


# Manage Attendance In A Unit

## HealthSuite 10.9.1 | SafeCare-Live

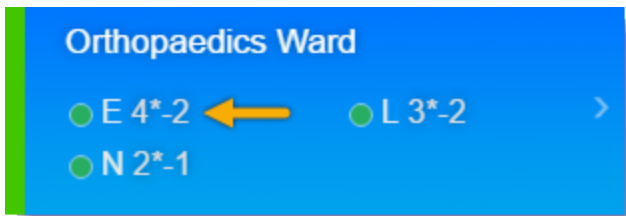
If a HealthRoster administrator enables attendance monitoring for a unit, use SafeCare-Live to monitor and update the attendance of the people in that unit.

### Monitor Attendance

1. If the unit view is not open, tap the  icon at the top of the page.



2. In the unit list, tap the shift you want.



The **Rostered Staff** panel displays the attendance of the people on that shift.

Rostered Staff — Night					
INCLUDES IN SAFECARE CALCULATION <span style="float: right;">Change</span>					
Attend	Name	In charge	Time adj	Grade	Bank / agency
✓	Anne Karlson			Band 5 RN	>
✓	Yuki Svensson			Band 5 RN	>
✓	Nageena Naeem			Band 3 HCA	>

Icons	Value	Description
✓	<b>Expected</b>	The employee is due to start the duty. This is the default value. The SafeCare calculation includes duties with this state.

Icons	Value	Description
✓	<b>Attended</b>	The employee has started the duty. The SafeCare calculation includes duties with this value.
?	<b>Unknown</b>	The employee has not started the duty, and you do not know why. The SafeCare calculation does not include duties with this value.

**Note**

SafeCare-Live creates an exception for duties with **Unknown** attendance. You must resolve the exception before you can finalise the duty.

To resolve the exception, mark the member of staff as **Attended** when they start the duty, or add an unavailability to explain why they did not.

HealthRoster administrators control whether or not SafeCare Ward automatically marks employees as **Unknown** if you do not mark them as **Attended** within 15 minutes of the start of a duty.

### Update Attendance

Update the attendance of the people in a unit whenever someone arrives for work, or does not arrive on time.

1. In the unit view, scroll down to the **Rostered Staff** panel, then tap **Change**.

Attend	Name	In charge	Time adj	Grade	Bank / agency
<input checked="" type="checkbox"/>	Anne Karlson			Band 5 RN	
<input checked="" type="checkbox"/>	Yuki Svensson			Band 5 RN	
<input checked="" type="checkbox"/>	Nageena Naeem			Band 3 HCA	

2. In the **Attend.** column, tick people who have arrived for work and put a question mark next to those who have not, like a school register.

Attend	Name	In charge	Time adj	Grade	Bank / agency
<input checked="" type="checkbox"/>	<input type="checkbox"/> Anne Karlson	<input type="checkbox"/>		Band 5 RN	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Yuki Svensson	<input type="checkbox"/>		Band 5 RN	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Nageena Naeem	<input type="checkbox"/>		Band 3 HCA	

Tap **Save**.

Attend	Name	In charge	Time adj	Grade	Bank / agency
<input checked="" type="checkbox"/>	<input type="checkbox"/> Anne Karlson	<input type="checkbox"/>		Band 5 RN	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Yuki Svensson	<input type="checkbox"/>		Band 5 RN	
<input checked="" type="checkbox"/>	<input type="checkbox"/> Nageena Naeem	<input type="checkbox"/>		Band 3 HCA	