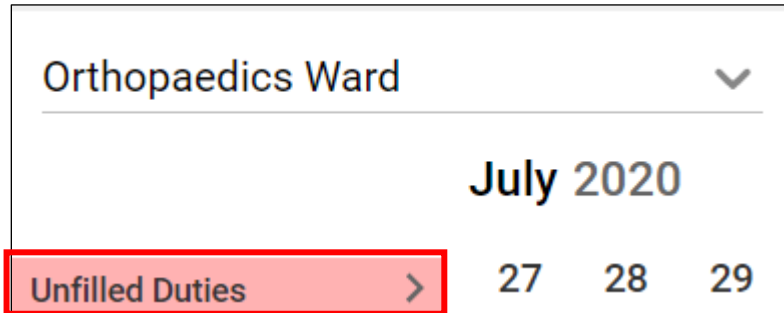


# HealthRoster – Drag and Drop Duties from Unfilled Duties

How to video: <https://vimeo.com/459063024/74ffe8006e>

1

Navigate to the required roster and select **Unfilled Duties** to view the unfilled duties.



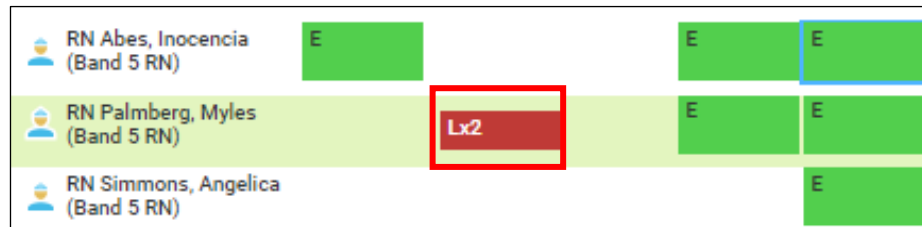
2

Select the **Duty** to be assigned.



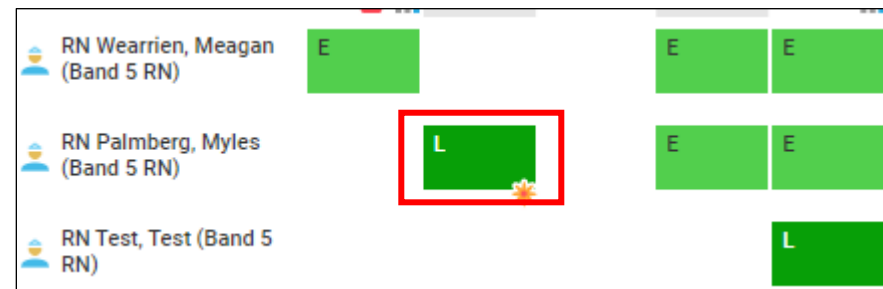
3

Select the **Duty** and drag it to where you want to assign it. Drop the duty.



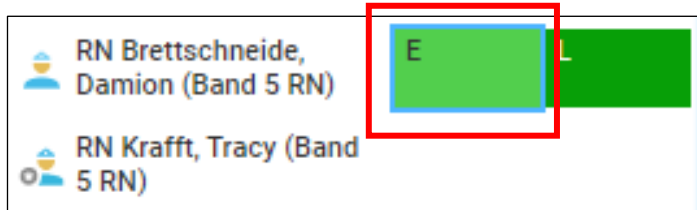
4

The duty has been assigned to the member of staff.

