

SCENARIO 6

1ST ACCEPT, 1ST BOOK DRAW DOWN

Scenario Introduction and Description

The Department Coordinator wants to create a booking for a Demonstrator Payrate of £13.81 (hourly rate) for the whole Term (8 weeks). The demonstration days and times vary each week. In weeks 1,3,5,7 they are on Tuesday from 09.00 - 13.00 and in weeks 2,4,6,8 they are on Thursday from 13.00 - 17.00. The worker will work 4 hours per week for 8 weeks.

The Department Coordinator has a number of PhD students registered as workers on Dashboard who they want to advertise the role to. They don't mind who accepts the role and are happy for the first worker to accept it to take the booking.

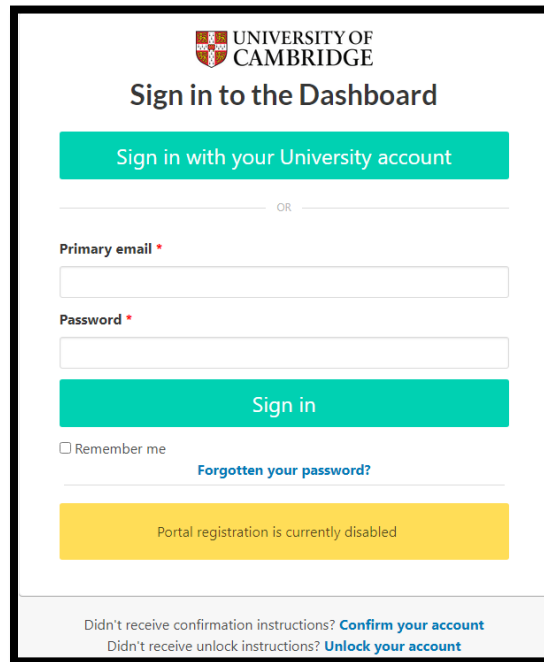
The **1st Accept, 1st Book Draw Down** type of booking is used when the following criteria exists:

1. You require either one worker or multiple workers for the same job, and you need to fill the positions quickly. You will send your job request out to a specific number of workers from your pool of workers. The first worker(s) to accept the job and register their interest will be booked to do the job.
2. The worker job booking is for a total number of hours to be worked during the week, but the times vary.

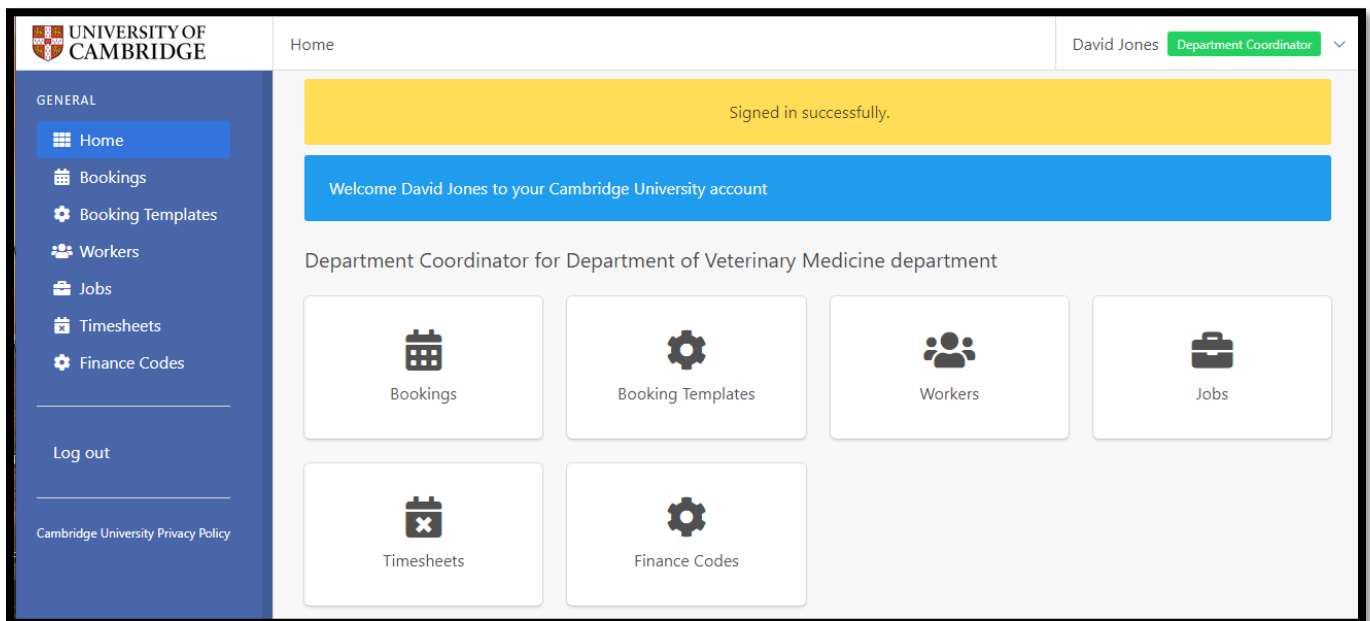
Step 1

Sign into the UAT Dashboard using your Department Coordinator account.

