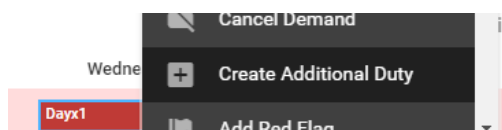


How to create an additional duty on the roster

If there is a need to add a duty requirement to a day where there are no more shifts left from template, you have the ability to create additional shifts on an ad-hoc basis.

To do this, right click on the same duty you wish to create (this can be on a different day) and choose option 'Create Additional Duty'



Complete the following options and click OK, this will then create your additional duty. As you can see you have the ability to create more than 1 at the same time.

Create Additional Duty ✕

Duties Required
 1 - +

Additional Duty Reason *
 Extra Clinic/List ▼

Shift *
 Day ▼

The additional duty can be identified by the icon shown below.



To move it to the required day please drag and drop it to the correct day in the vacant duties before assigning it to a person.

