

## SCENARIO 4 POST JOB DRAW DOWN

### Scenario Introduction and Description

The Department Coordinator wants to create a booking for a Bar Staff Payrate £10.00 (hourly rate) job on Monday, Wednesday and Friday this week, but the hours worked on each day varies.

Monday the shift is 14.00 - 22.00 (8 hours) with 30 min break, Wednesday the shift is 18.00 - 23.00 (5 hours) with 30 min break and Friday the shift is 19.00 - 23.00 (4 hours) with no break). A total of 16 hours.

The Department Coordinator has a number of workers registered who they want to advertise the role to and then select from the pool of workers who have registered their interest in the job.

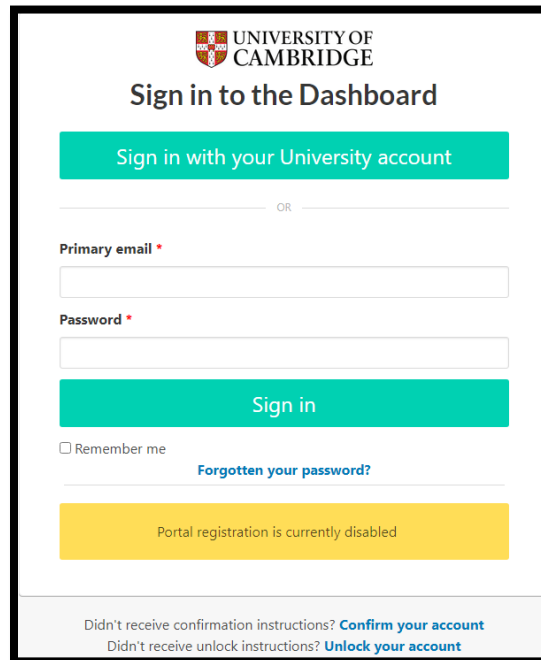
The **Post Job Draw Down** type of booking is used when the following criteria exists:

1. You require a specific number of workers but want to choose who you select for the job from a pool of interested workers. You are going to advertise (post) the job and will choose from the selection of workers who register their interest in doing the job.
2. The worker booking is for a total number of hours to be worked during the week, but the times vary.