<https://cambridgetest.demodashboardtechnology.co.uk>



The image shows a sign-in form for the University of Cambridge dashboard. At the top is the University of Cambridge logo and the text "Sign in to the Dashboard". Below this is a green button labeled "Sign in with your University account". Underneath is a horizontal line with "OR" in the center. The form then has two input fields: "Primary email" and "Password", both with red asterisks indicating they are required. Below the password field is a green "Sign in" button. There is a checkbox for "Remember me" and a link for "Forgotten your password?". At the bottom of the form is a yellow box with the text "Portal registration is currently disabled". At the very bottom, there are two links: "Didn't receive confirmation instructions? Confirm your account" and "Didn't receive unlock instructions? Unlock your account".



The image shows a screenshot of the dashboard after a successful login. The top left corner features the University of Cambridge logo. The top right corner shows the user's name "David Jones" and their role "Department Coordinator" with a dropdown arrow. The main content area has a yellow banner that says "Signed in successfully." followed by a blue banner that says "Welcome David Jones to your Cambridge University account". Below these banners, the user's role is displayed: "Department Coordinator for Department of Veterinary Medicine department". There are six tiles representing different dashboard sections: "Bookings", "Booking Templates", "Workers", "Jobs", "Timesheets", and "Finance Codes". Each tile has a corresponding icon. On the left side, there is a dark blue sidebar with a "GENERAL" section containing links for "Home", "Bookings", "Booking Templates", "Workers", "Jobs", "Timesheets", and "Finance Codes". At the bottom of the sidebar are "Log out" and "Cambridge University Privacy Policy" links.

Step 2

Select the **Bookings** button.

The screenshot shows the University of Cambridge Bookings dashboard. On the left is a blue sidebar with a 'GENERAL' section containing links for Home, Bookings, Booking Templates, Workers, Jobs, Timesheets, and Finance Codes. Below these are 'Log out' and 'Cambridge University Privacy Policy' links. The main content area has a yellow 'Signed in successfully.' banner, a blue 'Welcome David Jones to your Cambridge University account' banner, and a title 'Department Coordinator for Department of Veterinary Medicine department'. Below the title are six white tiles: 'Bookings' (calendar icon, highlighted with a red box), 'Booking Templates' (gear icon), 'Workers' (people icon), 'Jobs' (briefcase icon), 'Timesheets' (calendar with 'x' icon), and 'Finance Codes' (gear icon). The top right shows the user 'David Jones' with the role 'Department Coordinator'.

Step 3

Our first step is to create the Booking itself. Once we have done this, it will be advertised to our pool of workers. The workers will receive an email, and the first one to accept the job booking will be booked.

On the **Bookings** page select the green **+Draw Down** button.

The screenshot shows the 'Department of Veterinary Medicine Bookings' page. At the top left is the title 'Department of Veterinary Medicine Bookings'. To its right is a search bar with 'Department of Veterinary Medicine' and a green 'Go' button. Further right is a 'Create a Booking' dropdown menu with a green '+ Draw Down' button highlighted by a red box and a green '+ Booking' button. Below this is a calendar view for 'May 30 - Jun 5, 2022'. The calendar has columns for 'Mon 30/5', 'Tue 31/5', 'Wed 1/6', 'Thu 2/6', 'Fri 3/6', 'Sat 4/6', and 'Sun 5/6'. The rows represent time slots: 'all-day', '11am', '11:30am', '12pm', '12:30pm', '1pm', '1:30pm', and '2pm'. The 'all-day' row for Monday is highlighted in yellow. The top right shows the user 'David Jones' with the role 'Department Coordinator'.

Step 4

On the **Create new Draw Down Booking** page, choose **First-accept, First-book** from the **Booking Type** drop down menu.

The screenshot shows a web form titled "Create new Draw Down Booking: Department of Veterinary Medicine". The user is identified as David Jones, a Department Coordinator. The form includes several sections:

- Title**: A text input field.
- Booking Type**: A dropdown menu with "First-accept, First-book" selected. This field is highlighted with a red border.
- Week commencing**: A date input field containing "30/05/2022".
- Hours to be Worked**: Two input fields for "Hours" (10) and "Minutes" (0).
- Expiry Date**: Two input fields for date ("31/05/2022") and time ("12:06").
- Contact**: A dropdown menu with "None" selected.
- Cost Code**: A dropdown menu with "Please Select" and a percentage input field set to "100". There are "Delete" and "Add Cost Code" buttons.
- Expenses Require Different Cost Code**: A dropdown menu with "Please select".
- Quantity**: An input field with "1" and a "Job" dropdown menu with "Please Select".
- Event**: A dropdown menu with "None".
- Unpaid Breaks**: An input field with "0".
- Instructions for Workers**: A rich text editor with a toolbar and a text area.

At the bottom, there are two checkboxes: "Would you like to repeat this booking, starting this week?" and "Save this booking as a template?". There are also "Create" and "Find Workers" buttons.

Step 5

Complete the other fields as necessary, see screenshot plus field help tips below.

