

weballocations: how it helps you!  
It is YOUR ONLINE HELP SYSTEM

<b>web allocations</b> Login to web allocations! <a href="#">LOGIN HERE</a>	<b>Blog</b> Get involved in discussions! <a href="#">READ NOW</a>	<b>FAQ</b> For all the answers! <a href="#">READ NOW</a>	<b>Post Vacancy</b> Create a vacancy online! <a href="#">READ MORE</a>	<b>Social Media</b> <a href="#">Become a fan!</a>
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Username   
Password

Type in your payroll number and allocated password. If you do not know your password contact Dianne or myself (Ian) at the office and we will send it to you.

- All your old, current and future placements are there
- You can also alter your availability, we also suggest you call your Area Manager to advise them of your changed details

**web allocations** Welcome

Placements Availability Message Password Logout Contact Us

Welcome to your REd Resource Ed Online RELIEF TEACHING Office

**web allocations** Placements

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Today From 04/07/2012 To 10/07/2012 Go  No records to display

Placements Allocated

Map	Date	Day	Shift	Start	End	Class	Client	Department	Book #	Request	Booking Notes	Cancel
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Remember all your bookings (shifts) are in the AM, do not use PM or ND

Today From 01/05/2014 To 29/05/2014 Go

Submit Cancellations

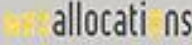
1 to 17 of 17

Placements Allocated


Map	Date	Day	Shift	Start	End	Class	Client	Department	Book #	Request	Booking Notes	Cancel
	1/05/2014	Thu	AM	0900	1530	GENP	Glen Waverley Primary School	STD	355477	Paid		
	2/05/2014	Fri	AM	0900	1530	GENP	Glen Waverley Primary School	STD	355478	Paid		
	5/05/2014	Mon	AM	0900	1530	GENP	Glen Waverley Primary School	STD	356030	Paid		
	6/05/2014	Tue	AM	0900	1530	GENP	Glen Waverley Primary School	STD	356087	Paid		
	7/05/2014	Wed	AM	0900	1530	GENP	Glen Waverley Primary School	STD	356089	Cancelled		
	7/05/2014	Wed	AM	0900	1530	GENP	Glen Waverley Primary School	STD	356088	Paid		
	8/05/2014	Thu	AM	0900	1530	GENP	Glen Waverley Primary School	STD	356093	Paid		
	9/05/2014	Fri	AM	0900	1530	GENP	Glen Waverley Primary School	STD	356094	Paid		
	12/05/2014	Mon	AM	0900	1530	GENP	Glen Waverley Primary School	STD	356096	Cancelled		
	12/05/2014	Mon	AM	0900	1530	GENP	Glen Waverley Primary School	STD	356031	Cancelled		
	12/05/2014	Mon	AM	0930	1530	GENP	Heary Park PS	STD	356233	Paid		
	13/05/2014	Tue	AM	0900	1530	GENP	Heary Park PS	STD	356273	Paid		
	15/05/2014	Thu	AM	0900	1530	GENP	Karingal Heights PS	STD	356349	Live		



## Making Temporary changes to your Availability

Call/text your Area Manager as a matter of courtesy when making changes






### Availability - Ad Hoc



 Placements
  Availability
  Message


Temporary changes to your availability that do not affect your Permanent Availability. Take the tick out on the day & date, you are not available

 Password
  Logout
  Contact Us

May, 2014						
Day	Date	AM	PM	NO	Comments	Booked
Thu	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	AM:GLENWLY 09:00-15:30,
Fri	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	AM:GLENWLY 09:00-15:30,
Sat	3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Sun	4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	
Mon	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	AM:GLENWLY 09:00-15:30,
Tue	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	AM:GLENWLY 09:00-15:30,
Wed	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="text"/>	AM:GLENWLY 09:00-15:30,

## Making Permanent Changes to your Availability

Changing your availability  
Simple: Go to the Availability on webAllocations menu  
2 Choices: Ensure you only use the AM check button, all bookings are for the **AM period only**  
Normally, your work days will be from Monday to Friday  
If you can work for a period of time, for instance, a week, take the ticks out of the week and you are not available.  
If longer, "show Permanent Availability"- take the ticks out. You can always log back in and advise of your availability. When changing availability, press the update button. Use the month buttons to navigate to the appropriate month or day.  
**IF CHANGING YOUR AVAILABILITY, ALWAYS RING YOUR AREA MANAGER**



When NOT available on a specific day/s goto AdHoc  
Take the tick out of the date/s and or day/s in the AM box only

resource ed personnel

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Show Ad Hoc Availability Update

Take the ticks out of the days you want to delete. You can always come back in and alter again.

Shift	Sun	Mon	Tue	Wed	Thu	Fri	Sat
AM	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PM	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Call/text your Area Manager as a matter of courtesy when making changes