



Site Contact Guide

A quick-start reference to SoniaOnline for Site Contacts

POWERED BY  Planet
SOFTWARE

setting the standard for student placement software

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The example data depicted herein as text and images are fictitious. No association with any real organisation, person, place or event is intended or should be inferred.

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Introduction

This guide is intended to be provided to Site Contacts who are affiliated with the university using Sonia as part of the management of field/internship placements.

NOTE: This guide uses default Sonia terminology, which the university may have changed, depending on their business practices and preferences. For example, Sonia uses the word 'Mentor' for what some universities call 'Field Instructor' or 'Site Supervisor'.

This guide covers parts of Sonia that the university may not have been enabled and would therefore be unavailable to you.

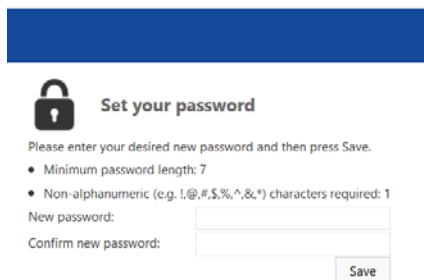
Sonia Online will timeout after 30 minutes on the same page. It is recommended that you save often, as clicking 'Save' will restart the 30-minute clock.

Starting Sonia

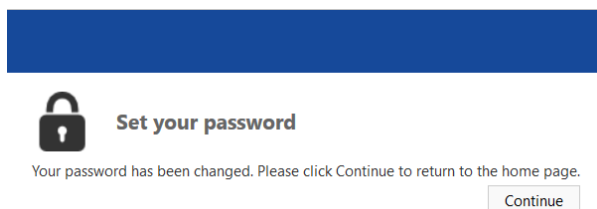
To access Sonia, you will need a web (internet) browser (e.g., Chrome, Firefox, Internet Explorer) and internet access.

Signing In

The University has created an account for you and will e-mail you a link to SoniaOnline to create a password.



Once you have set your password, you will be directed to the home page to login.



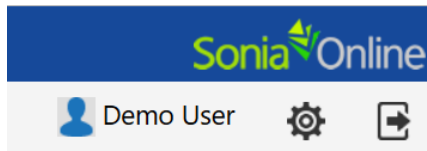
Ensure the 'Role' is set to 'Site'. Use the username provided in the e-mail from the University and the password you just created, and click 'Sign In'.



You should see the screen below. The university may have customized this page with text and/or a logo.



You can sign out of Sonia by clicking the exit door (the rectangle with the right arrow) on the right side of the screen.



The cog (gear shape) is your Account Settings. Here, you can upload a picture of yourself and change your password.

Account Settings

General

Enhanced accessibility:

Change the culture: English (United States) ▼ Save

Change your picture: Browse Upload Remove

Change your password

Please enter your current and desired new password and then press Save.

- Minimum password length: 7
- Non-alphanumeric (e.g. !, @, #, \$, %, ^, &, *) characters required: 1

Current password:

New password:

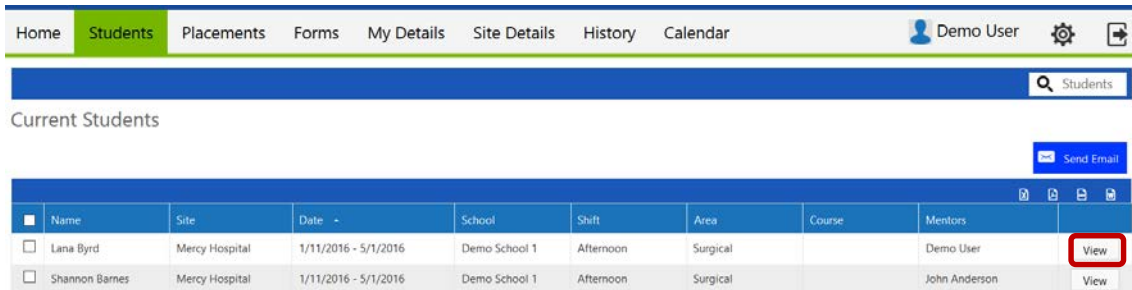
Confirm new password:

Save

Students Tab

This screen shows a list of students you are currently supervising AND includes students who have been allocated to the sites at which you are a Contact, even if you are not the Mentor.

Click View to see details about the student, including custom fields that the university field placement office marked as viewable to Site Contacts. Notes on the student can also be taken here.