Bookings / Create Booking David Jones Department Coordinator

Create new Draw Down Booking: Department of Veterinary Medicine

Title * ⓘ <input type="text" value="Demonstrator Booking"/>	Booking Type * ⓘ <input type="text" value="First-accept, First-book"/>												
Week commencing * <input type="text" value="03/10/2022"/>	Quantity * ⓘ <input type="text" value="1"/> x Job * ⓘ <input type="text" value="Demonstrator (SP33)"/>												
Hours to be Worked * ⓘ <table border="1"><tr><td>Hours</td><td>Minutes</td></tr><tr><td><input type="text" value="4"/></td><td><input type="text" value="0"/></td></tr></table>	Hours	Minutes	<input type="text" value="4"/>	<input type="text" value="0"/>	Pay Rates (per hour) <table border="1"><tr><td>18 to 20</td><td>under 18</td><td>23 and over</td><td>21 to 22</td></tr><tr><td>£13.81</td><td>£13.81</td><td>£13.81</td><td>£13.81</td></tr></table>	18 to 20	under 18	23 and over	21 to 22	£13.81	£13.81	£13.81	£13.81
Hours	Minutes												
<input type="text" value="4"/>	<input type="text" value="0"/>												
18 to 20	under 18	23 and over	21 to 22										
£13.81	£13.81	£13.81	£13.81										
Expiry Date * ⓘ <input type="text" value="05/09/2022"/> <input type="text" value="12:06"/>	Event ⓘ <input type="text" value="None"/>												
Contact ⓘ <input type="text" value="None"/>	Unpaid Breaks * ⓘ <input type="text" value="0"/>												
Cost Code * ⓘ <input type="text" value="PNAG/685.01.G107217 - -"/> % <input type="text" value="100"/> Delete Add Cost Code	Instructions for Workers * ⓘ <small>If applicable, you can also provide here terms and conditions attached to this job</small> <div style="border: 1px solid #ccc; padding: 5px;"><p>The demonstration days and times vary each week. In weeks 1,3,5,7 they are on Tuesday from 09.00 - 13.00 and in weeks 2,4,6,8 they are on Thursday from 13.00 - 18.00.</p></div>												
Expenses Require Different Cost Code * ⓘ <input type="text" value="No"/>													
<input checked="" type="checkbox"/> Would you like to repeat this booking, starting this week? For how many more weeks would you like to repeat this booking? <input type="text" value="8"/> On which days? <table border="1"><tr><td>Mon</td></tr><tr><td><input checked="" type="checkbox"/></td></tr></table>		Mon	<input checked="" type="checkbox"/>										
Mon													
<input checked="" type="checkbox"/>													
<input type="checkbox"/> Save this booking as a template? ⓘ													
Create Find Workers													

Title

Enter a title for your booking. Include enough information so you and other staff members using the system will understand it. Do not make it too short or too long.

Week commencing

This is the week commencing date of the booking (weeks always start on a Monday), in other words, the week the worker will start their work for you.

Hours to be worked

This is the total number of hours you are requesting the worker to work, during the course of the week.

Expiry Date

This is the cutoff date and time you choose to fill the booking with workers. If the worker or workers you have chosen have not responded by this date and time, then you need to find other workers to fulfil the booking.

Contact

If you have a member of staff responsible for this booking, or possibly in charge of running the event and they can act as a contact for the worker then they can be entered here.

Cost Code

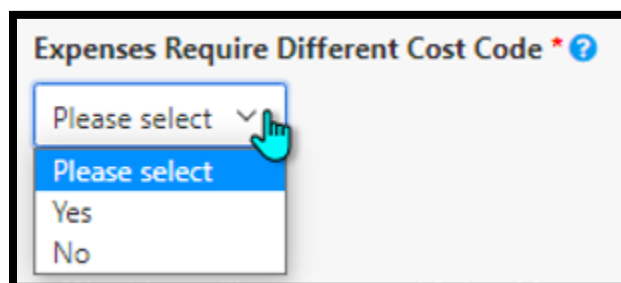
Enter the appropriate cost code and percentage for this booking. In other words, how is it being paid for or who is paying for the work.

Note! It is possible to split a booking into multiple cost codes (up to five different codes) adding the percentage each cost code will pay. The total must add up to 100%.


If you wish to do this enter the first cost code and percentage and then select the green **Add Cost Code** button.

Expenses Require Different Cost Code

From this drop-down field, **Yes** or **No** can be selected.



If **No** is chosen, then any expenses claimed by the worker will be paid for using the Cost Code from above.



Cost Code * ?

PNAG/685.01.G107217 - - % 100

Delete

Add Cost Code

Expenses Require Different Cost Code * ?

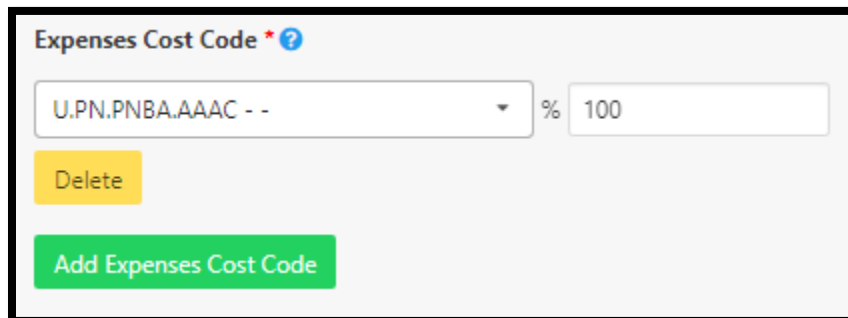
No

If **Yes** is chosen, an extra panel will appear with an additional drop down and percentage fields for the Expense Cost Code.

Note! It is possible to split an Expense into multiple cost codes (up to five different codes) adding the percentage each cost code will pay. The total must add up to 100%.

If you wish to do this enter the first cost code and percentage and then select the green **Add Expenses Cost Code** button.

