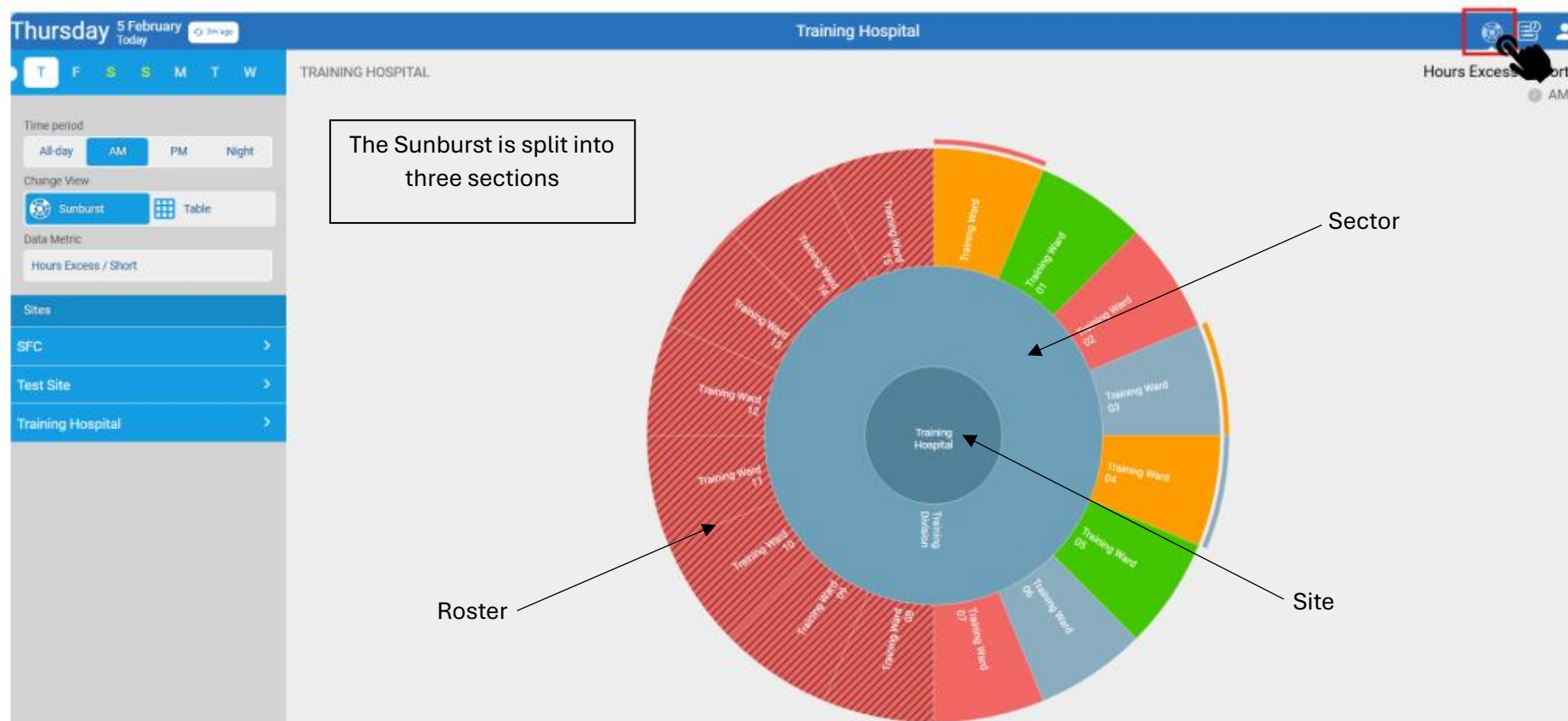


Sunburst

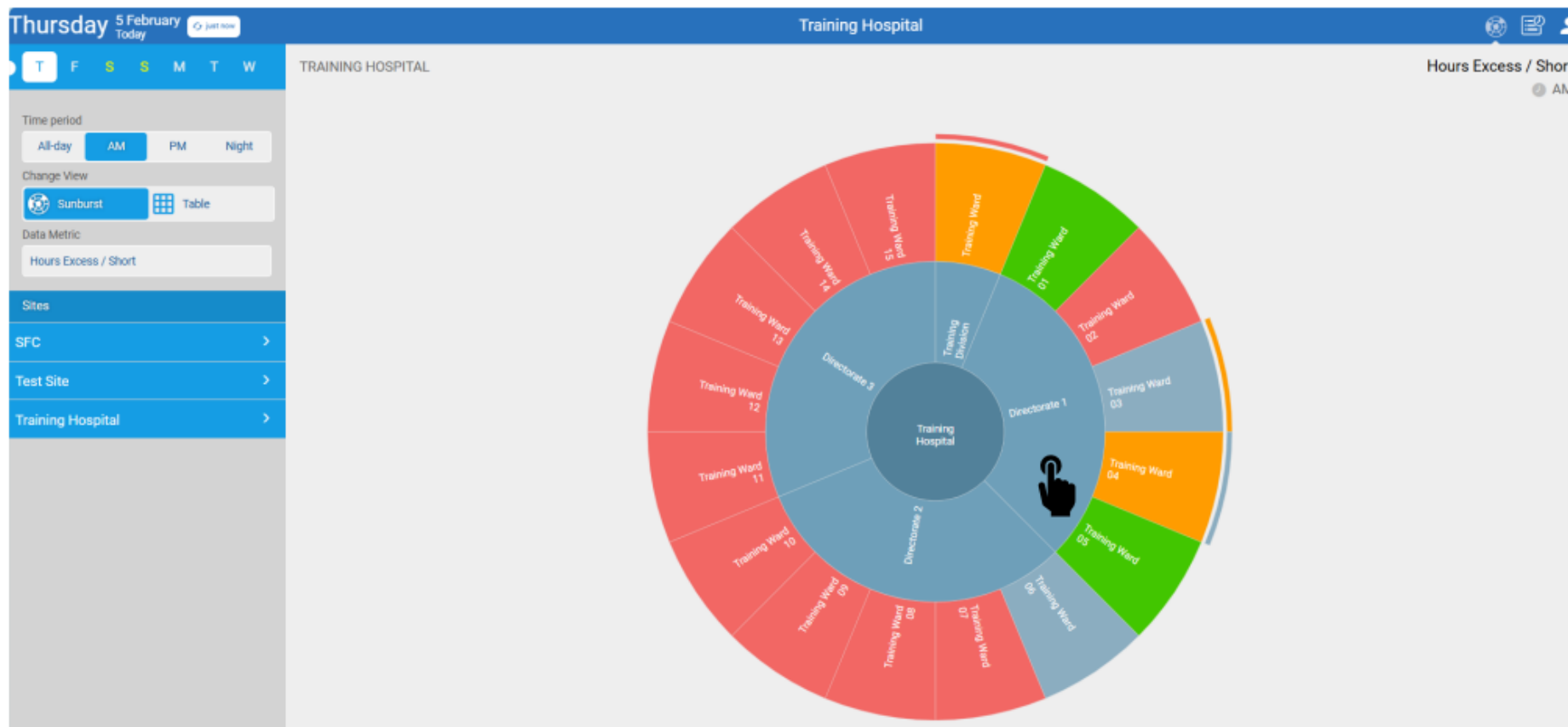
- In SafeCare, click on the Sunburst icon in the top right-hand corner to bring up the Sunburst view.



