

HealthRoster – Add Unavailability on the Roster – Duty Panel

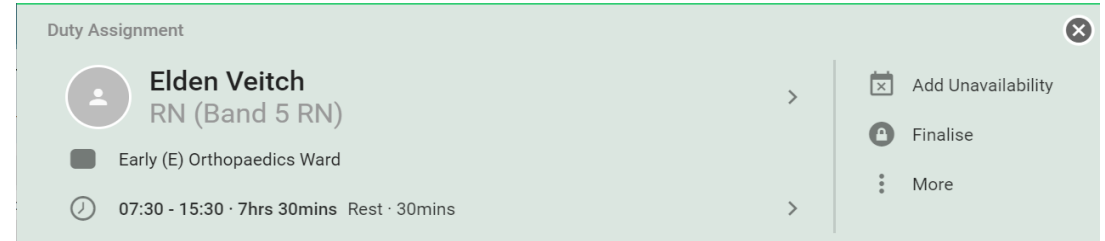
1

Navigate to the roster and select the duty to add the unavailability to.



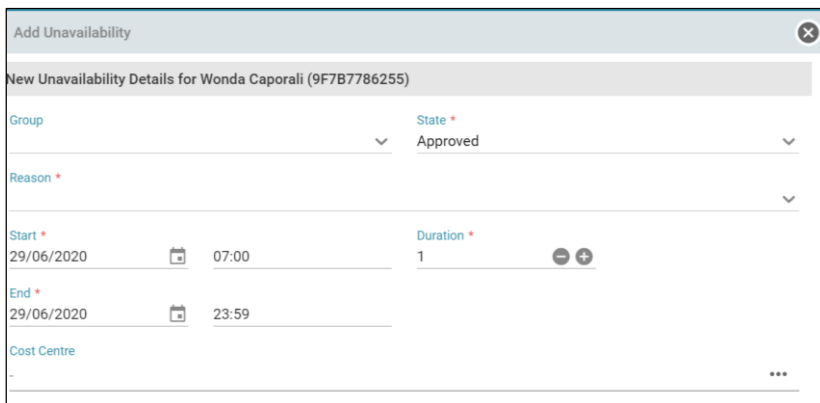
2

Select the duty to open the **Duty panel**. Select **Add Unavailability**.



3

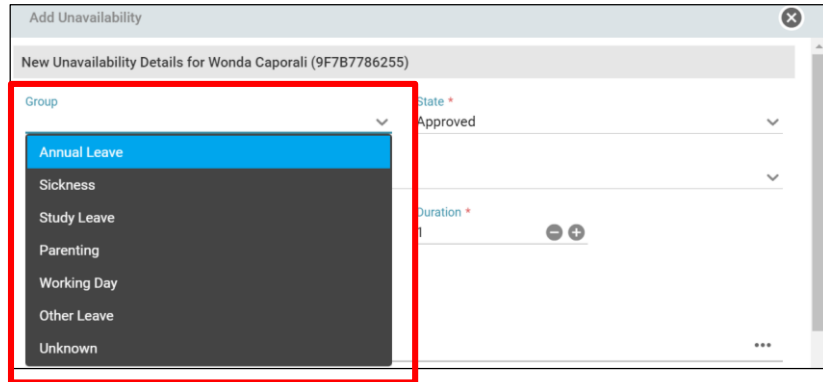
The **Add Unavailability** panel is displayed.



HealthRoster – Add Unavailability on the Roster

4

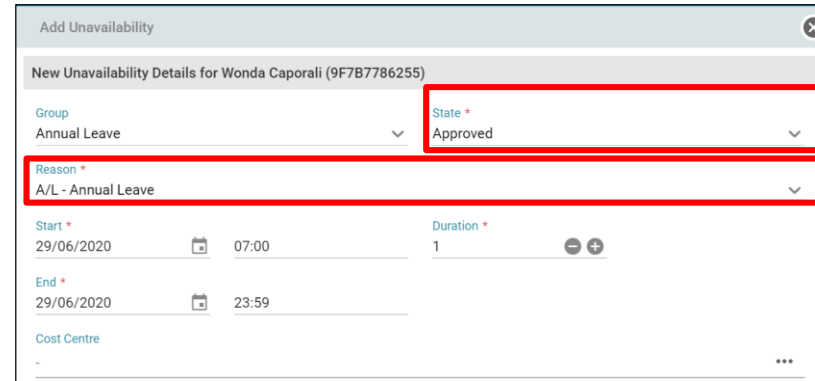
The **Unavailability Group** can be selected from the drop-down list.



