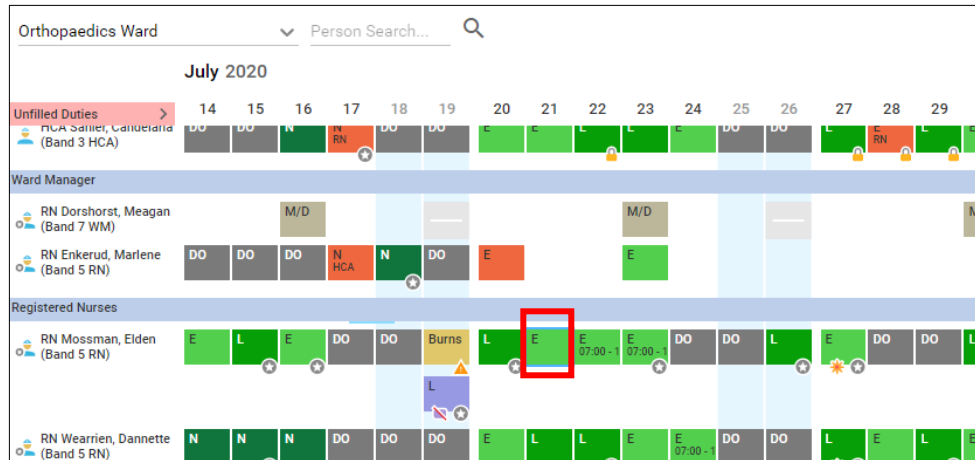


HealthRoster – Duty Notes

How to video: <https://vimeo.com/459305677/909622c665>

1

Navigate to the roster and **double click/tap** the **duty** where the note is to be added to. You can also add duty notes to an unfilled shift by following the same steps.



2

The Duty Assignment Panel will open. Select **Add Note** to the right of **Duty Notes**

Duty Assignment

Elden Mossman
RN (Band 5 RN)

Early (E) Orthopaedics Ward

07:30 - 15:30 · 7hrs 30mins Rest · 30mins

Summary Duty Details Timesheet

Audit Trail Temp Staff Requirement Details

Tue 21 Jul 2020

Demand 07:30 - 15:30 · 7hrs 30mins

Clock

Attributes

Timeclocks enabled duty

Warnings No Warnings

Duty Notes No Notes

Bank Notes No Notes

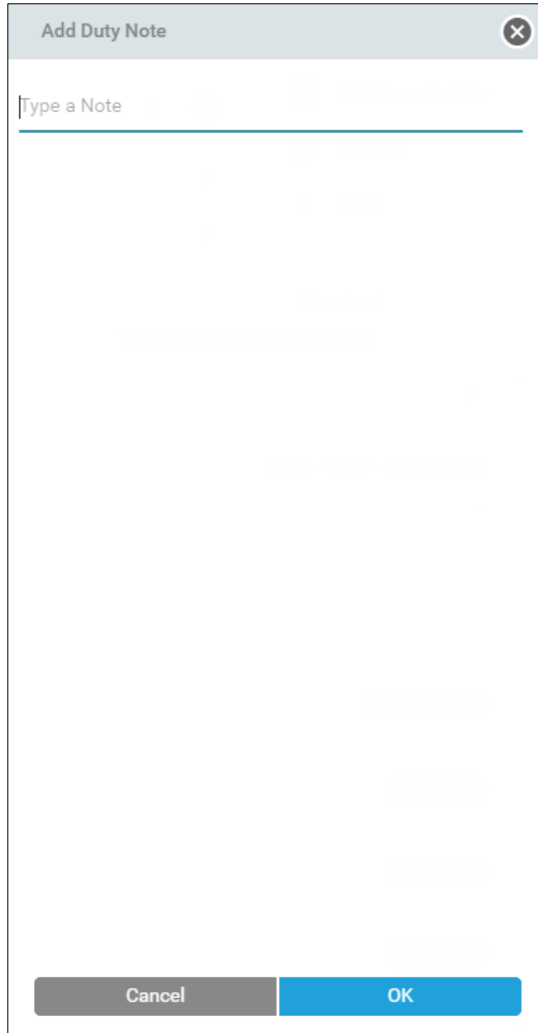
Request Notes No Notes

Assigned Staff

HealthRoster – Duty Notes

3

Type the note and select **OK** to save.



The screenshot shows a mobile application dialog box titled "Add Duty Note" with a close button (X) in the top right corner. Below the title bar is a text input field with the placeholder text "Type a Note". The input field is currently empty. At the bottom of the dialog, there are two buttons: a grey "Cancel" button on the left and a blue "OK" button on the right.

4

The shift will now appear with a note icon