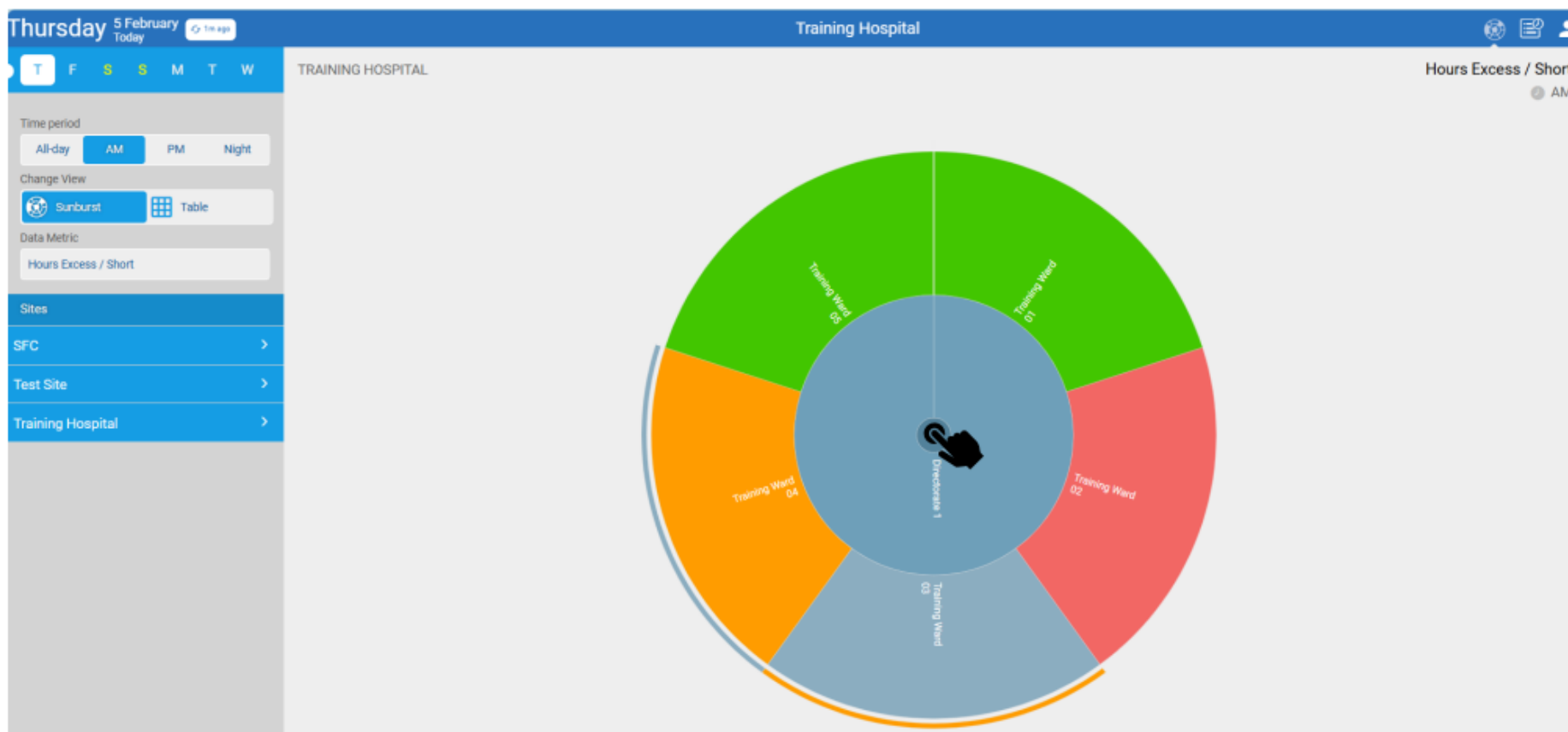
- The Sunburst will show all the rosters you have access to, broken down by Site (i.e. rosters in RAH will appear in one sunburst, rosters in IRH will appear in another).
- Click on the Site in the list to move between Sunbursts



