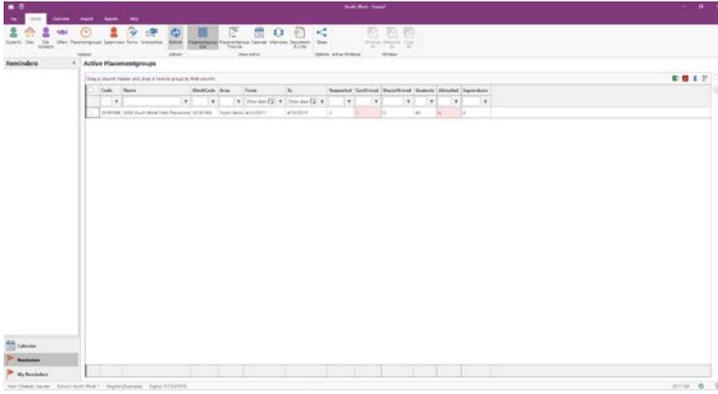


Adding an agency offer

Double click on the placement group from the home page.



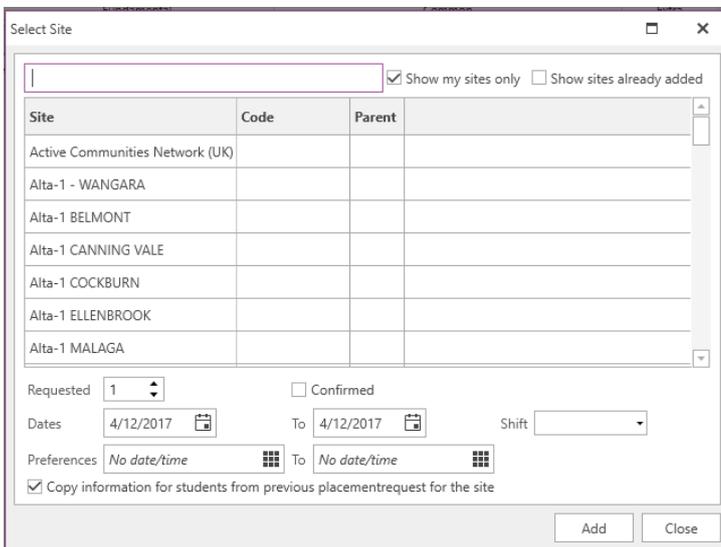
Click on Placement Requests



Click on the add button



This will bring up this dialogue box

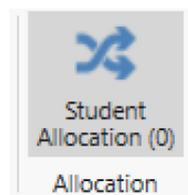


Start typing the site name.

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

