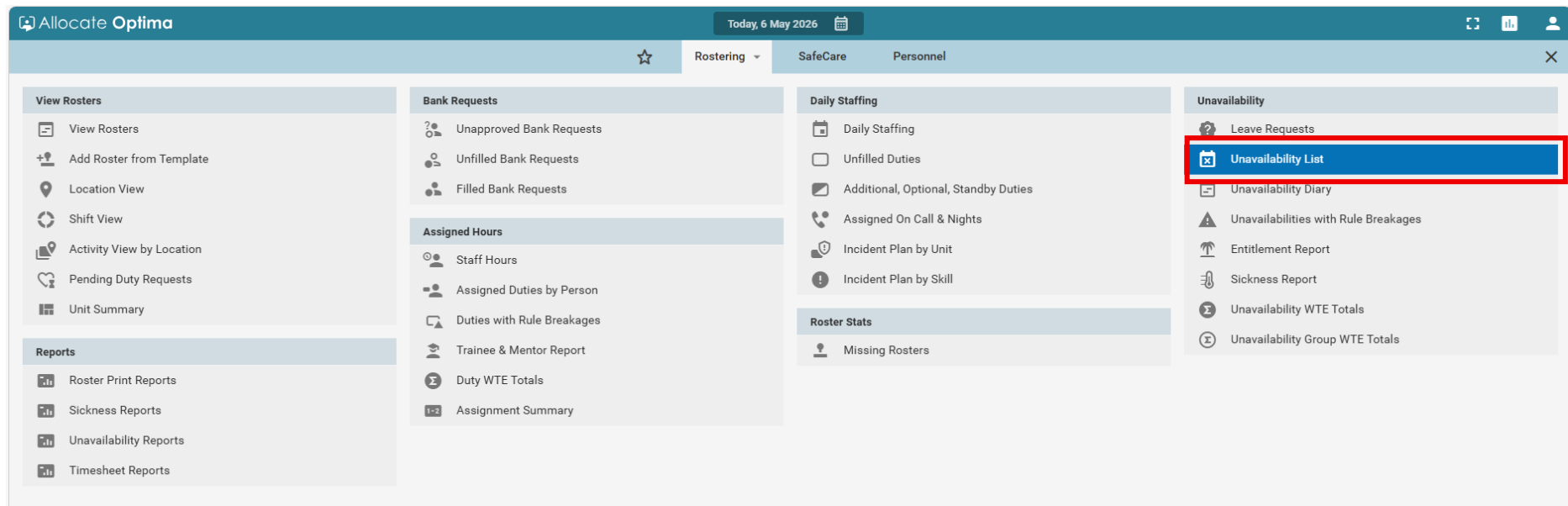


Unavailability List

This report gives a breakdown of all unavailabilities recorded in a department within the defined parameters.

To open click **Rostering > Unavailability > Unavailability List**



The screenshot shows the Allocate Optima interface. The top navigation bar includes the logo, the date 'Today, 6 May 2026', and user controls. Below this, there are tabs for 'Rostering', 'SafeCare', and 'Personnel'. The 'Rostering' tab is selected. The left sidebar contains 'View Rosters' and 'Reports' sections. The main content area is divided into four columns: 'Bank Requests', 'Assigned Hours', 'Daily Staffing', and 'Unavailability'. The 'Unavailability' column is highlighted with a red box, and the 'Unavailability List' option is selected.

The parameters you can set include **Unit**, **From** and **To Dates**, **Absence Groups** and **Reasons**, **Staff No** and **Assignment No** and then specific **Teams** as well. Reports can be exported to excel using the **icon** or the **extract** button highlighted in red.

Allocate Optima Today, 6 May 2026

Unavailability List 8 Records

Unit: Training Ward From: 06/04/2026 To: 06/05/2026

Team: Any Show: All Staff No:

Group: Any Status: Active Assignment No:

Reason: Any Surname:

Extract

The headers for the report are **customisable** by using the icon highlighted in **blue**. These give various information in relation to absences recorded on the roster for the period defined within the parameters.

Surname	Forenames	Staff Numbe	Group	Reason	Start	End	Hours In Period (hh:mm)	Hours In Period ↓	Total Dura	State	Departmer	Unit	Fully Subnr	Submitted U	Unlocked	Last Note	Lead Time	Re
Ingram	Winston	3465990	Annual Leave	Annual Leave	04/05/2026	08/05/2026	36:00	36.00	5	Approved	-	Training Wi	-	-	-	-	-	-
Reid	Wullie	3466000	Annual Leave	Annual Leave	27/04/2026	03/05/2026	36:00	36.00	7	Approved	-	Training Wi	-	-	-	-	-	-
Barman	Bobby	3465992	Annual Leave	Annual Leave	27/04/2026	03/05/2026	36:00	36.00	7	Approved	-	Training Wi	-	-	-	-	-	-
Taylor	Archie	3465998	Sickness	01 Anxiety/stress/depression/other psychiatric	04/05/2026	17/05/2026	36:00	36.00	14	Approved	-	Training Wi	-	-	-	-	-	-
Mullen	Tam	3465993	Annual Leave	Annual Leave	20/04/2026	26/04/2026	23:00	23.00	7	Approved	-	Training Wi	-	-	-	-	-	-
McDade	Victor	3465989	Sickness	08 Cold, cough, flu - influenza	13/04/2026	14/04/2026	22:00	22.00	2	Approved	-	Training Wi	-	-	-	-	-	-
McAlpine	Peggy	3466004	Annual Leave	Annual Leave	18/04/2026	19/04/2026	21:47	21.78	2	Approved	-	Training Wi	-	-	-	-	-	-
Bookie	Stevie	3466006	Other Leave	Carer (SP)	16/04/2026	16/04/2026	11:30	11.50	1	Approved	-	Training Wi	-	-	-	-	-	-

If there is a **discrepancy** between the two sections this could **highlight incorrect hours being recorded within an absence**.