

Send to Bank and Book Bank Staff

- Right-click on the duty you want to send to Bank, then select **Send to Bank** from the drop-down menu.

Training Ward 11 Person Search...  

January 2025 February 2025

	27	28	29	30	31	01	02	03	04	05	06	07	08	09	10	11	12	13
Training Ward 11																		
RN-RN-RN	10	LD				LD	LD	LDx2				LD	LD					
HCSW-HCSW-HCSW	4	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO					DO
SCN-SCN-Band 7 RN	0																	
Training Ward 11	27 January 2025 : Fully Approved																	
SCN																		
Holt, Raymond	SCN	SCN	SCN	SCN	SCN			SCN	SCN	SCN	SCN	SCN						SCN
RN																		
Jeffords, Terry		LD	LD	LD		DO	DO	LD										
Santiago, Amy					N	N	N		LD	DO	DO							LD
Boyle, Charles	N	N			N				LD		N	N						LD
Cozner, Kevin					AL							N						
Diaz, Rosa					LD	LD		N	N						DO	DO		N

 **Send To Bank**

 Find Person

 Change In Charge Status

 Cancel Duty

 Adjust Times

 Override Rule Violations

 Split Demand

 Copy Demand

 Cancel Demand

- A slide-in panel will open. Enter the requirements for the Bank duty, then click **OK**.

Send To Bank

Selected Unit Fulfilment Duties (Sending 1/1 duties to Bank)

	Requirement	Location	Shift	Date	Required G/GT/GTC
☒		RN	-	Long Day	07/02/2025 RN

Additional Request Information (Applies to 1 highlighted duty)

Bank Unit *

Bank

Request Reason *

Vacancy

Gender

-

Required Grade

Band 5 RN

Fallback Grade

-

Temporary Staffing Skills

Please select

Cost Centre

-

Required Specialty

-

Fallback Specialty

-

Preferred Person

Nominate Preferred Person

Bank Notes

Type a Note

Cancel

OK

- LD
Band 5 RN

-
- The screenshot shows the 'Find Person' dropdown menu in the RosterPro interface. The menu is open, displaying a list of actions that can be performed on a selected person. The 'Find Person' option is highlighted at the top, and a hand icon is pointing at it. The background shows a roster grid for 'Training Ward 11' with columns for dates from 27 to 12. The grid includes rows for 'RN-RN-RN', 'HCSW-HCSW-HCSW', and 'SCN-SCN-Band 7 RN'. Below the grid, a list of staff members is visible, including Holt, Raymond; Jeffords, Terry; Santiago, Amy; Boyle, Charles; Cozner, Kevin; and Diaz, Rosa. The 'Find Person' dropdown menu is a dark grey box with a red border, containing the following options: 'Find Person', 'Reset To Unit Fulfilment', 'Edit Bank Requirements', 'Send To Agency', 'Change In Charge Status', 'Cancel Duty', 'Adjust Times', 'Override Rule Violations', and 'Split Demand'.

- This will open a slide-in panel. Use the **Find Person** section find any Bank staff who match the entered criteria.

Find Person

Vacant Duties

1 Records

☒	Resourcing	Activity Ty	Activity Pr	Shift	Start	End	Valid Date	Location	Opt.	Grade	Required Grade
☒	Bank	-	-	LD	07:00	19:30	07/02/2025	-	-	RN	Band 5 RN

Find Person

Search

Find Person

0 Records

Workers

☒ Temp
 ☐ Subs

Structure Unit *

Bank and Agency

Roster Unit

Bank

☐ Check rules
 ☐ Available only

Include People

☐ on different grades
 ☐ Without required skills
 ☐ Without req. specialty
 ☐ Ignoring gender
 ☐ Ignore Staff Unit Prefs

☐ currently assigned
 ☐ on rest shifts
 ☐ on optional duties
 ☐ on replaceable activity

Suitability ↑

Surname

Forenames

Name

Grade

- Alternatively, use the **Search** section to find a specific member of staff by name/grade/skill etc.

Find Person

Vacant Duties

1 Records

☒	Resourcing	Activity Ty	Activity Pr	Shift	Start	End	Valid Date	Location	Opt.	Grade	Required Grade
☒	Bank	-	-	LD	07:00	19:30	07/02/2025	-	-	RN	Band 5 RN