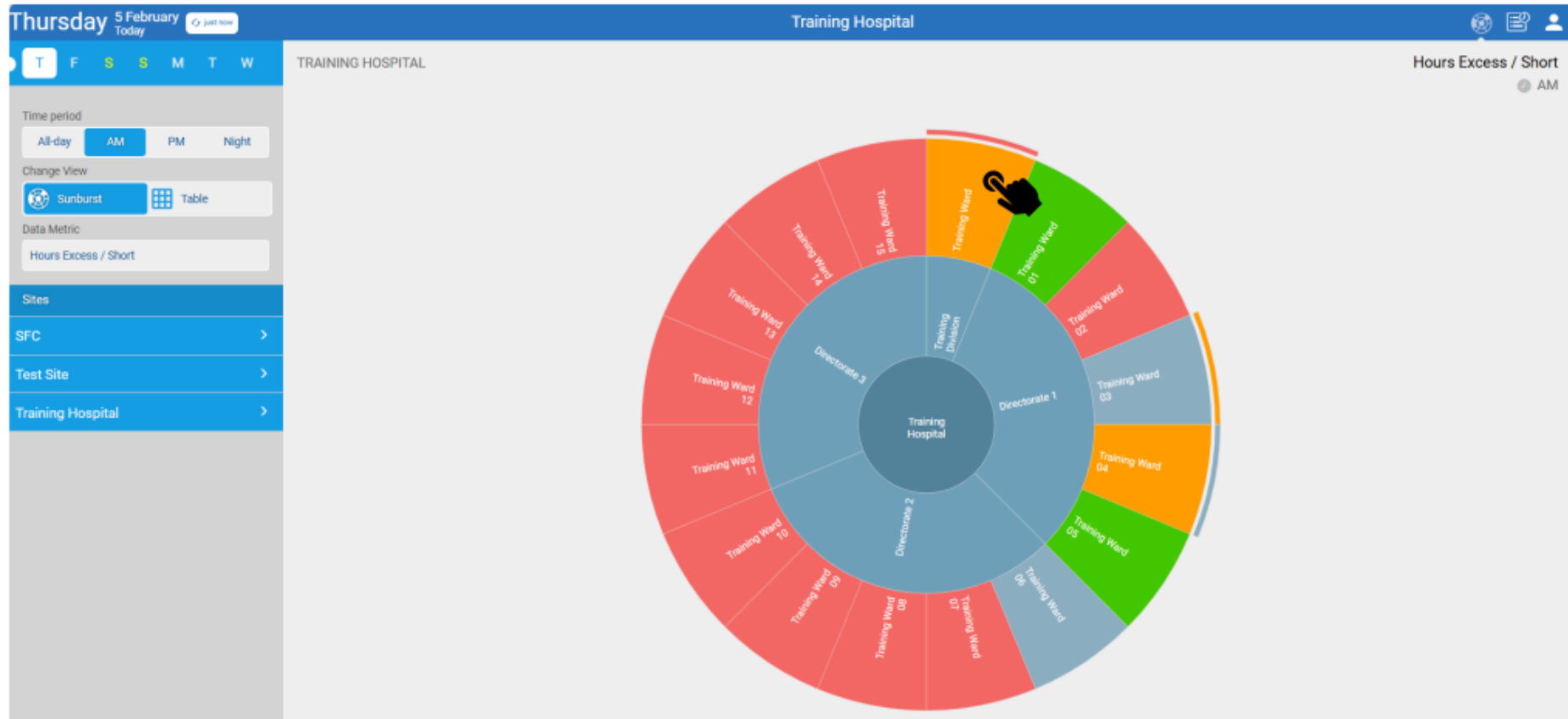
- To view rosters in a particular Sector, click on that Sector, and all other sectors and roster will be removed from view



- To return to the full Site view, click on the centre circle.

