Process documentation

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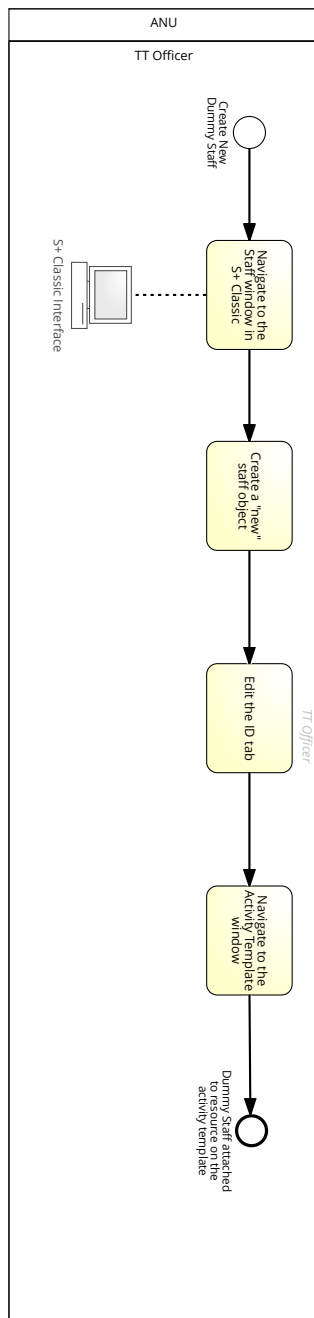
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Diagram Type	Business Process Diagram (BPMN 2.0)
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1.1 Diagram

1.2 Elements

Process elements

Create New Dummy Staff
Start Event

Organization units: ANU - TT Officer

Navigate to the Staff window in S+ Classic

Task

In the S+ Classic view navigate to the Timetabler tab at top of the screen 6 tab in from the left. Select staff from the drop down list and the Staff window will open

Organization units: ANU - TT Officer

IT Systems: S+ Classic Interface

Create a "new" staff object

Task

Ensuring that there are no staff selected in the staff window - navigate to the bottom right of the screen and click "New" This will create a new staff object in the list of staff in the staff window.

If the new button is grayed out it means that there is a staff still selected in the staff window.

You may also need to consider browse mode if you are not starting this process from a newly opened window.

Organization units: ANU - TT Officer

Edit the ID tab

Task

Edit the following items under the ID tab

1)   Enter the surname and initial as follows - /ane Doe,J   The reason for the forward slash is so that the TT officer can identify that this is a staff that has been created manually rather than one that has been imported from the staff system. There should not be any spaces.
2) Ignore the hot key - this is a system generated number.   Where staff have been imported from the staff system this field would contain their id #
3) Select the department that the staff belongs to.
4) Under the Description field - enter the staff name again like this - Jane Doe,
5) Press the modify button at the bottom right of the screen to save the changes you have made. to the object
6) Then press the WB button to write back your changes to the DB

Organization units: ANU - TT Officer

Navigate to the Activity Template window

Task

If the Activity Template window is still open that select it. If not, navigate to the timetabler button at the top of your screen on the left. Click it and select Activity Template from the drop down list.

Navigate to the AT you need to attach the staff to using the appropriate course code and under the resources tab you should now be able to see that staff you have just created. They will be at the top of the list because of the back slash in front of the name.

Press the modify button bottom right of the screen to save the changes to the AT object

Then press the WR button to write the change to the DB.

Organization units: ANU - TT Officer

Dummy Staff attached to resource on the activity template

End Event

Organization units: ANU - TT Officer

Organization units

ANU

Pool

TT Officer

Lane

Organization unit: ANU

Data / IT-Systems

S+ Classic Interface

IT System