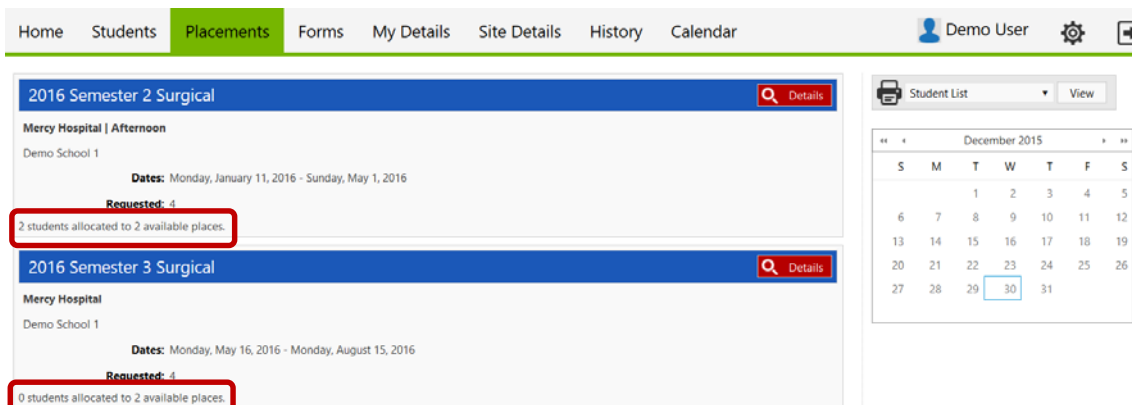
The screenshot shows the 'Students' tab in the application. At the top, there is a navigation bar with 'Home', 'Students' (highlighted), 'Placements', 'Forms', 'My Details', 'Site Details', 'History', and 'Calendar'. On the right, it shows 'Demo User' and settings icons. Below the navigation bar is a search bar with 'Students' entered. The main content area is titled 'Current Students' and includes a 'Send Email' button. A table lists the following students:

Name	Site	Date	School	Shift	Area	Course	Mentors	View
<input type="checkbox"/> Lana Byrd	Mercy Hospital	1/11/2016 - 5/1/2016	Demo School 1	Afternoon	Surgical		Demo User	View
<input type="checkbox"/> Shannon Barnes	Mercy Hospital	1/11/2016 - 5/1/2016	Demo School 1	Afternoon	Surgical		John Anderson	View

Placements Tab

This is a listing of placement groups to which your interns belong. The university has created these placement groups to keep students together who have something in common, such as their academic level, interest, placement term, etc.

In the screenshot below, the Mentor can see that he has two students in the first placement group who were allocated to two available positions at Mercy Hospital. The second placement group shows that two positions were available for the students in that placement group, but no students have been allocated.



The screenshot shows the 'Placements' tab. The navigation bar is the same as in the previous screenshot. The main content area displays two placement groups:

- 2016 Semester 2 Surgical** (Mercy Hospital | Afternoon): Requested: 4, 2 students allocated to 2 available places.
- 2016 Semester 3 Surgical** (Mercy Hospital): Requested: 4, 0 students allocated to 2 available places.

On the right side, there is a 'Student List' dropdown menu and a calendar for December 2015. The calendar shows the 30th of December highlighted.

Optional Buttons

Depending on the University's settings on the placement group, you may see the following buttons on placement groups in the Placements Tab.

- **Timesheets:** Approve interns' timesheets
- **Manage Interviews:** Create interviews for students in this placement group; individual appointments can be exported to an Outlook calendar
- **Advertisement:** The University may ask you to either request or confirm placements for placement groups.
 - To request interns: Click on the Advertisement button (see third blue bar below) for the applicable placement group and follow the prompts. When you click 'Save', your advertisement has been confirmed with the University Placement Office, and you will not be able to see or edit the request. Take note of the "Advertisement Dates" listed on the placement group, as you can only advertise during this period.
 - To confirm that your site can accommodate interns: In the example in the first placement group below, the university is requesting Mercy Hospital take two interns for the Morning shift. If Mercy can accommodate two interns, they will simply click 'Confirm'. If they can accommodate more or fewer, they can change the number in the 'Confirmed' box, perhaps write a comment to the Placement Office, and click 'Confirm'.

Home
Students
Placements
Forms
My Details
Site Details
History
Calendar

2016 Semester 2 Surgical
🔍 Details
🔄 Manage interviews
📅 Timesheets

Mercy Hospital | Morning
Demo School 1

Dates: Monday, December 28, 2015 - Sunday, May 1, 2016

Manage interviews dates: Thursday, December 31, 2015 12:00 AM - Thursday, March 31, 2016 12:00 AM

Requested: 2

Confirmed:

Comment:

0 students allocated to available places.

2016 Semester 2 Surgical
🔍 Details
🔄 Manage interviews
📅 Timesheets

Mercy Hospital | Afternoon
Demo School 1

Dates: Monday, December 28, 2015 - Sunday, May 1, 2016

Manage interviews dates: Thursday, December 31, 2015 12:00 AM - Thursday, March 31, 2016 12:00 AM

Requested: 4

2 students allocated to 2 available places.

