**DASHBOARD
USER GUIDE
SCENARIO 4**

UNIVERSITY OF
CAMBRIDGE
Information Services

DASHBOARD
T E C H N O L O G Y

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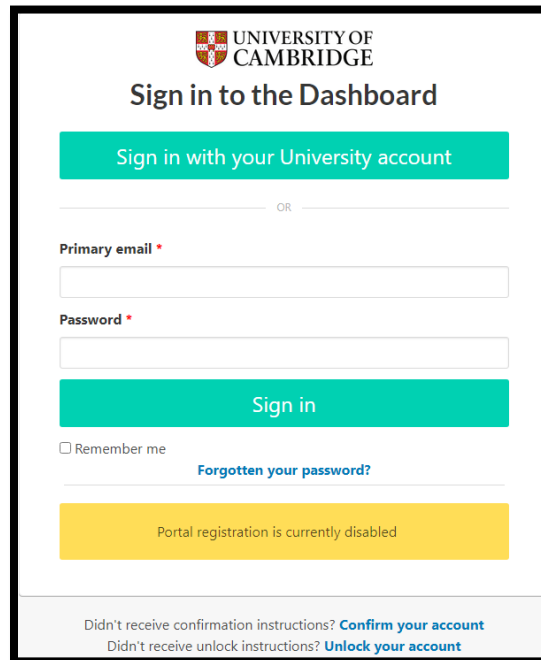
The **Post Job Draw Down** type of booking is used when the following criteria exists:

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.
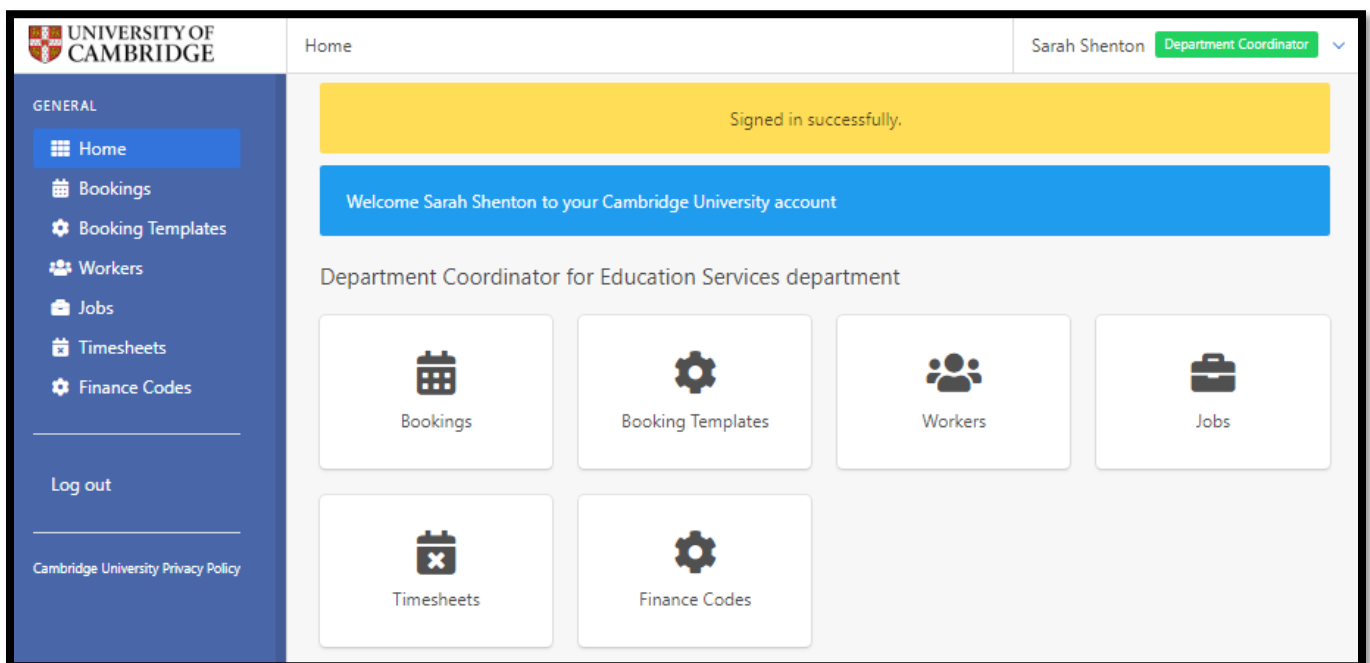
Step 1

