Assigning Agency AOA

Locate Agency worker on the **Agency AOA** roster:

Agency /	AOA	✓ Bloggs	Q	
	March 2	021		
	×	Mondav 08	Tuesdav 09	Wedr
Right click	shift and select	'clear'		
	Add Unavailability Finalise Assign Actual Rest Assign Overtime Assign Overtime Cancel Clear			
v :	Change in Charge Status			
	Create Additional Duty	•		

Locate Agency shift on your roster > right click > Find Person, Assign confirmed

Ex1		Ex2	Ex3
Ex1 HCA Band 2			
	a a	Find Person	
Lx2			Lx1
DO	ଚ	Reset To Unit Fulfilment	DO