

Approve/Deny Duty Requests

- Duty requests will appear on the roster when staff submit them through Loop. What type of duties are available for request is at the discretion of the roster lead.
- To Approve or Deny a duty request, right click on the request and select **Approve** or **Deny** as appropriate

Training Ward Person Search... 🔍 📋

July 2025

Training Ward	14	15	16	17	18	19	20	21	22	23	24
RN-RN-RN 137	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3
HCSW-HCSW-HCSW 84	Nx2	N	N	N	Nx2	Nx2	Nx2	Nx2	Nx2	Nx2	Nx2
SCN-SCN-Band 7 RN 20	DO	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) AL

RN Grey, Gandalf (Band 6 RN) N N N

RN Adan, Boromir (Band 5 RN) DO DO

RN Artanis, Galadriel (Band 5 RN) ML1

RN Brandybuck, Merry (Band 5 RN) DO

RN Gloin, Gimli (Band 5 RN)

RN Gollum, Smeagol (Band 5 RN)

👉 Approve Duty Request

👉 Deny Duty Request

+ Create Additional Duty

⋮ Search For Alternate Duty

- If a duty request is being denied, the system will require a Denial Reason to be entered via a slide-in panel which will appear when Deny Duty Request is selected.

Deny Duty Request ✕

Denial Comments

- Approved duty requests will appear in roster with an icon of a blue heart containing a white tick in the bottom corner.
- Denied duty requests will appear as a purple shift with an icon of a grey heart and red cross in the bottom corner.

Training Ward
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July 2025

	14	15	16	17
Training Ward				
RN-RN-RN 137	LDx3	LDx3	LDx3	LDx3
HCSW-HCSW-HCSW 84	Nx2	N	N	N
SCN-SCN-Band 7 RN 20	DO	DO	DO	DO

RN Gondor, Aragorn (Band 5 RN)

RN Greenleaf, Legolas (Band 5 RN)

RN Took, Pippin (Band 5 RN)

RN Undomiel, Arwen (Band 5 RN)

Approved request

DO

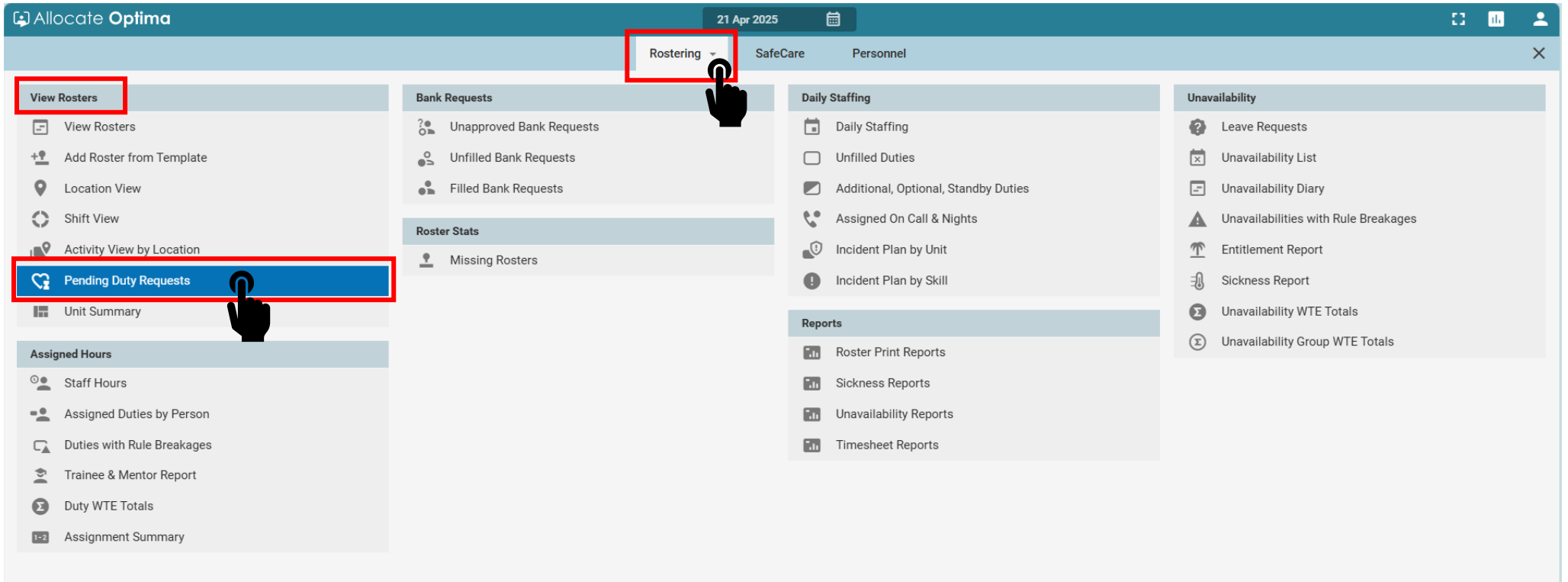


DO



Denied request

- Duty requests can also be viewed and actioned from the Pending Duty Requests page.
- Navigate to Rostering > View Rosters > Pending Duty Requests using the menu options at the top of the page.



