

# eRostering - Health Roster (Classroom Course)

## eRostering (Health Roster)

### Description

The eRoster service is designed to support front line staff and managers to ensure the right people are in the right place at the right time.

### Suitable for:

For those who manage staff and need to allocate shifts and/or add annual leave, sickness and other leave

### Learning outcomes

- Gain an understanding of Healthroster
- Search, view and edit staff details
- Add a contact
- Create a roster
- Assign/Edit/Delete a skill
- Add skills in bulk
- Add unavailability's
- Sign shifts – manually
- Auto roster
- Swap duties
- Adjust shift times
- Split Shifts
- Move Demand
- Add Overtime
- Approve the Roster
- Finalise the Roster
- Unlock Shifts
- Request bank staff
- Print Rosters

- Finalise a Roster
- View Staff leagues
- View Reports

## **Course**

### **booking:**

[https://elearning.cornwall.nhs.uk/?p=site/tas/tas\\_site\\_loader.html&courseid=34](https://elearning.cornwall.nhs.uk/?p=site/tas/tas_site_loader.html&courseid=34)

Online URL: <https://elearning.cornwall.nhs.uk/site/kb/article.php?id=307>