


1

Navigate to <https://publictest.rhn.org.uk/PutneyRoster/rosterassignmenttemplate>

2

Click the "Target Week" field.

Home Templates Roster Templates V2

Template
▼ Drapers - 4 Week ▼ SAVE Target Week  + PREVIEW

Contracted...	Total Hours	Monday Week 1	Tuesday Week 1	Wednesday Week 1	Thursday Week 1	Friday Week 1	Sa We
eric (11)	0	Morning 0/0 BIS Long day 2/3 BIS Night 2/2 ? 0/0	Morning 0/0 BIS Long day 1/3 BIS Night 1/2 ? 0/0	Morning 0/0 BIS Long day 2/3 BIS Night 0/2 ? 0/0	Morning 0/0 BIS Long day 3/3 BIS Night 0/2 ? 0/0	Morning 0/0 BIS Long day 2/3 BIS Night 1/2 ? 0/0	Mc BIS BIS ? C
150	96.75						
129	118.25	BIS Night	BIS Night				
150	10.75	BIS Long day					
150	129		BIS Long day				BIS
150	100.75			BIS Night	BIS Night		

3 Click "22 Jan 2024"

Last Name	Contracted...	Total Hours	Monday Week 1	Tuesday Week 1	Wednesday Week 1	Thursday Week 1	Friday Week 1
nurse - Generic (11)		0	Morning 0/0 BIS Long day 2/3 BIS Night 2/2 ? 0/0	Morning 0/0 BIS Long day 1/3 BIS Night 1/2 ? 0/0	Morning 0/0 BIS Long day 2/3 BIS Night 0/2 ? 0/0	Morning 0/0 BIS Long day 3/3 BIS Night 0/2 ? 0/0	Morning 0/0 BIS Long da BIS Night 1, ? 0/0
Raschid	150	96.75					
Berko	129	118.25	BIS Night	BIS Night			
Groza	150	10.75	BIS Long day				
Gatdula	150	129		BIS Long day			
Go	150	139.75			BIS Long day	BIS Long day	
Watson	129	64.5					
Marcellones	150	107.5	BIS Long day			BIS Long day	BIS Long da

4 Click "PREVIEW"

Roster Templates V2

Week SAVE Target Week 22 Jan 2024 + PREVIEW

...	Total Hours	Monday Week 1	Tuesday Week 1	Wednesday Week 1	Thursday Week 1	Friday Week 1	Saturday Week 1
	0	Morning 0/0 BIS Long day 2/3 BIS Night 2/2 ? 0/0	Morning 0/0 BIS Long day 1/3 BIS Night 1/2 ? 0/0	Morning 0/0 BIS Long day 2/3 BIS Night 0/2 ? 0/0	Morning 0/0 BIS Long day 3/3 BIS Night 0/2 ? 0/0	Morning 0/0 BIS Long day 2/3 BIS Night 1/2 ? 0/0	Morning 0/0 BIS Long day 1/3 BIS Night 2/2 ? 0/0
	96.75						
	118.25	BIS Night	BIS Night				
	10.75	BIS Long day					
	129		BIS Long day				BIS Long day
	139.75			BIS Long day	BIS Long day		

5 Click "PUBLISH"

Putney Roster Main Templates Roster Templates V2

PUBLISH

Roster	Department	Mon 22/01	Tue 23/01	Wed 24/01	Thu 25/01	Fri 26/01	Sat 27/01	Sun 28/01	Mon 29/01	Tue 30/01	Wed 31/01
Registered Nurse Management (1)											
Precious Reyes	Drapers										
Registered Nurse (11)											
Adiatu Raschid	Drapers										
Doreen Berko	Drapers										
Ioana Groza	Drapers										
Joan Gatdula	Drapers										
Ioana Groza	Drapers										

6 Click here.

Putney Roster Main Templates Roster Templates V2

Ward
Drapers

Start Date
< 22/01/24



End Date
< 05/02/24



View
Day/Night Shift

Roster	Department	Mon 22/01	Tue 23/01	Wed 24/01	Thu 25/01	Fri 26/01
Registered Nurse Management (1)						
Precious Reyes	Drapers					
Registered Nurse (10)						
Adiatu Raschid	Drapers	Regul				
Doreen Berko	Drapers	Regul	Regul	Regul		
Ioana Groza	Drapers	Regul				
Joan Gatdula	Drapers		Regul			

7 Click "22"

The screenshot shows a roster management interface. At the top, there are navigation elements for 'Drapers', a date range from '22/01/24' to '05/02/24', and a shift type 'Day/Night Shift'. Below this is a calendar for January 2024. The date '22' is highlighted with an orange circle. The calendar shows the following shifts:

Staff Member	22/01/24	23/01/24	24/01/24	25/01/24	26/01/24	27/01/24
Precious Reyes						
Adiatu Raschid	Regul					
Doreen Berko			Regul			
Ioana Groza				Regul		
Joan Gatdula					Regul	
Joanary Go				Regul	Regul	
Kris Marcellones						
Maximilian Carlo Anilade						Regul

8 Click here.

The screenshot shows a roster management interface. At the top, there are navigation elements for 'Roster', 'Main', 'Templates', 'Roster', and 'Templates V2'. Below this are date range selectors for 'Start Date' (22/01/24) and 'End Date' (05/02/24), and a 'View' dropdown set to 'Day/Night Shift'. Below the navigation is a calendar for January 2024. The date '22' is highlighted with an orange circle. The calendar shows the following shifts:

Department	Mon 22/01	Tue 23/01	Wed 24/01	Thu 25/01	Fri 26/01	Sat 27/01
Nurse Management (1)						
Reyes	Drapers					
Nurse (10)						
aschid	Drapers	Regul				
berko	Drapers	Regul	Regul			
oza	Drapers	Regul				
tdula	Drapers	Regul				

9 Click the "View" field.

es Roster Templates V2

24 End Date > < 28/01/24 View Day/Night Shift

ent	Mon 22/01	Tue 23/01	Wed 24/01	Thu 25/01
0				
1				
2				
3				
4				
5				
6				
7	Regular 19:30:0			
8	Regular 19:30:0	Regular 19:30:0	Regular 19:30:0	
9	Regular 07:30:0			
10		Regular 07:30:0		
11			Regular 07:30:0	
12				Regular
13		Regular 19:30:0		
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				
26				
27				
28				
29				
30				
31				

10 Click this text field.

Department Include Ghosts

Today Tomorrow 3 Days Include Unproductive

Start Date End Date

Fetch

Key: Agency (Filled)

Absence Ghost

11 Click "22"

Start Date: 22/01/2024 End Date: 29/01/2024

January 2024

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Key: Agency (Filled) Ghost

Abbreviations Us

Shi

Registered Nurse (430h:00m)	Mon 22 Jan Total Filled Shifts: 3 (2 Unfilled) P: 3 B: 0 A: 0 U: 2 Add Shift	Tue 23 Jan Total Filled Shifts: 2 (3 Unfilled) P: 2 B: 0 A: 0 U: 3 Add Shift	Wed 24 Jan Total Filled Shifts: 2 (3 Unfilled) P: 2 B: 0 A: 0 U: 3 Add Shift
Adiatu Raschid Staff Nurse (10h:45m) Add Absence			

12 Click this text field.

wk

3 Days

Include Ghosts

Include Unproductive

End Date: 29/01/2024

Instru

1. Always add absence before
2. Refresh this page after ma
3. Leave will be added to this

Agency (Filled)	Bank
Ghost	Not Filled

13 Click this button.

Department include Ghosts

Today Tomorrow 3 Days Include Unproductive

Start Date End Date

Fetch

Key:

Absence	Agency (Filled)
	Ghost

Abbreviations Us

Shi

14 Click "Edit"

Kris Marcellones Charge Nurse - (10h:45m) - Add Absence	Annual Leave 07:30 - 23:59 (0h:00m) Annual Leave	Annual Leave 00:00 - 23:59 (0h:00m) Annual Leave	Annual Leave 00:00 - 23:59 (0h:00m) Annual Leave
Maximilian Carlo Apilado Staff Nurse - (43h:00m) - Add Absence	19:30 - 07:45 (10h:45m) Registered Nurse - Edit		
Mirafior Loyola Staff Nurse - (32h:15m) - Add Absence			07:30 - 19:45 (10h:45m) Registered Nurse - Edit
Zowe Walugembe Staff Nurse - (21h:30m) - Add Absence			
Not Assigned - (705h:45m) - Add Absence	07:30 - 19:45 (10h:45m) Registered Nurse - Edit 07:30 - 19:45 (10h:45m) Registered Nurse - Edit	07:30 - 19:45 (10h:45m) Registered Nurse - Edit 07:30 - 19:45 (10h:45m) Registered Nurse - Edit 19:30 - 07:45 (10h:45m) Registered Nurse - Edit	07:30 - 19:45 (10h:45m) Registered Nurse - Edit 19:30 - 07:45 (10h:45m) Registered Nurse - Edit 19:30 - 07:45 (10h:45m) Registered Nurse - Edit
Health Care Assistant (794h:15m)	Mon 22 Jan Total Filled Shifts: 4 (5 Unfilled) P: 4 B: 0 A: 0 U: 5 Add Shift	Tue 23 Jan Total Filled Shifts: 3 (6 Unfilled) P: 3 B: 0 A: 0 U: 6 Add Shift	Wed 24 Jan Total Filled Shifts: 4 (6 Unfilled) P: 4 B: 0 A: 0 U: 6 Add Shift
Adefeso Adekanmbi Health Care Assistant - (10h:45m) - Add Absence			
Benjamin Boligit Health Care Assistant Level 2 - (34h:45m) - Add Absence		07:30 - 19:45 (10h:45m) Health Care Assistant - Edit	07:00 - 19:15 (10h:45m) Health Care Assistant - Edit

15 Click this text field.

Other details may be skills required or other special circumstances:

Other Details

Who

Assigned To

|

Please start typing in the box in order to be provided with suggestions. At least 3 characters
You can search by name or job title. People already committed to a shift are not shown.

Worked As Type

▼

Job Types

The Job Types cannot be modified. If you have made an error please cancel and create a new shift

Pay Rate

Registered Nurse ▼

16 Click "Catherine Hewitt (IT Service Manager)"

Other Details

Who

Assigned To

cath

- Catherine Hewitt (IT Service Manager)
- Catherine Schuster Bruce (Junior Doctor (Locum))
- Cathcart Menus ()
- Catherine Price (Music Therapy Student)
- Catherine O'Mahony (Clinical Fellow)
- Catherine Manu (Health Care Assistant Level 3)

Worked As Type

▼

Job Types

The Job Types cannot be modified

Pay Rate

Registered Nurse ▼

Save Back

17

Click this dropdown.

Who

Assigned To

Please start typing in the box in order to be provided with suggestions. At least 3 characters are required.
You can search by name or job title. People already committed to a shift are not shown.

Worked As Type

Job Types

The Job Types cannot be modified. If you have made an error please cancel and create a new shift

Pay Rate