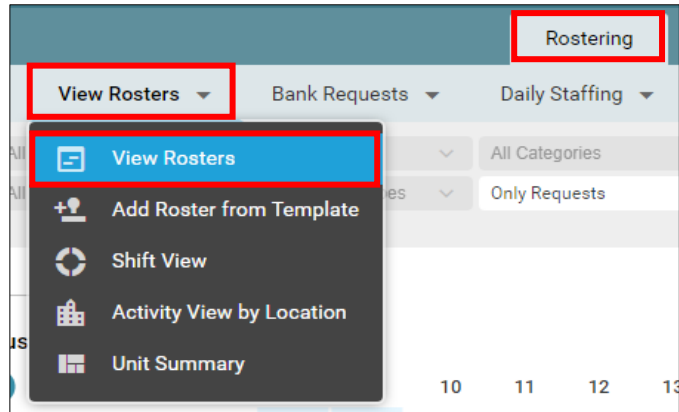
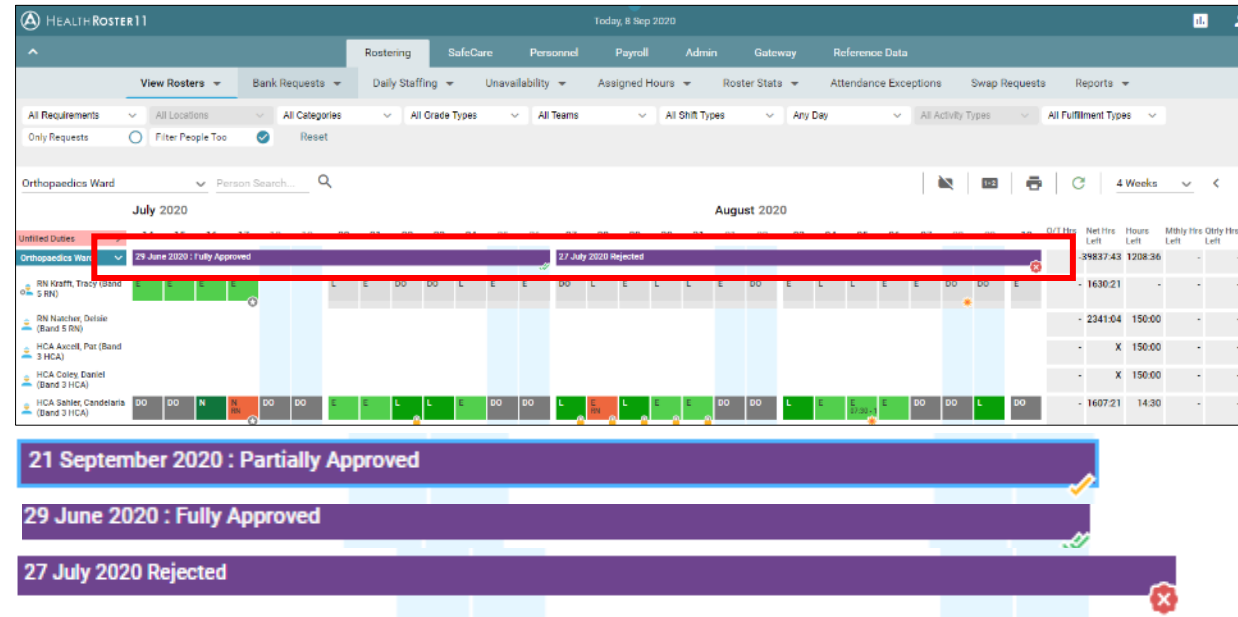


HealthRoster – Approve a Roster. How to video: <https://vimeo.com/458966863/8be0ec4630>

1
Select **View Rosters**.



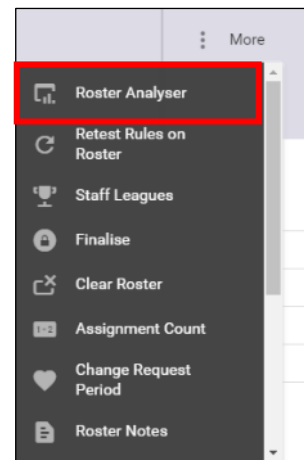
2
Double click/tap the **Purple Roster Bar** to open the **Panel**. The **Purple Roster bar** displays the status via icons on the far right and text to the left. The status changes will be shown here as well as in the Roster Panel.



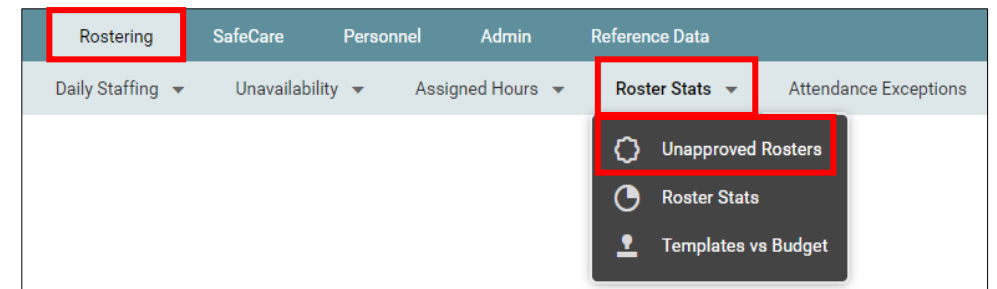
3
Select **More**



4
Select **Roster Analyser**



5
Alternatively you can select **Roster Analyser** when viewing the **Unapproved Rosters** tool:



HealthRoster – Approve a Roster

6

The Roster Analyser page will open for the selected roster period.

