

CLONE WORK OF AN OFFERING, SUBJECT OR OTHER WORK

Description

AWM has the ability to clone work from one Offering or Subject to another Offering or Subject, as well as clone work allocated to “Other”. This functionality is useful to reduce data entry in situations, for example, where the number of lectures, tutorials, consultation, marking and set-up is the same across multiple Offerings or Subjects within the school.

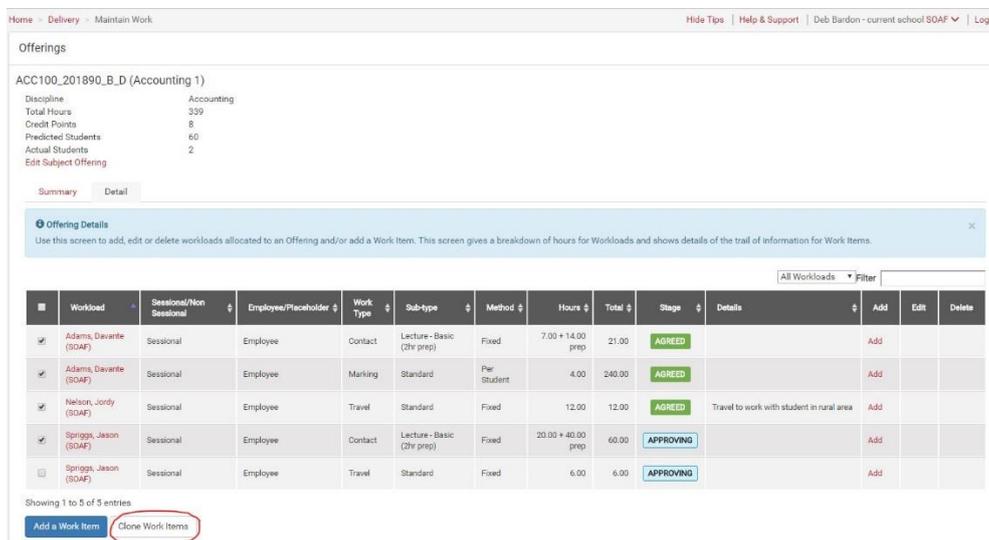
This functionality can be used within the current year or across years.

Key points you need to know before commencing the roll-over process

- You can only complete the clone from the Delivery > Detail screen
- You can choose to clone with the existing staff attached or clone to a placeholder and transfer the work to the appropriate staff.
- Work items calculated on a per student basis will be “skipped” (i.e. will not clone) if cloning from an Offering or Subject to an “Other” work type.
- If you are cloning an Offering and choosing to keep the work allocated to individuals in the newly cloned Subject or Offering, the work will automatically clone to a placeholder for workloads in which you are not the allocated planner.
- If you clone work and keep the work allocated to a non-sessional, the system will automatically return the workload to the planning stage (if it has progressed beyond this stage previously).
- The clone process will run in the background and you will be notified by email when complete.

Steps to clone

1. Go into the Delivery screen and select the Offering, Subject or “Other” item that you wish to clone from.
2. Click on the **Detail** tab, tick the work items that you want to clone from and select **Clone Work Items**



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Offerings

ACC100_201890_B.D (Accounting 1)

Discipline: Accounting
Total Hours: 339
Credit Points: 8
Predicted Students: 60
Actual Students: 2
Edit Subject Offering

Summary Detail

Offering Details
Use this screen to add, edit or delete workloads allocated to an Offering and/or add a Work Item. This screen gives a breakdown of hours for Workloads and shows details of the trail of information for Work Items.

All Workloads Filter

Workload	Sessional/Non Sessional	Employee/Placeholder	Work Type	Sub-type	Method	Hours	Total	Stage	Details	Add	Edit	Delete
<input checked="" type="checkbox"/> Adams, Davante (SDAF)	Sessional	Employee	Contact	Lecture-Basic (2hr prep)	Fixed	7.00 + 14.00 prep	21.00	AGREED		Add		
<input checked="" type="checkbox"/> Adams, Davante (SDAF)	Sessional	Employee	Marking	Standard	Per Student	4.00	240.00	AGREED		Add		
<input checked="" type="checkbox"/> Nelson, Jordy (SDAF)	Sessional	Employee	Travel	Standard	Fixed	12.00	12.00	AGREED	Travel to work with student in rural area	Add		
<input checked="" type="checkbox"/> Spriggs, Jason (SDAF)	Sessional	Employee	Contact	Lecture-Basic (2hr prep)	Fixed	20.00 + 40.00 prep	60.00	APPROVING		Add		
<input type="checkbox"/> Spriggs, Jason (SDAF)	Sessional	Employee	Travel	Standard	Fixed	6.00	6.00	APPROVING		Add		

Showing 1 to 5 of 5 entries

[Add a Work Item](#) [Clone Work Items](#)

3. Select the year and the Delivery/s that you want to clone to and then click **Clone**. Note you can clone from one to multiple.

Clone Work from ACC100_201890_B_D

Clone

Use this screen to copy work items from a work for in your school to use for other work fors in the same year. Before cloning any work items please check that they have not been previously cloned or the result will duplicate work in the nominated work fors.

Year:

All Disciplines ▾ All Sessions ▾ Search:

Delivery	Discipline
<input type="checkbox"/> ACC100_201830_SJ	Accounting
<input type="checkbox"/> ACC100_201830_SMLJ	Accounting
<input type="checkbox"/> ACC100_201830_WJ	Accounting
<input checked="" type="checkbox"/> ACC100_201860_SJ	Accounting
<input checked="" type="checkbox"/> ACC222_201830_WLD	Accounting
<input type="checkbox"/> ACC240	Accounting
<input type="checkbox"/> Course Design / Smart Learning	
<input checked="" type="checkbox"/> ECO130_201830_B_D	Finance
<input type="checkbox"/> EE4305	Accounting
<input type="checkbox"/> HRMS40_201830_W_D	Business Law
<input type="checkbox"/> International Trips	
<input type="checkbox"/> Moderation meetings	
<input type="checkbox"/> Other	
<input type="checkbox"/> Training	

Showing 1 to 14 of 14 entries

4. A new screen will pop up which enables you to choose whether to clone to a placeholder or clone with the existing staff attached. Select only those you wish to clone as placeholder and then click **Clone**.

Select Placeholder Workloads

The source workload items are associated with the following individuals. By default the cloned work items will be associated with the same individuals in the selected year/work fors. If you wish to have the cloned work items allocated to a placeholder instead of the individual's workload mark the checkbox in the list below.

Search:

Name	Workload Type	Clone as Placeholder
Adams, Davante	Sessional	<input checked="" type="checkbox"/>
Nelson, Jordy	Sessional	<input type="checkbox"/>
Spriggs, Jason	Sessional	<input type="checkbox"/>

Showing 1 to 3 of 3 entries

You will receive a message at the top of the screen advising that the clone process is running.

Workload Item clone running. You will be notified by email when it has completed.

5. The clone process is now complete and you can see the work that has been cloned to the selected Subject/Offering/Other item simply by selecting it.