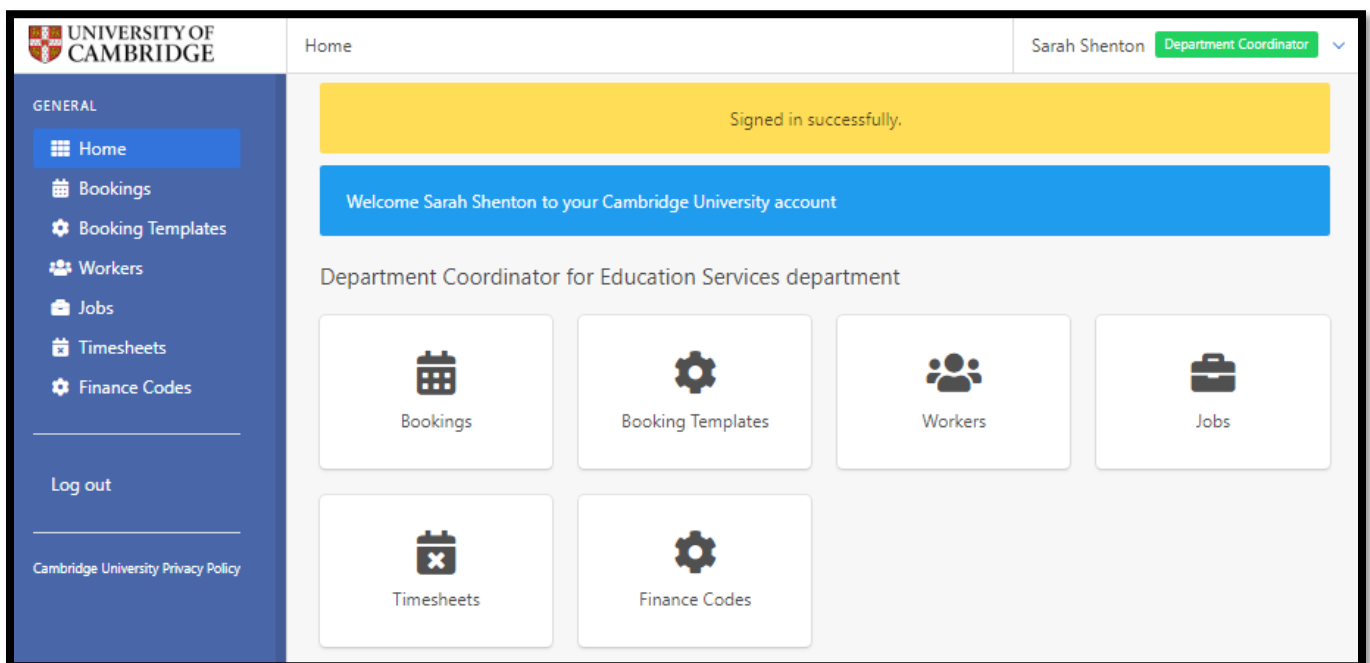
## Step 1

Sign into the UAT Dashboard using your Department Coordinator account.

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



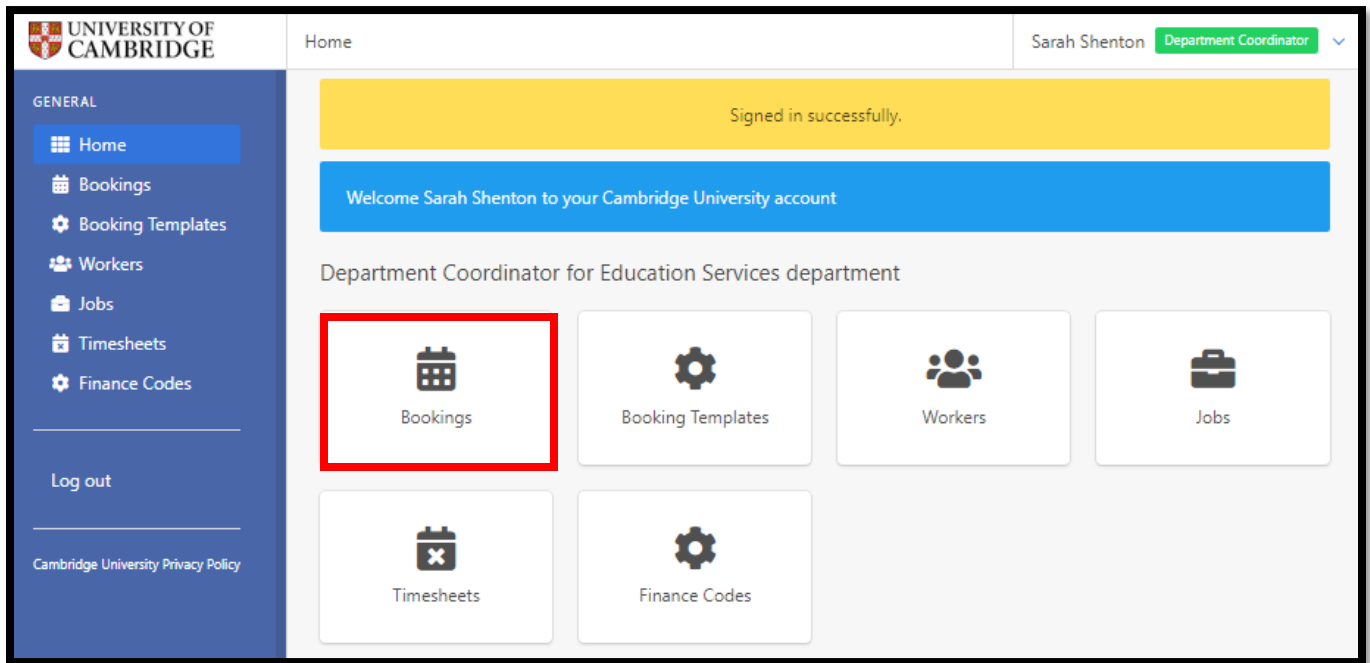
The image shows a sign-in form for the University of Cambridge dashboard. At the top is the University of Cambridge logo and the text "UNIVERSITY OF CAMBRIDGE". Below this is the heading "Sign in to the Dashboard". A prominent green button says "Sign in with your University account". Underneath is a horizontal line with "OR" in the center. The form then asks for "Primary email" and "Password", each with a red asterisk and a corresponding input field. A green "Sign in" button is below the password field. There is a checkbox for "Remember me" and a link for "Forgotten your password?". A yellow box contains the text "Portal registration is currently disabled". At the 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 and the text "UNIVERSITY OF CAMBRIDGE". The top right corner shows the user's name "Sarah Shenton" and their role "Department Coordinator" with a dropdown arrow. The main content area is divided into several sections. A yellow banner at the top says "Signed in successfully.". Below this is a blue banner that says "Welcome Sarah Shenton to your Cambridge University account". Underneath, the user's role is displayed: "Department Coordinator for Education Services department". The dashboard is populated with six tiles, each with an icon and a label: "Bookings" (calendar icon), "Booking Templates" (gear icon), "Workers" (group of people icon), "Jobs" (briefcase icon), "Timesheets" (calendar with 'x' icon), and "Finance Codes" (gear icon). On the left side, there is a dark blue sidebar with the heading "GENERAL" and a list of menu items: "Home", "Bookings", "Booking Templates", "Workers", "Jobs", "Timesheets", and "Finance Codes". At the bottom of the sidebar are "Log out" and "Cambridge University Privacy Policy".

