Making Changes to an Offer Once it Has Been Submitted (Placement Requests)

- 1. Use for Introduction to Fieldwork and Fieldwork 1
- 2. Login to your InPlace account. Select "Placements" from the menu bar across the top.

TORONTO								Smart Placement Solutions
Gpportunities	Placement Requests	Placements	InFlow Forms	Shar	ed Documents My Responses		View: ca-tor-sandbox 🗸	bdavies@quantumit.net 🗸
Attendance Summar	у				Placement Requests	TO DO 🔕		
Next 7 Days				3	FW3 Class of 2022 40 DV Occupational Therapy 2022/03-17 2022/03-17 2022/03-17 20 Offered 0 Offered 2022/04-17 2022/04-17 20 Offered 2022/04-17 2022/04-17 2022/04-17 2022/04-17 2022/04-17 2015 2022/04-17 2015 2022/04-17 2015 2022/04-17 2020 2020 2016 2020 2016 2020 2020 2020 2020 2020 2020 2020 2020 2020 2020 2020 2020 2020 201 2020 2020 2020 2020 2020 2020 2020 2020 2020 2020 2020 2020 2020 2020 2020 2020 2020 <td>NOTIFICATIONS ()</td> <td></td> <td></td>	NOTIFICATIONS ()		

3. Look for the Fieldwork Group for which you wish to modify the offer in the list under "Student" and click on **Awaiting Allocation**. You may need to find and organize the placements under "Placement for".

Opportunities	Placement Requests Place	cements InFlow Forms	Shared Docu	ments My Responses				View: ca-to	r-sandbox 🗸 bdavies@quantur	mit.ne
acements										
FILTER										^
Student Name			Stu	dent Code			Supervised by			
Status			E	orlanza			Dissipling		4	6
All statuses			~	di experiences			All disciplines			~
Agency			Sta	rt Date End D	ate					
Agency	Agencies		Q, m	rt Date End D onth/day/year	ate hth/day/year 🛗 je	'n				
Agency	Agencies		Sta m	rt Date End D oonth/day/year mon Include range C Exclude range	ate nth/day/year 🛗 e	n			X Cancel Apply Filt	lter
Agency	Agencies Placement for	Discipline	Sta Q Status	rt Date End D onth/dayryear m → mon Include range Exclude rang Start/End Date	ate hth/day/year f e Duration	Experience	Agency Supervisor	Institute Supervisor	X Cancel Apply Filt	lter
Agency incluide child dent † aitling Allocation	Agencies Placement for FW3 Class of 2022	Discipline Occupational Therapy	Status Offered	rt Date End D onttrivdayyear ∰ → mon Include range Exclude rang Start/End Date 2022-03-31 to 2022-05-27	ate nth/day/year di e Duration 40 DAys	Experience Occupational Therapy	Agency Supervisor	institute Supervisor	X Cancel Apply Filt	lter
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4. Make the changes you wish to make to the various responses.

A Opportunities Placement Requests Placements InFlow Forms Shared Documents My Responses	View: ca-tor-sandbox 🗸	bdavies@quantumit.net 🗸
Awaiting Allocation Test Barb Parent III: 01 Apr - 19 Aug O 120 DAVS General		Withdraw Placement
Details Placement Schedule Assessment Reports (0)		
Placement Details		
Allocation Group OT Spring 2021		
Status Uner		
NSMA		
Comments Decement Service Deck Br		
Placement details		
Please indicate the type of placement		
Category Physical Health, Mental Health		
Internship Type Long term care service (e.g. nursing home), Rehabilitation service, Complex Continuing Care (e.g. LTLD)		
Placement Description adding additional information and submitting changes April 20		
Lifespan Adult		

5. When you entered all of your changes/additions. Select **Submit Changes**.

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lacement Description	
dditional information and submitting changes April 20 New information - April 20 11:30	
lease enter a description of the placement in the text box below:	
additional information and submitting changes April 20	9
New information - April 20 11:30	
Submit Changes Cancer	
ifespan	

If you have any questions or difficulties, contact Sonia Mistry: ot.fieldworkadmin@utoronto.ca.