Hover over the blue help tip icon for more information.



Expenses Cost Code * ?

U.PN.PNBA.AAAC - - % 100

Delete

Add Expenses Cost Code

Quantity

This field is for you to enter the number of workers you require. In this scenario we need 1 worker.

Job

Select the appropriate job from this drop-down menu. Doing so will then populate the hourly rate shown in the blue boxes.

Note! If the Job Title and associated pay rate you need does not appear, you will need to contact casual.workers@admin.cam.ac.uk and ask them to add the new role details.



The screenshot shows a form with two main sections. The top section has a 'Quantity' field with the value '1' and a 'Job' dropdown menu with 'Demonstrator (SP33)' selected. Below this is a 'Pay Rates (per hour)' section with four columns representing different age groups: '18 to 20', 'under 18', '23 and over', and '21 to 22'. Each column has a blue button with the value '£13.81'.

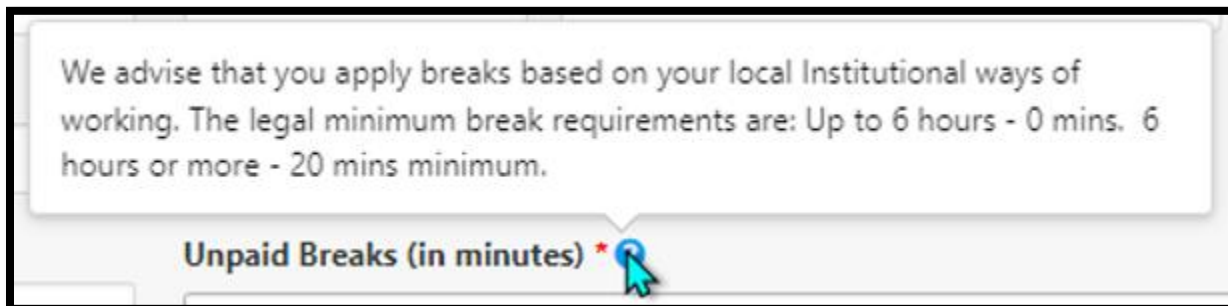
Event

If your job booking is for a specific event which had been created in the system, you can select it from here. Otherwise choose **None**.

Unpaid Breaks

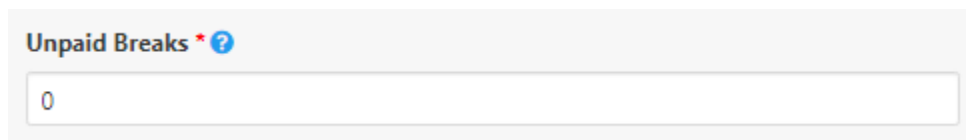
A worker is allowed a 20-minute (minimum) break after 6 hours of work. Our worker will only be working a 4 hour shift.

For more information, hover over the help tip icon.



The screenshot shows a help tip box with a white background and a grey border. The text inside reads: 'We advise that you apply breaks based on your local Institutional ways of working. The legal minimum break requirements are: Up to 6 hours - 0 mins. 6 hours or more - 20 mins minimum.' Below the text is a label 'Unpaid Breaks (in minutes)' with a red asterisk and a blue help tip icon. A mouse cursor is hovering over the icon.

In this case, 0 (the number of minutes) is entered in this field.



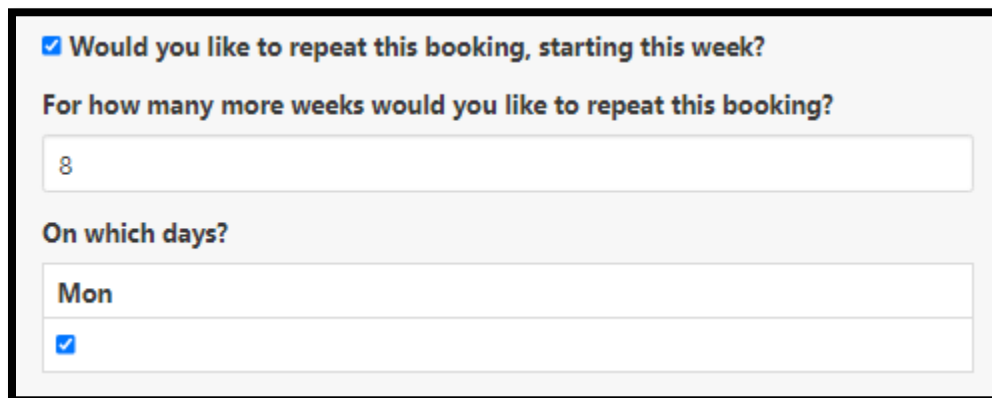
The screenshot shows a form field labeled 'Unpaid Breaks' with a red asterisk and a blue help tip icon. The input field contains the number '0'.

Instructions for Worker

Enter any further instructions for your worker in here. These instructions will be emailed to the worker so include information such as a specific location where the work will take place, contact, or phone number.

Repeat Booking

It is possible to set up a repeat booking by checking this tick box. In our example we need to repeat this booking for 8 weeks, therefore we need to tick this box and enter 8 as the number of weeks.



Would you like to repeat this booking, starting this week?

For how many more weeks would you like to repeat this booking?

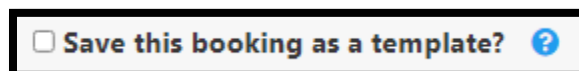
8


On which days?

