

Coordinator Work Pattern

Knowing when each Coordinator is normally in their OAC is extremely useful to CSU staff and others within the Department of Education when planning visits to centres or simply trying to contact a Coordinator by telephone.

To set up this information for your OAC:

1. Log in as an OAC Administrator and select the **Opening Hours** template.
2. The default selection for all current day and hour entries is **Centre Opening Hours**. There is no need to change these (unless the actual hours are changing).
3. To enter Coordinator Work Hours, as with entering OAC Opening Hours, select the applicable day of the week, from time and to time.
4. Click on the **Coordinator Work Hours** radio-button.
5. Choose whether to display these Coordinator Work Hours on your OAC's home page. If you select this option, the Coordinator Work Hours will show up under a sub-heading "Coordinator Present". It is entirely optional as to whether you show these hours on your home page.
6. Click on **submit**.
7. Coordinator Work Hours show up on the list of days and hours on the right side of the page with an asterix* (this is simply to make them easier to find when editing existing records).
8. If you want to add Coordinator Work Hours where the coordinator is present in the centre but the centre isn't open (ie. "admin time") but still show "Coordinator Present" times on your home page, you will have to enter these hours as two records with concurrent hours, eg.
Monday 09:00 – 10:00 and "show on home page" = NO
Monday 10:00 – 14:00 and "show on home page" = YES

<p>If you do not elect to display Coordinator Work Hours on your centre's home page, this information can only be accessed by CSU staff. It is not available to the general public or to other OAC staff or volunteers.</p>
