Edit Roster Template



1 Navigate to <u>https://public.rhn.org.uk/BankRoster/</u>
2 Click "Management"
Royal Hospital for Neuro-disability A national medical charity Neurosci cutarity
Welcome to the RHN Roster System
Options:
My Shifts
My Absences
Roster Summary
Opt Out of Messages
Options

Click "Rostering Tools"

Royal Hospital for Neuro-disability A national medical oharity Neurosci Overy No. 2007	Management - Safer Staffing -	Payroll -	Admin 👻	ŀ
come to the RHN Ros	Ward Management Manage Shifts			
	Unfilled Shifts			
ns.	Short Notice Shifts			
lifts	Agency Timesheet Completion Working Time Summary			
sences	Rostering Tools			
r Summary				
ut of Messages				
1S.				



5 Select Ward	
Putney Roster Main Templates Roster Templates V2	
Ward SAVE Target Week + PREVIEW	
Andrew Reed Chatsworth	
Clifden (Wellesley Deca	
Devonshire	
Domestic Supervisors	
Domestics	
Drapers	

6 Click the "Tem	plate" field.		
Putney Roster Main	Templates Roster Templa	tes V2	
Ward Andrew Reed To	emplate	SAVE Target Week	+ PREVIEW
First Name Last Name	Contracted Total Hours		
No records to display			

7	Click "Andrew Reed - 4 Week"
•	

Putney Roster	Main	Templates R	oster Temp	lates V2				
Ward Andrew Reed	Te	emplate	-	SAVE	Target Week	•	+ PREVIEW	
First Name Last M	Name	Andrew Reed	4 Week					
No records to displa	iy							

8 Double-click on right person and day

Registered	Nurse Manager	nênt - Generic ((1)	Night 0/0 Early 0/0 2 0/0			
Julieth	Majongwe	150	0				
Registered	Nurse - Generic	: (12)	0	Long Day 3/4 Night 1/3 Early 0/0 2 0/0	Long Day 2/4 Night 0/3 Early 0/0 2 0/0	Long Day 1/4 Night 1/3 Early 0/0 2 0/0	Long Day 174 Night 1/3 Early 0/0 2 0/0
Anna Lyn	Catral	129	129			Long Day	
Gillian	Johnson	129	0				
Glenn	Galvez	150	75.25		Long Day		
Hiyasmin	Vinluan	129	107.5	Long Day			Long Day
Hyacinth	Perez	150	129	Night			
mmacolata	Musto	107.6	0				
Jone Eldridge	Lim	150	43				

9 Click here.

ered Nurse Managemênt - Generic (1)			eric (1)	Night 0/0 Early 0/0 2 0/0	Night Early 2.0/0			
	Majongwe	150	0					
ered	Nurse - Generic	(012)	0	Long Day 3/4 Night 1/3 Early 0/0 2 0/0	Long Day 2/4 Night 0/3 Early 0/0 2 0/0	Long Day 174 Night 1/3 Early 0/0 2.0/0	Long Day 174 Night 1/3 Early 0/0 2.0/0	Long Night Early 2.0/0
	Catral	129	129			Long Day		Long
	Johnson	129	0	-				
	Galvez	150	75.25		Long Day			
	Vinluan	129	107.5	Long Day			Long Day	Long
	Perez	150	129	Night				Night
ita	Musto	107.6	0					
idge	Lim	150	43					

10 Select shift type

				2 0/0	2.0/0	2 0/0	2 0/0	2
1	Majongwe	150	0					
gistered	Nurse - Generic	(12)	0	Long Day 3/4 Night 1/3 Early 0/0 2 0/0	Long Day 2/4 Night 0/3 Early 0/0 2.0/0	Long Day 174 Night 1/3 Early 0/0 2.0/0	Long Day 174 Night 1/3 Early 0/0 2.0/0	Li N Ei 2
_yn	Catral	129	129			Long Day		L
	Johnson	129	0	[
	Galvez	150	75.25	None	Long Day			
nin	Vinluan	129	107.5	Long Day			Long Day	L
ıth	Perez	150	129	Night				N
colata	Musto	107. <mark>6</mark>	0	Early 2				
Eldridge	Lim	150	43					
ıa	Kloc	150	139.75	Long Day				

11 Click "SAVE"

Putney R	oster Main	Templates	Roster Templ a	ates V2			
Ward Andrew Reed	- /	^{Femplate} Andrew Reed - 4	Week 🗸	SAVE Target W	/eek 🔻	+ PREVIEW	
First Name	Last Name	Contracted	Total Hours	Monday Week 1	Tuesday Week 1	Wednesday Week 1	Thursday Week 1
Registered	Nurse Manager	nênt - Generic	(10	Long Day 0/0 Night 0/0 Early 0/0 2 0/0			
Julieth	Majongwe	150	0				
Registered	Nurse - Generic	; (12)	0	Long Day 3/4 Night 1/3 Early 0/0 2 0/0	Long Day 2/4 Night 0/3 Early 0/0 2 0/0	Long Day 1/4 Night 1/3 Early 0/0 2 0/0	Long Day 174 Night 1/3 Early 0/0 2 0/0
Anna Lyn	Catral	129	129			Long Day	
Gillian	Johnson	129	0	None 🗸			