

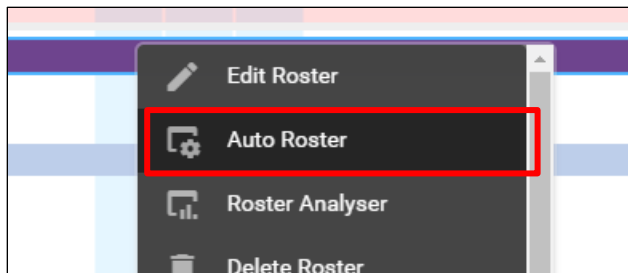
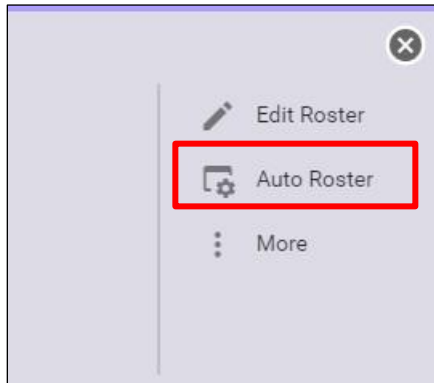
# HealthRoster – Auto Roster the Whole Unit

How to video: <https://vimeo.com/460474905/94d17e0739>

1

In View Rosters, select the Roster Bar.

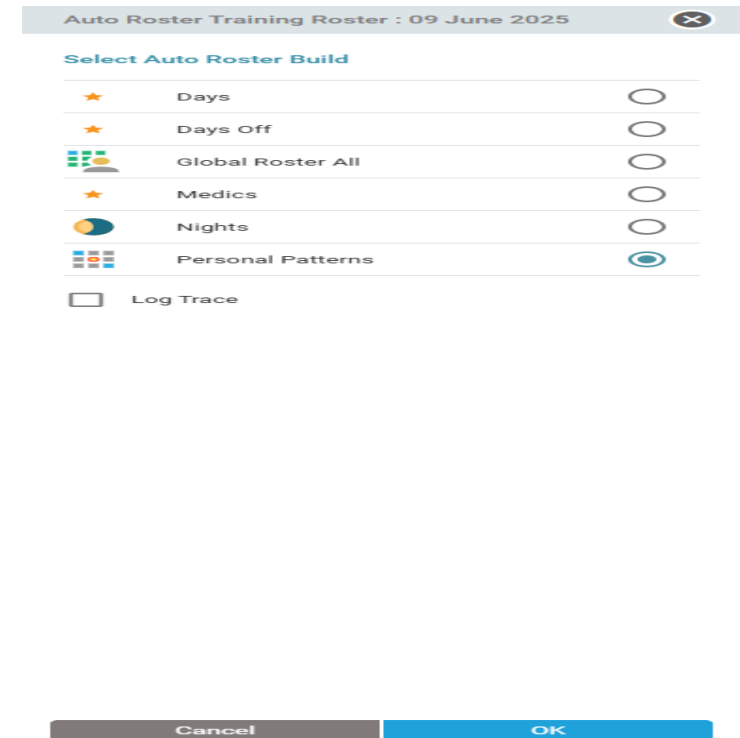
The Auto Roster action can also be found by double clicking/tapping on the Roster Bar to open the panel, or via the right click menu



2

The Auto Roster Panel appears on the right.  
Choose the appropriate Auto Roster Favourite.  
Select OK

Note: Personal Patterns should be selected first and Full Auto-Roster is used for nursing wards.



# HealthRoster – Auto Roster the Whole Unit

3

The Purple Roster Bar Changes to Yellow when an Auto Roster is requested or running. Double click/tap on the Yellow Roster Bar and the panel appears with the Auto Roster progress status displayed. To refresh the information in the panel select the yellow roster bar again.

14	15	16	17	18	19	20	21
14 December 2020 (Auto Roster Requested)							

Roster ✕

### Training Roster

9 Jun - 6 Jul 2025

- Auto Roster Status: Completed
- First Level Approved
- Closed to Requests

Edit Roster

Auto Roster

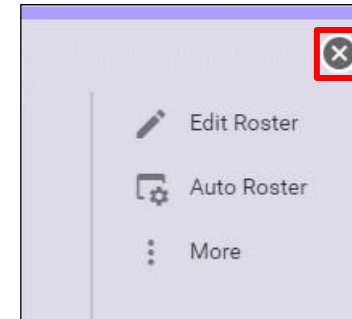
More

Auto Roster Info Refresh

- Completed
- Shared Patterns, took 00:00:01, processed 4 Pattern Assignments, created 0 assignments.
- Personal Patterns, took 00:00:08, processed 16 Pattern Assignments, created 56 assignments.
- Public Holiday, pass 1 of 1, took 00:00:00, processed 0 Duties, created 0 assignments.


4

Close the panel using the X at the top right.



5

Select the circular refresh button next to the unit name. The Auto Rostered duties will then appear.

