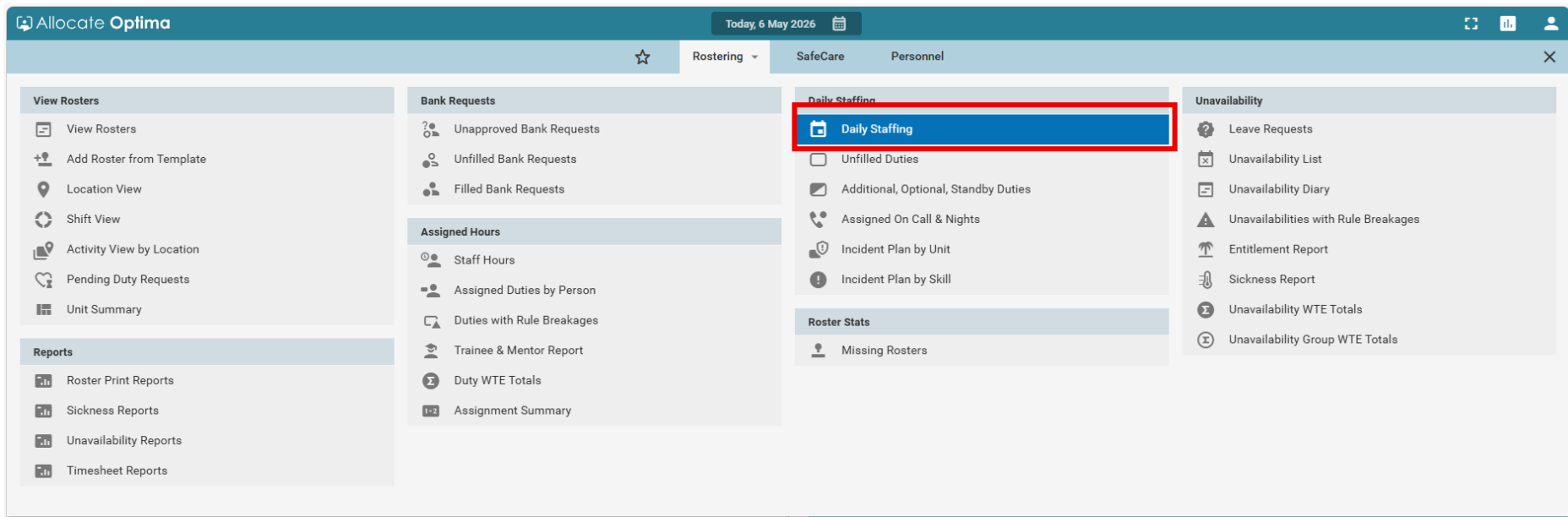


Daily Staffing

The daily staffing report gives a breakdown of the staffing by unit and identifies skill and rota gaps.

To open click **Rostering > Daily Staffing > Daily Staffing**



The screenshot shows the Allocate Optima Rostering interface. The top navigation bar includes 'Allocate Optima', the date 'Today, 6 May 2026', and tabs for 'Rostering', 'SafeCare', and 'Personnel'. The 'Rostering' tab is active, showing a sidebar with 'View Rosters' and 'Reports' sections. The main content area is divided into four panels: 'Bank Requests' (Unapproved, Unfilled, Filled), 'Assigned Hours' (Staff Hours, Assigned Duties by Person, Duties with Rule Breakages, Trainee & Mentor Report, Duty WTE Totals, Assignment Summary), 'Daily Staffing' (highlighted with a red box, containing 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 parameters for this report can be broken down into **Unit**, **Grade Types**, **Grade Type Categories**, **Teams** and **Locations**.

Allocate Optima
Today, 6 May 2026

Rostering
SafeCare
Personnel

Daily Staffing

Unit *	Training Ward	Duty Team	Any
Duty Grade Type Category	Any	Location	Any
Duty Grade Type	Any		

- ❖ The section highlighted in **red** shows any **shortfalls in staffing or in skills within shifts**.
- ❖ The section highlighted in **blue** shows a **full list of staff** in the department **on that day broken down by shift**.
- ❖ The section highlighted in **yellow** shows any staff on **Study Days** or **Protected Time** that day

Shortfalls						
Unfilled Duties						
Shift ↓	Requirement	Times	Hours	Location	Team	Fulfilment Type
LD	RN	07:00 - 20:00	12	-	RN	Local
Shifts with Skills Shortfalls						
Skill ↓	Requirement	Shift	Filled	Date	Assigned Staff	

Study / Working Day			
Name ↓	Grade	Reason	Times

Assignments								
Long Day (07:00 - 20:00)								
Name	Grade ↓	Grade Type	In Charge	Adjusted T	Location	Team	NHSp Req	Fulfilment Type
Wullie Reid	GEN. ACUTE NURSE B3	HCSW			-	HCSW	-	Local
Fergie Young	GEN. ACUTE NURSE B3	HCSW			-	HCSW	-	Local
Victor McDade	Band 6 RN	RN			-	RN	-	Local
Edith Guinness	Band 5 RN	RN			-	RN	-	Local
SCN (09:00 - 17:00)								
Name	Grade ↓	Grade Type	In Charge	Adjusted Times	Location	Team	NHSp Req	Fulfilment Type
Isa Drennan	Band 7 RN	RN	✓	09:00 - 16:30	-	SCN	-	Local
Night (19:00 - 08:00)								
Name	Grade ↓	Grade Type	In Charge	Adjusted T	Location	Team	NHSp Req	Fulfilment Type
Chris Postie	GEN. ACUTE NURSE B3	HCSW			-	HCSW	-	Local
Jack Jarvis	Band 6 RN	RN	✓		-	RN	-	Local
Bobby Barma	Band 5 RN	RN			-	RN	-	Local

When you **right click** on unfilled duties or staff names you can **perform any rostering action** you can do on your roster.