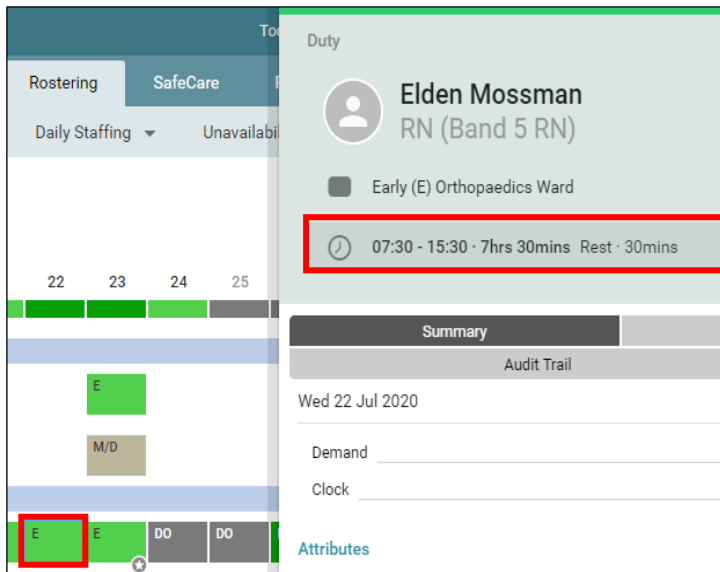


HealthRoster – Adjusting Duty Times

How to video: <https://vimeo.com/457722269/15be787378>

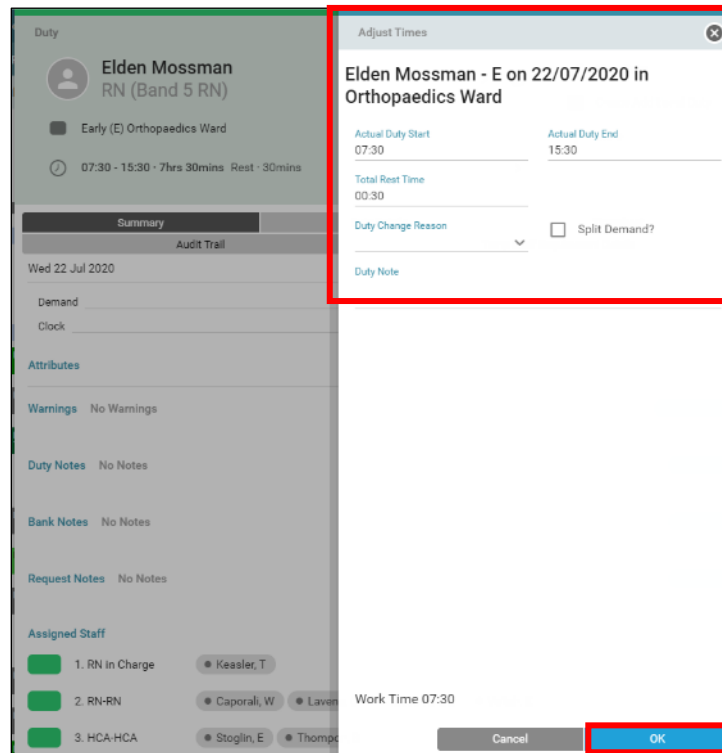
1

Double click/tap on the **Duty** requiring adjustment and the duty detail panel appears.
Select the **Duty Time row** and a second panel appears.



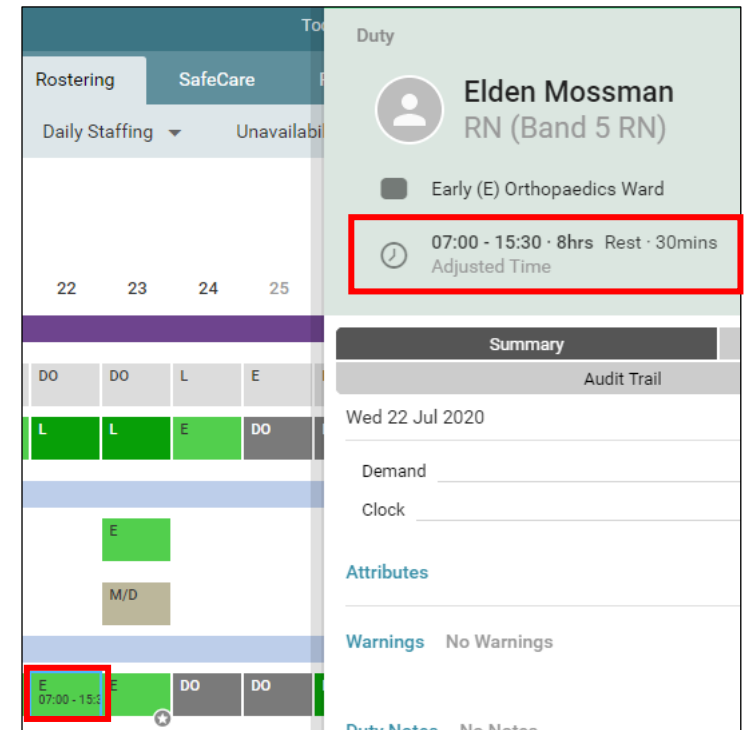
2

This **Adjust Times** panel is where times can be adjusted.
Adjust the required fields and select **OK**