## Step 2

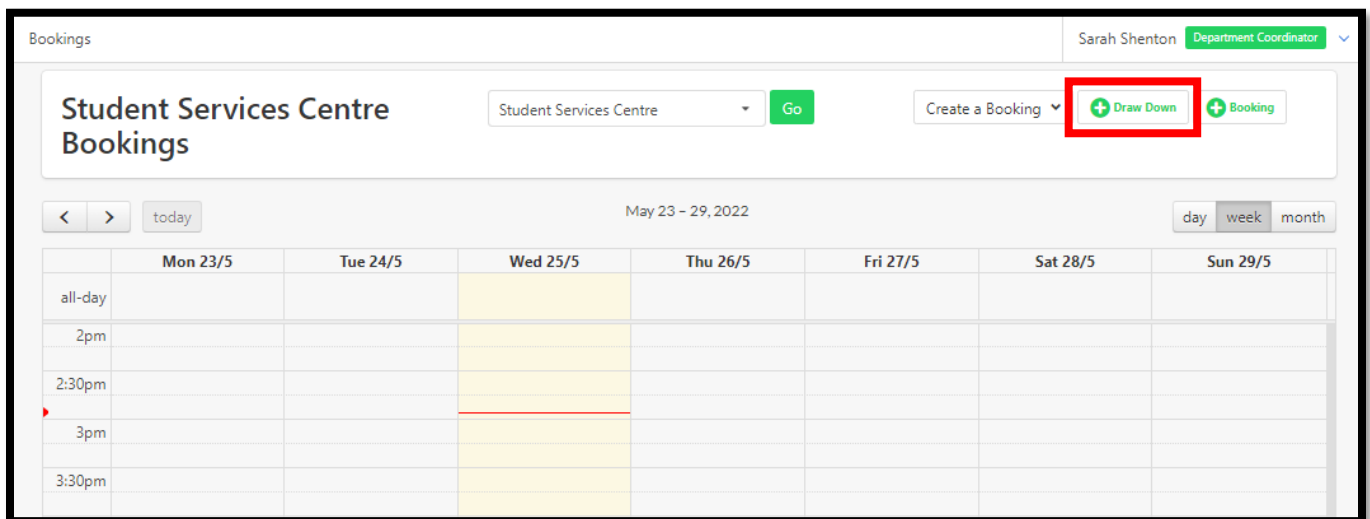
Select the **Bookings** button.



## Step 3

Our first step is to create the Draw Down Booking itself. Once we have done this, we will advertise (post) the job to a selection of workers. The workers will receive an email, and we will choose who we want to employ from those workers who registered their interest in doing the job

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



## Step 4

On the **Create new Draw Down Booking** page, choose **Post Job** from the **Booking Type** drop down menu.

