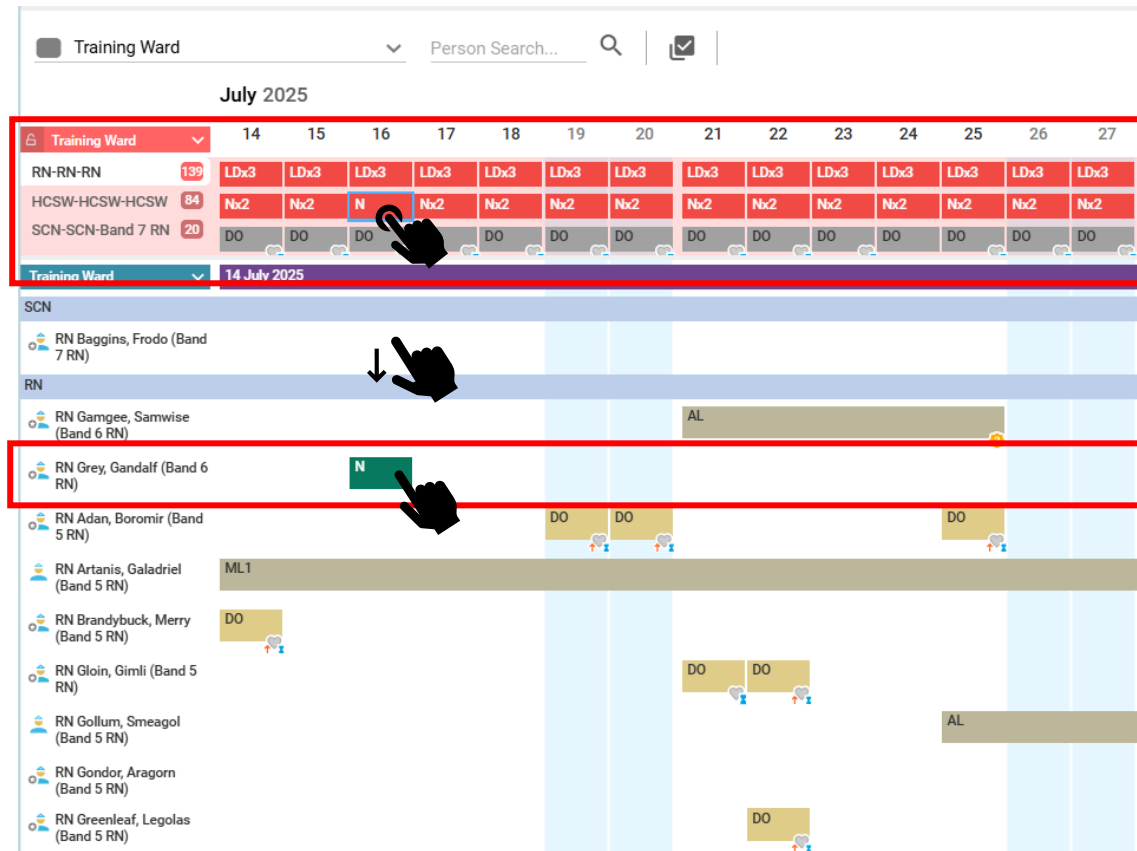


Manual Rostering

Add a Shift

- To manually add a shift for an employee, select the required shift from the demand in the red section at the top of the roster and drag it down to the relevant employee



The screenshot shows the eRostering interface for the Training Ward. At the top, there is a calendar for July 2025. Below the calendar, a red demand bar is visible, containing shifts for RN-RN-RN (139), HCSW-HCSW-HCSW (84), and SCN-SCN-Band 7 RN (20). A hand icon is shown dragging a shift from the demand bar to the roster of RN Grey, Gandalf (Band 6 RN). The roster is displayed below the demand bar, showing various shifts for different employees. The shift being added is highlighted in a red box.

Training Ward	14	15	16	17	18	19	20	21	22	23	24	25	26	27
RN-RN-RN (139)	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3
HCSW-HCSW-HCSW (84)	Nx2	Nx2	N	Nx2	Nx2	Nx2	Nx2	Nx2	Nx2	Nx2	Nx2	Nx2	Nx2	Nx2
SCN-SCN-Band 7 RN (20)	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO

Below the calendar, the roster for the Training Ward is shown for 14 July 2025. The roster lists employees and their assigned shifts. The shift being added is highlighted in a red box.

Employee	Shift
RN Baggins, Frodo (Band 7 RN)	
RN Gamgee, Samwise (Band 6 RN)	AL
RN Grey, Gandalf (Band 6 RN)	N
RN Adan, Boromir (Band 5 RN)	DO
RN Artanis, Galadriel (Band 5 RN)	ML1
RN Brandybuck, Merry (Band 5 RN)	DO
RN Gloin, Gimli (Band 5 RN)	DO
RN Gollum, Smeagol (Band 5 RN)	AL
RN Gondor, Aragorn (Band 5 RN)	
RN Greenleaf, Legolas (Band 5 RN)	DO

NOTE: The shift must be dropped very precisely on the roster into the same day it was taken from in the Demand. There is also the option to drag the shift onto the employee's name instead.