Mon

Saving a booking as a template

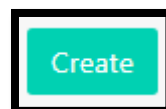
If this type of booking is going to be a regular occurrence, then it's worth saving this as a template by checking this tick box.



Save this booking as a template? 

Creating the booking

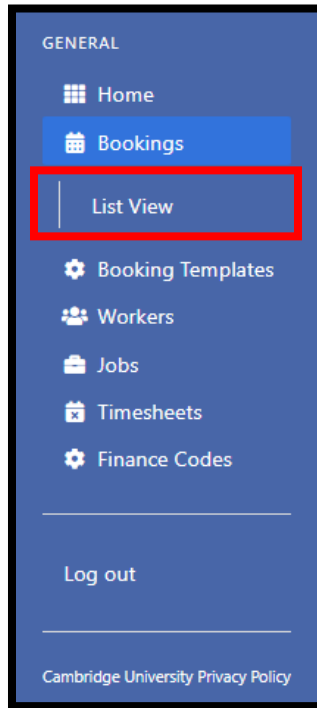
Lastly press the green **Create** button.



Step 6

Finding your workers.

As this is a Draw Down Booking, it will not be displayed in the calendar view, so select **List View** from the left-hand menu.



Step 7

Locate your bookings in the **Bookings List**.

Filter options are available at the top if required.

Bookings List David Jones Department Coordinator ▾

All Department of Veterinary Medicine Bookings

Go

+ Booking+ Draw Down

Booking Title

Booking Reference Match

Booking Mode

Booking Type

Booking Date From:
From:

Booking Date To:
To:

Contact First Name

Contact Last Name

Creator First Name

Creator Last Name

Last Modified From:

Last Modified To:

Booking Status All Statuses ▾ Search Clear Search

Booking Title	Ref	Booking Mode	Booking Type	Booking Date	Start Time	End Time	Contact	Department	Status	Creator	Last Modified
Demonstrator Booking	209112	Draw Down	First-accept. First-book	28/11/2022	DD	4 hours		Department of Veterinary Medicine	Draft	David Jones	31/05/2022 09:20:32
Demonstrator Booking	209111	Draw Down	First-accept. First-book	21/11/2022	DD	4 hours		Department of Veterinary Medicine	Draft	David Jones	31/05/2022 09:20:32
Demonstrator Booking	209110	Draw Down	First-accept. First-book	14/11/2022	DD	4 hours		Department of Veterinary Medicine	Draft	David Jones	31/05/2022 09:20:32
Demonstrator Booking	209109	Draw Down	First-accept. First-book	07/11/2022	DD	4 hours		Department of Veterinary Medicine	Draft	David Jones	31/05/2022 09:20:32
Demonstrator Booking	209108	Draw Down	First-accept. First-book	31/10/2022	DD	4 hours		Department of Veterinary Medicine	Draft	David Jones	31/05/2022 09:20:32
Demonstrator Booking	209107	Draw Down	First-accept. First-book	24/10/2022	DD	4 hours		Department of Veterinary Medicine	Draft	David Jones	31/05/2022 09:20:32
Demonstrator Booking	209106	Draw Down	First-accept. First-book	17/10/2022	DD	4 hours		Department of Veterinary Medicine	Draft	David Jones	31/05/2022 09:20:32
Demonstrator Booking	209105	Draw Down	First-accept. First-book	10/10/2022	DD	4 hours		Department of Veterinary Medicine	Draft	David Jones	31/05/2022 09:20:32
Demonstrator Booking	209104	Draw Down	First-accept. First-book	03/10/2022	DD	4 hours		Department of Veterinary Medicine	Draft	David Jones	31/05/2022 09:20:32

The Start Time and End Time columns will be coloured red, indicating this is a Draw Down booking.

The Status column will be marked as Draft, indicating that workers have yet to be assigned.

The **Booking Date** column can be sorted by date order, to either the newest or oldest booking at the top of the list, by clicking on the Booking Date header.

Booking Title ↕	Ref ↕	Booking Mode ↕	Booking Type ↕	Booking Date ↕	Start Time ↕	End Time ↕
Demonstrator Booking	209112	Draw Down	First-accept, First-book	28/11/2022	DD	4 hours
Demonstrator Booking	209111	Draw Down	First-accept, First-book	21/11/2022	DD	4 hours
Demonstrator Booking	209110	Draw Down	First-accept, First-book	14/11/2022	DD	4 hours
Demonstrator Booking	209109	Draw Down	First-accept, First-book	07/11/2022	DD	4 hours
Demonstrator Booking	209108	Draw Down	First-accept, First-book	31/10/2022	DD	4 hours
Demonstrator Booking	209107	Draw Down	First-accept, First-book	24/10/2022	DD	4 hours
Demonstrator Booking	209106	Draw Down	First-accept, First-book	17/10/2022	DD	4 hours
Demonstrator Booking	209105	Draw Down	First-accept, First-book	10/10/2022	DD	4 hours
Demonstrator Booking	209104	Draw Down	First-accept, First-book	03/10/2022	DD	4 hours

Here we have sorted by date order, with the first week on top. Locate the first booking in the series in terms of the first start date in the **Bookings List** and click on the Booking Title to open it.