The screenshot shows a web form titled "Create new Draw Down Booking: Student Services Centre". The user is Sarah Shenton, a Department Coordinator. The form includes the following fields and options:

- Title**: Empty text field.
- Booking Type**: A dropdown menu highlighted with a red box, currently set to "Post Job".
- Week commencing**: Date field set to "25/05/2022".
- Hours to be Worked**: Fields for "Hours" (set to "10") and "Minutes" (set to "0").
- Expiry Date**: Date field set to "25/05/2022" and time field set to "18:13".
- Contact**: Dropdown menu set to "None".
- Cost Code**: Dropdown menu set to "Please Select" and a percentage field set to "100".
- Expenses Require Different Cost Code**: Dropdown menu set to "Please select".
- Quantity**: Input field set to "1".
- Job**: Dropdown menu set to "Please Select".
- Event**: Dropdown menu set to "None".
- Unpaid Breaks**: Input field set to "0".
- Instructions for Workers**: A rich text editor with a toolbar and an empty text area.

At the bottom of the form, there are two checkboxes:

- Would you like to repeat this booking, starting this week?
- Save this booking as a template?

At the bottom left, there are two buttons: "Create" and "Find Workers".

## Step 5

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

The screenshot shows a web form titled "Create new Draw Down Booking: Student Services Centre". The user is Sarah Shenton, a Department Coordinator. The form is divided into several sections:

- Title:** "Bar Work for Evening Concert"
- Booking Type:** "Post Job"
- Week commencing:** "20/06/2022"
- Hours to be Worked:** 16 Hours, 0 Minutes
- Expiry Date:** "06/06/2022" at "09:00"
- Contact:** "None"
- Cost Code:** "U.AT.ATJP.BCAC --" with a percentage of "100". Buttons for "Delete" and "Add Cost Code" are present.
- Expenses Require Different Cost Code:** "Please select"
- Pay Rates (per hour):** A table with four columns: "18 to 20" (£10.00), "under 18" (£10.00), "23 and over" (£10.00), and "21 to 22" (£10.00).
- Event:** "None"
- Unpaid Breaks:** "4"
- Instructions for Workers:** A text area with a rich text editor containing the following text:  
Monday the shift is 14.00 - 22.00 with 30 min break.  
Wednesday the shift is 18.00 - 23.00 with 30 min break.  
Friday the shift is 19.00 - 23.00 with no break.  
A total of 16 hours.

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

### 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, 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 week.

## Expiry Date

This is the cutoff date and time you choose to fill the booking with a worker. 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

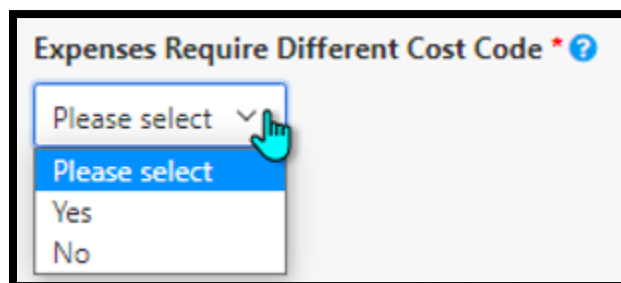
Enter the appropriate cost code and percentage for this booking. In other words, how is it being paid for or who is paying for the work.

**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.

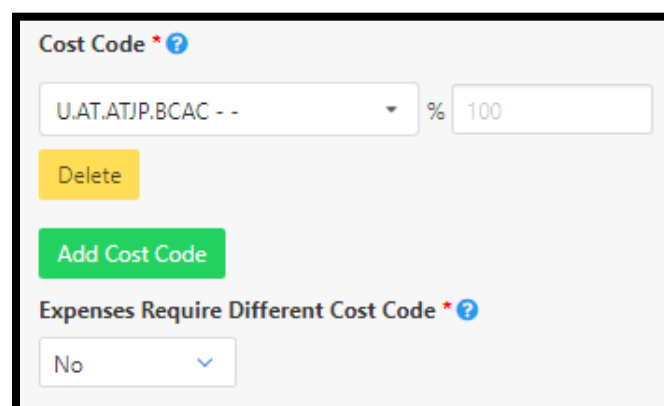
## Expenses Require Different Cost Code

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



A screenshot of a web form element titled "Expenses Require Different Cost Code \* ?". Below the title is a dropdown menu with a blue border. The menu is open, showing the text "Please select" at the top, followed by "Please select" (highlighted in blue), "Yes", and "No". A mouse cursor is pointing at the dropdown arrow.