The screenshot shows the 'Add Unavailability' form for Wonda Caporali. The 'Group' dropdown menu is open, displaying a list of options: Annual Leave, Sickness, Study Leave, Parenting, Working Day, Other Leave, and Unknown. 'Annual Leave' is highlighted in blue. The 'State' dropdown is set to 'Approved'.

5

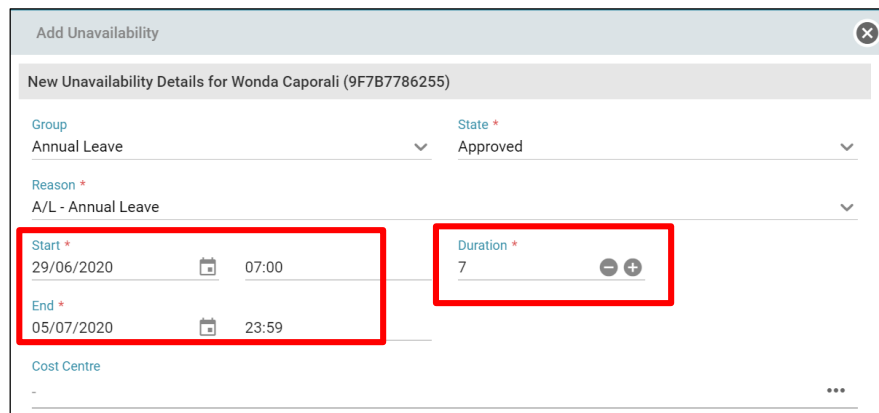
The **Reason** and **Status** are selected from the drop-down menus.



The screenshot shows the 'Add Unavailability' form with 'Annual Leave' selected in the 'Group' dropdown. The 'Reason' dropdown is set to 'A/L - Annual Leave' and the 'State' dropdown is set to 'Approved'. The 'Start' date is 29/06/2020 at 07:00 and the 'End' date is 29/06/2020 at 23:59. The 'Duration' is set to 1.

6

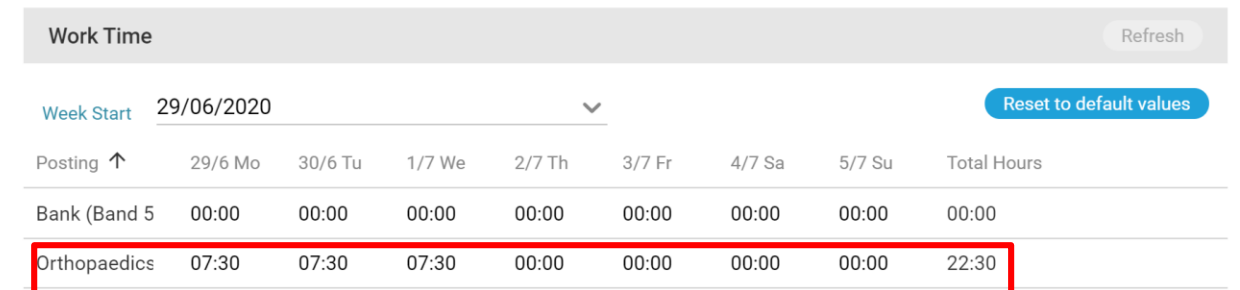
The length of the absence period can be updated using the **Dates** or the **Duration**.



The screenshot shows the 'Add Unavailability' form with 'Annual Leave' selected in the 'Group' dropdown and 'A/L - Annual Leave' selected in the 'Reason' dropdown. The 'Start' date is updated to 29/06/2020 at 07:00 and the 'End' date is updated to 05/07/2020 at 23:59. The 'Duration' is updated to 7.

7

The **Work Time** can then be updated for each day of the leave if different from the default.



The screenshot shows the 'Work Time' table for the week starting 29/06/2020. The 'Orthopaedics' row is highlighted in red. The table shows the work time for each day of the week and the total hours for each row.

