SafeCare Live – Finalise Duty
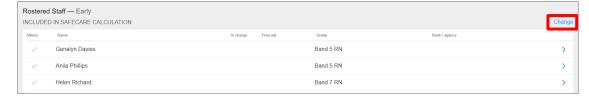
1

From the Assignment Count panel select the shift where duties are to be **finalised**.

2

Scroll down the landing page to the rostered staff and select the Change button.

3

Scroll to the right of the screen, SafeCare will display the **Finalised column**.
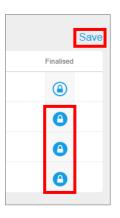

4

To finalise each duty, click the **Finalise** icon.
Click **Save** to save the changes. Optima will be updated with the finalised duties.

I am an authorised signatory for my ward/department. I approve these shift(s) have been undertaken/completed and are accurate for payment. I understand that if I provide false information this may result in disciplinary action, and I may be liable for prosecution.

Finalise

Finalisations on SafeCare should be actioned at the end of each shift.

eRostering
Plan, Roster, Flex, Care