

Note

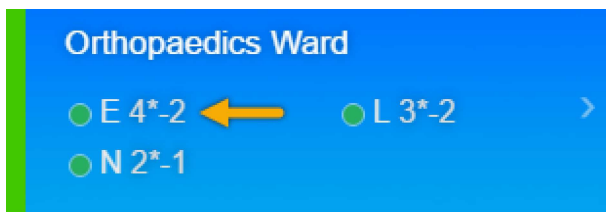
Only users with the **Duty Assignment Action: Finalise** feature access can finalise a duty.

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



The unit view opens.

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



3. Scroll down to the **Rostered Staff** panel, then tap **Change**.

INCLUDED IN SAFECARE CALCULATION							Change
Attend.	Name	In charge	Time adj	Grade	Bank / agency	Finalised	
<input checked="" type="checkbox"/>	Paul Ducane			Band 6 RN			
<input checked="" type="checkbox"/>	Richard Tejerano	★		Band 5 RN			
<input checked="" type="checkbox"/>	Jill Randall			Band 3 HCA			
<input checked="" type="checkbox"/>	Rosie Reames			Band 3 HCA			

In the **Finalised** column, tap the padlock icon to toggle whether or not their duty is finalised.

Icon	Description
	The duty is finalised.
	The duty is not finalised.

4. Tap **Save**.

Adjust Duty Assignment Time

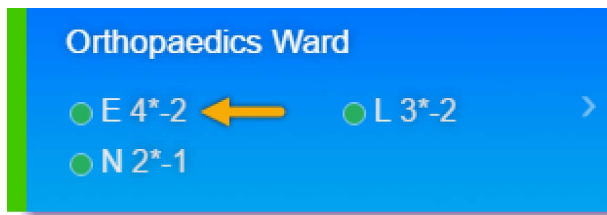
Adjust duty assignment time if someone arrives, leaves or takes a break a time other than that specified on the duty requirement.

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



The unit view opens.

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



3. Scroll down to the **Rostered Staff** panel, then tap the person you want.

Attend.	Name	In charge	Time adj	Grade	Bank / agency	Finalised
✓	Paul Ducane			Band 6 RN		>
✓	Richard Tejerarno	★		Band 5 RN		>
✓	Jill Randall			Band 3 HCA		>
✓	Rosie Reames			Band 3 HCA		>

4. In the personal details form, scroll down to the **UNAVAILABILITY** panel, then tap **Adjust Duty Assignment Time**.

Unavailability	Add >
Redeploy Person	>
Adjust Duty Assignment Time	>
Create Additional Duty	>

5. In the **Adjust Duty Assignment Times** form, type the new **Start Time**, **End Time** and **Rest Time** of the duty.

6. From **Split Demand**, select or whether or not to split the demand.

Value	Description
Yes	Portions of the original shift outside of the adjusted times will be put back into the roster template for reallocation.
No	Portions of the original shift outside of the adjusted times will not be put back into the roster template for reallocation.

Start Time	07:30 AM	✓
End Time	03:30 PM	✓
Rest Time	12:30 AM	✓
Split Demand	No	✓

7. Tap **Send**.

Create An Additional Duty

Use SafeCare-Live to create an additional duty if the unit is short-staffed.

The additional duty will have the same grade type requirements as that duty from which you create it.

After you create an additional duty, you should redeploy someone to it, or send it to bank.