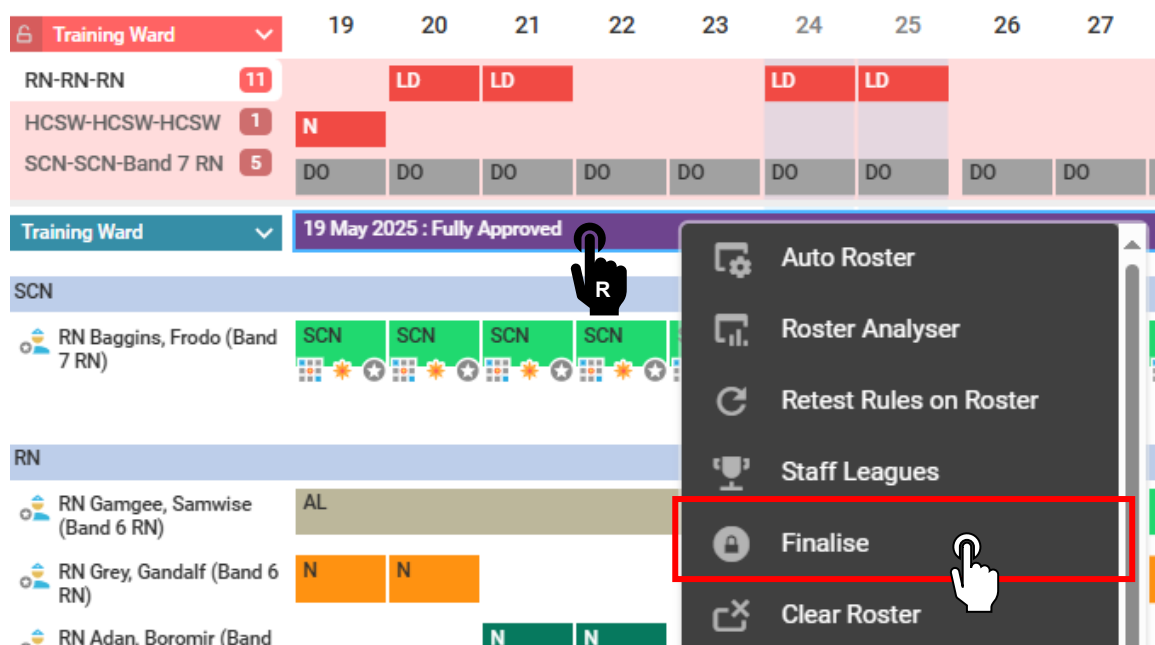


Finalisations

It is best practice to finalise at the end of each day, so you're aware of what's happened daily; but you could also choose to finalise at the end of every week, for example.

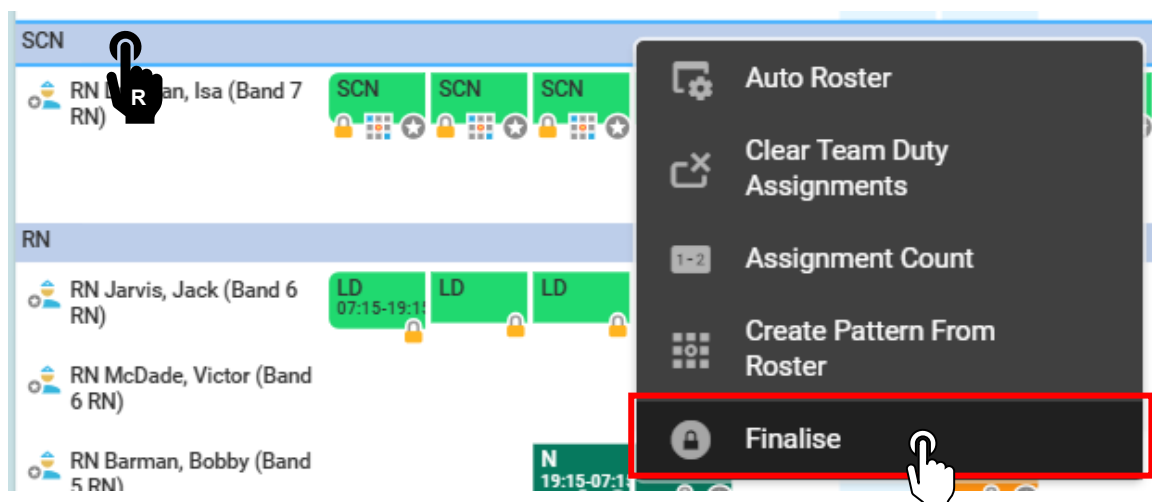
All shifts for the previous week should be finalised no later than 11am on a Monday.

