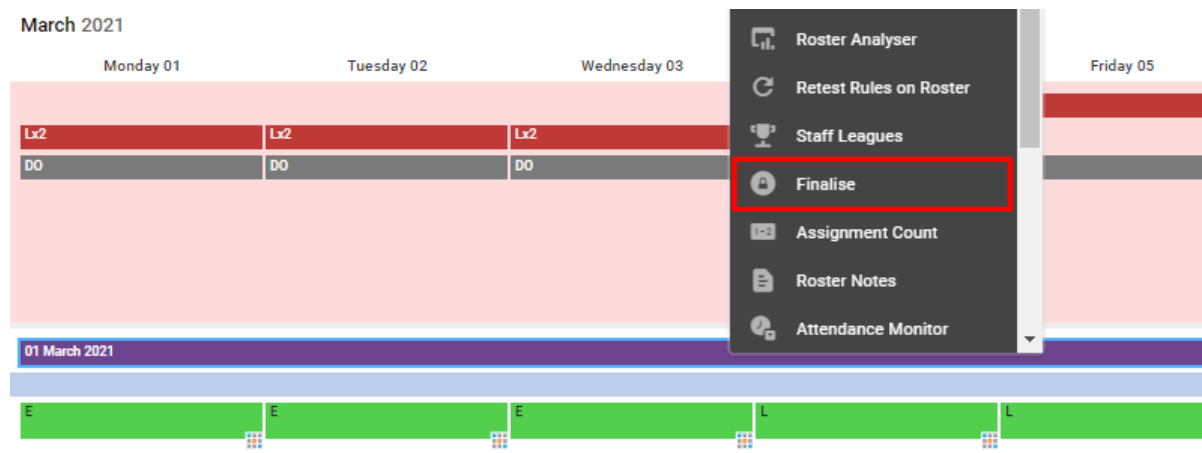
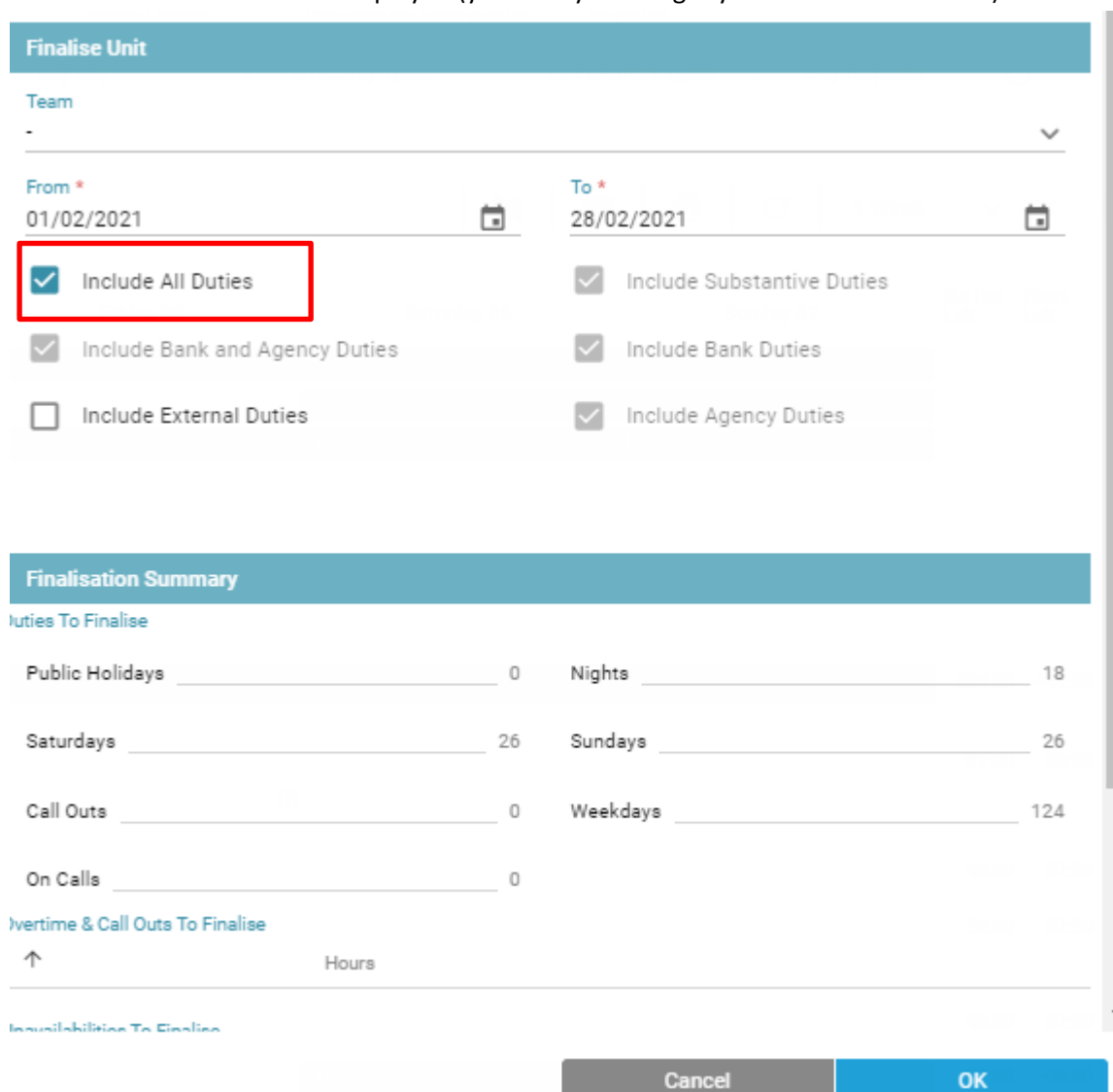


### Finalise a Team

Right click the purple bar at the top of the roster once you have checked that everyone's hours for the week are accurate.



Select 'Finalise' from the list displayed (yours may look slightly different to the above)



Change the dates to last week's dates  
 Tick 'Include all Duties'

Select your Team from the drop down list

**IMPORTANT:** If you don't do this it will finalise the whole roster.

You will only be able to do this if all of the unavailabilities in that period have been authorised, if it doesn't let you do it or you get an error message, it means that there may be a member of your team with an outstanding unavailability that you will need to approve first.

Once you have selected your team, wait for the middle section of the box to populate with information:

**Finalise Unit**

Team  
 HCA

From \* 01/02/2021 To \* 28/02/2021

Include All Duties  Include Substantive Duties  
 Include Bank and Agency Duties  Include Bank Duties  
 Include External Duties  Include Agency Duties

**Finalisation Summary**

Duties To Finalise

Public Holidays	0	Nights	0
Saturdays	11	Sundays	11
Call Outs	0	Weekdays	50
On Calls	0		

Overtime & Call Outs To Finalise

↑ Hours

Cancel OK

Once this has populated, check you're happy with it and then click 'ok'

Staff Member	Shift 1	Shift 2	Shift 3
RN Green, Sarah (RN Band 7)	E	LD	
RN Jones, David (RN Band 6)	LD	E	L
RN Stephens, Dorothy (RN Band 6)	L	L	E

**You will then need to go to the bottom of the roster and finalise any Bench you have rostered individually.**