Orthopaedics Ward ▼ 

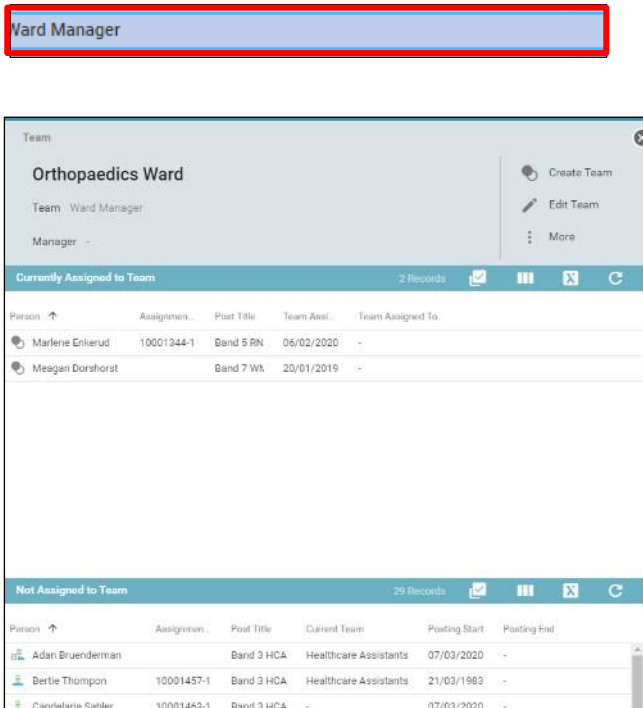
December 2020

Unfilled Duties > 14 15 16 17 18 19

# HealthRoster – Auto Roster a Single Team

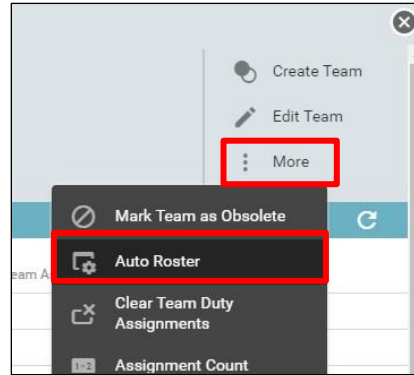
6

To Auto Roster just a Team, double click/tap on the blue Team bar. A Panel appears to the right.



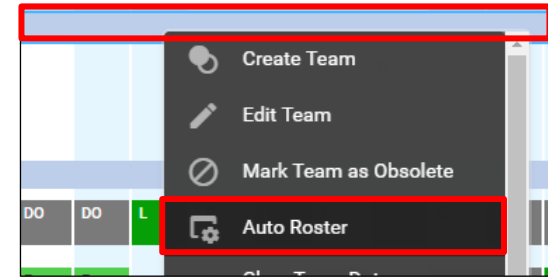
7

Select the More button  
Select Auto Roster



8

The Auto Roster can also be applied to a single team by Right clicking/tapping on the blue Team Bar and choosing Auto Roster



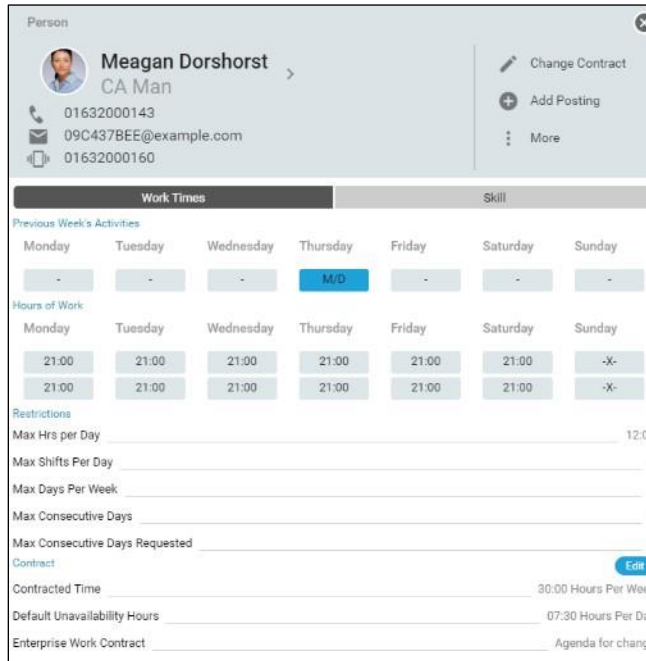
9

Continue with steps 2 to 5

# HealthRoster – Auto Roster an Individual

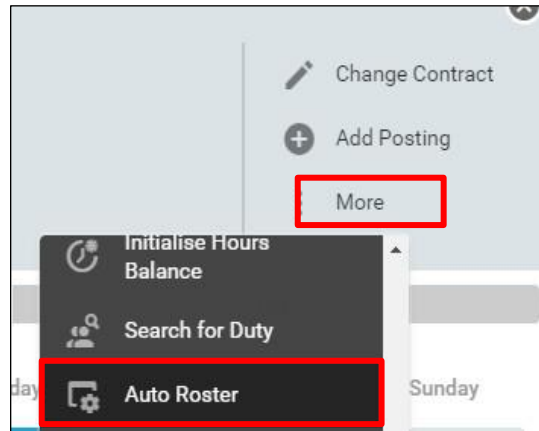
10

To Auto Roster a single person, select the Person's name. The Person details Panel will appear.



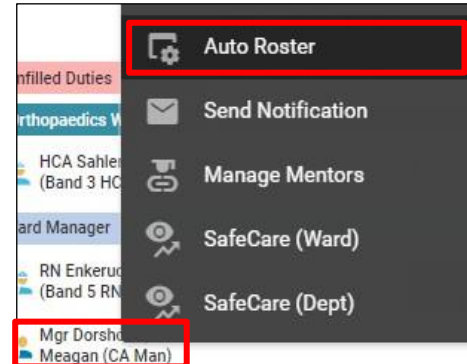
11

Select the More button then choose Auto Roster.



12

Alternatively, right click on the Person's name, then choose Auto Roster.



13

Continue with steps 2 to 5.