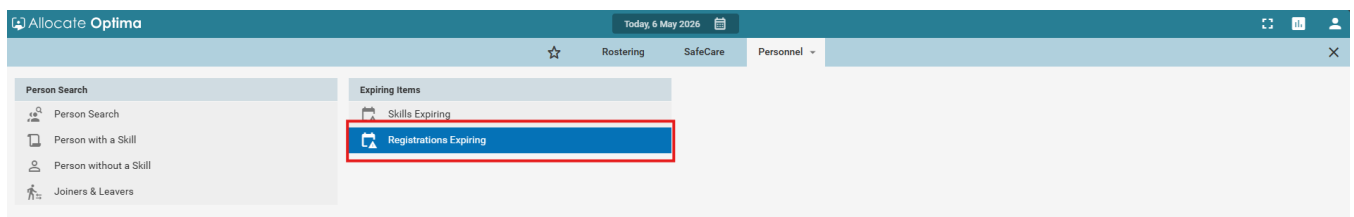


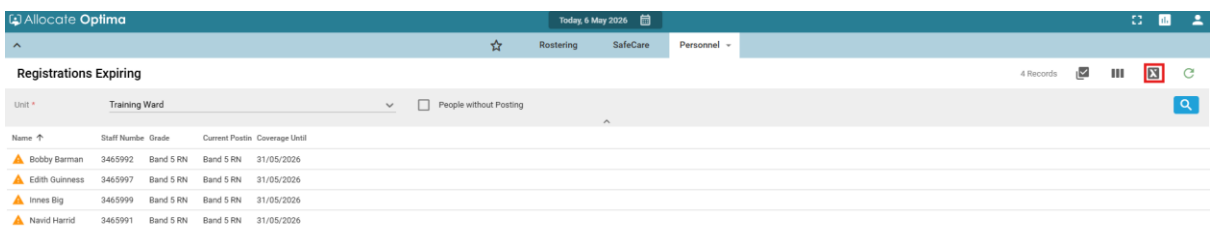
Registration Expiring

This report gives you a breakdown of any upcoming Registrations that are due to expire.

To open > select **Personnel** > **Expiring Items** > **Registrations Expiring**

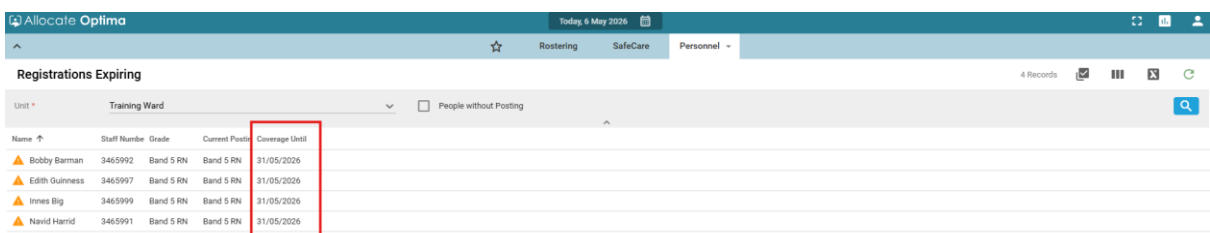


The parameters that can be adjusted are **Unit**. Reports can be exported to excel using the **extract** button highlighted in red.



Name	Staff Number	Grade	Current Postin	Coverage Unit
Bobby Barman	3465992	Band 5 RN	Band 5 RN	31/05/2026
Edith Guinness	3465997	Band 5 RN	Band 5 RN	31/05/2026
Innes Big	3465999	Band 5 RN	Band 5 RN	31/05/2026
Navid Hamid	3465991	Band 5 RN	Band 5 RN	31/05/2026

Expiring registrations refer to staff professional registrations or qualifications (like nursing licenses or mandatory training) that are due to run out soon. Optima tracks these dates and gives warnings when a registration is close to expiring so managers can make sure it gets renewed in time. This helps ensure that all staff remain legally allowed and properly qualified to work their shifts.



Name	Staff Number	Grade	Current Postin	Coverage Unit
Bobby Barman	3465992	Band 5 RN	Band 5 RN	31/05/2026
Edith Guinness	3465997	Band 5 RN	Band 5 RN	31/05/2026
Innes Big	3465999	Band 5 RN	Band 5 RN	31/05/2026
Navid Hamid	3465991	Band 5 RN	Band 5 RN	31/05/2026

The highlighted column will show you the **date** for any registrations that are due to expire.