

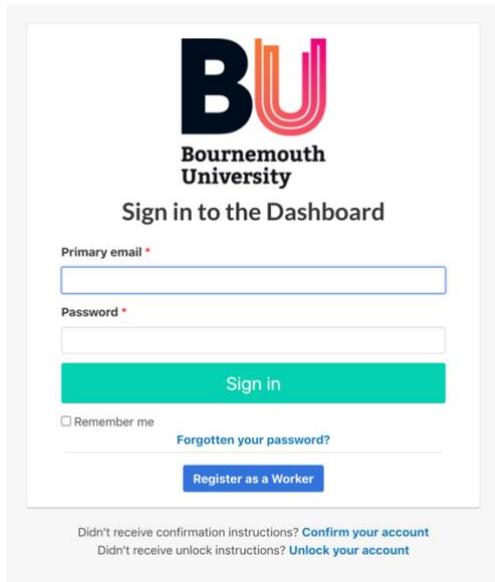
Dashboard Worker Manual

Dashboard is our online student ambassador management system. You will have received an email inviting you to register a profile on Dashboard once HR have issued your agreement.

The Dashboard URL is https://bu.dashboardtechnology.co.uk/users/sign_in

Registering your profile

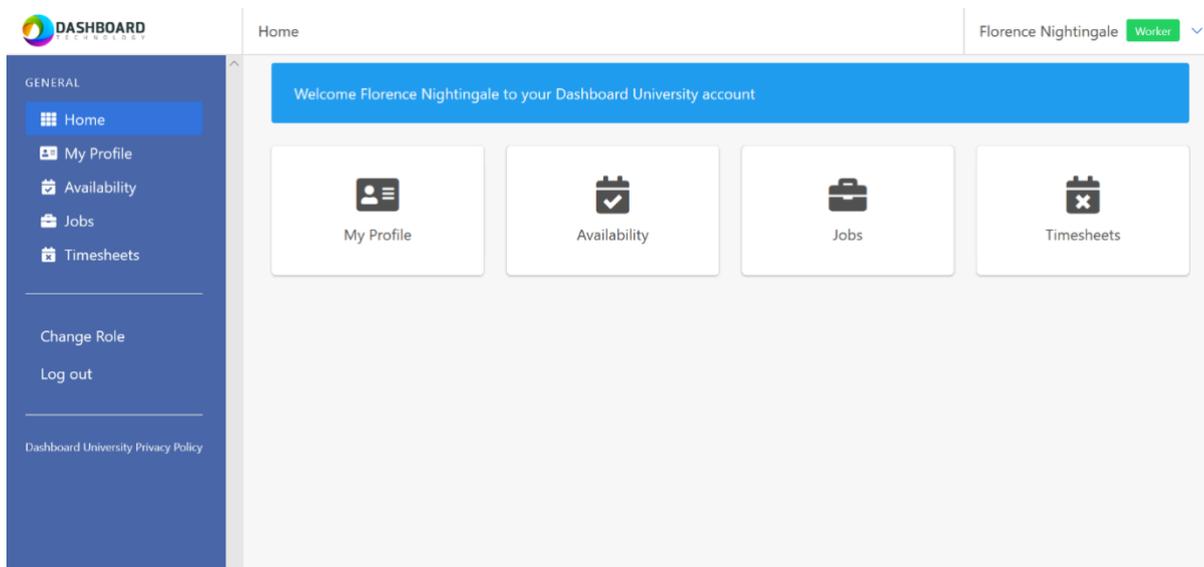
Navigate to Dashboard using the link above and you will see the screen below. Click “Register as Worker”.



The screenshot shows the Bournemouth University Dashboard sign-in page. At the top is the BU logo and the text "Bournemouth University". Below this is the heading "Sign in to the Dashboard". There are two input fields: "Primary email" and "Password". A green "Sign in" button is positioned below the password field. Below the sign-in button is a checkbox for "Remember me" and a link for "Forgotten your password?". At the bottom of the form is a blue button labeled "Register as a Worker". Below the form, there are two links: "Didn't receive confirmation instructions? Confirm your account" and "Didn't receive unlock instructions? Unlock your account".

Complete the registration screen and click “Sign up”. You will receive an email with a link to activate your account. You can then log in to set up your profile as described below.

Worker Home Screen



The screenshot shows the Dashboard Worker Home Screen. At the top left is the "DASHBOARD" logo. The top navigation bar includes "Home" and the user's name "Florence Nightingale" with a "Worker" role indicator and a dropdown arrow. A blue banner at the top of the main content area reads "Welcome Florence Nightingale to your Dashboard University account". Below the banner are four main action buttons: "My Profile" (with a person icon), "Availability" (with a calendar icon), "Jobs" (with a briefcase icon), and "Timesheets" (with a calendar icon). On the left side, there is a dark blue sidebar menu with the following items: "GENERAL", "Home", "My Profile", "Availability", "Jobs", "Timesheets", "Change Role", "Log out", and "Dashboard University Privacy Policy".