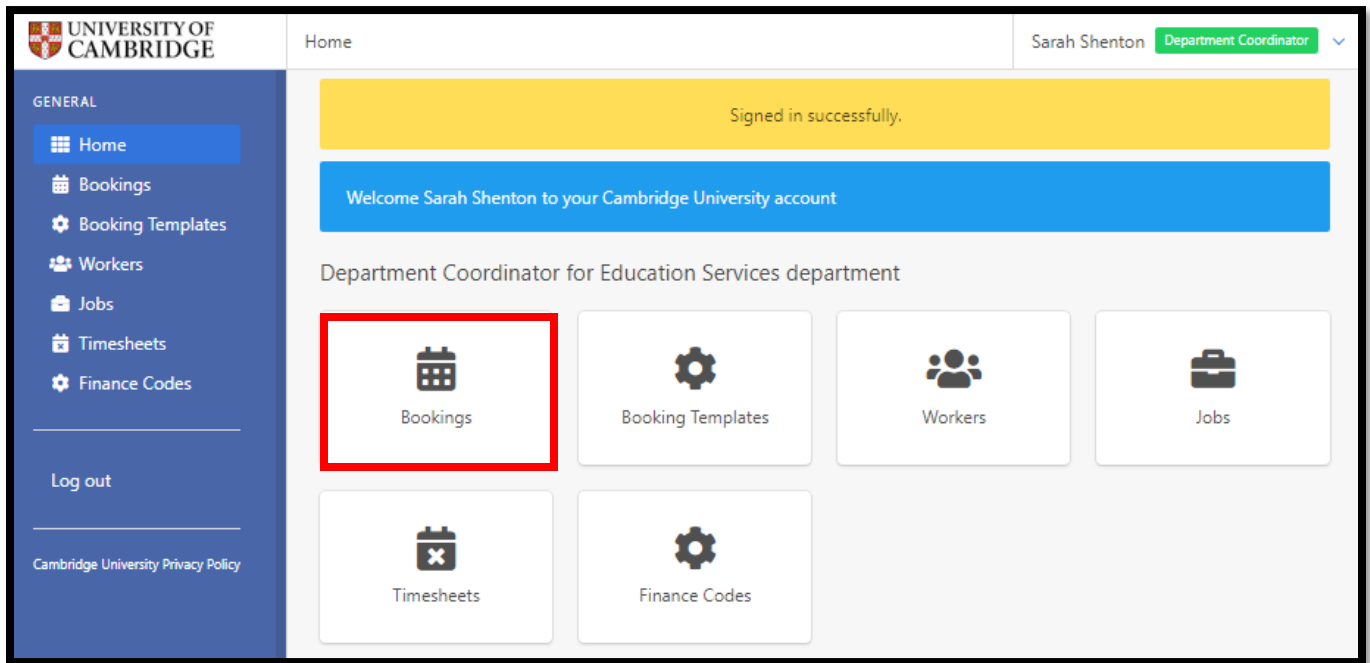Sign into the UAT Dashboard using your Department Coordinator account.

https://cambridgetest.demodashboardtechnology.co.uk

Step 2

Select the **Bookings** button.