Demonstrator Booking	209104	Draw Down	First-accept, First-book	03/10/2022	DD	4 hours
Demonstrator Booking	209105	Draw Down	First-accept, First-book	10/10/2022	DD	4 hours
Demonstrator Booking	209106	Draw Down	First-accept, First-book	17/10/2022	DD	4 hours
Demonstrator Booking	209107	Draw Down	First-accept, First-book	24/10/2022	DD	4 hours
Demonstrator Booking	209108	Draw Down	First-accept, First-book	31/10/2022	DD	4 hours
Demonstrator Booking	209109	Draw Down	First-accept, First-book	07/11/2022	DD	4 hours
Demonstrator Booking	209110	Draw Down	First-accept, First-book	14/11/2022	DD	4 hours
Demonstrator Booking	209111	Draw Down	First-accept, First-book	21/11/2022	DD	4 hours
Demonstrator Booking	209112	Draw Down	First-accept, First-book	28/11/2022	DD	4 hours

The **Configure Draw Down Booking** page will have a couple of yellow warning messages indicating that 'This is part of a repeat booking and the date cannot be changed'. Also, any other changes will also update all future related bookings.

At the bottom of the page select the **Find Workers** button.

Bookings / Configure Booking David Jones Department Coordinator

Configure Draw Down Booking: Department of Veterinary Medicine

Booking Ref: 209104 Booking created by: David Jones

Title * ?

Week commencing *

This booking is part of repeat booking, this date cannot be changed.

Hours to be Worked * ?

Hours	Minutes
<input type="text" value="4"/>	<input type="text" value="0"/>

Expiry Date * ?

<input type="text" value="05/09/2022"/>	<input type="text" value="12:06"/>
---	------------------------------------

Contact ?

Cost Code * ?

<input type="text" value="PNAG/685.01.G107217 --"/>	% <input type="text" value="100.0"/>
---	--------------------------------------

Delete

Add Cost Code

Expenses Require Different Cost Code * ?

Booking Type * ?

Quantity * ? **Job *** ?

<input type="text" value="1"/>	x	<input type="text" value="Demonstrator (SP33)"/>
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Pay Rates (per hour)

18 to 20	under 18	23 and over	21 to 22
£13.81	£13.81	£13.81	£13.81

Event ?

Unpaid Breaks * ?

Instructions for Workers * ?

If applicable, you can also provide here terms and conditions attached to this job

Normal A B I U G " /

The demonstration days and times vary each week. In weeks 1,3,5,7 they are on Tuesday from 09.00 - 13.00 and in weeks 2,4,6,8 they are on Thursday from 13.00 - 18.00.

This booking is repeated on the following days:
Monday
For the following 8 weeks.
Start date: 10/10/2022
End date: 28/11/2022

This booking is part of a repeat booking, updating this booking will also update FUTURE related bookings.

Update Find Workers Cancel Booking

Step 8

This page will have a yellow warning message at the top indicating that worker(s) assigned to this booking will also be assigned to every other related booking.

On the **Find Workers** page select the **Filter** button at the top of the right-hand panel.

The screenshot shows the 'Bookings / Find Workers' interface. At the top right, the user is identified as 'David Jones' with the role 'Department Coordinator'. A yellow warning banner at the top states: 'This booking is part of repeat booking. When you are selecting workers, they will be assigned to every related booking.' Below this, the booking details are shown: 'Booking Ref: 209104' and 'Date: 03/10/2022 - 09/10/2022'. A blue instruction box says: 'Please set your search filters and click "Filter" to find workers.' There are two buttons: 'Cancel Booking' (yellow) and 'Edit Booking' (green). On the right side, there is a 'Filter' panel. The 'Filter' button at the top of this panel is highlighted with a red box. Below it, the panel contains various search criteria: 'Sort by' (select), 'Asc' (dropdown), 'Availability' (checkbox), 'Preferences' (checkbox), 'First Name' (text input), 'Last Name' (text input), 'Valid DBS?' (None dropdown), 'Exclude Rejected?' (checkbox), '48hrs opt out?' (checkbox), 'Year of Study' (None Selected dropdown), 'My department pool only' (checked checkbox), 'Student Type' (None Selected dropdown), 'Language' (None Selected dropdown), 'Distance (in miles):' (text input), 'Department Name' (text input), 'Qualification Name OR Course Title' (text input), 'Employment' (text input), and 'Previously booked for same job title?' (checkbox).

Note! Although the Filter panel allows you to filter workers on various criteria, you can simply press the **Filter** button to list all workers available in your department.

Step 9

Your workers will now be listed. Tick the box to the left of the names of the workers you wish to advertise the job to. Then press the green **Book Workers** button.

Bookings / Find Workers David Jones Department Coordinator

This booking is part of repeat booking. When you are selecting workers, they will be assigned to every related booking.

Booking Ref: 209104 Date: 03/10/2022 - 09/10/2022

You may select up to 500 workers for this booking.

