Adding an agency offer



Double click on the placement group from the home page.



Click on Placement Requests



Click on the add button



This will bring up this dialogue box

lect Site								>
			🖌 Show	my sites	only 🗌	Show sites	already a	idded
Site	Code	Pare	nt					4
Active Communities Network (UK)								
Alta-1 - WANGARA								
Alta-1 BELMONT								
Alta-1 CANNING VALE								
Alta-1 COCKBURN								
Alta-1 ELLENBROOK								
Alta-1 MALAGA								
Requested 1 🗘		Confirmed						
Dates 4/12/2017	То	4/12/2017			Shift		-	
Preferences No date/time	То	No date/tir	ne					
Copy information for students f	rom previous	s placement	equest fo	r the site				
						Add		Close

Start typing the site name.

Check the confirmed box and click add. You can keep doing this for as many sites you need before closing and SAVE.

Matching a student to the offer.

In the Placement Group - click on Student Allocation



In the Placement Group – click on Student Allocation Click in the Student Name and the Agency and Click



This will match the student to the agency.

To remove click