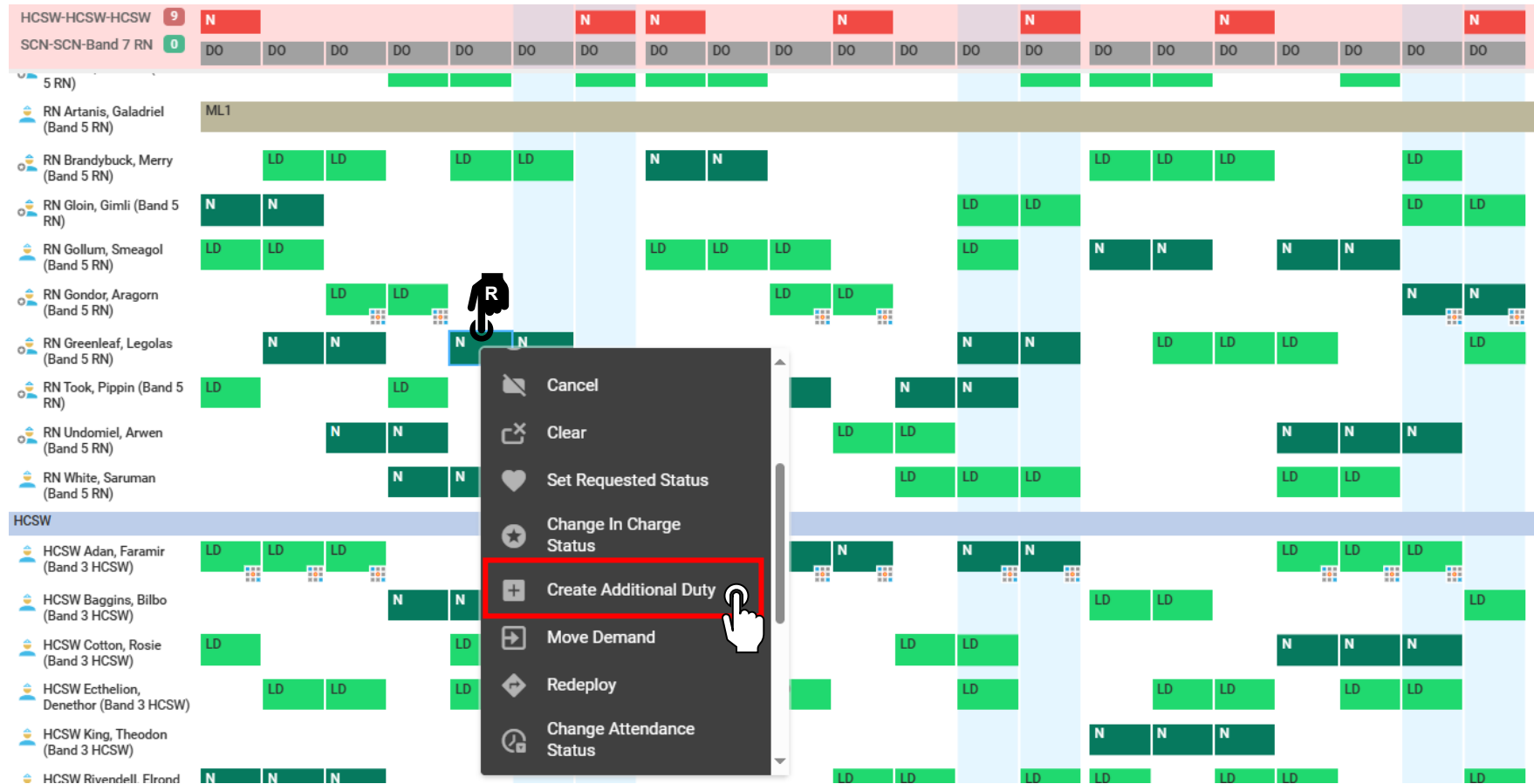


Create Additional Duties

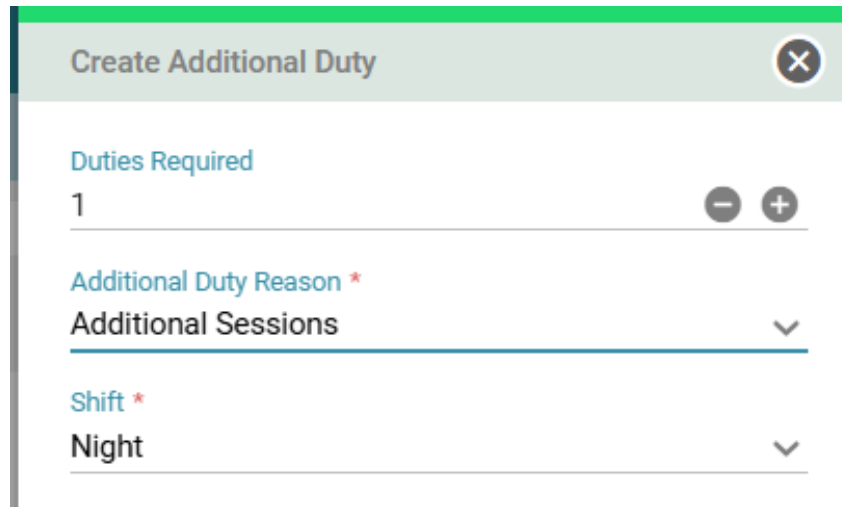
- On the required date, locate a shift of the same type which has already been rostered for an employee in the same team.
- Right-click and select **Create Additional Duty** from the drop-down menu.