Roster Analyser
Orthopaedics Ward 29 Jun - 26 Jul 2020 (28 Days) Unapproved

✓ Budget Unavailability Safety Effectiveness Annual Leave Fairness

✓ Partially Approve Roster

Summary Effectiveness Costing

Budget Comparison
£62,493 Total Roster Cost
£62,904 Staffing Budget
£411 Difference

Effectiveness
1.50 Over Contracted Hours
900.50 Unused Contracted Hours
0.00 Additional Duty Hours
4 Wrong Trade Type

Annual Leave

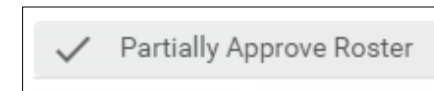
Grade Type Category	Week 1	Week 2	Week 3	Week 4
AHP	0.0%	0.0%	0.0%	0.0%
Management	0.0%	0.0%	0.0%	0.0%
Other	0.0%	0.0%	0.0%	0.0%
Registered	0.0%	0.0%	0.0%	0.0%

Safety
6% Roster Unfilled %
4 Missing Charge Cover
1 Missing Skills
64% / 36% Skill Mix

Fairness
0% Requested Duties %
1% Duties with Warnings %

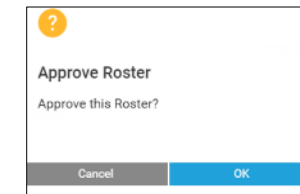
7

To partially approve the roster select **Partially Approve Roster**



8

A prompt message will appear, to confirm select **ok**



9

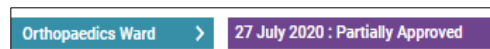
To close the Analyser page select the



button at the top of the screen

10

The purple roster bar will now appear with a partially approved status and icon



11

To view the approval audit double click on the roster bar to open the Roster panel:

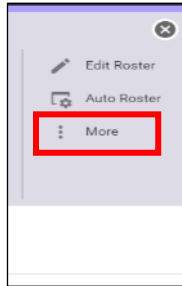
Status	Auth User	On
✓ First Level Approved	QRG	9 Jul 2020

Notes No Notes Add Note

HealthRoster – Approve a Roster

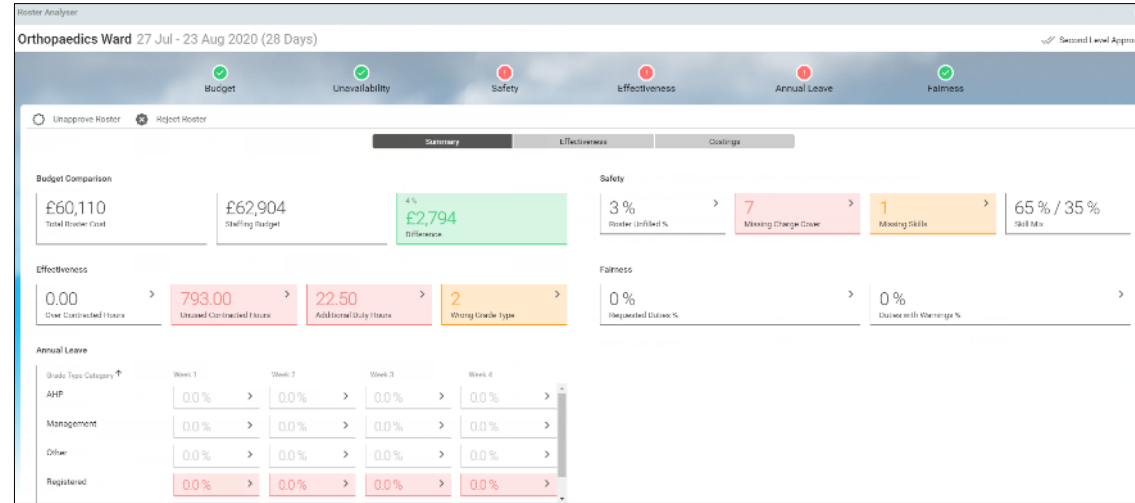
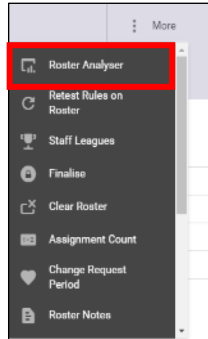
12

Select the required roster bar, and select **More**



13

Select **Roster Analyser**



14

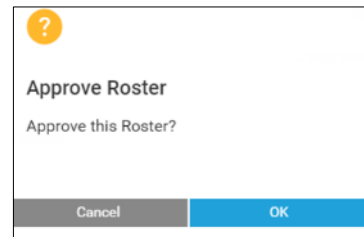
To Fully approve the roster select **Fully Approve Roster**

If required you can unapprove or reject the roster.




15

A prompt message will appear, to confirm select **ok**



16

To close the Analyser page select the  button at the top of the screen

17

The purple roster bar will now appear with a **Fully approved** status and icon



For any rosters that have been rejected the roster bar will show a **Rejected** status and icon

