

STANDARD OPERATING PROCEDURE	
Title	How to print a Roster
Purpose	To help Ward Managers when creating rosters and for staff to view.
Aim	Staff can view a printed roster should they not have access to a computer.

Contents

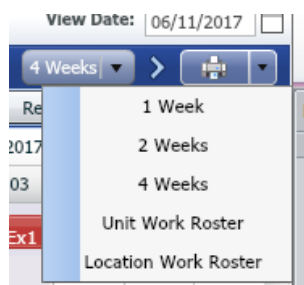
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A) How to print a Roster:

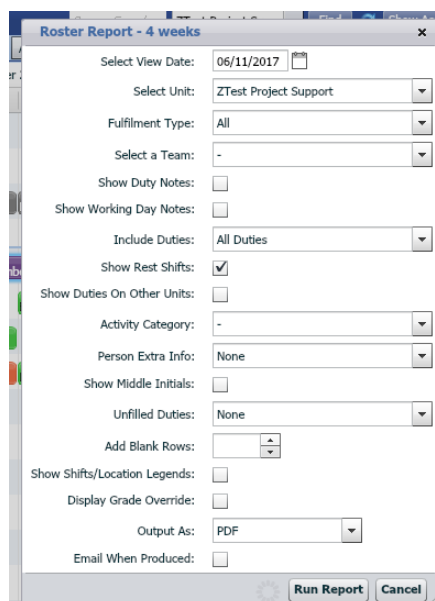
- To print a roster, click the 'Purple Bar' at the top of your screen that has the roster period start date to highlight.



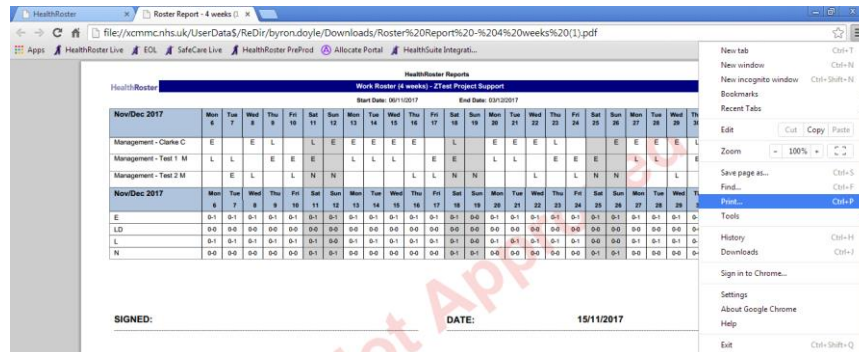
- Select the 'Print' icon at the top right corner of your screen. (just below 'View Date')
- Choose an option from the drop down list to print.



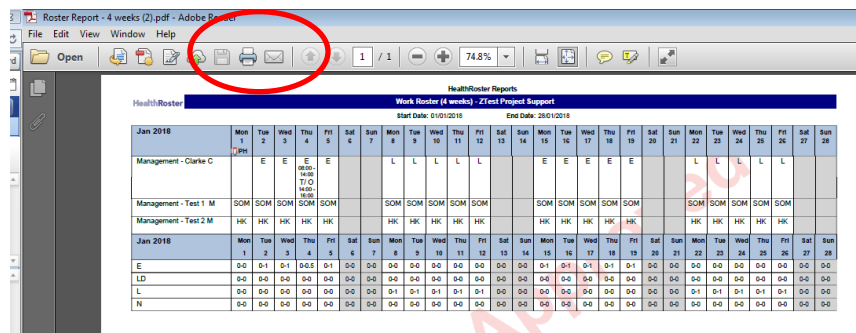
- Complete the options on the Roster Report window. Make sure you have the correct view date selected.
- You can choose the report to be opened up in PDF, Word or Excel versions.
- Press 'Run Report'.



- Once the report has opened in your selected output. Click print.
- For Chrome users, click the menu bar shown below and select Print.



- For Internet Explorer users, select the print icon below, or select File then print.



- Once the preview has loaded on your selected format, click print.