The screenshot displays the eRostering interface with a roster grid. The grid shows shifts for various employees, including RN Artanis, Galadriel (Band 5 RN) and HCSW Adan, Faramir (Band 3 HCSW). A right-click context menu is open over a shift, with the 'Create Additional Duty' option highlighted by a red box and a hand cursor. The menu options are:

- Cancel
- Clear
- Set Requested Status
- Change In Charge Status
- Create Additional Duty**
- Move Demand
- Redeploy
- Change Attendance Status

- This will open a pop-up on the right-hand side where you can select:
 1. how many additional duties you require
 2. the reason for the additional duty (drop-down menu)
 3. the shift type you require (drop-down menu, defaults to the type of shift selected)

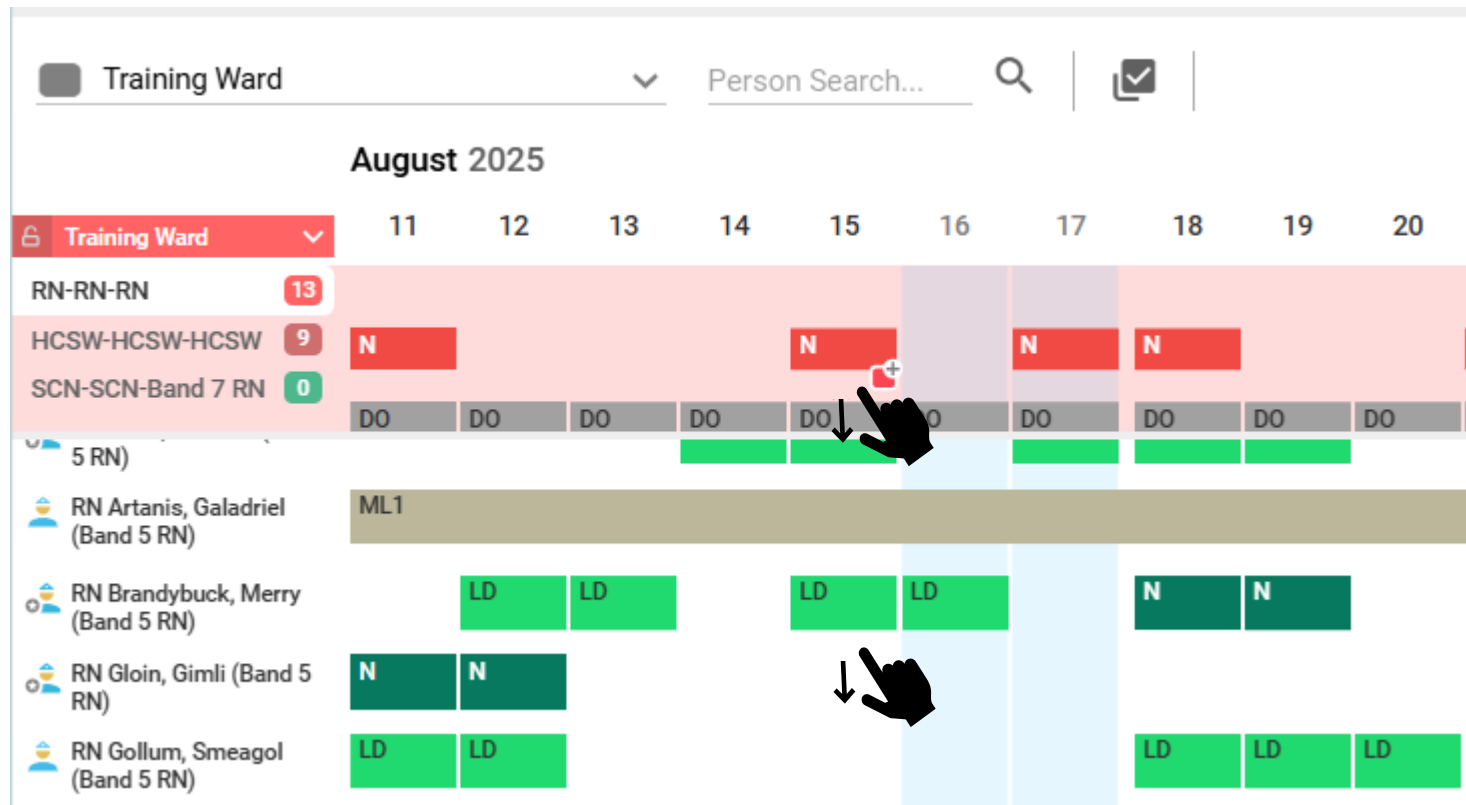


The screenshot shows a 'Create Additional Duty' pop-up window. It has a green header bar with the title 'Create Additional Duty' and a close button (X). Below the header, there are three sections: 'Duties Required' with a value of '1' and minus/plus buttons; 'Additional Duty Reason' with a red asterisk and a dropdown arrow; and 'Shift' with a red asterisk, the value 'Night', and a dropdown arrow.

- Click **OK** to create shift

NOTE: you will be able to adjust the shift start and end times, or move the additional demand to another date, after this point.

- The Additional Duty will appear in the Unfilled Duties section on that date, with the red square and + sign icon
- This can then be dragged down for the staff member, or if necessary, the times can be adjusted, or the demand can be moved to another date.



NOTE: If you do not have any other staff working on the same date that you require the additional shift – you can still follow the steps above using a shift on a different date and then simply drag the additional shift in the Unfilled Duties section to the relevant date before dropping it in for the staff member.