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



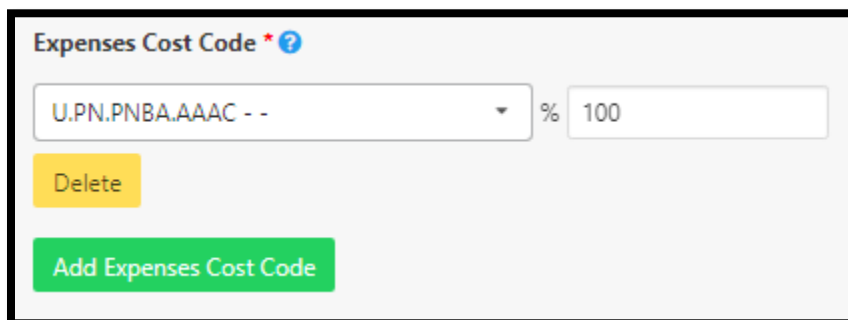
A screenshot of a web form section titled "Cost Code \* ?". It contains a dropdown menu with the text "U.AT.ATJP.BCAC - -" and a percentage input field with the value "100". Below these is a yellow "Delete" button and a green "Add Cost Code" button. At the bottom of the section is another dropdown menu titled "Expenses Require Different Cost Code \* ?" with the value "No" selected.

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

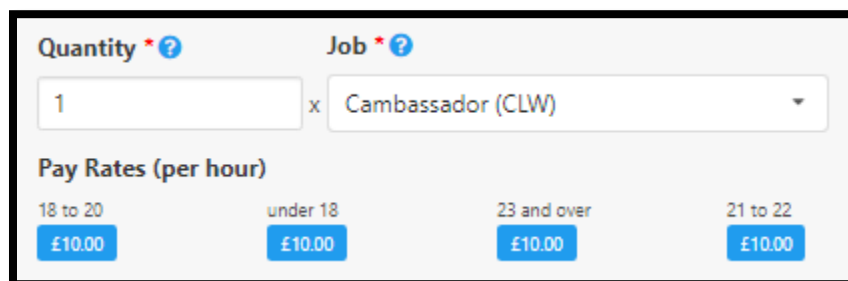
## Quantity

This field is for you to enter the number of workers you require. In this scenario it is just the one.

## 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](mailto:casual.workers@admin.cam.ac.uk) and ask them to add the new role details.



Quantity \* ? Job \* ?

1 x Cambassador (CLW)

Pay Rates (per hour)

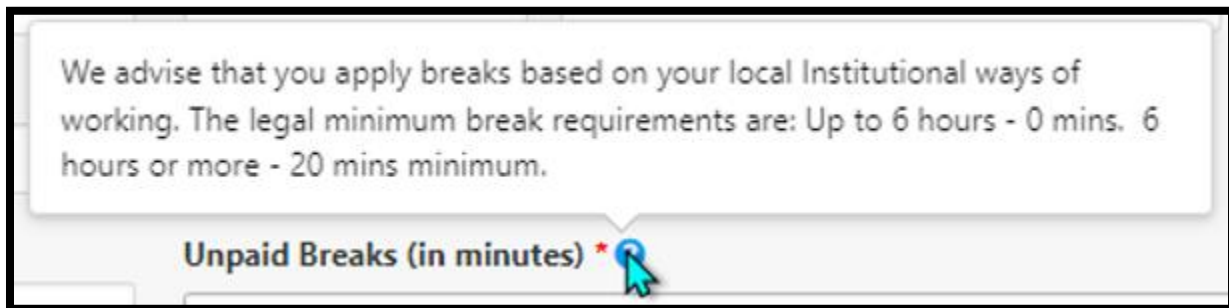
18 to 20	under 18	23 and over	21 to 22
£10.00	£10.00	£10.00	£10.00

## 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. However, in this scenario it has been agreed the worker will have a 30 min break on their Monday shift between 14.00 - 22.00 (8 hours) and a 30 min break on their Wednesday shift between 18.00 - 23.00 (5 hours). Therefore 60 (the number of minutes) is entered in this field. For more information, hover over the help tip icon.