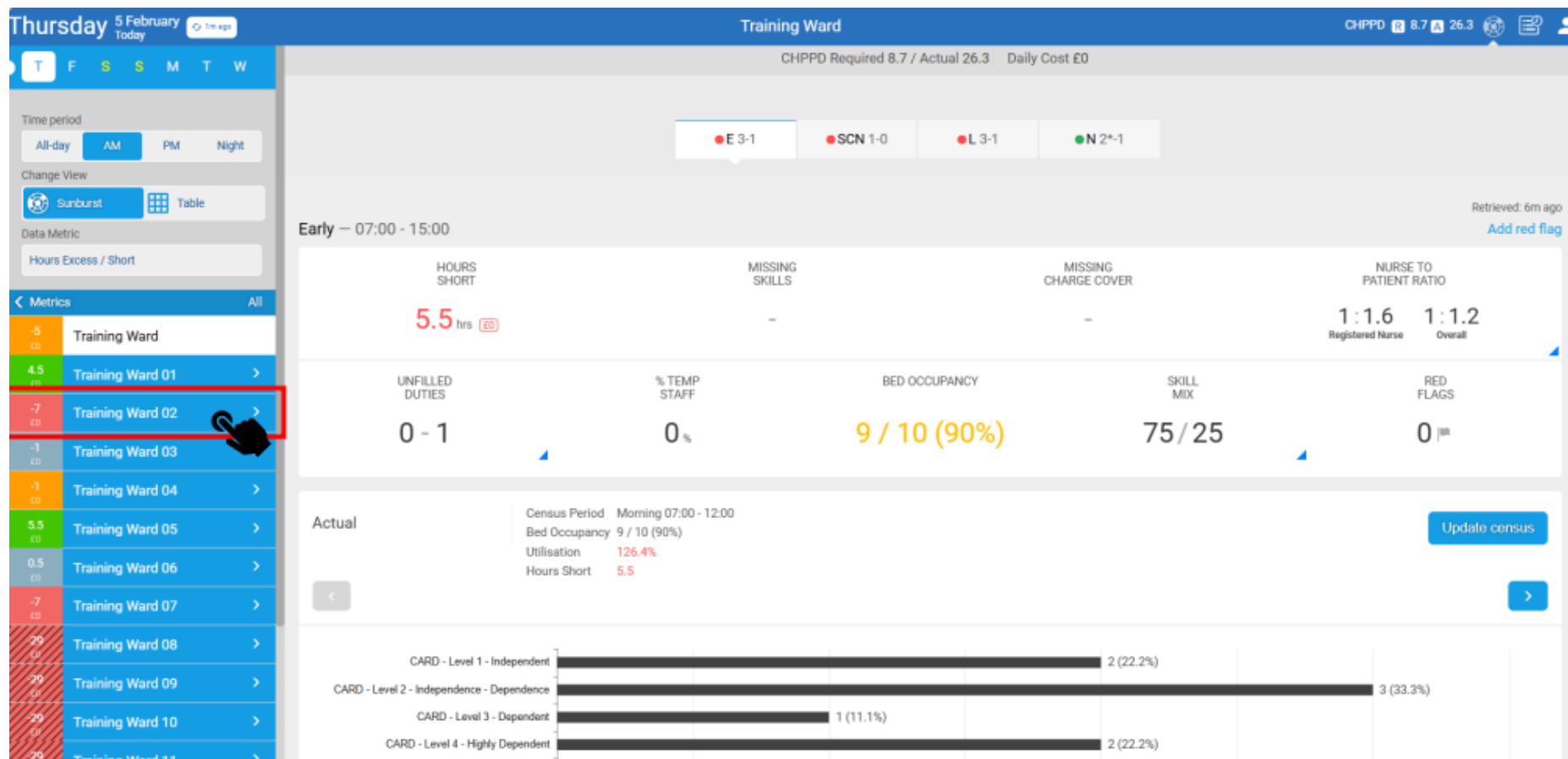


- To view the full details for a specific roster, click on that roster in the Sunburst.