Select All On Page	Full Name	View	Course Title	Hours Worked (this week)	Hours Remaining (this week)	Pay Rate	Previously Cancelled
<input type="checkbox"/>	Michael Davido Dave	Profile Availability		00:00	48:00	£13.81	No
<input type="checkbox"/>	Olawale Mustafa Olawale	Profile Availability		00:00	48:00	£13.81	No
<input type="checkbox"/>	Fred Francis Francis	Profile Availability		00:00	18:00	£13.81	No
<input type="checkbox"/>	Julius Mandate Dan	Profile Availability		00:00	22:00	£13.81	No
<input type="checkbox"/>	Justina Berbar	Profile Availability		00:00	48:00	£13.81	No
<input type="checkbox"/>	David Morgan	Profile Availability		00:00	48:00	£13.81	No
<input checked="" type="checkbox"/>	William Quinn	Profile Availability		00:00	48:00	£13.81	No
<input checked="" type="checkbox"/>	Walter Strike	Profile Availability		00:00	48:00	£13.81	No
<input checked="" type="checkbox"/>	Wilma May	Profile Availability		00:00	48:00	£13.81	No
<input checked="" type="checkbox"/>	Wif Bevan	Profile Availability		00:00	48:00	£13.81	No

Displaying 10 items

Book Workers

Filter

Sort by

Availability

Preferences

First Name

Last Name

Valid DBS?

Exclude Rejected?

48hrs opt out?

Year of Study

My department pool only

Student Type

Language

Distance (in miles):

Department Name

Qualification Name OR Course Title

Employment

Previously booked for same job title?

The screen will return to the calendar view. Although you won't see your booking here as it's a Draw Down booking, a yellow message will be displayed at the top stating an email has been sent to the workers.

Bookings

David Jones Department Coordinator

Workers have been sent an email

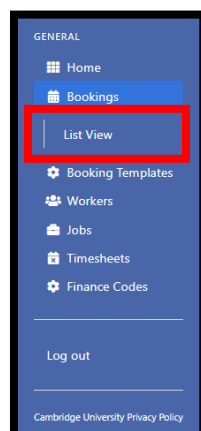
Department of Veterinary Medicine Bookings

Department of Veterinary Medicine Go Create a Booking + Draw Down + Booking

< > today Oct 3 - 9, 2022 day week month

	Mon 3/10	Tue 4/10	Wed 5/10	Thu 6/10	Fri 7/10	Sat 8/10	Sun 9/10
all-day							
9am							
9:30am							
10am							
10:30am							
11am							
11:30am							
12pm							
12:30pm							
1pm							
1:30pm							
2pm							
2:30pm							
3pm							

To view your booking, select **List View** from the left-hand menu.



Notice the Status is yellow indicating the job has been offered.

UNIVERSITY OF CAMBRIDGE

Bookings List

David Jones Department Coordinator

Department of Veterinary Medicine

Go

+ Booking + Draw Down

All Department of Veterinary Medicine Bookings

Booking Title: Title Search...

Booking Date From: From:

Creator First Name: Creator First Name Search...

Booking Reference Match: Ref Match...

Booking Date To: To:

Creator Last Name: Creator Last Name Search...

Booking Mode: Booking Mode Search...

Contact First Name: Contact First Name Search...

Last Modified From: Last Modified From:

Booking Type: Booking Type Search...

Contact Last Name: Contact Last Name Search...

Last Modified To: Last Modified To:

Booking Status: All Statuses

Search Clear Search

Booking Title	Ref	Booking Mode	Booking Type	Booking Date	Start Time	End Time	Contact	Department	Status	Creator	Last Modified
Demonstrator Booking	209112	Draw Down	First-accept, First-book	28/11/2022	DD	4 hours		Department of Veterinary Medicine	Offered fct's	David Jones	31/05/2022 09:56:23
Demonstrator Booking	209111	Draw Down	First-accept, First-book	21/11/2022	DD	4 hours		Department of Veterinary Medicine	Offered fct's	David Jones	31/05/2022 09:56:22
Demonstrator Booking	209110	Draw Down	First-accept, First-book	14/11/2022	DD	4 hours		Department of Veterinary Medicine	Offered fct's	David Jones	31/05/2022 09:56:22
Demonstrator Booking	209109	Draw Down	First-accept, First-book	07/11/2022	DD	4 hours		Department of Veterinary Medicine	Offered fct's	David Jones	31/05/2022 09:56:22
Demonstrator Booking	209108	Draw Down	First-accept, First-book	31/10/2022	DD	4 hours		Department of Veterinary Medicine	Offered fct's	David Jones	31/05/2022 09:56:22
Demonstrator Booking	209107	Draw Down	First-accept, First-book	24/10/2022	DD	4 hours		Department of Veterinary Medicine	Offered fct's	David Jones	31/05/2022 09:56:22
Demonstrator Booking	209106	Draw Down	First-accept, First-book	17/10/2022	DD	4 hours		Department of Veterinary Medicine	Offered fct's	David Jones	31/05/2022 09:56:21
Demonstrator Booking	209105	Draw Down	First-accept, First-book	10/10/2022	DD	4 hours		Department of Veterinary Medicine	Offered fct's	David Jones	31/05/2022 09:56:21
Demonstrator Booking	209104	Draw Down	First-accept, First-book	03/10/2022	DD	4 hours		Department of Veterinary Medicine	Offered fct's	David Jones	31/05/2022 09:56:21

Step 10

As soon as the first worker has accepted your job booking, the list entry status column will turn green, indicating that the job has been filled.