## 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

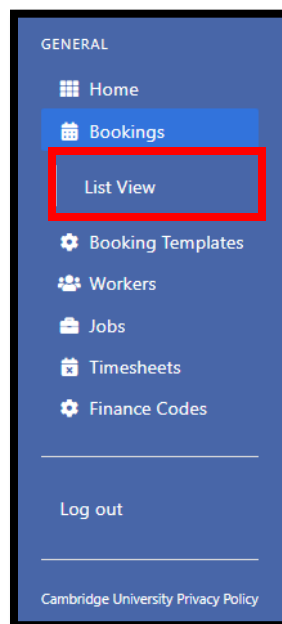
Lastly press the green **Create** button.



## Step 6

Assigning a worker to the booking.

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.

The screenshot shows the 'Bookings List' interface. At the top, it displays the user 'Sarah Shenton' with the role 'Department Coordinator'. Below this, there's a section for 'All Student Services Centre Bookings' with a dropdown menu set to 'Student Services Centre' and a 'Go' button. There are also '+ Booking' and '+ Draw Down' buttons. The main area contains several search filters: Booking Title, Booking Reference Match, Booking Mode, Booking Type, Booking Date From, Booking Date To, Contact First Name, Contact Last Name, Creator First Name, Creator Last Name, Last Modified From, and Last Modified To. A 'Booking Status' dropdown is set to 'All Statuses', with 'Search' and 'Clear Search' buttons. Below the filters is a table of bookings with columns: Booking Title, Ref, Booking Mode, Booking Type, Booking Date, Start Time, End Time, Contact, Department, Status, Creator, and Last Modified. The first row, 'Bar Work for Evening Concert', is highlighted with a red border. The second row is 'Front of House Support'.

Booking Title	Ref	Booking Mode	Booking Type	Booking Date	Start Time	End Time	Contact	Department	Status	Creator	Last Modified
Bar Work for Evening Concert	209075	Draw Down	Post Job	20/06/2022	DD	16 hours		Education Services	Draft	Sarah Shenton	25/05/2022 15:35:38
Front of House Support	209047	Standard	Post Job	02/06/2022	14:00	22:00		Education Services	Accepted full	Sarah Shenton	24/05/2022 15:15:34

## Step 8

Locate the booking in the **Bookings List**, for which you want to assign a worker, and click on the Booking Title to open it.

This is a close-up of the table from the previous screenshot. The first row, 'Bar Work for Evening Concert', is highlighted with a red box. A mouse cursor is pointing to the 'Booking Title' cell of this row.

Booking Title	Ref	Booking Mode	Booking Type	Booking Date	Start Time	End Time	Contact	Department	Status	Creator	Last Modified
Bar Work for Evening Concert	209075	Draw Down	Post Job	20/06/2022	DD	16 hours		Education Services	Draft	Sarah Shenton	25/05/2022 15:35:38
Front of House Support	209047	Standard	Post Job	02/06/2022	14:00	22:00		Education Services	Accepted full	Sarah Shenton	24/05/2022 15:15:34

## Step 9

The booking will open. At the bottom of the panel, select the green **Find Workers** button.

Bookings / Configure Booking Sarah Shenton Department Coordinator

### Configure Draw Down Booking: Student Services Centre

Booking Ref: 209075 Booking created by: Sarah Shenton

**Title \***  
Bar Work for Evening Concert

**Week commencing \***  
20/06/2022

**Hours to be Worked \***

Hours	Minutes
16	0

**Expiry Date \***  
06/06/2022 09:00

**Contact \***  
None

**Cost Code \***  
U.AT.AT/P.BCAC - - % 100.0  
Delete  
Add Cost Code

**Expenses Require Different Cost Code \***  
No

**Booking Type \***  
Post Job

**Quantity \*** 1 x **Job \*** Cambassador (CLW)

**Pay Rates (per hour)**

18 to 20	under 18	23 and over	21 to 22
£10.00	£10.00	£10.00	£10.00

**Event \***  
None

**Unpaid Breaks \***  
4

**Instructions for Workers \***  
If applicable, you can also provide here terms and conditions attached to this job

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Monday the shift is 14.00 - 22.00 with 30 min break.  
Wednesday the shift is 18.00 - 23.00 with 30 min break.  
Friday the shift is 19.00 - 23.00 with no break.  
A total of 16 hours.

