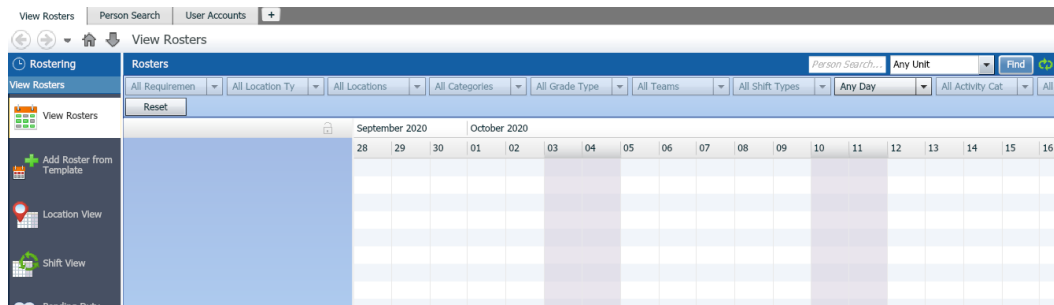


STANDARD OPERATING PROCEDURE	
Title	How to view staff leagues on Health Roster
Purpose	How to view who has made most requests in the last 3, 6, 9 & 12 months
Aim	Help managers build their rosters

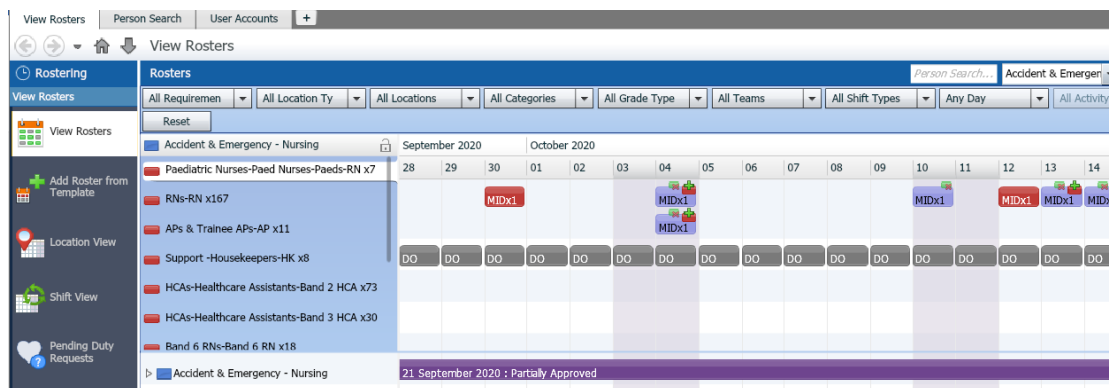
Contents

Section	Description	Page
A	How to view and use Staff Leagues (requests)	2

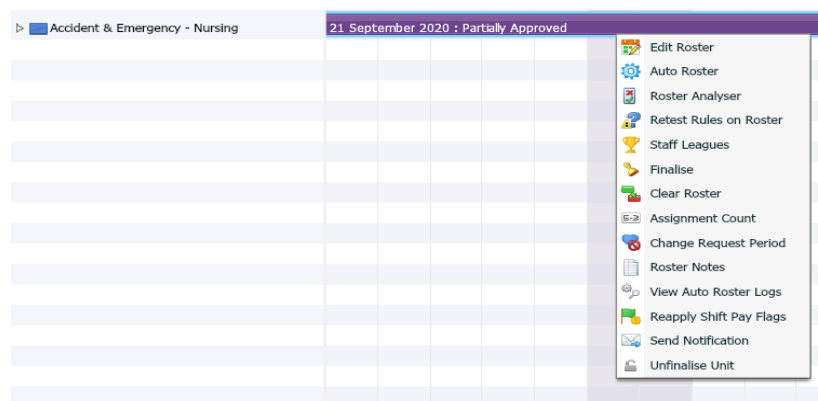
- **Firstly, you will need to go to Rostering and View Rosters**



- **Then, select the roster that you want to check the requests for in the select unit tab.**



- **Right click on the purple bar and select staff leagues**



- **Once you have selected staff leagues you will see an overview of the entire unit for requests, annual leave, Christmas' worked etc. You will need to select Requests which will appear as soon as you click staff leagues as it is the first tab on the page.**

Staff Leagues

Requests | Annual Leave | Nights Worked | Weekend Working | Christmas | Public Holidays | On Call | Study Days | Bank & Agency Hours
 Overtime Hours | Call Out & Overtime Hours

Requests Staff League for Accident & Emergency - Nursing up to 18/10/2020

Requests 91 Records Find

Staff League View : Posting Person Find

Staff Member	This Roster	Last Roster	3 Months	6 Months	12 Months
Alana Bartlett	1	1	4	11	11
Alice Proteau	-	2	2	7	11
Amanda Moores	4	1	7	7	7
Andrea Richardson	4	4	12	18	35
Andrew Williams	1	4	5	13	13
Angela Armitage	-	-	-	-	-
Annabelle Crossley	-	2	2	5	18
Ashleigh Morton	4	4	12	21	32
Becky Booth	3	2	7	16	28
Ben Corbridge	-	-	-	-	-
Beverley Pusey	-	4	8	17	36
Caine Young	-	3	3	6	6
Carlv Weston	4	4	13	22	27

Edit Person

- **Once the above steps have been completed you can see the requests of all staff on that roster and determine who is using their requests and not.**