- To Finalise the full roster, right-click on the purple bar and select **Finalise** from the drop-down menu.



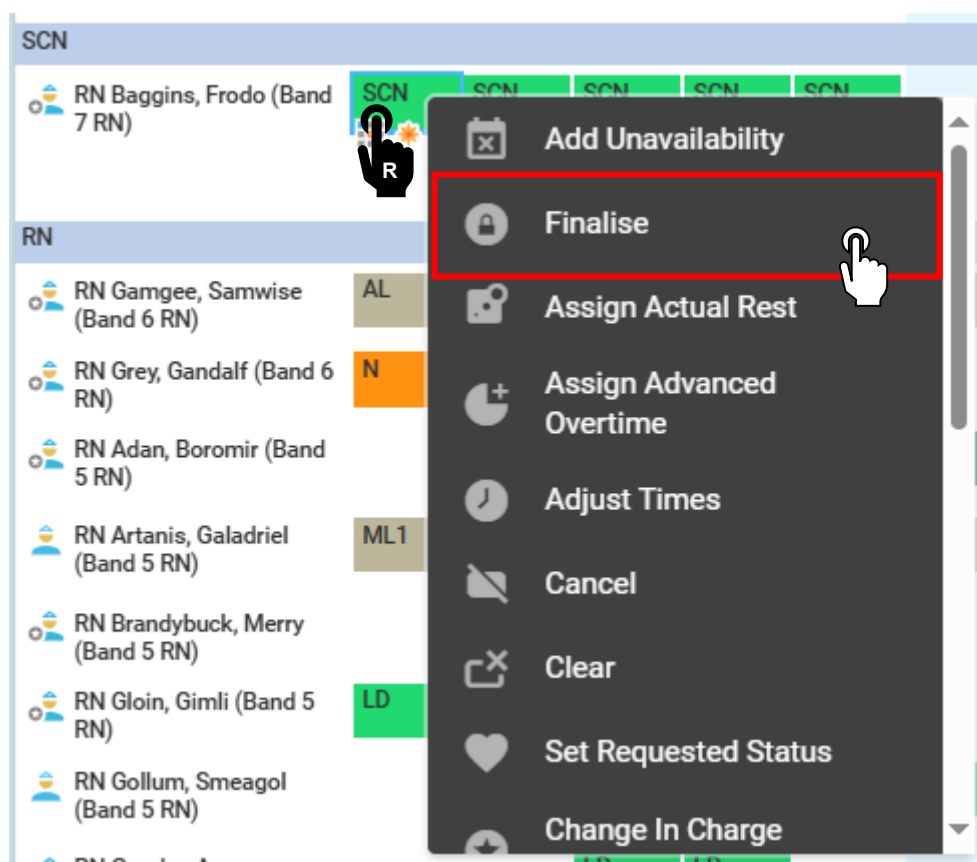
The screenshot shows the eRostering interface for a 'Training Ward' roster. At the top, a calendar view shows dates from 19 to 27. Below this, a roster grid displays shifts for various staff members. A purple bar at the bottom of the grid is labeled '19 May 2025 : Fully Approved'. A right-click context menu is open over this bar, with the 'Finalise' option highlighted by a red box and a hand cursor. Other options in the menu include 'Auto Roster', 'Roster Analyser', 'Retest Rules on Roster', 'Staff Leagues', and 'Clear Roster'.

- To Finalise all duties for a particular team, right-click on the team bar and select **Finalise** from the drop-down menu.

