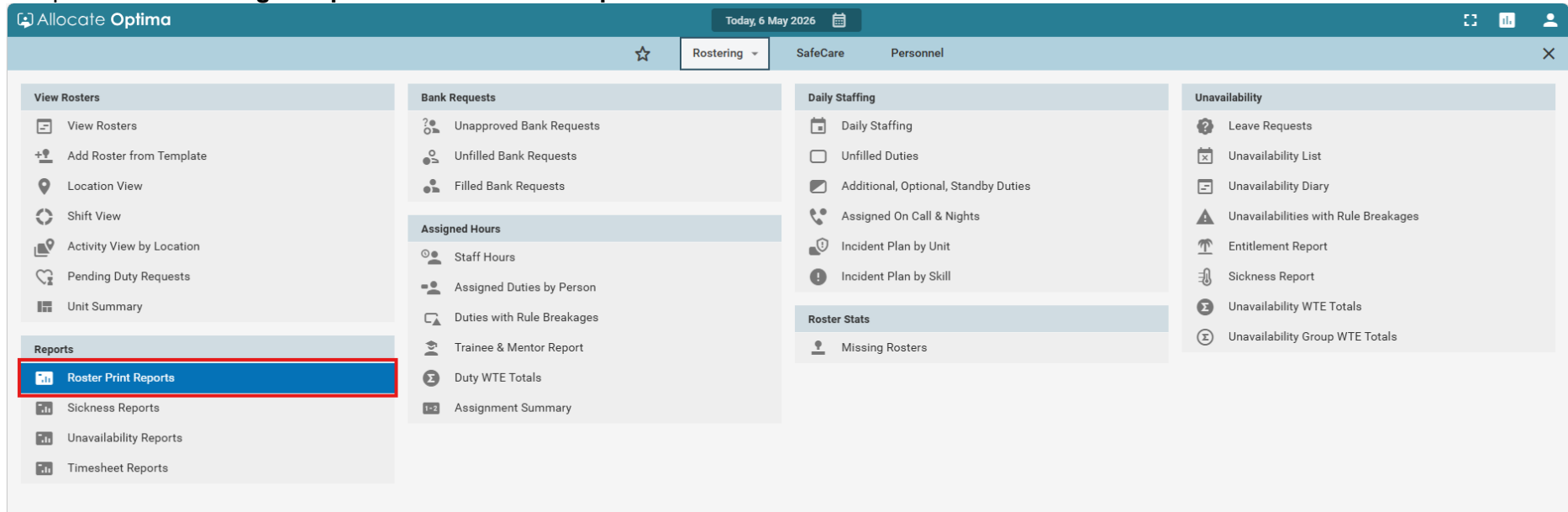


Unit Work Roster

This report provides an overview of all employees within the requested parameters.

To open click **Rostering > Reports > Roster Print Reports > Unit Work Roster**



The screenshot shows the eRostering Optima interface. At the top, there is a header bar with the text "Allocate Optima" and a date "Today, 6 May 2026". Below the header, there is a navigation bar with tabs for "Rostering", "SafeCare", and "Personnel". The "Rostering" tab is selected. On the left side, there is a sidebar menu with the following sections:

- View Rosters**
 - View Rosters
 - Add Roster from Template
 - Location View
 - Shift View
 - Activity View by Location
 - Pending Duty Requests
 - Unit Summary
- Reports**
 - Roster Print Reports** (highlighted with a red box)
 - Sickness Reports
 - Unavailability Reports
 - Timesheet Reports

In the main content area, there are four columns of options:

- Bank Requests**
 - Unapproved Bank Requests
 - Unfilled Bank Requests
 - Filled Bank Requests
- Assigned Hours**
 - Staff Hours
 - Assigned Duties by Person
 - 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
- Roster Stats**
 - Missing Rosters
- Unavailability**
 - Leave Requests
 - Unavailability List
 - Unavailability Diary
 - Unavailabilities with Rule Breakages
 - Entitlement Report
 - Sickness Report
 - Unavailability WTE Totals
 - Unavailability Group WTE Totals



Allocate Optima

Today, 6 May 2026

17 Records

☆

Rostering

SafeCare

Personnel

Roster Print Reports

Report ↑

Activity View By Group
Activity View By Location
ADO Hours Accrual
Daily Crew Sheet
Daily Report by Shift Type
Daily Staff Allocation Report
Daily Work Roster
Location Work Roster
Personal Roster Diary
Personal Roster Report
Personal Roster Report (Portrait)
Team Allocation Report
Unit Work Roster
Work Roster 1 Week
Work Roster 2 Weeks
Work Roster 4 Weeks
Work Roster Flexible Period

The parameters available for this report include the **View date, Unit, Number of weeks, Duties**. Reports can be exported as excel, PDF or Word using the **Run Report** button highlighted in red.



Request Report

Request Report Unit Work Roster

Explanation Print the roster with the shifts down the left hand side, and the people filling the shift on each day of the week across the middle.

Select View Date *

04/05/2026

Select Number of Weeks

1

Include Duties *

All Duties

Select Requirement Name

-

Output As *

PDF

Unit *

Training Ward

☐ Display Excluded Shifts

Activity Category

-

☐ Show Shifts/Location Legends

☐ Email When Produced

Clear

Run Report

Below is sample of the report. Useful to get Skill Mix and available in a shift for the week



Allocate Optima Reports

Unit Work Roster - Training Ward

Start Date: 04/05/2026

End Date: 10/05/2026

Training Ward

Week Commencing: 04/05/2026

Shift	Requirement	Monday 04	Tuesday 05	Wednesday 06	Thursday 07	Friday 08	Saturday 09	Sunday 10
LD	RN	Harrid, Navid	Harrid, Navid	McDade, Victor	McDade, Victor	Jakey, Pete	McDade, Victor	Jakey, Pete
				Guinness, Edith	Harrid, Navid	Guinness, Edith	Jakey, Pete	Big, Innes 07:15 - 19:45
					Big, Innes 07:15 - 19:45	Big, Innes 07:15 - 19:45		
	HCSW	Mullen, Frances Bookie, Stevie 07:00 - 19:30	Mullen, Frances McAlpine, Peggy	Young, Fergie Reid, Wullie	Young, Fergie McAlpine, Peggy	Reid, Wullie McAlpine, Peggy	Reid, Wullie Mullen, Frances	Bookie, Stevie 07:00 - 19:30
SCN	SCN	Drennan, Isa*	Drennan, Isa* 09:00 - 16:30	Drennan, Isa* 09:00 - 16:30	Drennan, Isa*	Drennan, Isa* 09:00 - 16:30	-	-
N	RN	Jarvis, Jack* Mullen, Tam 19:00 - 07:30	Jarvis, Jack* Mullen, Tam 19:00 - 07:30	Jarvis, Jack* Barman, Bobby	Barman, Bobby* Jones, Eric	Harrid, Meena Barman, Bobby*	Jones, Eric Harrid, Meena*	Harrid, Meena* Jones, Eric
	HCSW	Manky, Franky 19:00 - 07:30		Postie, Chris	Postie, Chris	Manky, Franky 19:00 - 07:30	Manky, Franky 19:00 - 07:30	Postie, Chris