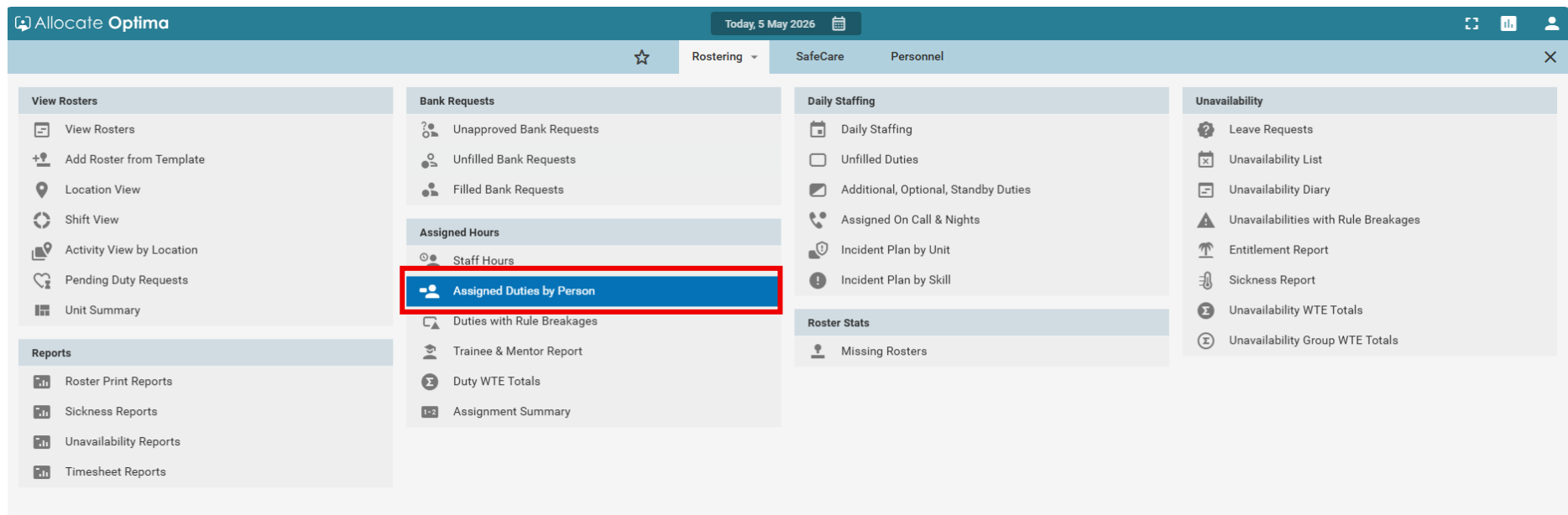


Assigned Duties by Person

This report gives you a breakdown of shifts worked by individuals within the selected parameters.

To open click **Rostering > Assigned Duties > Assigned Duties by Person**



The screenshot shows the eRostering Optima interface. The top navigation bar includes the 'Allocate Optima' logo, the date 'Today, 5 May 2026', and tabs for 'Rostering', 'SafeCare', and 'Personnel'. The 'Rostering' tab is selected. The left sidebar contains two main sections: 'View Rosters' with options like 'View Rosters', 'Add Roster from Template', 'Location View', 'Shift View', 'Activity View by Location', 'Pending Duty Requests', and 'Unit Summary'; and 'Reports' with options like 'Roster Print Reports', 'Sickness Reports', 'Unavailability Reports', and 'Timesheet Reports'. The main content area is divided into four columns: 'Bank Requests' (Unapproved Bank Requests, Unfilled Bank Requests, Filled Bank Requests), 'Assigned Hours' (Staff Hours, **Assigned Duties by Person** (highlighted with a red box), Duties with Rule Breakages, Trainee & Mentor Report, Duty WTE Totals, Assignment Summary), 'Daily Staffing' (Daily Staffing, Unfilled Duties, Additional, Optional, Standby Duties, Assigned On Call & Nights, Incident Plan by Unit, Incident Plan by Skill), and 'Unavailability' (Leave Requests, Unavailability List, Unavailability Diary, Unavailabilities with Rule Breakages, Entitlement Report, Sickness Report, Unavailability WTE Totals, Unavailability Group WTE Totals). The 'Assigned Duties by Person' option is highlighted with a red box.

Parameters that are available include the **Unit, From and To Dates, Grades and Grade Type Categories, Shift Types** and **if a shift has been marked as attended on SafeCare**. Reports can be exported to excel using the **icon** or the **extract** button highlighted in red.



Allocate Optima

Today, 6 May 2026

☆

Rostering

SafeCare

Personnel

Assigned Duties by Person

248 Records

Unit	Training Ward	Roster Location	Any	Surname	
From *	06/04/2026	Payroll State	Any	Staff Number	
To *	03/05/2026	Assignment State	Active	Grade Type Category	Any
Shift Type	Any	Cancellation Reason	Any	Grade Type	Any
Shift		Attendance Status	Any	Pay Flag Category	Any

☐ Include External

☐ Timeclocks Enabled Duties Only

Extract

The report pulls information related to the **shifts worked** that match the defined parameters **broken down by person** and the headers can be **customised** using the icon highlighted in the **blue square**.

[illegible]