Posting	29/6 Mo	30/6 Tu	1/7 We	2/7 Th	3/7 Fr	4/7 Sa	5/7 Su	Total Hours
Bank (Band 5)	00:00	00:00	00:00	00:00	00:00	00:00	00:00	00:00
Orthopaedics	07:30	07:30	07:30	00:00	00:00	00:00	00:00	22:30

HealthRoster – Add Unavailability on the Roster

8

In **Next Steps** select the action for the duties assigned to the member of staff. A note can be added here if required.

Next Steps

No Action Cancel Demand Send To Bank

Notes

9

Select **OK** to save the unavailability.

Next Steps









No Action Cancel Demand Send To Bank

Notes

Cancel **OK**

10

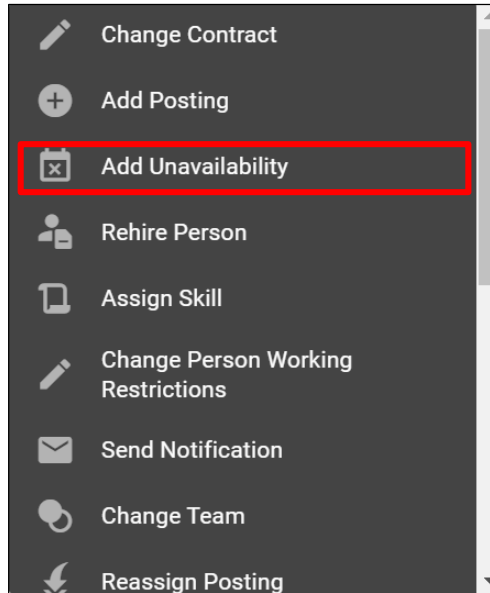
The unavailability is displayed on the roster.

 RN Caporali, Wonda (Band 5 RN)	A/L
	E E L L E DO DO
	      

HealthRoster – Add Unavailability on the Roster – Right Click on Employees Name

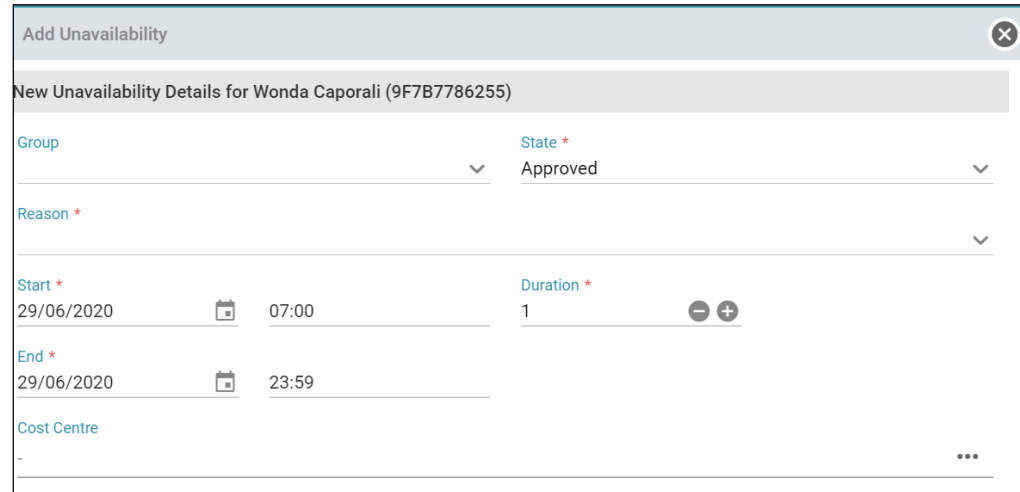
11

Right click on the member of staff's name and select **Add Unavailability**.



12

The **Add Unavailability** panel is displayed. Follow steps 4-10

The 'Add Unavailability' panel is displayed for Wonda Caporali (9F7B7786255). It contains the following fields:

- Group**: A dropdown menu.
- State ***: A dropdown menu with 'Approved' selected.
- Reason ***: A dropdown menu.
- Start ***: A date field set to 29/06/2020, a time field set to 07:00, and a duration field set to 1 with minus and plus buttons.
- End ***: A date field set to 29/06/2020 and a time field set to 23:59.
- Cost Centre**: A field with a dash '-' and a three-dot menu icon.

