

STANDARD OPERATING PROCEDURE	
Title	Auto Roster Days Off
Purpose	Roster Creators can Auto Roster Days Off after a roster has been created.
Aim	To fill in the blank days where there is nothing assigned to a person after a roster has been created. To identify when a person is not working.

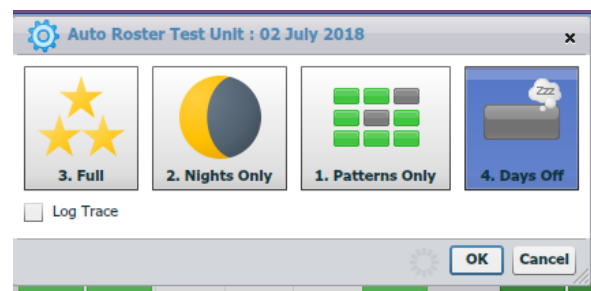
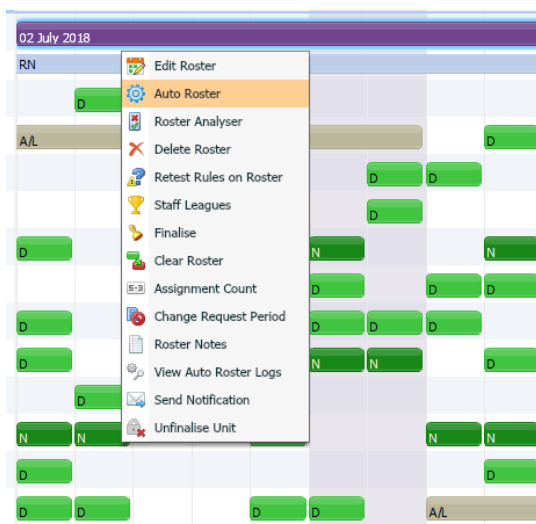
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A. Auto Roster Days Off

Once you have created your roster for the period you are working on. There is now an option using 'Auto Roster' where you can fill in the blanks with a 'DO'.

- Right click on your purple bar
- Select 'Auto Roster'
- Then select Days Off
- Press OK



- Auto Roster will then start to fill in all the days that are blank with a 'DO'
- Once complete and you refresh, your roster will look like below.

