

Email: e-rostering@bfwhospitals.nhs.uk

Website: <http://www.bfwh.nhs.uk/working-for-the-trust/e-rostering-and-corporate-bench>

Phone: 01253 953690

HealthRoster

Printing a Roster



Blackpool Teaching Hospitals 
NHS Foundation Trust

People Centred

Positive

Compassion

Excellence

Printing the Roster

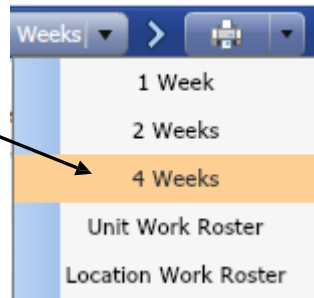
1. Click on the roster bar



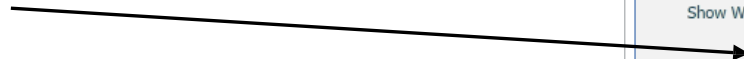
2. Select the printer icon
(top right hand side screen)



3. Select the number of weeks to print



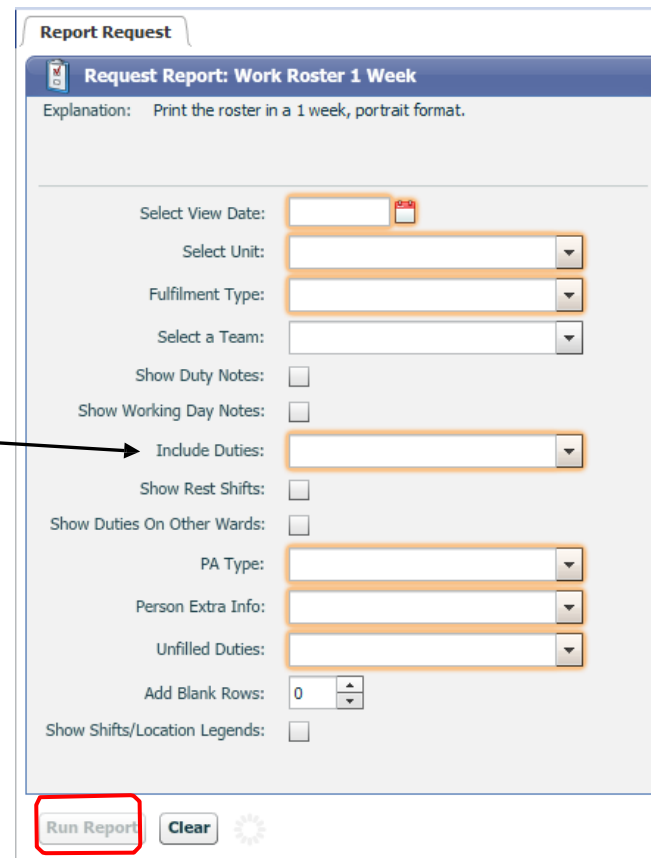
4. Select options as necessary



5. Select 'Run Report'

5. Select print

TIP: Mandatory Fields are highlighted orange



Report Request

Request Report: Work Roster 1 Week

Explanation: Print the roster in a 1 week, portrait format.

Select View Date:

Select Unit:

Fulfilment Type:

Select a Team:

Show Duty Notes:

Show Working Day Notes:

Include Duties:

Show Rest Shifts:

Show Duties On Other Wards:

PA Type:

Person Extra Info:

Unfilled Duties:

Add Blank Rows:

Show Shifts/Location Legends:

Run Report **Clear** 