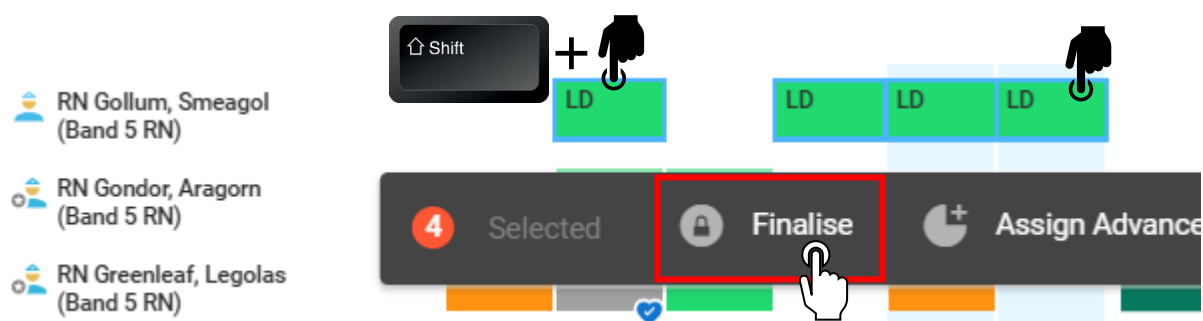


The screenshot shows the eRostering interface for a specific team, 'SCN'. A right-click context menu is open over the team bar, with the 'Finalise' option highlighted by a red box and a hand cursor. Other options in the menu include 'Auto Roster', 'Clear Team Duty Assignments', 'Assignment Count', and 'Create Pattern From Roster'.

- To Finalise individual duties and unavailabilities, right-click on the shift and select **Finalise** from the drop-down menu.



- Blocks of shifts or multiple individual shifts can be selected using **Shift** or **Ctrl** and Finalised together by selecting the **Finalise** option from the menu along the bottom of the page



- In the slide-in panel, check the relevant dates have been selected
 - please note you cannot finalise future dates and will receive an error message if the **To** date needs amended.
- Select which duties need to be included
 - this will always default to **Include All Duties** but can be unticked as required.
- The summary sections below will outline what duties will be included in the selected criteria.

Finalise

Training Ward

Finalise Unit

Team

From *

19/05/2025

To *

14/05/2025

☒ Include All Duties

☒ Include Substantive Duties

☐ Include Bank and Agency Duties

☒ Include Bank Duties

☒ Include Agency Duties

Finalisation Summary

Duties To Finalise

Public Holidays	0	Nights	0
Saturdays	0	Sundays	0
Call Outs	0	Weekdays	0
On Calls	0		

Overtime & Call Outs To Finalise

↑

Hours

Unavailabilities To Finalise

Annual Leave	0 (0 hrs)	Sickness	0 (0 hrs)
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- At the bottom of the panel, the Finalisation Disclaimer will be displayed, you will need to read the statement, **tick the box** and select **OK** to confirm.

Finalisation Disclaimer

I am an authorised signatory for my ward/department. I am signing below to confirm that both the grade and the shift that I am authorising are accurate and I approve payment. I understand that if I knowingly authorise false information this may result in disciplinary action and I may be liable for prosecution and civil recovery proceedings. I consent to the disclosure of information from this form to and by the Trust and the NHS Counter Fraud and Security Management Services for the purpose of verification of this claim and the investigation, prevention, detection and prosecution of fraud.

☒

Cancel

OK

- Finalised duties will appear with a yellow padlock in the bottom corner.

RN			
RN Gamgee, Samwise (Band 6 RN)	LD		LD LD
RN Grey, Gandalf (Band 6 RN)		LD	N N
RN Adan, Boromir (Band 5 RN)	N	N	N
RN Artanis, Galadriel (Band 5 RN)	ML1		
RN Brandybuck, Merry (Band 5 RN)	LD	LD 07:00-19:30 Training W Team: RN	LD

- Finalised duties cannot be amended. If an amendment is required, please contact the [CORE eRostering team](#).