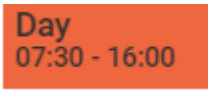
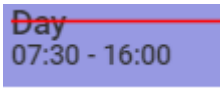
Healthroster Duty Icons

Healthroster Icon	Icon meaning explained
	This icon informs you that the shift has been populated from a pre-set pattern in the background after the auto-roster has been ran.
	This icon informs you that the shift has been finalised, ready to be submitted for payment to payroll.
	This icon informs you that the shift is finalised and has been submitted to payroll for payment. Any changes made to this shift will no longer extract to payroll.
	This icon informs you that the shift is a bank shift and can only be assigned to a bank worker.
	This icon informs you that the shift is an agency shift and can only be assigned to an agency worker.
	This icon informs you that the shift has been changed since the roster has been fully approved.
	This icon informs you that the shift has overtime assigned.
	This icon informs you that the shift has an allowance assigned.
	This icon informs you that the employee has requested to work this duty.
	This icon informs you that the shift is an on-call shift.
	This icon informs you that the on-call shift has call out assigned.

Healthroster Unavailability Icons

Healthroster Icon	Icon meaning explained
	This icon informs you that the period of sickness is marked as open-ended, where the period will automatically extend each day until an end date has been entered.
	This icon informs you that the unavailability has been finalised, ready to be submitted to payroll.
	This icon informs you that the unavailability has been part finalised. The unavailability needs to be fully finalised in order to be submitted to payroll.
	This icon informs you that the unavailability is part finalised and has been partially submitted to payroll. You can no longer make changes to the start date or reason. The unavailability needs to be fully finalised in order to be submitted to payroll.
	This icon informs you that the unavailability is fully finalised and has been partially submitted to payroll. This unavailability is ready to be submitted to payroll.
	This icon informs you that the unavailability is finalised and has been submitted to payroll. Any changes made to this unavailability will no longer extract to payroll.
	This icon informs you that the unavailability has been unlocked and changes to the information documented in Healthroster can be changed. However, any changes made to this unavailability will no longer extract to payroll.
	This icon informs you that the unavailability is a ‘Study Leave’ type.
	This icon informs you that the unavailability period has triggered a warning by breaking a rule in Healthroster. Open the side panel to view more information about the warning.

Healthroster Duty Colours

Healthroster Icon	Icon meaning explained
	Green Duty – This means that the shift has not broken any roster rules.
	Amber Duty – This means that the shift has broken a roster rule. Open the side panel to view more information about the warning.
	Purple Duty – This means that the shift has been cancelled, this shift will not attract enhancements for pay or contribute towards the employee's time owing.

'View Rosters' Tab Icons

Healthroster Icon	Icon meaning explained
	Click this icon to start the Allocate Navigation Tour, informing you of the basic Healthroster details.
	Click the red header to expand or collapse the vacant duties for your selected roster.
	Type in forename, surname or staff number of employee and click search to view only their rostered information. Remove the details entered and click search to show the entire roster again.
	Click this icon to toggle on multi-select duties.
	Click this icon to toggle between hide and show cancelled duties on the roster. We strongly recommend this toggled on (grey) as cancelled duties need finalising.

	Click this icon to show the selected rosters assignment count, split down by Registered, Unregistered and Other on each shift per day, for the selected roster period. (If greyed out, select the purple roster bar first to enable function).
	Click this icon to print the selected roster period. (If greyed out, select the purple roster bar first to enable function).
	Click this icon to reload the roster data.
	Choose how many weeks you would like to view your roster data.
	Click relevant arrow to go forwards and backwards in time on the roster.