3

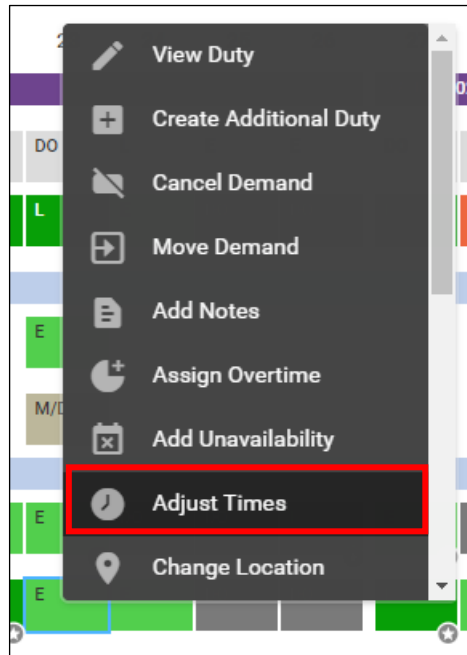
The times appear changed, both on the panel and the duty block.



HealthRoster – Adjusting Duty Times (Alternative method)

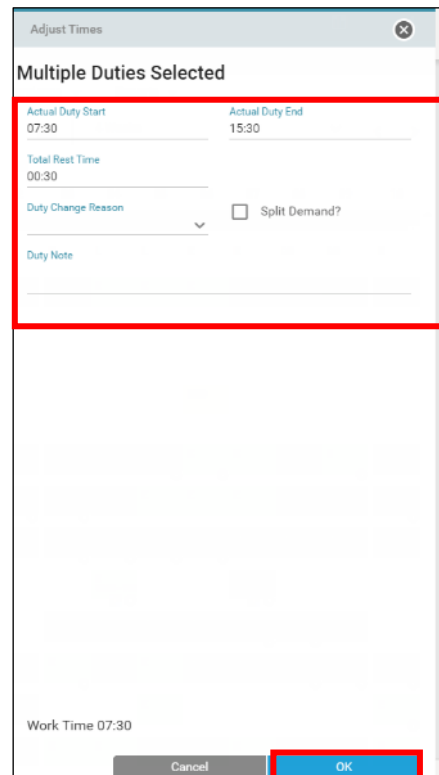
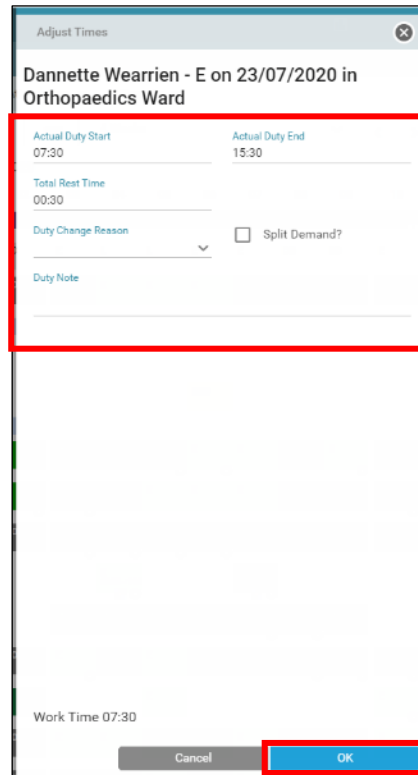
4

Select a **Duty** from the roster. More than one **Duty** can be highlighted using the **Ctrl** button. Right click on the **Duty** and select **Adjust Times**.



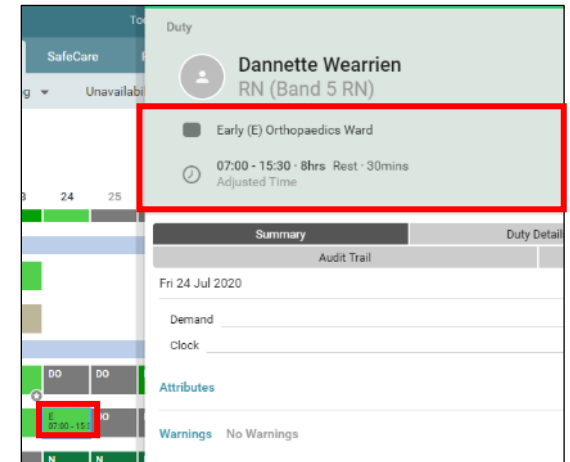
5

A **Panel** appears, when selecting more than one duty, and selecting **Adjust Times** from the **Action Bar** at the bottom of the screen, the duty information in the header is replaced with **Multiple Duties Selected**. **Adjust the times** as required, add **Reason** and **Notes** if required. Select the **OK** button to save the change.



6

When adjusting a single **Duty** a panel appears with the adjusted times. The new **Duty** times are also displayed on the duty.



7

When adjusting multiple **Duties** no Panel appears. The adjusted times only appear on the **Duties**.

