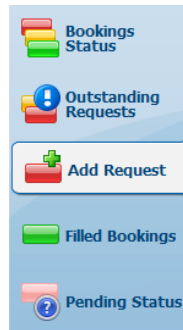


HealthRoster - BankStaff

Adding Bank Requests

1

Select the Add Request tab

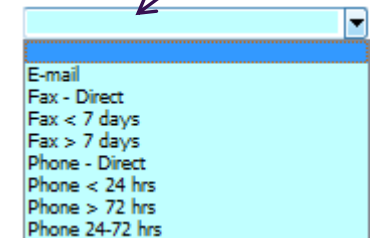


2

Complete all fields as required

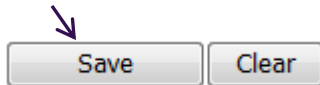


All blue fields are mandatory.
Use the drop down lists available

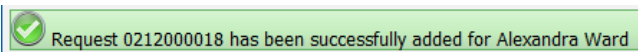


3

Click on Save to generate the request



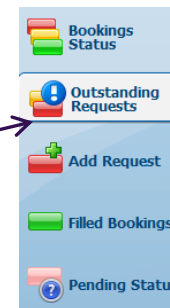
A confirmation message will appear at the top of the screen



If BankStaff is integrated with HealthRoster the requests should be generated from the rosters. Creating requests within BankStaff will create additional duties on the roster

4

Select the Outstanding Requests tab or Bookings Status tab to view the request(s) created



Unconfirmed, Unconfirmed, Unconfirmed (Prev Month's Shift Date)

Request ID	Date	Start	End	Ward	Cost Centre	Request Grade	SR	Agency	Staff
0212000002	14-Jan-2012	07:15	13:15	Alexandra Ward	Alexandra Ward	RN			
0212000007	14-Jan-2012	07:15	13:15	Alexandra Ward	Alexandra Ward	HCA			
0212000004	24-Jan-2012	19:15	07:45	Alexandra Ward	Alexandra Ward	RN			
0212000018	25-Jan-2012	07:15	19:45	Alexandra Ward	Alexandra Ward	RN			



NOTE: The Bank Admin office can then use this to review availability and fill the request