Update **Find Workers** Cancel Booking Confirm Worker

## Step 10

Select the **Filter** button at the top of the right-hand panel to view a list of available workers.

The screenshot displays the 'Bookings / Find Workers' interface. At the top left, it shows 'Booking Ref: 209075' and 'Date: 20/06/2022 - 26/06/2022'. Below this is a blue instruction box: '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, a user profile for 'Sarah Shenton' (Department Coordinator) is visible. A large green 'Filter' button is at the top of the right-hand panel. Below it, the 'Sort by' section includes a 'select' dropdown and an 'Asc' dropdown. The filter panel contains several sections: 'Availability' and 'Preferences' (both with unchecked checkboxes), 'First Name' and 'Last Name' (text input fields), 'Valid DBS?' (dropdown menu set to 'None'), 'Exclude Rejected?' (unchecked checkbox), '48hrs opt out?' (unchecked checkbox), 'Year of Study' (dropdown menu set to 'None Selected'), 'My department pool only' (checked checkbox), 'Student Type' (dropdown menu set to 'None Selected'), 'Language' (dropdown menu set to 'None Selected'), 'Distance (in miles):' (text input field), 'Department Name' (text input field), 'Qualification Name OR Course Title' (text input field), 'Employment' (text input field), and 'Previously booked for same job title?' (unchecked 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 11

Your workers will now be listed. Tick the box to the left of the name of all the workers you wish to post the job to. Then press the green **Post Job** button.

Bookings / Find Workers

Booking Ref: 209075 Date: 20/06/2022 - 26/06/2022

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"/>							
<input checked="" type="checkbox"/>	Wilma May	<a href="#">Profile</a> <a href="#">Availability</a>		00:00	48:00	£10.00	No
<input checked="" type="checkbox"/>	Wilf Bevan	<a href="#">Profile</a> <a href="#">Availability</a>		00:00	48:00	£10.00	No

Displaying 2 items

## Step 12

Navigate back to **List View** to view your booking by selecting **List View** from the left-hand menu.

The screenshot shows the 'All Student Services Centre Bookings' page. The left-hand menu has 'List View' highlighted. The main area contains search filters for Booking Title, Booking Reference Match, Booking Mode, and Booking Type. There are also filters for Booking Date (From/To), Contact (First/Last Name), and Creator (First/Last Name). A 'Booking Status' dropdown is set to 'All Statuses'. Below the filters is a table of bookings with the following data:

Booking Title	Ref	Booking Mode	Booking Type	Booking Date	Start Time	End Time	Contact	Department	Status	Creator	Last Modified
Bar Work for Evening Concert	209075	Draw Down	Post Job	20/06/2022	DD	16 hours		Education Services	Post job choose accepted	Sarah Shenton	25/05/2022 16:04:37
Front of House Support	209047	Standard	Post Job	02/06/2022	14:00	22:00		Education Services	Accepted full	Sarah Shenton	24/05/2022 15:15:34

A yellow 'Post job choose accepted' message will appear in the status column.

Booking Title	Ref	Booking Mode	Booking Type	Booking Date	Start Time	End Time	Contact	Department	Status	Creator	Last Modified
Bar Work for Evening Concert	209075	Draw Down	Post Job	20/06/2022	DD	16 hours		Education Services	Post job choose accepted	Sarah Shenton	25/05/2022 16:04:37
Front of House Support	209047	Standard	Post Job	02/06/2022	14:00	22:00		Education Services	Accepted full	Sarah Shenton	24/05/2022 15:15:34

## Step 13

Assigning a worker to the booking.

Once a worker has accepted the job offer, which they can do either via the email they have received or through their Dashboard Jobs listing page, you can then choose which worker to assign to your job. Click the Job Title in the job list to open it.

Booking Title	Ref	Booking Mode	Booking Type	Booking Date	Start Time	End Time	Contact	Department	Status	Creator	Last Modified
Bar Work for Evening Concert	209075	Draw Down	Post Job	20/06/2022	DD	16 hours		Education Services	Post job choose accepted	Sarah Shenton	25/05/2022 16:04:37
Front of House Support	209047	Standard	Post Job	02/06/2022	14:00	22:00		Education Services	Accepted full	Sarah Shenton	24/05/2022 15:15:34

Press the green **Confirm Worker** button.

