

Adjust Shift Times

- Right click on the shift and select **Adjust Times** from the drop-down menu.

The screenshot shows the eRostering interface for July 2025. A right-click context menu is open over a shift, with the 'Adjust Times' option highlighted. A hand cursor is pointing at the 'Adjust Times' option. Another hand cursor is pointing at a shift cell at the bottom of the roster.

July 2025		14	15	16
Training Ward				
RN-RN-RN	139	LDx3	LDx3	LDx3
HCSW-HCSW-HCSW	84	Nx2	Nx2	N
SCN-SCN-Band 7 RN	20	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 6 RN)				

NOTE: If multiple shifts need the same time adjustment made, you can do these simultaneously by holding **Shift** or **Ctrl** as appropriate and selecting all relevant shifts, then select **Adjust Times** from the menu along the bottom of the page.

- Enter the new times as required in the slide-in panel and click **OK**.

Adjust Times

Gandalf Grey - N on 16/07/2025 in Training Ward

Actual Duty Start
19:00

Actual Rest Time
01:00

☐ Split Demand?

Duty Change Reason

Duty Note

Actual Duty End
07:30

Actual Rest Start

Work Time
11:30

- The new times will be displayed on the shift in the roster

Training Ward

Person Search.

July 2025

	14	15	16	17	18
Training Ward	LDx3	LDx3	LDx3	LDx3	LDx3
RN-RN-RN 139	Nx2	Nx2	N	Nx2	Nx2
HCSW-HCSW-HCSW 84	DO	DO	DO	DO	DO
SCN-SCN-Band 7 RN 20					

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 6 RN)

N
20:00-07:30