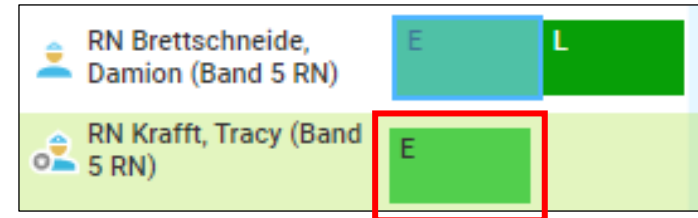


# HealthRoster – Drag and Drop Duties Between Staff

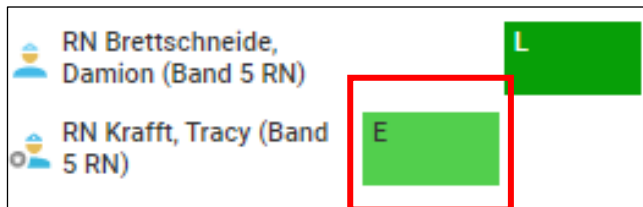
5  
You can reassign a duty to a different member of staff after it has already been assigned.  
Select the duty.



6  
Drag and Drop the duty to the required member of staff.



7  
The duty has been reassigned.



# HealthRoster – Drag and Drop Duties to a Different Day

8

To change the day a member of staff has been assigned a duty, select the duty.



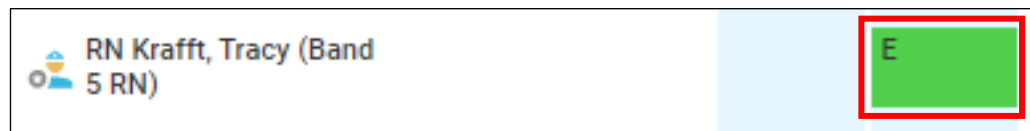
9

Drag and Drop the duty to the required day. There must be an unfilled duty on that date to allow the duty to be moved.



10

The Duty has been moved.



# HealthRoster – Drag and Drop Duties (Multi-Select Duties)

11

To assign multiple shifts at once hold **Ctrl** and select the duties or alternatively hold **Shift** and select the first and last duty to select all in between.

Orthopaedics Ward	21	22	23	24	25
2. RN-RN					Ex1
3. HCA-HCA	Lx1	Lx2	Lx1	Lx2	Lx1
1. RN in Charge-RN					Nx1
Ward PA-Administration	DO	DO	DO	DO	DO

12

Drag and Drop the duties. The number of duties that will be assigned is shown in the corner.

HCA Balch, Sharee (Band 3 HCA)	Lx1	4
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13

All duties that were selected have been assigned.

HCA Balch, Sharee (Band 3 HCA)	L	L	L	L
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# HealthRoster – Drag and Drop Duties (Drag Assigned Duty to Clear the Duty)

14

Select the duty that requires removal and hold the selection.

RN Simmons, Angelica (Band 5 RN)				E
RN Test, Kate (Band 5 RN)	L	L	L	N
HCA Balch, Sharee (Band 3 HCA)	DO	L	L	E

16

Let go of the selection, the duty will revert to an unfilled status

September 2020		October 2020					
Orthopaedics Ward		28	29	30	01	02	03
1. RN in Charge-RN	1	Ex1	Ex2	Ex1	Ex2	Ex1	Ex1
2. RN-RN	37			Ex1			
3. HCA-HCA	0			Lx1			
Ward PA-Administration	0				Lx1		
		DO	DO	DO	DO	DO	DO
RN Simmons, Angelica (Band 5 RN)					E	DO	DO
RN Test, Kate (Band 5 RN)		L	L	L			

15

Drag the duty to the top of the roster where the **Unfilled Duties** reside. Or drag to the side columns.

*Note: the exact originating location is not required; the general direction will suffice*

September 2020		October 2020						
Orthopaedics Ward		28	29	30	01	02	03	04
1. RN in Charge-RN	1	Ex1	Ex2	Ex1	Ex2	Ex1	Ex1	Ex1
2. RN-RN	36			Ex1				
3. HCA-HCA	0			Lx1				
Ward PA-Administration	0				Lx1			
		DO	DO	DO	DO	DO	DO	DO
					N			
RN Simmons, Angelica (Band 5 RN)					E	DO	DO	
RN Test, Kate (Band 5 RN)		L	L	L	N			