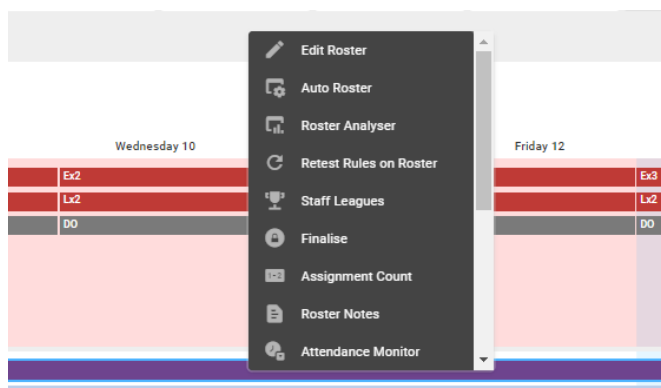


Auto-Roster

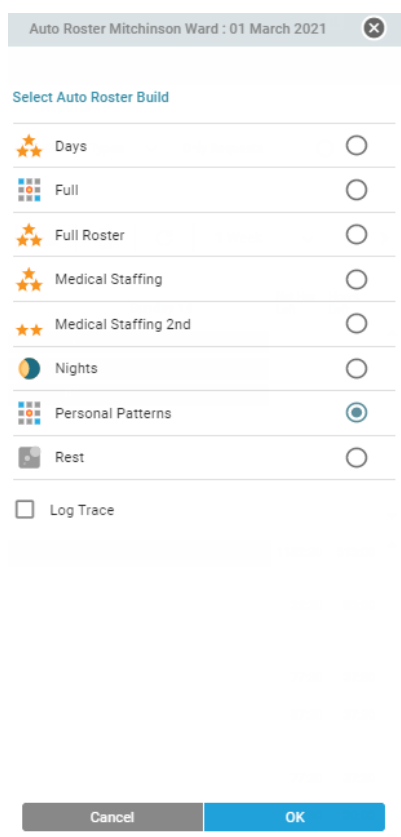
At the start of the new roster period (the first day on the purple bar at the top of the screen) you can run the new auto-roster



Once you are ready to run the auto roster, right click the purple bar at the top and select 'Auto Roster'



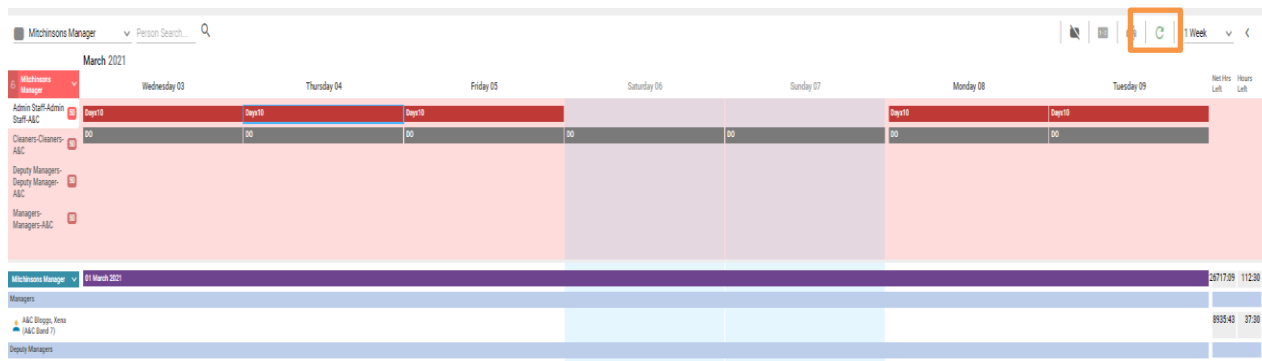
You will then need to select 'Personal Patterns' from the options displayed and click 'OK'



Once you have done this, the purple bar right at the top will turn orange



If you leave it for a couple of seconds and then click your refresh button at the top of your screen, it should turn back to purple and all of your staff's shifts will have been auto-populated.



You will need to do this each time a new roster period starts (this is every 28 days)

You can do this as far in advance as you like, as long as there is a purple bar laid down (approx 2 months in advance)