Step 3

Our first step is to create the Draw Down Booking itself. Once we have down 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.
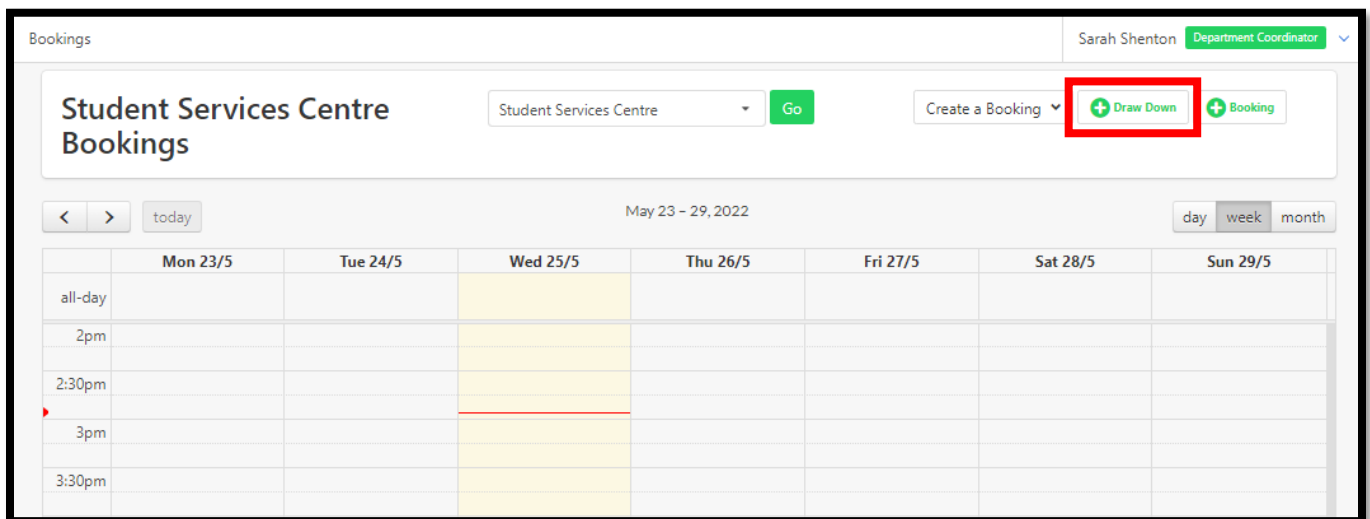
Step 4

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

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.

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.
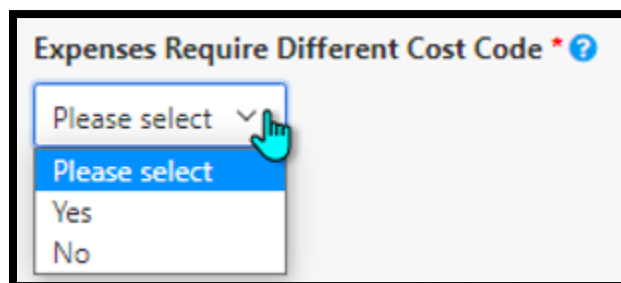
Cost Code

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.
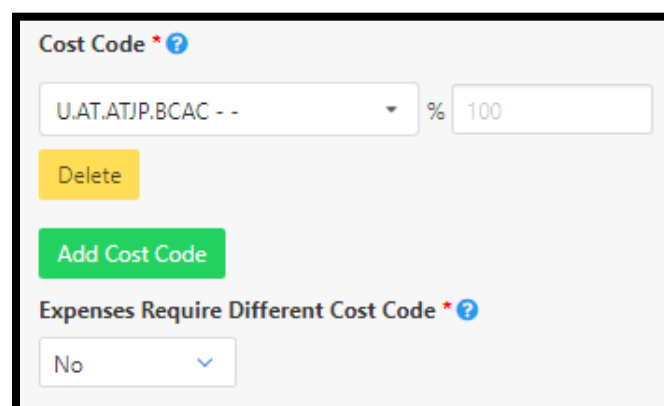
Expenses Require Different Cost Code