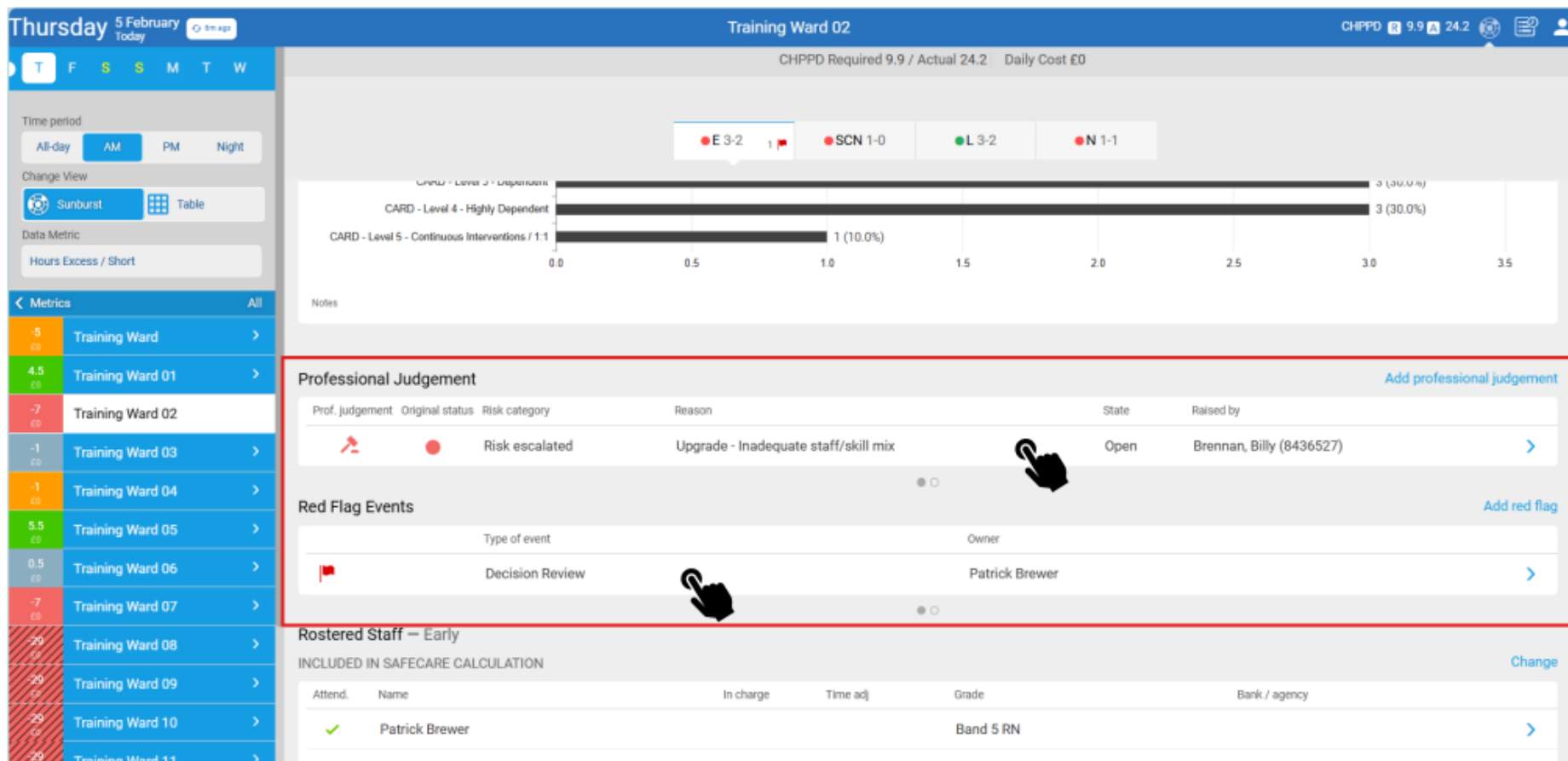


- This will take you into the detailed view for that roster

- You can move between other rosters in this Site using the list on left-hand side



- From this page, you can view and edit any Professional Judgements and Red Flags entered



- To return to the Sunburst view, click Metrics at the top of the roster list

Thursday 5 February Today Or live app Training Ward 02 CHPPD Required 9.9 / Actual 24.2 Daily Cost £0

Time period: All-day AM PM Night

Change View: **Sunburst** Table

Data Metric: Hours Excess / Short

< Metrics All

CHPPD - Level 2 - Urgent: 1 (10.0%)
 CARD - Level 4 - Highly Dependent: 3 (30.0%)
 CARD - Level 5 - Continuous Interventions / 1:1: 1 (10.0%)

Notes

Professional Judgement [Add professional judgement](#)

Prof. judgement	Original status	Risk category	Reason	State	Raised by
		Risk escalated	Upgrade - Inadequate staff/skill mix	Open	Brennan, Billy (8436527)

Red Flag Events [Add red flag](#)

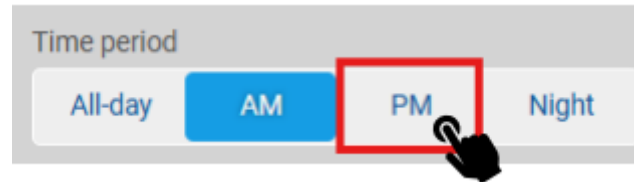
Type of event	Owner
Decision Review	Patrick Brewer

Rostered Staff – Early [Change](#)