Find Person

Search

Search

1 Records

Workers

☒ Temp
 ☐ Subs

Unit

Bank

Surname

Diaz

Forenames

Rosa

Staff No

Assignment No

Grade Type

Any

Category

Any

Grade Type

Any

Grade

Band 5 RN

Specialty

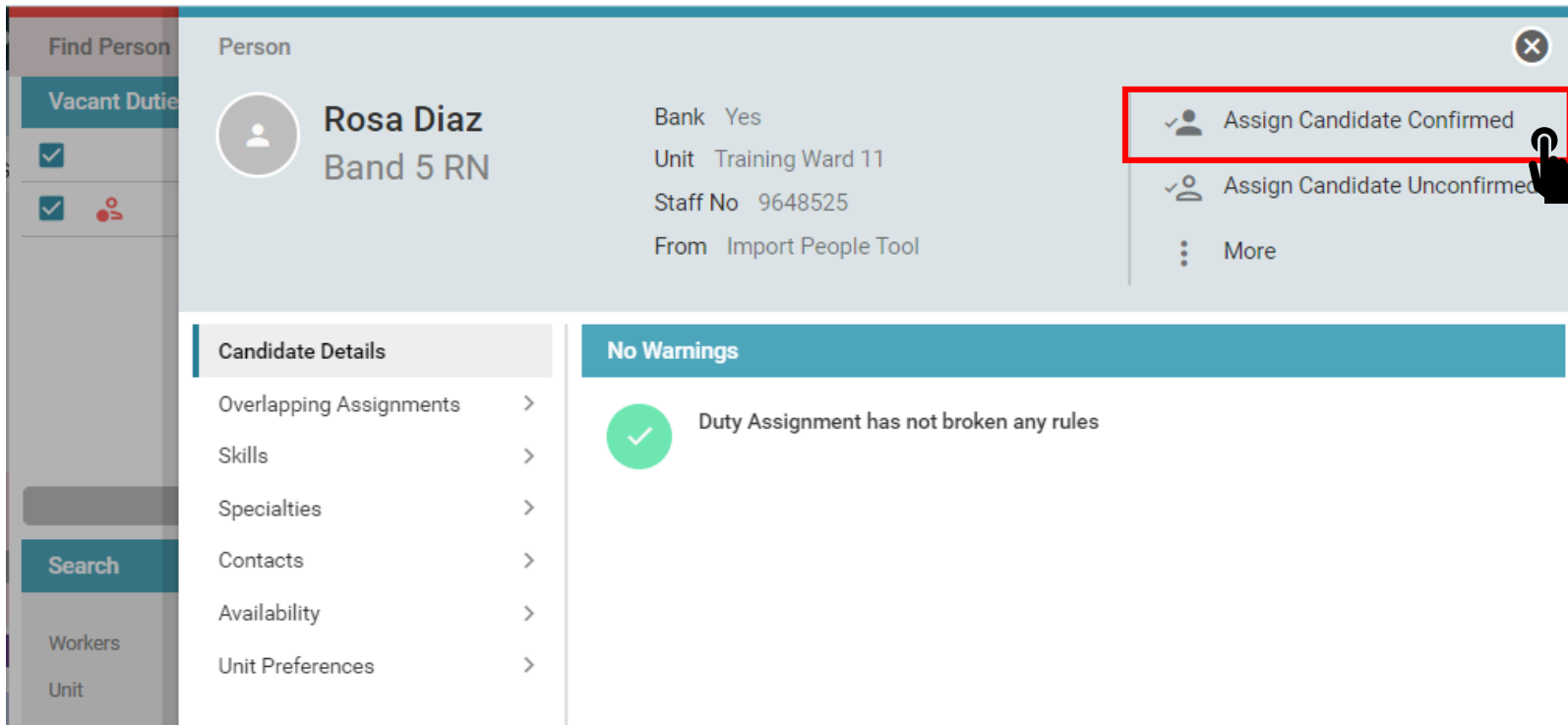
Any

Skill

Please select

Surname ↑	Forename	Name	Grade	Current Statu	No Bank	Current As	Current Ur	Current Un	Current Ac	Current Lo	Staff Numbe	Assignment
Diaz	Rosa	Rosa Diaz	Band 5 RN	Available	-	-	-	Bank	-	-	9648525	FK54875B

- Select the staff member to be booked in to the Bank Shift in the list at the bottom of the panel.
- A second slide-in panel will open. Click on **Assign Candidate Confirmed**.



The screenshot shows the eRostering interface. On the left is a sidebar with 'Find Person', 'Vacant Duties', and 'Search' sections. The main area displays the 'Person' panel for Rosa Diaz, Band 5 RN. To the right of her details are three buttons: 'Assign Candidate Confirmed' (highlighted with a red box and a hand cursor), 'Assign Candidate Unconfirmed', and 'More'. Below the person details is a 'Candidate Details' section with links to 'Overlapping Assignments', 'Skills', 'Specialties', 'Contacts', 'Availability', and 'Unit Preferences'. To the right of this is a 'No Warnings' section with a green checkmark icon and the text 'Duty Assignment has not broken any rules'.

Person

Rosa Diaz
Band 5 RN

Bank Yes
Unit Training Ward 11
Staff No 9648525
From Import People Tool

✓ Assign Candidate Confirmed
✓ Assign Candidate Unconfirmed
More

Candidate Details

- Overlapping Assignments >
- Skills >
- Specialties >
- Contacts >
- Availability >
- Unit Preferences >

No Warnings

✓ Duty Assignment has not broken any rules

- The selected staff member and the booked Bank duty will now appear at the bottom of the roster.

Training Ward 11	27	28	29	30	31	01	02	03	04	05	06	07	08	09
RN-RN-RN 9	LD				LD	LD	LDx2				LD			
HCSW-HCSW-HCSW 4	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO	DO
SCN-SCN-Band 7 RN 0														
Pimento, Adrian			N	N		N	N			LD	LD	LD		
Scully, Merv		AL						N	N	N			LD	
Wuntch, Madeline	N	N						LD	DO			LD	LD	LD
HCSW														
Fogle, Debbie			N	N		LD	LD	LD			N	N		
Gosche, Caleb	LD	LD	LD		DO	DO	DO	LD					N	N
Hawkins, Melanie	N	N			N				LD	LD	DO	DO	LD	
Hummertrout, Bill		LD	LD	LD					LD	LD	LD			
Pembroke, Keith	LD				LD	LD		N	N	N				LD
Stently, Jason		DO		LD	LD		LD				LD	AL		
Wells, Teddy	DO	DO	AL				N				LD	LD		LD
Bank and Agency														
Diaz, Rosa											LD Training W			