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

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

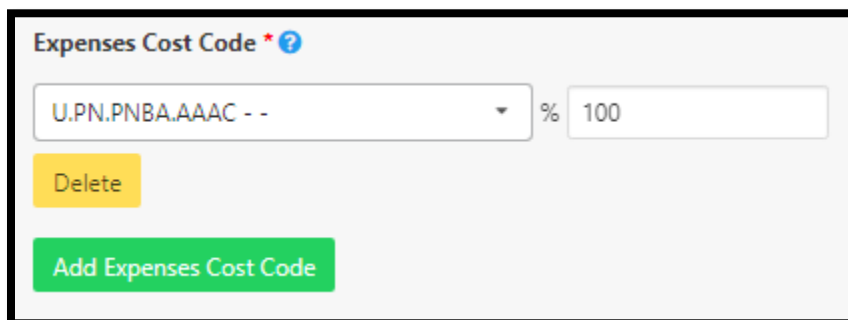If **Yes** is chosen, an extra panel will appear with an additional drop down and percentage fields for the Expense Cost Code.

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.
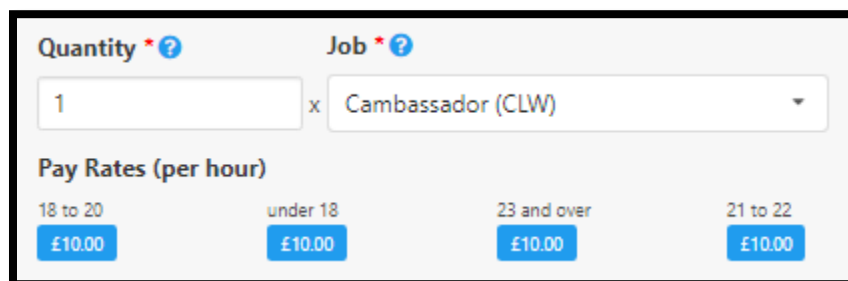
Quantity

This field is for you to enter the number of workers you require. In this scenario 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 and ask them to add the new role details.

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.
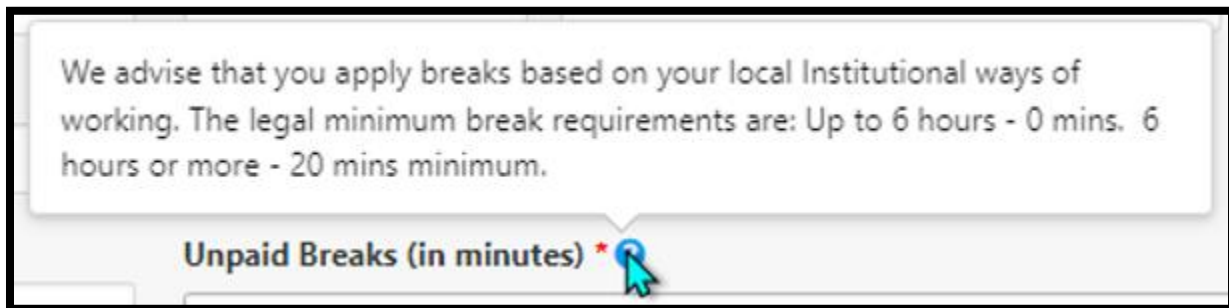
Instructions for Worker

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.

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.

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.
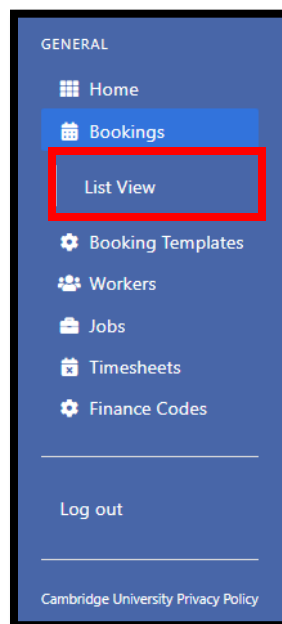
Step 7

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

Filter options are available at the top if required.

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.

Step 9

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

Step 10

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

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
☑	Wilma May	Profile / Availability		00:00	48:00	£10.00	No
☑	Wilf Bevan	Profile / Availability		00:00	48:00	£10.00	No

Displaying **2** items

Post Job   Schedule for later

Cancel Booking   Edit Booking

Step 12

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

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

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.

Press the green **Confirm Worker** button.

Step 14

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

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

Step 15

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

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.

Finish