

## Bulk Add PH Absence

- Hold the CTRL key and click on the PH date for each staff member in the roster to highlight.

| April 2025                    |  |  |  |  |  |  |  | May 2025 |  |  |  |  |  |  |  |
|-------------------------------|--|--|--|--|--|--|--|----------|--|--|--|--|--|--|--|
|                               |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |
| Training Ward 14              |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |
|                               |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |
| RN-RN-RN                      |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |
| HCSW-HCSW-HCSW                |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |
| SCN-SCN-Band 7 RN             |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |
| Training Ward 14              |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |
| SCN                           |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |
| RN                            |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |
| RN Grant, Alan (Band 7 RN)    |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |
| RN Malcolm, Ian (Band 6 RN)   |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |
| RN Sattler, Ellie (Band 6 RN) |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |
| RN Arnold, Ray (Band 5 RN)    |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |
| RN Brennan, Billy (Band 5 RN) |  |  |  |  |  |  |  |          |  |  |  |  |  |  |  |



- Once the date has been highlighted for all staff, click on **Add Unavailability** from the menu bar along the bottom of the page.

The screenshot displays the eRostering interface. At the top, there are tabs for April 2025 and May 2025. Below these is a calendar grid showing dates from 21 to 18. The grid is color-coded: red for weekends and public holidays, and light blue for weekdays. A red box highlights the date May 5th. Below the calendar grid is a list of staff members, each with a name and band. A red box highlights the 'Add Unavailability' button in the bottom menu bar. A hand cursor is pointing at this button.

|                   | 21   | 22   | 23   | 24   | 25   | 26   | 27   | 28   | 29   | 30   | 01   | 02   | 03   | 04   | 05   | 06   | 07   | 08   | 09   | 10   | 11   | 12   | 13   | 14   | 15   | 16   | 17   | 18 |
|-------------------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|----|
| Training Ward 14  | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 | LDx3 |    |
| HCSW-HCSW-HCSW    | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  | Nx2  |    |
| SCN-SCN-Band 7 RN | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   | DO   |    |

Staff List:

- RN Grant, Alan (Band 7 RN)
- RN Malcolm, Ian (Band 6 RN)
- RN Sattler, Ellie (Band 6 RN)
- RN Arnold, Ray (Band 5 RN)
- RN Brennan, Billy (Band 5 RN)
- RN Dearing, Claire (Band 5 RN)
- RN Grady, Owen (Band 5 RN)
- RN Hammond, John (Band 5 RN)
- RN Harding, Sarah (Band 5 RN)
- RN Kirby, Amanda (Band 5 RN)
- RN Mitchell, Zach (Band 5 RN)

Bottom Menu Bar:

- 3 Selected
- Add Unavailability** (highlighted)
- Change Team
- Assign Skill
- Assign Specialty
- Assign Attribute
- Send Posting Notification
- More

**NOTE:** You can also right-click and select **Add Unavailability** from the drop-down menu.

- Complete the relevant fields in the Unavailability slide-in panel as appropriate and click OK.

Add Unavailability

New Unavailability Details for Multiple People

Group \*  
Annual Leave

State \*  
Approved

Reason \*  
PH - Public Holiday

Start \*  
05/05/2025 07:00

Duration \*  
1

End \*  
05/05/2025 23:59

Work Time

Refresh

Week Start  
05/05/2025

Reset to default values

Posting ↑

Mon 05/05

Tue 06/05

Wed 07/05

Thu 08/05

Fri 09/05

Sat 10/05

Next Steps

☒ No Action

☐ Cancel Demand

☐ Send To Bank

Notes

Cancel

OK

**NOTE:** You will need to ensure that all staff members' underlying hours are correct individually after applying the bulk absence. The system will automatically use the employees' default unavailability hours.