Add Multiple Shifts

- Multiple shifts can be selected to be dragged down for an employee simultaneously.
 - Selected shifts will show with a blue outline.
 - The number of shifts being dragged down will show in the top corner as they're moved.
1. Hold **Shift** while selecting the first and last required duty to select all duties in between (i.e. hold **Shift** while selecting duties on Mon then on Fri to highlight all duties between Monday and Friday) – this option can only be used when selecting shifts of one type (i.e. all Night shifts).

Training Ward Person Search...

July 2025

	1	15	16	17	18	19	20
Training Ward	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3
RN-RN-RN	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3
HCSW-HCSW-HCSW 84	Nx2	Nx2	N	Nx2	Nx2	Nx2	Nx2
SCN-SCN-Band 7 RN 20	DO	DO	DO	DO	DO	DO	DO
RN Gloin, Gimli (Band 5 RN)							
RN Gollum, Smeagol (Band 5 RN)	LDx3 5						
RN Gondor, Aragorn (Band 5 RN)							
RN Greenleaf, Legolas (Band 5 RN)							
RN Took, Pippin (Band 5 RN)							
RN Undomiel, Arwen (Band 5 RN)		DO	DO				
RN White, Saruman (Band 5 RN)						DO	DO

The image illustrates the process of adding multiple shifts to an employee's roster. A hand is shown holding the 'Shift' key while selecting the first and last required duty (LDx3) on Monday (July 1st) and Friday (July 18th). This action highlights all duties between Monday and Friday for the selected shift type. The number of shifts being dragged down (5) is shown in the top corner of the selected shift cell. The interface also displays a list of employees and their current rostered shifts.

2. Hold **Ctrl** while selecting individual duties to select multiple individual shifts to drop in together (i.e. hold **Ctrl** while selecting duties on Mon, Wed, and Fri to apply these together) – this option can be used to select multiple shift types (i.e. Days and Nights).

Training Ward

Person Search...