Booking Title	Ref	Booking Mode	Booking Type	Booking Date	Start Time	End Time	Contact	Department	Status
Demonstrator Booking	209112	Draw Down	First-accept, First-book	28/11/2022	DD	4 hours		Department of Veterinary Medicine	Accepted full
Demonstrator Booking	209111	Draw Down	First-accept, First-book	21/11/2022	DD	4 hours		Department of Veterinary Medicine	Accepted full
Demonstrator Booking	209110	Draw Down	First-accept, First-book	14/11/2022	DD	4 hours		Department of Veterinary Medicine	Accepted full
Demonstrator Booking	209109	Draw Down	First-accept, First-book	07/11/2022	DD	4 hours		Department of Veterinary Medicine	Accepted full
Demonstrator Booking	209108	Draw Down	First-accept, First-book	31/10/2022	DD	4 hours		Department of Veterinary Medicine	Accepted full
Demonstrator Booking	209107	Draw Down	First-accept, First-book	24/10/2022	DD	4 hours		Department of Veterinary Medicine	Accepted full
Demonstrator Booking	209106	Draw Down	First-accept, First-book	17/10/2022	DD	4 hours		Department of Veterinary Medicine	Accepted full
Demonstrator Booking	209105	Draw Down	First-accept, First-book	10/10/2022	DD	4 hours		Department of Veterinary Medicine	Accepted full
Demonstrator Booking	209104	Draw Down	First-accept, First-book	03/10/2022	DD	4 hours		Department of Veterinary Medicine	Accepted full
Demonstrator Booking	209103	Standard	First-accept, First-book	10/06/2022	13:00	18:00		Department of Veterinary Medicine	Accepted full

You can see which worker has accepted the job by hovering over the green **Accepted Full** button in the **Status** column at the right-hand end of the booking. This will show the names of the workers now assigned to the Job Booking.

Booking Title	Ref	Booking Mode	Booking Type	Booking Date	Start Time	End Time	Contact	Department	Status	Creator	Last Modified
Demonstrator Booking	209112	Draw Down	First-accept, First-book	28/11/2022	DD	4 hours		Department of Veterinary Medicine	Accepted Full	David Jones	31/05/2022 10:04:03
Demonstrator Booking	209111	Draw Down	First-accept, First-book	21/11/2022	DD	4 hours		Department of Veterinary Medicine	Confirmed workers: William Quinn		31/05/2022 10:04:03
Demonstrator Booking	209110	Draw Down	First-accept, First-book	14/11/2022	DD	4 hours		Department of Veterinary Medicine			31/05/2022 10:04:02
Demonstrator Booking	209109	Draw Down	First-accept, First-book	07/11/2022	DD	4 hours		Department of Veterinary Medicine	Accepted full	David Jones	31/05/2022 10:04:01
Demonstrator Booking	209108	Draw Down	First-accept, First-book	31/10/2022	DD	4 hours		Department of Veterinary Medicine	Accepted full	David Jones	31/05/2022 10:04:03

Alternatively, you can click on the Booking Title to open it.

From here you can select the **View Confirmed Workers** button or **View Unconfirmed Workers** button to view the workers who have and have not accepted the job.

Bookings / Configure Booking David Jones Department Coordinator

Configure Draw Down Booking: Department of Veterinary Medicine

Booking Ref: 209104 Booking created by: David Jones

Title *

Week commencing *

This booking is part of repeat booking, this date cannot be changed.

Hours to be Worked *

Hours: Minutes:

Expiry Date *

Contact ?

Cost Code *

PNAG/685.01.G107217 - - % 100.0

Delete

Add Cost Code

Expenses Require Different Cost Code *

Booking Type *

Quantity * **Job** *

1 x Demonstrator (SP33)

Pay Rates (per hour)

18 to 20	under 18	23 and over	21 to 22
£13.81	£13.81	£13.81	£13.81

Event ?

Unpaid Breaks *

Instructions for Workers *

If applicable, you can also provide here terms and conditions attached to this job

The demonstration days and times vary each week. In weeks 1,3,5,7 they are on Tuesday from 09.00 - 13.00 and in weeks 2,4,6,8 they are on Thursday from 13.00 - 18.00.

This booking is repeated on the following days:
Monday
For the following 8 weeks.
Start date: 10/10/2022
End date: 28/11/2022

This booking is part of a repeat booking, updating this booking will also update FUTURE related bookings.

Update
Cancel Booking
View Confirmed Workers
View Unconfirmed Workers

Confirmed Workers:

Bookings / View Confirmed Workers David Jones Department Coordinator ▾

This booking is part of repeat booking. When you are selecting workers, they will be assigned to every related booking.

Booking Ref: 209104 **Date:** 03/10/2022 - 09/10/2022

You may select up to 500 workers for this booking.

First Name **Last Name**

Search Clear Search

Full Name ↕	Profile	Hours Worked (this week)	Hours Remaining (this week)	Pay Rate (per hour)
William Quinn	Profile	4	44	£13.81

Displaying 1 workers

Cancel Booking Edit Booking

Unconfirmed Workers:

Bookings / View Unconfirmed Workers David Jones Department Coordinator ▾

This booking is part of repeat booking. When you are selecting workers, they will be assigned to every related booking.

Booking Ref: 209104 **Date:** 03/10/2022 - 09/10/2022

You may select up to 500 workers for this booking.

First Name **Last Name**

Search Clear Search

Full Name ↕	Profile	Hours Worked (this week)	Hours Remaining (this week)	Pay Rate (per hour)
Walter Strike	Profile	0	48	£13.81
Wilma May	Profile	0	48	£13.81
Wilf Bevan	Profile	0	48	£13.81

Displaying all 3 unconfirmed workers

Cancel Booking Edit Booking

Finish