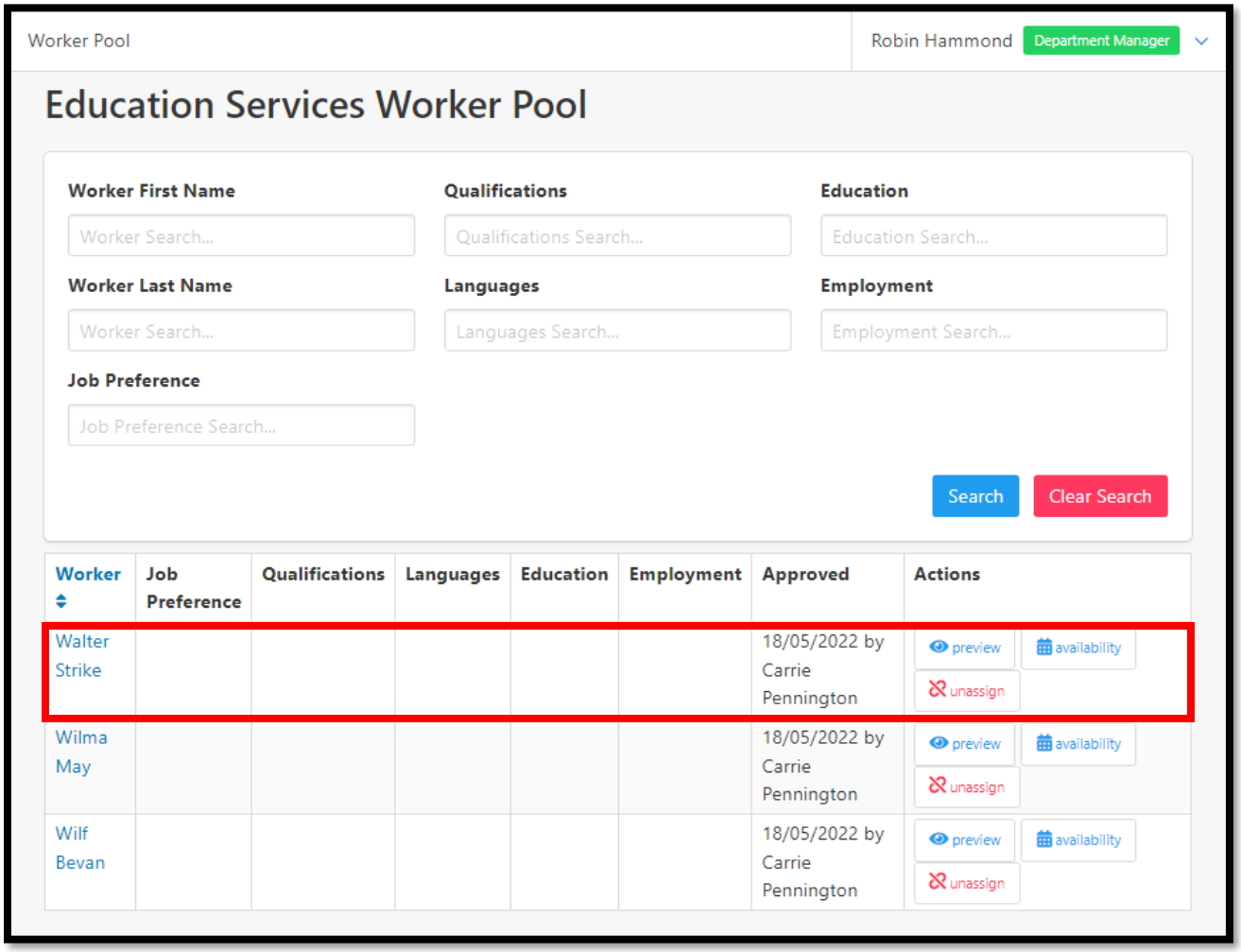
Step 7

Select the Worker Pool button from the left-hand menu, as shown below:



Step 8

The page will display the Worker Pool for the department, in this case the ‘Education Services Worker Pool’. Note that our worker (Walter Strike) is now listed and is therefore now available for job bookings.



Note. If you later wish to unassign a worker from your worker pool you simply select the red **unassign** button as shown below:

Finish