The screenshot displays the Allocate Optima Rostering interface. The top navigation bar includes the 'Allocate Optima' logo, the date '21 Apr 2025', and tabs for 'Rostering', 'SafeCare', and 'Personnel'. The 'Rostering' tab is selected and highlighted with a red box and a hand cursor. Below the navigation bar, the left sidebar contains a 'View Rosters' section with a red box around the 'View Rosters' link and a 'Pending Duty Requests' link highlighted with a red box and a hand cursor. The main content area is divided into three columns: 'Bank Requests' (with links for Unapproved, Unfilled, and Filled Bank Requests), 'Roster Stats' (with a link for Missing Rosters), 'Daily Staffing' (with links for Daily Staffing, Unfilled Duties, Additional/Optional/Standby Duties, Assigned On Call & Nights, Incident Plan by Unit, and Incident Plan by Skill), and 'Unavailability' (with links for Leave Requests, Unavailability List, Unavailability Diary, Unavailabilities with Rule Breakages, Entitlement Report, Sickness Report, Unavailability WTE Totals, and Unavailability Group WTE Totals). The 'Reports' section at the bottom right includes links for Roster Print Reports, Sickness Reports, Unavailability Reports, and Timesheet Reports.

- Enter the relevant Unit name and Date Range, then click the Search icon on the right-hand side.

Allocate Optima 21 Apr 2025

^ Rostering SafeCare Personnel

Pending Duty Requests 43 Records

Unit Training Ward
Requested Duties All

From 14/07/2025
To 10/08/2025

☒ Pending
☐ Denied
☐ Approved



Roster	Resource	Shift	Name	Grade	Grade Type	Date	Day of week	Location	In Charge	Demand Status	Requested Times	Requested Duties
14 July 2025	REST	Day Off	Theodon King (12345694)	Band 3 HCSW	HCSW	14/07/2025	Monday	-	-	Potentially Over Demand	08:00 - 23:59	Standard
14 July 2025	REST	Day Off	Merry Brandybuck (12345681)	Band 5 RN	RN	14/07/2025	Monday	-	-	Potentially Over Demand	08:00 - 23:59	Standard
14 July 2025	REST	Day Off	Theodon King (12345694)	Band 3 HCSW	HCSW	15/07/2025	Tuesday	-	-	Within Demand	08:00 - 23:59	Standard
14 July 2025	REST	Day Off	Bilbo Baggins (12345691)	Band 3 HCSW	HCSW	16/07/2025	Wednesday	-	-	Within Demand	08:00 - 23:59	Standard
14 July 2025	REST	Day Off	Rosie Cotton (12345693)	Band 3 HCSW	HCSW	17/07/2025	Thursday	-	-	Within Demand	08:00 - 23:59	Standard
14 July 2025	REST	Day Off	Rosie Cotton (12345693)	Band 3 HCSW	HCSW	18/07/2025	Friday	-	-	Within Demand	08:00 - 23:59	Standard
14 July 2025	REST	Day Off	Saruman White (12345688)	Band 5 RN	RN	19/07/2025	Saturday	-	-	Potentially Over Demand	08:00 - 23:59	Standard
14 July 2025	REST	Day Off	Boromir Adan (12345685)	Band 5 RN	RN	19/07/2025	Saturday	-	-	Potentially Over Demand	08:00 - 23:59	Standard
14 July 2025	REST	Day Off	Boromir Adan (12345685)	Band 5 RN	RN	20/07/2025	Sunday	-	-	Potentially Over Demand	08:00 - 23:59	Standard
14 July 2025	REST	Day Off	Saruman White (12345688)	Band 5 RN	RN	20/07/2025	Sunday	-	-	Potentially Over Demand	08:00 - 23:59	Standard
14 July 2025	REST	Day Off	Legolas Greenleaf (12345683)	Band 5 RN	RN	22/07/2025	Tuesday	-	-	Potentially Over Demand	08:00 - 23:59	Standard

- Right-click on any request in the list to select **Approve** or **Deny** from the drop-down menu.

NOTE: Hold **Shift** or **Ctrl** as appropriate to select multiple requests either as a block or individually to apply a bulk approval or denial, this can be done both within the Roster itself or from the Pending Duty Requests page.