HealthRoster – Add Unavailability on the Roster – Double Click Empty Cell

13

Select the empty cell on the roster where the unavailability is to be entered. Double click in the cell.

Unfilled Duties >	13	14	15	16	17
RN Wearrien, Meagan (Band 5 RN)			N		L

14

The **Add Unavailability** panel is displayed. Follow steps 4-10

Add Unavailability

New Unavailability Details for Meagan Wearrien (6859DE1D757)

Group State *
Approved

Reason *

Start * 13/07/2020 00:00 Duration * 1

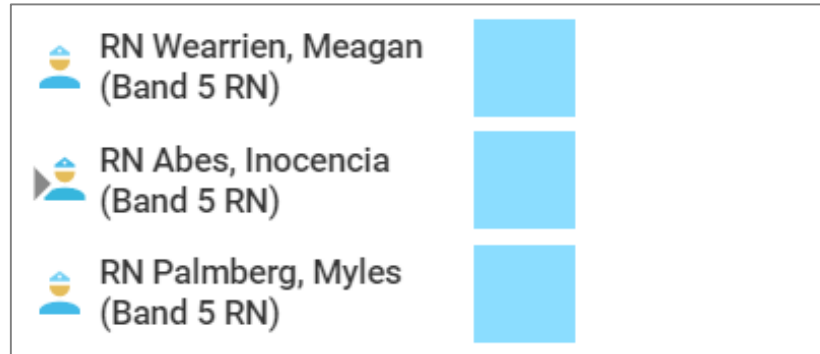
End * 13/07/2020 23:59

Cost Centre

HealthRoster – Add Unavailability on the Roster – For Multiple Members of Staff

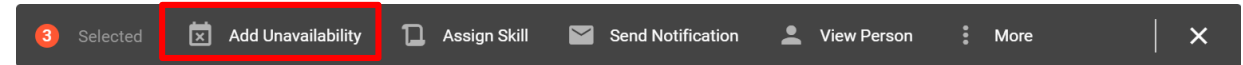
15

Hold **Ctrl** and select the **empty cells** for entering the unavailability.



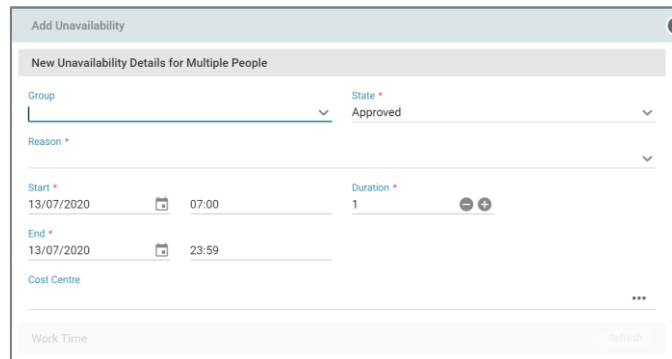
16

The below **action bar** will be displayed. Select **Add Unavailability**



17

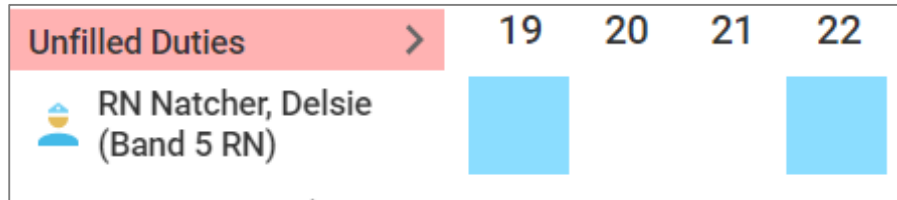
The **Add Unavailability** panel is displayed. Follow steps 4-10.



HealthRoster – Add Unavailability on the Roster – Select Start and End Date

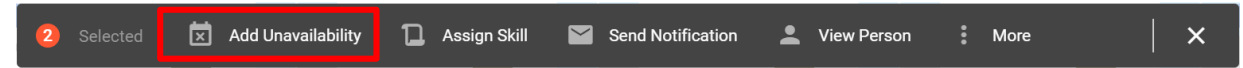
18

Hold **Ctrl** and select the **start** and **end** date of the unavailability.



19

The below **action bar** will be displayed. Select **Add Unavailability**



20

The **Add Unavailability** panel is displayed. Follow steps 4-10.

