SCENARIO 5

1ST ACCEPT, 1ST BOOK WITH FIXED HOURS

Scenario Introduction and Description

The Department Coordinator wants to create a booking for FOUR Demonstrators with a Payrate of £13.81 (hourly rate), on Friday from 13.00 - 18.00.

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 FOUR workers to accept it to take the booking.

The 1st Accept, 1st Book with Fixed Hours 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 workers who accept the job and register their interest will be booked to do the job.

2. The worker booking is for a fixed number of hours, starting at a specific time on a specific day.
Step 1
Sign into the UAT Dashboard using your Department Coordinator account.
https://cambridgetest.demodashboardtechnology.co.uk
Step 2
Select the **Bookings** button.

![Image of Bookings page]

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 ones to accept the job booking will be booked.

On the **Bookings** page select the green **+Booking** button.

![Image of Bookings page with +Booking button highlighted]
Step 4

On the **Create new Booking** page, choose **First-accept, First-book** from the **Booking Type** drop down menu.
Step 5

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

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.

Booking Date
This is the date of the booking, in other words, the date the worker will come and do their work for you.
Start Time
This is the start time of the booking, in other words, the time the worker will start their work for you.

End Time
This is the end time of the booking, in other words, the time the worker will finish their work for you.

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.

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.

**Quantity**

This field is for you to enter the number of workers you require. In this scenario we need 4 workers.
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.

![Job Selection Section](image)

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 workers will be working for 5 hours therefore 0 (the number of minutes) is entered in this field.

For more information, hover over the help tip icon.

![Unpaid Breaks Section](image)

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. An example of this would be if you require Bar Staff for three days a week for 4 weeks.

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

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.

Create

Step 6
Finding your workers.
Select the Bookings page either by selecting the Bookings button from the Home screen,
or by selecting the Bookings page from the left hand menu.

**Step 7**

Locate your booking in the calendar.
It will be coloured blue, indicating that workers have yet to be assigned to the booking. Click on the booking to open it. At the bottom of the page select the **Find Workers** button.
Step 8
On the **Find Workers** page select the **Filter** button at the top of the right-hand panel.

![Filter button on the Find Workers page]

**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 name of the workers you wish to advertise the job to. Then press the green **Book Workers** button.
A yellow message will be displayed at the top, stating an email has been sent to the workers. The calendar booking will now be orange, indicating that the job has been offered.
You can also view your bookings in **List View** by selecting **List View** from the left-hand menu. Note the Status is yellow indicating the job has been offered.
Step 10
As soon as 4 workers have accepted your job booking, the calendar booking will turn green, indicating that the job has been filled.
Click on the booking 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.
Confirmed Workers:

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Profile</th>
<th>Hours Worked (this week)</th>
<th>Hours Remaining (this week)</th>
<th>Pay Rate (per hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>William Quinn</td>
<td>Profile</td>
<td>4:39</td>
<td>43:01</td>
<td>£13.81</td>
</tr>
<tr>
<td>Walter Strike</td>
<td>Rate</td>
<td>4:39</td>
<td>43:01</td>
<td>£13.81</td>
</tr>
<tr>
<td>Wilma May</td>
<td>Profile</td>
<td>4:39</td>
<td>43:01</td>
<td>£13.81</td>
</tr>
<tr>
<td>Wilf Began</td>
<td>Profile</td>
<td>4:39</td>
<td>43:01</td>
<td>£13.81</td>
</tr>
</tbody>
</table>

Unconfirmed Workers:

<table>
<thead>
<tr>
<th>Full Name</th>
<th>Profile</th>
<th>Hours Worked (this week)</th>
<th>Hours Remaining (this week)</th>
<th>Pay Rate (per hour)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Michael Davido</td>
<td>Profile</td>
<td>0</td>
<td>48</td>
<td>£13.81</td>
</tr>
<tr>
<td>Olawale Mustafa</td>
<td>Rate</td>
<td>0</td>
<td>48</td>
<td>£13.81</td>
</tr>
<tr>
<td>Fred Francis</td>
<td>Profile</td>
<td>0</td>
<td>18</td>
<td>£13.81</td>
</tr>
<tr>
<td>Julius Mandela</td>
<td>Profile</td>
<td>0</td>
<td>18</td>
<td>£13.81</td>
</tr>
<tr>
<td>Justina Barbier</td>
<td>Profile</td>
<td>0</td>
<td>48</td>
<td>£13.81</td>
</tr>
<tr>
<td>David Morgan</td>
<td>Profile</td>
<td>0</td>
<td>48</td>
<td>£13.81</td>
</tr>
</tbody>
</table>
This can also be seen in the list view 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.

Finish