[29 APRIL 2022 2](#_Toc102113937)

[1 EDITORIAL 1 2](#_Toc102113938)

[OLD DESIGN 2](#_Toc102113939)

[NEW DESIGN 2](#_Toc102113940)

[28 APRIL 2022 MODIFICATIONS 4](#_Toc102113941)

[1 EDITORIAL 1 4](#_Toc102113942)

[2 EDITORIAL 2 5](#_Toc102113943)

[3 EDITORIAL 3 6](#_Toc102113944)

[PREVIOUSLY DISCUSSED ISSUES 7](#_Toc102113945)

# 29 APRIL 2022

### 1 EDITORIAL 1

{Vineet: Please change the presentation of the VISIT SCHEDULE}

### Application Description automatically generated with low confidenceOLD DESIGN

### NEW DESIGN

Timeline

Description automatically generated

NOTE 1: **DOWNLOAD FORMS**

All Students will be visible – From – To Dates

The Download button must add the Select Radio Button to Select the Individual Students that must be download. The Academic Selects the Students and Download full Spreadsheet according to the following Download Options

**DOWNLOAD OPTIONS**

1. VISITATION SCHEDULE ONLY
2. ONSITE STUDENT ASSESSMENT FORMS
3. EXISTING MENTOR EVALUATION FORMS
4. NEW MENTOR BLANK FORMS
5. NEW EMPLOYER BLANK ACCREDITATION FORMS

{Note to Vineet:

Option 1: Print the complete Spread sheet -FROM DATE to TO-DATE) - of the Schedule sorted by – DATE>TIME>. Include the fields DATE, DAY, TIME, STUDENT NAME, MOBILE NO, WIL MODULE, EMPLOYER NAME, MENTOR NAME, ADDRESS (Online VIEW only – Add GPS LINK)

Option 2: Download the OPTION 1 SCHEDULE as the First Page followed by all the Student FORMS in the order of the Date and Time of visit.

**UPLOAD SIGNED FORMS**

Vineet add the options:

1 UPLOAD SIGNED STUDENT EVALUAL

2 UPLOAD SIGNED MENTOR EVALUATION FORM

3 UPLOAD EMPLOYER EVALUATION FORM

Mentor and Employer UPLOADS must appear on all RECORDS of the Mentor and Employer

**ABOUT THIS PAGE** (Editorial 1)

1. **CONFIRMATION OF VISIT SCHEDULE BY STUDENT**

WIL Coordinator / Lecturer first schedules the Student Onsite Visit Date and Time. The student would receive an email and an Alert via the WIL Portal to confirm their availability on the Date of Visit. The WIL Coordinator can also mark the Visit Schedule as being Confirmed

1. **DOWNLOADING OF VISITATION SCHEDULE AND STUDENT REPORTS**

The WIL Coordinator / Lecturer can Download the Visitation Schedule.

1. **DOWNLOAD OPTIONS**
2. VISITATION SCHEDULE ONLY
3. ONSITE STUDENT ASSESSMENT FORMS
4. EXISTING MENTOR EVALUATION FORMS
5. NEW MENTOR BLANK FORMS
6. NEW EMPLOYER BLANK ACCREDITATION FORMS
7. **UPLOAD SIGNED FORMS**

After the WIL Coordinator/Lecturer completes the Onsite Visitation Student, Mentor, and Employer Evaluation Forms, the Lecturer must UPLOAD the Signed Forms.

# 28 APRIL 2022 MODIFICATIONS

### 1 EDITORIAL 1

Graphical user interface, application

Description automatically generated

### 2 EDITORIAL 2

{Note to Vineet: Make the Confirmation Pending EDITABLE so that Academic can Confirm}

Timeline

Description automatically generated

**ABOUT THIS PAGE** (Editorial 1)

**CONFIRMATION OF VISIT SCHEDULE BY STUDENT**

After the onsite visit has been scheduled by the WIL Coordinator / Lecturer, the Student receives an Email and an Alert on the WIL Portal to confirm their availability. The Student can confirm their availability online. The WIL Coordinator can also mark the Visit Schedule as being Confirmed in the CONFIRMATION PENDING menu.

**DOWNLOADING OF VISITATION SCHEDULE AND STUDENT REPORTS**

The WIL Coordinator / Lecturer can Download the Visitation Schedule for each day. The Download would include:

1. Visitation Schedule, the Names of the Students to be Visited, Time, Date, Employer Name, Employer Address, Mentor Name
2. The Onsite Student Assessment Forms for each Student, the Mentor Assessment Forms, and the Employer Assessment Forms.

### 3 EDITORIAL 3

Diagram

Description automatically generated

## **PREVIOUSLY DISCUSSED ISSUES**

Visitation Scheduler Page

2. Filter on the basis of Provice, City, Suburb – ADD ALL OPTIONS on each
3. **Visitation History –** it will show the dates of past visits as comma Separated
4. **~~Visit Type –~~** ~~Visiting student, mentor or employer~~
5. **~~Visitation Status~~ [VISIT DUE] –** ~~Pending Visitation and Overdue Visitation~~

[26 Days, or -**2 Days**}

1. **~~Visit Date~~** ~~– We will change column name to Visitation date as per Rule~~

**Figure 1**

Graphical user interface

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|  |  |  |
| --- | --- | --- |
| STUDENTS ONSITE VISITATION PENDING | 26 | CLICK TO VIEW |

SAME 2 BUTTONS

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| STUDENT NAME | VISIT DUE | MENTOR NAME | MENTOR APPROVAL STATUS | EMPLOYER NAME | EMPLOYER ACCREDITATION STATUS |
|  | [45 DAYS] |  | APPROVED, 23/02/21, JOE SOAP |  | APPROVED, 23/02/21, JOE SOAP |
|  | **[- 15 DAYS**] |  | **APPROVAL PENDING** |  | **ACCREDITATION**  **PENDING** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

Graphical user interface

Description automatically generated

Table, timeline

Description automatically generated

Graphical user interface

Description automatically generated

**Schedule Visitation Button -** Academic will select Checkbox of Users (Student, Mentor or Employer) and click on Schedule Button on the top. It will open Popup as shown below. All User whose visitation is scheduled will not be a part of this page until user rejected, reschedule or cancelled by Academic or On Site Visitation Report marked as not visited (same visit) or On site visitation marked as visited (next visit date will be visible).

Graphical user interface

Description automatically generated

**Download Visitation Schedule Button -** Once the visitation is scheduled, it will show the entry per date.   
Vistation Status – Onsite Visitation Pending before visitation date, After visitation date surpassed Visitation Report Pending

User Count – will change its title to “Total Users”

Accepted Counts – will change its title to “User Accepted”

Pending Counts – will changed its title to “User Pending Acceptance”

Download Visitation Schedule Assessment and Approval – One sheet will be downloaded having Visitation Schedule on top then Student Assessment >>> will discuss

**Graphical user interface

Description automatically generated**

**Graphical user interface, application

Description automatically generated**

**Vistation Report**

**Table

Description automatically generated with medium confidence**

**Graphical user interface, application

Description automatically generated**

**Graphical user interface, text, application

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