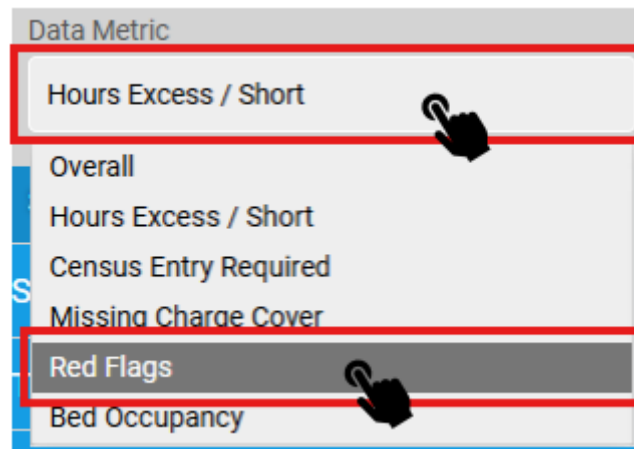
INCLUDED IN SAFECARE CALCULATION

Attend.	Name	In charge	Time adj.	Grade	Bank / agency
	Patrick Brewer			Band 5 RN	

- You can change what time of day you are viewing by using the Time Period options on the left-hand side.



- You can also change the information you see in the Sunburst by using the Data Metric drop-down options on the left-hand side.



NOTE: Every time you log in to the system, SafeCare will always default to the current time period and the Hours Excess / Short data metric option.

Sunburst Table

To view the Sunburst data in table form, click on **Table** on the left-hand side

Friday 6 February Today 14km ago

F S S M T W T

Time period

All-day AM PM Night

Change View

Sunburst **Table**

Data Metric

Hours Excess / Short

Sites

SFC >

Test Site >

Training Hospital

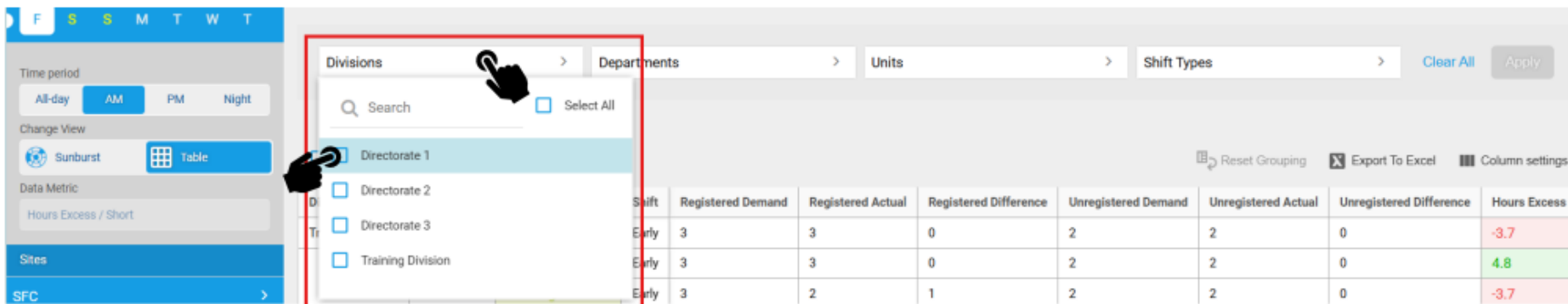
Divisions > Departments > Units > Shift Types > Clear All Apply

☐ Exclude shifts excluded from SafeCare Calc

Reset Grouping
Export To Excel
Column settings

Division	Department	Unit	Shift	Registered Demand	Registered Actual	Registered Difference	Unregistered Demand	Unregistered Actual	Unregistered Difference	Hours Excess /
Training Division	Unknown	Training Ward	Early	3	3	0	2	2	0	-3.7
Directorate 1	Unknown	Training Ward 01	Early	3	3	0	2	2	0	4.8
		Training Ward 02	Early	3	2	1	2	2	0	-3.7
		Training Ward 03	Early	3	3	0	2	1	1	-6.3
		Training Ward 04	Early	3	2	1	2	2	0	-2
		Training Ward 05	Early	3	3	0	2	1	1	-1.9
Directorate 2	Unknown	Training Ward 06	Early	3	3	0	2	2	0	2.1
		Training Ward 07	Early	3	3	0	2	2	0	20.1
		Training Ward 08	Early	3	0	3	2	0	2	-28.8
		Training Ward 09	Early	3	0	3	2	0	2	-28.8
		Training Ward 10	Early	3	0	3	2	0	2	-28.8
Directorate 3	Unknown	Training Ward 11	Early	3	0	3	2	0	2	-28.8
		Training Ward 12	Early	3	0	3	2	0	2	-28.8
		Training Ward 13	Early	3	0	3	2	0	2	-28.8
		Training Ward 14	Early	3	0	3	2	0	2	-28.8
		Training Ward 15	Early	3	0	3	2	0	2	-28.8

- You can filter the table results using the options along the top of the page.