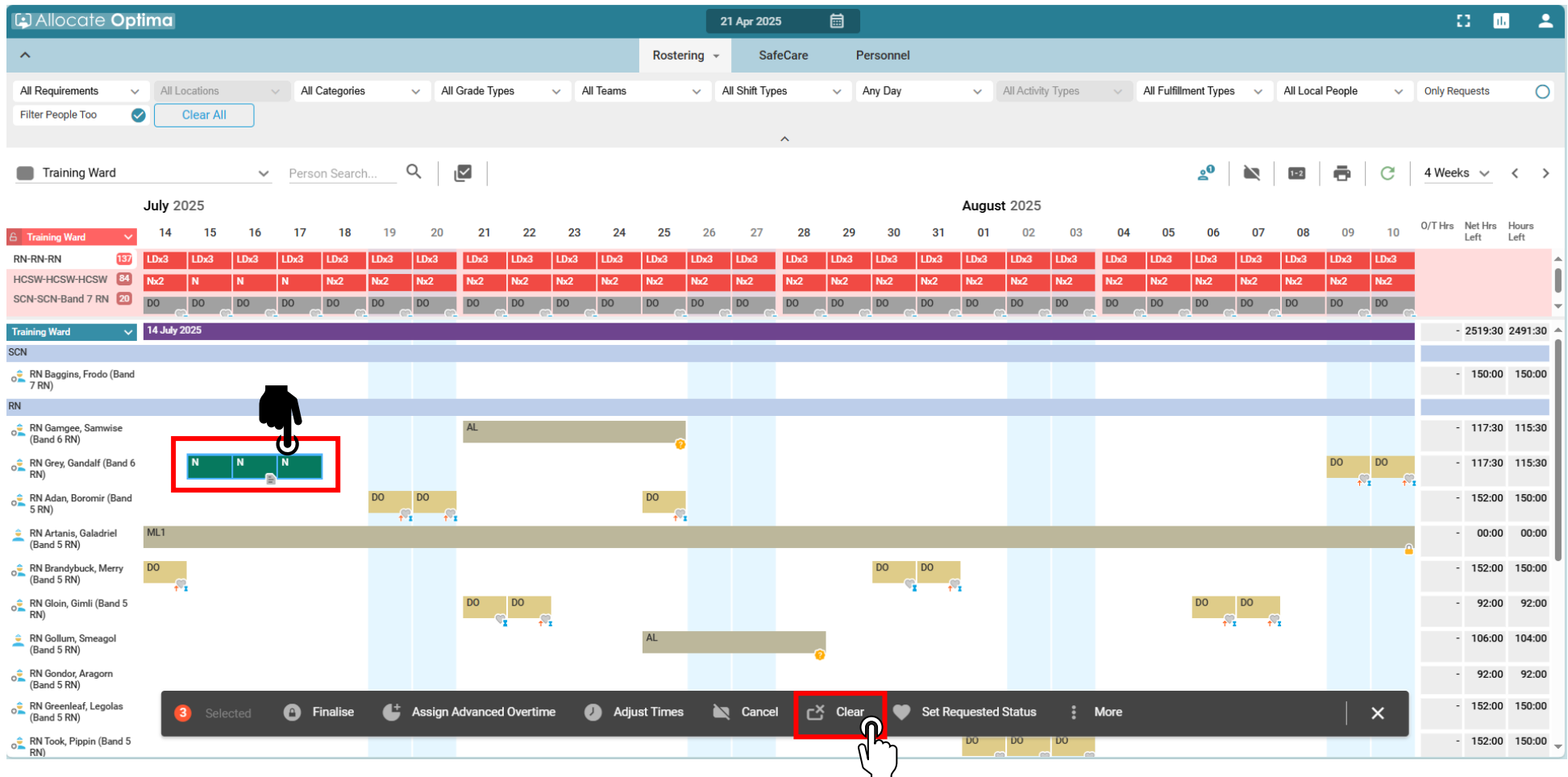
July 2025

	14	15	16	17	18	19	20
Training Ward							
RN-RN-RN	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3	LDx3
HCSW-HCSW-HCSW	Nx2	Nx2	N	Nx2	Nx2	Nx2	Nx2
SCN-SCN-Band 7 RN	DO	DO	DO	DO	DO	DO	DO
RN Brandybuck, Merry (Band 5 RN)	DO						
RN Gloin, Gimli (Band 5 RN)							
RN Gollum, Smeagol (Band 5 RN)			N				
RN Gondor, Aragorn (Band 5 RN)							
RN Greenleaf, Legolas (Band 5 RN)							
RN Took, Pippin (Band 5 RN)							
RN Undomiel, Arwen (Band 5 RN)	DO	DO					

Annotations: A 'Ctrl' key icon is shown above the 14th. Hand icons indicate selection of shifts on the 14th, 15th, 16th, and 17th. A hand icon points to the 'N' shift on the 16th for RN Gollum, Smeagol. A hand icon points to the '4' in the 'N' shift on the 16th for RN Gollum, Smeagol.

Remove Shifts

- To remove a single shift, simply drag it back up to the Unfilled Demand section at the top of the roster
- To remove multiple shifts, select the relevant duties using the **Shift** or **Ctrl** method explained above, then select **Clear** from the menu along the bottom of the screen



The screenshot displays the eRostering interface for the 'Training Ward'. The top navigation bar includes 'Allocate Optima', the date '21 Apr 2025', and tabs for 'Rostering', 'SafeCare', and 'Personnel'. Below this is a filter section with various dropdowns and a 'Clear All' button. The main area shows a calendar view for July and August 2025. A list of staff members is on the left, including RN Baggins, Frodo (Band 7 RN), RN Gamgee, Samwise (Band 6 RN), RN Grey, Gandalf (Band 6 RN), RN Adan, Boromir (Band 5 RN), RN Artanis, Galadriel (Band 5 RN), RN Brandybuck, Merry (Band 5 RN), RN Gloin, Gimli (Band 5 RN), RN Gollum, Smeagol (Band 5 RN), RN Gondor, Aragorn (Band 5 RN), RN Greenleaf, Legolas (Band 5 RN), and RN Took, Pippin (Band 5 RN). A red box highlights three 'N' (Night) shifts for RN Grey, Gandalf (Band 6 RN) on July 14, 15, and 16. A hand icon points to the 'Clear' button in the bottom action bar.

- To clear the entire roster, right click on the purple bar, then select **Clear Roster**.

The screenshot shows the eRostering interface for July 2025. At the top, there's a 'Training Ward' dropdown and a 'Person Search...' field. Below is a calendar view for July 2025. A purple bar highlights the date 14 July 2025. A right-click context menu is open over this bar, showing options like 'Auto Roster', 'Roster Analyser', 'Retest Rules on Roster', 'Staff Leagues', 'Finalise', 'Clear Roster' (highlighted with a red box), 'Assignment Count', 'Roster Notes', and 'Attendance Monitor'. A hand icon is pointing at the 'Clear Roster' option.

- This will open a slide-in panel where you will need to select the date range to be removed, and which types of Duties (if any) to be **excluded** from removal. These will be ticked by default depending on what shifts are in the roster. Tick/Untick as required, then click **OK**.

Clear Roster

Starts On

16/06/2025

Ends On

13/07/2025

☒ Keep Requested Duties (24)

☒ Keep Manually Assigned Duties (63)

☒ Keep Personal Pattern Assigned Items (19)

☐ Keep Shared Pattern Assigned Items

☐ Keep Demand Pattern Assigned Items

☐ Keep Duties with Clock Events

Will clear 142 assigned duties and 0 unavailabilities