This is the screen you will see once you have logged in. Here you can view your profile, availability, jobs and timesheets.

Worker Profile

My Profile

Your Right to Work evidence has been checked and your profile was approved 04/12/2019 by Greg Lillis


Personal detail
✓


Contact detail
✓


Emergency contact
✓


Right to work
✗


Preferences
✗


Equal opportunity
✓


Transportation
✓


Qualification
✓


Terms and condition
✓

[Deactivate my account](#)

Use the Profile section to enter your personal information. Once you have completed all the sections, a green 'Submit Your Profile' Button will show at the top of this screen that you will need to press to submit your profile for approval. You will receive email notification once your profile has been approved. You will then be set up to receive job offers by text and email.

Worker Availability

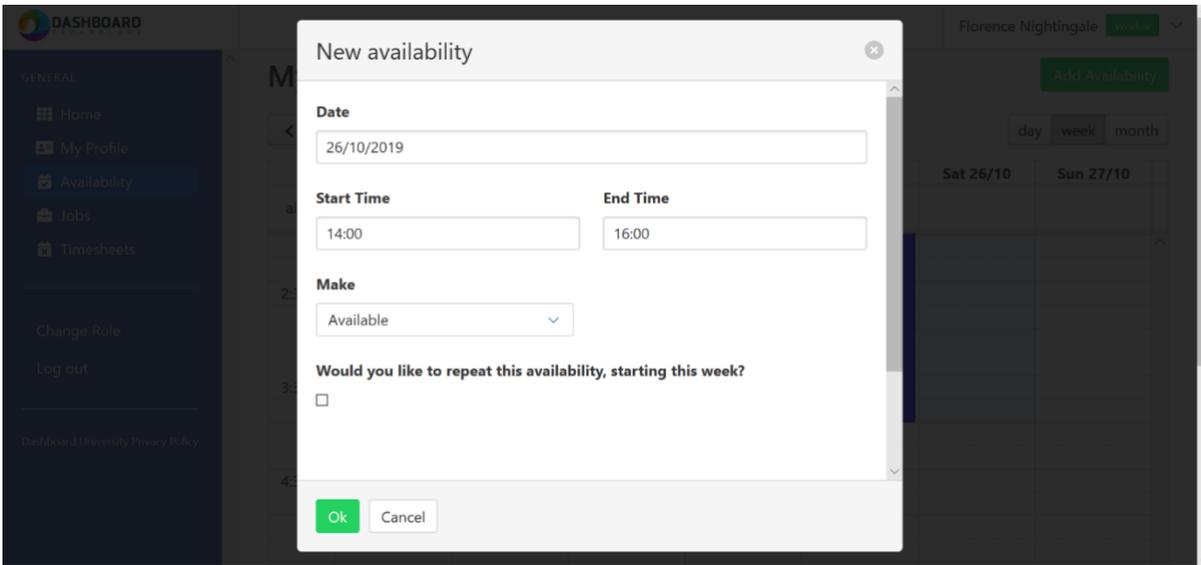
DASHBOARD Florence Nightingale Worker

My Availability Calendar

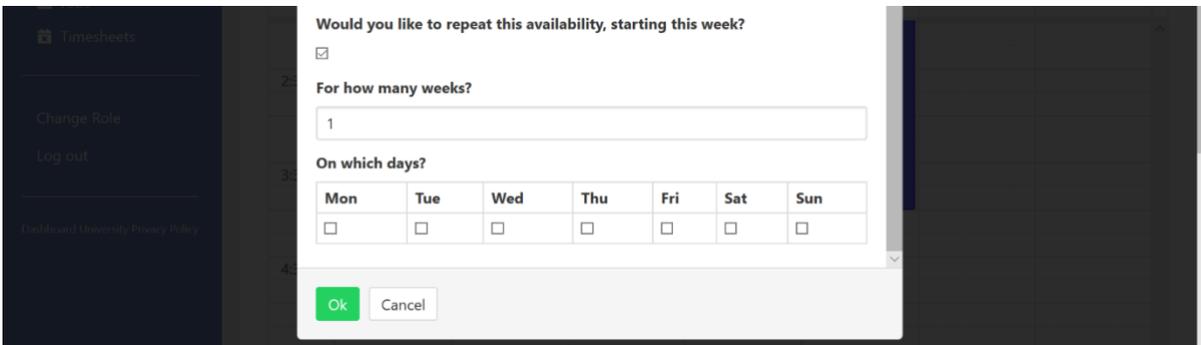
Oct 14 - 20, 2019 day week month Add Availability