Bookings / Configure Booking Sarah Shenton Department Coordinator

### Configure Draw Down Booking: Student Services Centre

Booking Ref: 209075 Booking created by: Sarah Shenton

**Title \***  
Bar Work for Evening Concert

**Week commencing \***  
20/06/2022

**Hours to be Worked \*?**

Hours	Minutes
16	0

**Expiry Date \*?**  
06/06/2022 09:00

**Contact ?**  
None

**Cost Code \*?**  
U.AT.ATJP.BCAC - - % 100.0  
Delete  
Add Cost Code

**Expenses Require Different Cost Code \*?**  
No

**Booking Type \*?**  
Post Job

**Quantity \*?** 1 x **Job \*?** Cambassador (CLW)

**Pay Rates (per hour)**

18 to 20	under 18	23 and over	21 to 22
£10.00	£10.00	£10.00	£10.00

**Event ?**  
None

**Unpaid Breaks \*?**  
4

**Instructions for Workers \*?**  
If applicable, you can also provide here terms and conditions attached to this job

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Monday the shift is 14.00 - 22.00 with 30 min break.  
Wednesday the shift is 18.00 - 23.00 with 30 min break.  
Friday the shift is 19.00 - 23.00 with no break.  
A total of 16 hours.

Update Find Workers Cancel Booking Confirm Worker

## Step 14

The Confirm Worker page will list all the workers who have accepted the job offer.

Select	Full Name ↕	Profile	Status
<input type="checkbox"/>	Wilma May	<a href="#">Profile</a>	<a href="#">Accepted</a>
<input type="checkbox"/>	Wilf Bevan	<a href="#">Profile</a>	<a href="#">Accepted</a>

Displaying all 2 workers

[Confirm Workers](#)

[Cancel Booking](#) [Edit Booking](#)

Select the worker you wish to employ by ticking the box to the left of their name, and press the green **Confirm Worker** button.

Select	Full Name ↕	Profile	Status
<input type="checkbox"/>	Wilma May	<a href="#">Profile</a>	<a href="#">Accepted</a>
<input checked="" type="checkbox"/>	Wilf Bevan	<a href="#">Profile</a>	<a href="#">Accepted</a>

Displaying all 2 workers

[Confirm Workers](#)

[Cancel Booking](#) [Edit Booking](#)



## Step 15

Navigate back to **List View** to view your booking by selecting **List View** from the left-hand menu.

The screenshot shows the 'Bookings List' interface for the University of Cambridge. The left-hand navigation menu is visible, with 'List View' highlighted in a red box. The main content area displays search filters for 'All Student Services Centre Bookings' and a table of bookings. The table has columns for Booking Title, Ref, Booking Mode, Booking Type, Booking Date, Start Time, End Time, Contact, Department, Status, Creator, and Last Modified. Two bookings are listed: 'Bar Work for Evening Concert' and 'Front of House Support', both with a status of 'Accepted full'.

Booking Title	Ref	Booking Mode	Booking Type	Booking Date	Start Time	End Time	Contact	Department	Status	Creator	Last Modified
Bar Work for Evening Concert	209075	Draw Down	Post Job	20/06/2022	DD	16 hours		Education Services	Accepted full	Sarah Shenton	25/05/2022 16:21:21
Front of House Support	209047	Standard	Post Job	02/06/2022	14:00	22:00		Education Services	Accepted full	Sarah Shenton	24/05/2022 15:15:34

Hovering over the green **Accepted Full** button in the **Status** column at the right-hand end of the booking will show the name of the worker you have assigned to the Job Booking.

This close-up screenshot shows the 'Accepted full' status button in the table. A tooltip is displayed over the button, indicating the assigned worker: 'Confirmed workers: Wilf Bevan'.

Booking Title	Ref	Booking Mode	Booking Type	Booking Date	Start Time	End Time	Contact	Department	Status	Creator	Last Modified
Bar Work for Evening Concert	209075	Draw Down	Post Job	20/06/2022	DD	16 hours		Education Services	Accepted full	Sarah Shenton	25/05/2022 16:21:21
Front of House Support	209047	Standard	Post Job	02/06/2022	14:00	22:00		Education Services	Accepted full	Sarah Shenton	24/05/2022 15:15:34

Finish