2016 Semester 2 Surgical
+ Advertisement

Demo School 1

Dates: Monday, December 28, 2015 - Sunday, May 1, 2016

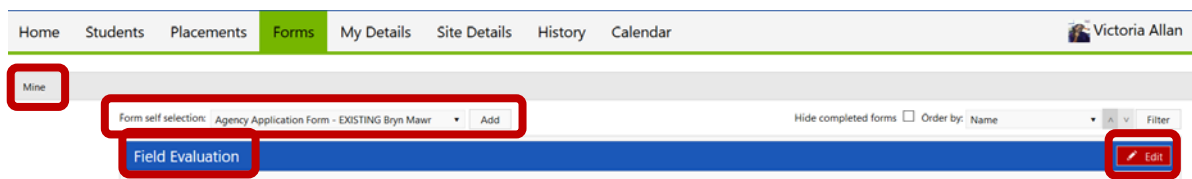
Advertisement dates: Thursday, December 31, 2015 12:00 AM - Thursday, March 31, 2016 12:00 AM

Forms Tab

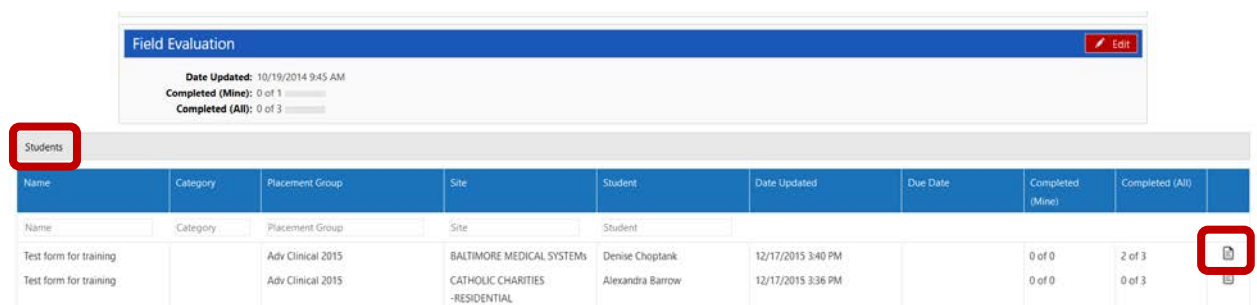
If a form is assigned only to a Site Contact, the name of the form will show on a blue horizontal bar. The user should click the red 'Edit' button at the right end of the blue bar to complete the form.

If the form has not been assigned to a specific Contact, but the University wants it to be available to Site Contacts as needed, the form will be visible in the "Form Self Selection" drop down. In this situation, the Contact chooses and adds the form, and then it appears in assigned forms.

NOTE: The above two types of form retrieval are in the 'Mine' section.



If the Site Contact is a "participant" on a multi-user form (i.e. more than one person completes and/or approves the form), necessary forms will be in the 'Students' section below the 'Mine' section. The Contact should click the white paper icon on the row of the applicable student to complete the form. The University field placement office should give the Contact instruction on when it is his/her turn to complete the form (e.g., if "Completed [all]" is at '1 of 3').

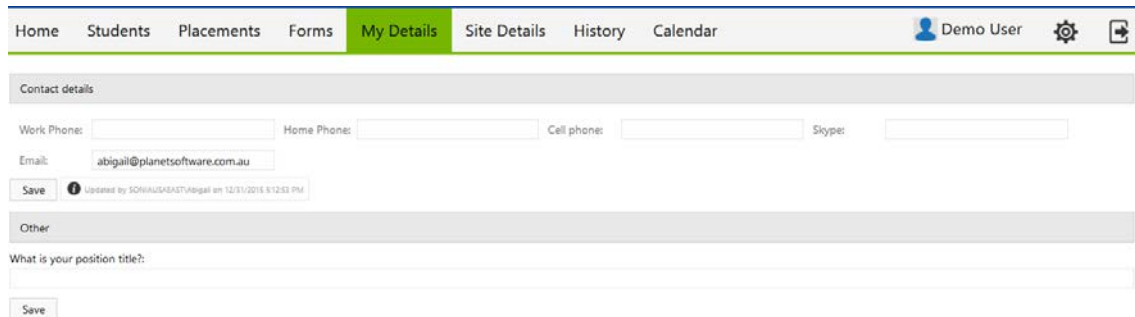


If a form has been Saved but not Submitted, simply click the 'Edit' button again to continue.

My Details Tab

The My Details screen is used to display additional information about you. Most of the information on the My Details page is editable, and you may be expected to fill in some of the details. This will depend on the rules and processes of the University and field placement office.