	Mon 14/10	Tue 15/10	Wed 16/10	Thu 17/10	Fri 18/10	Sat 19/10	Sun 20/10
all-day							
1:30pm							
2pm							
2:30pm							
3pm							
3:30pm							
4pm							
4:30pm							

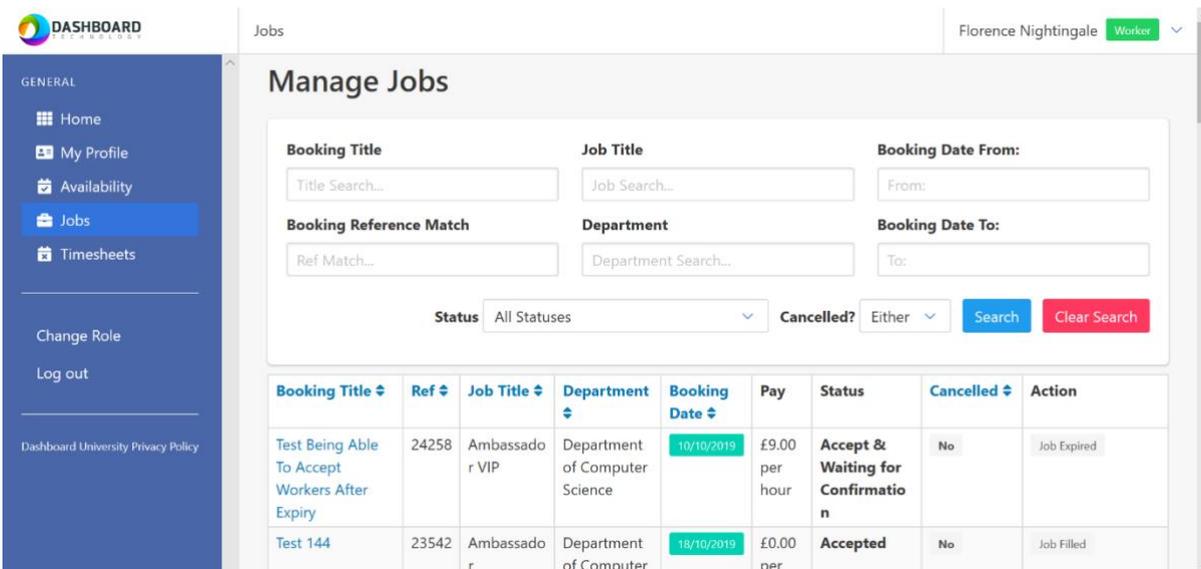
The Availability screen is where you can set when you are available to work or can set if you are working outside the university. You can do this by dragging on the calendar or by pressing the green 'Add Availability' button.



When you have completed the previous step, you will be able to see this screen. This is where you can adjust the date, time, specify if you are marking availability or working outside the university and also make it repeating:



Worker Jobs



In the Jobs screen you can find the jobs you have been offered. You can see details about the job such as title, booking reference, job title, department, booking date, pay, status, whether the booking has been cancelled and what has happened to the job. When a booking comes in that needs a response from you, you will be able to accept or reject the booking.

Worker Timesheets

Timesheets are automatically produced after each booking has taken place, for you to submit (or cancel). Your timesheet will either be accepted if we agree with the hours you have submitted, or disputed if we don't. Once agreed, it will display in the Approved tab.

The screenshot shows the 'Manage Timesheets' interface. On the left is a blue sidebar with navigation options: Home, My Profile, Availability, Jobs, Timesheets (selected), To Submit, Submitted, Disputed, and Approved. Below these are 'Change Role' and 'Log out'. The main area has search filters for Booking Reference Match, Booking Title, Booking Type, Department, Location, Job Title, Timesheet Date From, and Timesheet Date To. A 'Search' button is present. Below the filters is a table with columns: Ref, Booking Title, Booking Type, Department, Location, Job Title, Date, Total Time, Total Pay (£), Status, and Action. The table shows two rows: one for 'Test 188' with a 'To submit' status and one for 'Test 101010' with a 'Submitted' status.

In the Timesheets screen you can view timesheets To Submit, Submitted, Disputed and Approved by selecting the options in the blue band on the left.

This screenshot is similar to the previous one, but the 'To Submit' option in the left sidebar is highlighted in blue. In the table, the 'Status' column for the first row (Test 188) is 'To submit', and the 'Status' column for the second row (Test 101010) is 'Submitted'.

In the To Submit section you can check the tick box to the left of the timesheet you want to submit and scroll down and press the green Submit button.

Two buttons are shown: a green thumbs-up icon labeled 'submit' and a red trash can icon labeled 'delete'. Below them, the text reads 'Displaying all 9 timesheets'.

Tip

Get into the habit of logging into the system at least once a week to:

- Check your upcoming bookings
- Check your availability is up-to-date
- Submit your timesheets
- Check if any timesheets have been disputed