The screenshot shows the eRostering interface with filter menus at the top: Divisions, Departments, Units, and Shift Types. A red box highlights the 'Divisions' filter menu, which is open, showing a search bar and a list of options: Directorate 1, Directorate 2, Directorate 3, and Training Division. A hand icon points to the 'Directorate 1' option. Below the filter menus is a table of roster data.

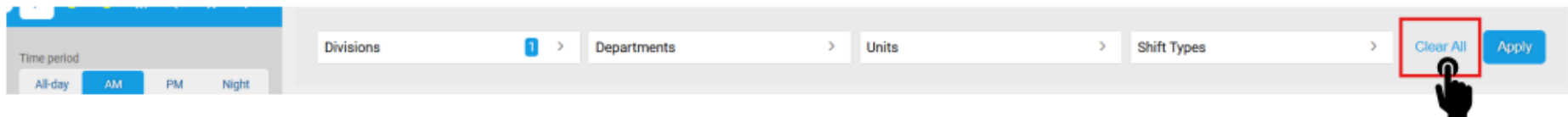
Shift	Registered Demand	Registered Actual	Registered Difference	Unregistered Demand	Unregistered Actual	Unregistered Difference	Hours Excess /
Early	3	3	0	2	2	0	-3.7
Early	3	3	0	2	2	0	4.8
Early	3	2	1	2	2	0	-3.7

- Select the relevant options from the filter menus, then click **Apply**.



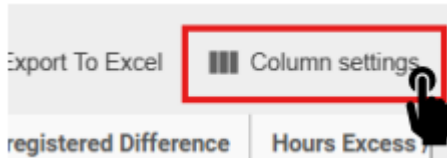
The screenshot shows the eRostering interface with the filter menus. The 'Divisions' filter menu is set to '1'. The 'Apply' button is highlighted with a red box, and a hand icon points to it.

- To return to viewing the full table data, click **Clear All**, then **Apply** to remove filters

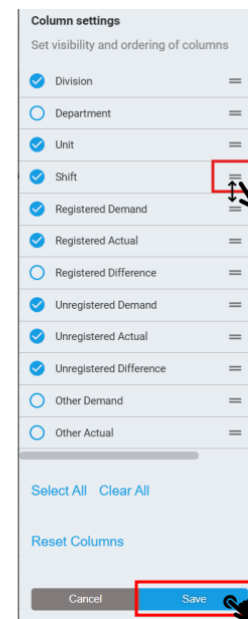
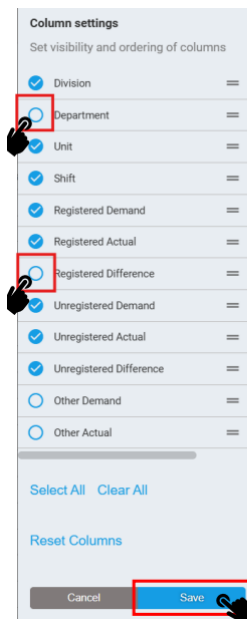


The screenshot shows the eRostering interface with the filter menus. The 'Clear All' button is highlighted with a red box, and a hand icon points to it.

- You can amend the visible columns and the order they are shown in using the **Column Settings** function on the right-hand side of the page



- Tick or untick each column header as required to add/remove from view.
- Use the icon of two lines on the right to drag and drop columns into a new order.
- Click Save to **save** changes and return to table view.



NOTE: All changes made to columns will revert back to default settings each time you log in.

- The table can be exported to an Excel document using the Export to Excel button, on the right-hand side beside the Column Settings



Export To Excel

- This will trigger a download to appear in your browser which can then be Opened or Saved as required