The 'Contact details' section is what the University already has on record. Each university will vary as to what, if any, questions are in the 'Other' section.

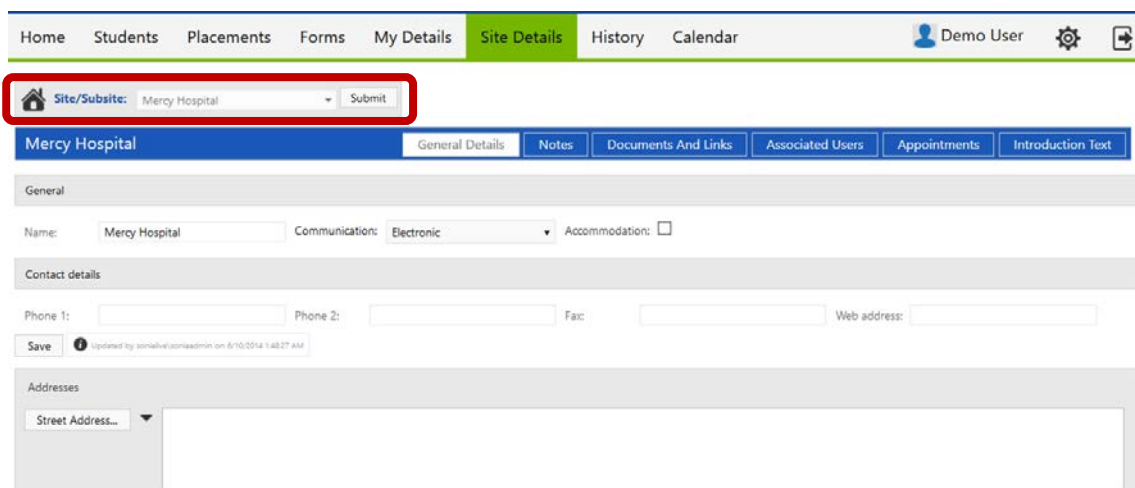


The screenshot shows the 'My Details' tab selected in the navigation bar. Below the navigation bar, there are two main sections: 'Contact details' and 'Other'. The 'Contact details' section includes input fields for 'Work Phone', 'Home Phone', 'Cell phone', and 'Skype', along with an 'Email' field containing 'abigail@planetsoftware.com.au'. A 'Save' button is present below these fields, with a small information icon and a timestamp: 'Updated by SONIAUSABAAT/abigail on 12/31/2015 5:12:53 PM'. The 'Other' section has a text input field labeled 'What is your position title?:' and a 'Save' button below it.

Site Details Tab

The Site Details screen is used to display additional information about your organization. If you are a contact for more than one organization, you can switch between organizations by choosing one from the 'Site/Subsite' dropdown.

Click on the tabs on the blue bar to submit additional information to the University about your organization.



The screenshot shows the 'Site Details' tab selected in the navigation bar. A red box highlights the 'Site/Subsite' dropdown menu, which is currently set to 'Mercy Hospital' and has a 'Submit' button next to it. Below this, there is a blue bar with several tabs: 'Mercy Hospital', 'General Details', 'Notes', 'Documents And Links', 'Associated Users', 'Appointments', and 'Introduction Text'. The 'General' section includes a 'Name' field with 'Mercy Hospital', a 'Communication' dropdown set to 'Electronic', and an 'Accommodation' checkbox. The 'Contact details' section has input fields for 'Phone 1', 'Phone 2', 'Fax', and 'Web address', with a 'Save' button and a timestamp: 'Updated by soniahel/soniaadmin on 6/10/2014 1:48:27 AM'. The 'Addresses' section has a dropdown menu labeled 'Street Address...' and a large text input area below it.

History Tab

This page lists the placements in which you have participated in the past. Placements will only appear in your History once the University field placement office has marked the placement as completed.

Home Students Placements Forms My Details Site Details **History** Calendar Demo User Settings

From: 1/1/2015 To: 12/31/2016 View Student List View

Show position detail Include active Placements Sort by: None Ascending Sort

2016 Semester 2 Surgical (Y16_S2_Sur) [Confirmed]

School: Demo School 1 Site: Mercy Hospital Area: Surgical Date: 12/28/2015 - 5/1/2016 Afternoon Confirmed: 2

View Details

Page size: 50 1 items in 1 pages

Calendar Tab

This calendar is maintained by the University field placement office to mark important dates. Events pertaining to you can be exported to your Outlook calendar and edited.

Home Students Placements Forms My Details Site Details History **Calendar** Demo User Settings

View Calendar View List

Interview Academic Event Public Holiday

today Jan, 2016 Day Week **Month**

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	1 Jan	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
Spring Semester begins						
Spring placements begin						