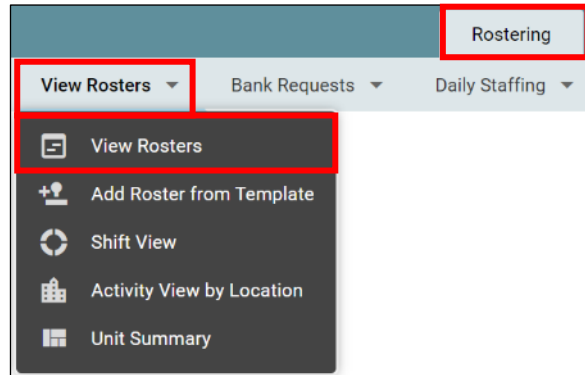


# HealthRoster – Navigate to a Roster

How to video: <https://vimeo.com/458879911/f292632472>

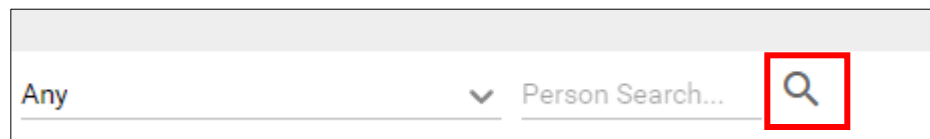
1

Navigate to **View Rosters**



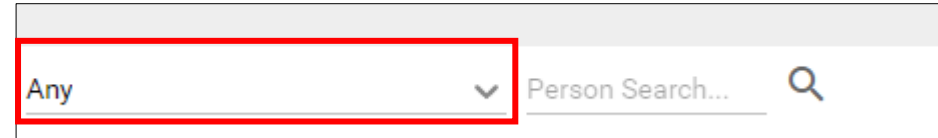
3

Select **Find** or press **Enter**.



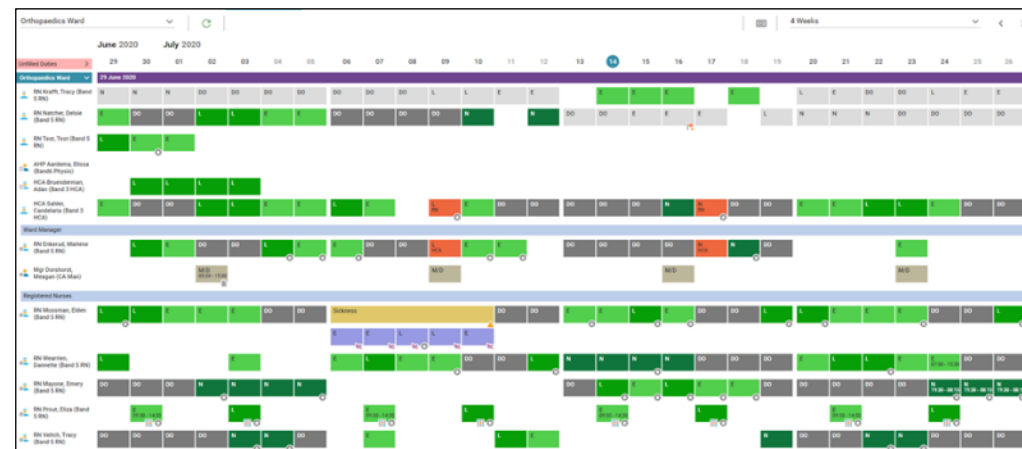
2

Enter the name of the required unit. If you only have access to a single unit, the roster will automatically be displayed without this or the next step.



4

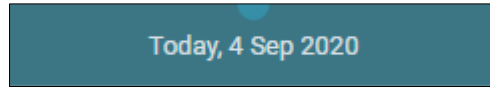
The roster will then be displayed.



# HealthRoster – Navigate to a Roster (Changing the Date)

5

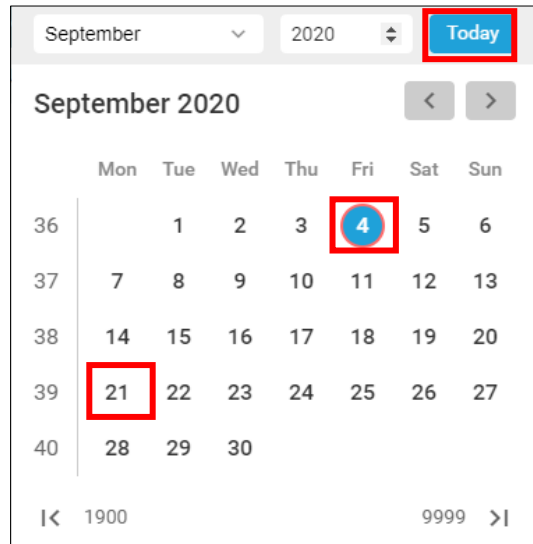
To change the date, select the **view date** at the top of the screen.



8

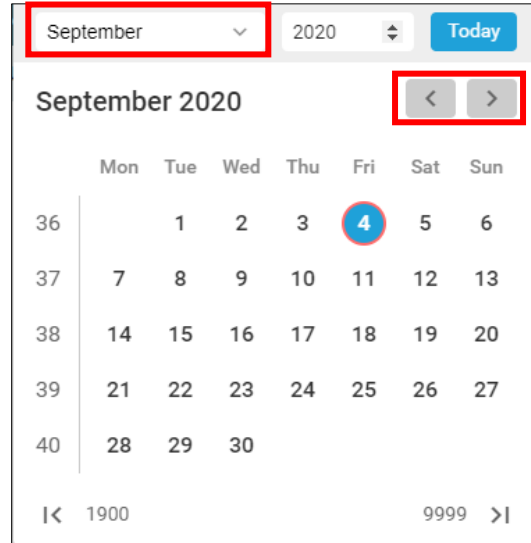
Select **Today** to navigate to today's date and then select the **date number** to select that date.

To select another date, select the day number. For e.g. **21<sup>st</sup> September**. The calendar will close, and the new date will be displayed at the top of the screen.



6

Navigate to different **months** using the drop down or the left and right arrows.



7

Navigate to different **years** using the spinner arrows

