

## 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

01 March 2021

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 01 March 2021 (Auto Roster Requested)

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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.

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	March 2021							-
6 Mitchinsons v	Wednesday 03	Thursday 04	Friday 05	Saturday 06	Sunday 07	Monday D8	Tuesday 09	Net Hrs Hours Left Left
Admin Staff-Admin 🛐 Staff-A&C	Deyx10	Deyx10	Dayx10			Dayx10	Days10	<b>*</b>
Cleaners-Cleaners-	80	00	00	00	00	00	00	
Deputy Managers- Deputy Manager- ABC								
Managers- Managers-A&C								
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Mitchinsons Manager 🗸 🗸	01 March 2021							26717:09 112:30 ^
Managers								
A&C Bloggs, Xena (A&C Band 7)								8935:43 37:30
Deputy Managers								

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)