

Add a Duty Note

- Right click on the required shift and select **Add Notes** from the drop-down menu.

The screenshot shows the eRostering interface for July 2025. A roster is displayed with columns for days 14, 15, and 16. A right-click context menu is open over a shift, showing options: Redeploy, Change Attendance Status, SafeCare (Ward), SafeCare (Dept), Add Red Flag, Retest Rules, **Add Notes** (highlighted with a red box and a hand cursor), Change Location, and Swap Duties. The roster includes sections for Training Ward, RN-RN-RN, HCSW-HCSW-HCSW, SCN-SCN-Band 7 RN, and a list of staff members: RN Baggins, Frodo (Band 7 RN), RN Gamgee, Samwise (Band 6 RN), RN Grey, Gandalf (Band 6 RN), and RN Adan, Boromir (Band 6 RN).

- Select **Duty Note** as the Note Type from the drop-down menu.
- Enter the note contents as required then click **OK**.

The 'Add Note' dialog box is shown. It has a title bar 'Add Note' with a close button. The note title is 'Gandalf Grey - N on 16/07/2025 in Training Ward'. The 'Note Type' is set to 'Duty Note' (indicated by a red asterisk). The note content is '2.5 hours worked as TOIL'.

- Duties with Notes will show on the roster with a Note icon in the bottom corner

Training Ward	14	15	16	17
RN-RN-RN	LDx3	LDx3	LDx3	LDx3
HCSW-HCSW-HCSW	Nx2	Nx2	N	Nx2
SCN-SCN-Band 7 RN	DO	DO	DO	DO
Training Ward	14 July 2025			
SCN				
RN Baggins, Frodo (Band 7 RN)				
RN				
RN Gamgee, Samwise (Band 6 RN)				
RN Grey, Gandalf (Band 6 RN)				
RN Adan, Boromir (Band 5 RN)				

- Hovering over the shift will show the contents of the Note

Training Ward

Person Search...

July 2025

Training Ward

14

15

16

17

18

19

20

21

22

23

RN-RN-RN

139

LDx3

LDx3

LDx3

LDx3

LDx3

LDx3

LDx3

LDx3

LDx3

LDx3

HCSW-HCSW-HCSW

84

Nx2

Nx2

N

Nx2

Nx2

Nx2

Nx2

Nx2

Nx2

Nx2

SCN-SCN-Band 7 RN

20

DO

DO

DO

DO

DO

DO

DO

DO

DO

DO

Training Ward

14 July 2025

SCN

RN Baggins, Frodo (Band 7 RN)

RN

RN Gamgee, Samwise (Band 6 RN)

RN Grey, Gandalf (Band 6 RN)

RN Adan, Boromir (Band 5 RN)

RN Artanis, Galadriel (Band 5 RN)

ML1

RN Brandybuck, Merry (Band 5 RN)

DO

N

20:00-07:30

Night (N) Training Ward

20:00 - 07:30

16 Jul 2025

Duty Note

2.5 hours worked as TOIL

3 minutes ago

N
20:00-07:30

Night (N) Training Ward
20:00 - 07:30
16 Jul 2025
Duty Note
2.5 hours worked as TOIL
3 minutes ago