

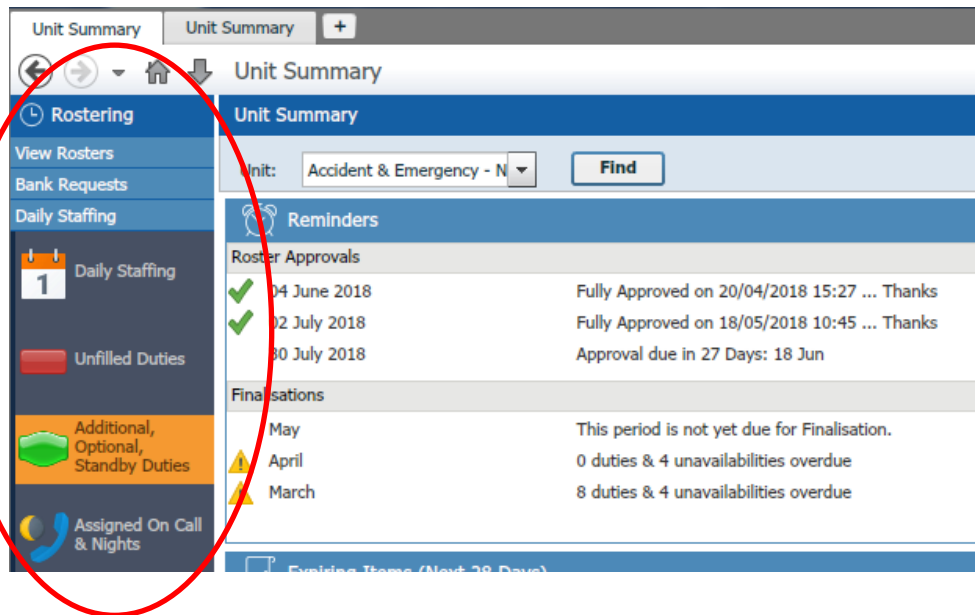
STANDARD OPERATING PROCEDURE	
<b>Title</b>	View Additional Duties and Reasons
<b>Purpose</b>	To view historic or future additional duties and the reasons for creation.
<b>Aim</b>	Matrons can review created additional duties and the reasons over a time period and use for information.

### Contents

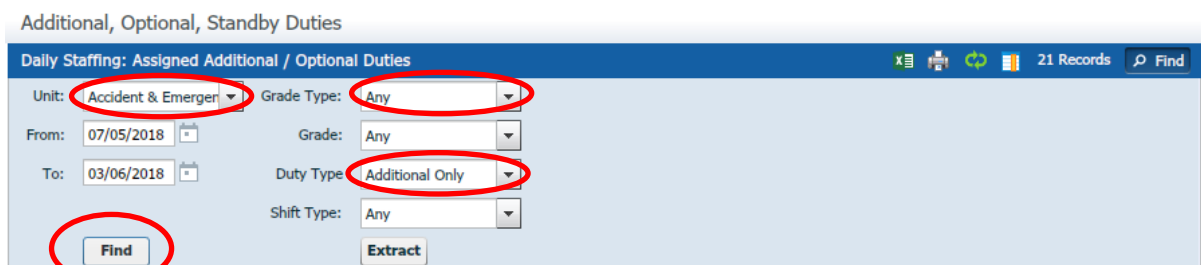
Section	Description	Page
<b>A</b>	How to view Additional Duties and Reasons	2-3

## A. How to View Additional Duties and Reasons

- Log into HealthRoster
- Click 'Rostering', then 'Daily Staffing'
- Then click 'Additional, Optional, Standby Duties'



- You will then be directed to the 'Additional, Optional, Standby Duties' page
- Here you can filter to your needs (see below)
- **Make sure you only select 'Additional Only' as Duty Type.**



- Once you have filtered your options, click find.

- A list of Additional Duties will show just like below.
- You can see the additional duty reason tab in the table.

Additional, Optional, Standby Duties

Daily Staffing: Assigned Additional / Optional Duties

Unit: Accident & Emerger Grade Type: Any



From: 07/05/2018 Grade: Any

To: 03/06/2018 Duty Type: Additional Only


Shift Type: Any

Find Extract

Owning Unit Short Name	Additional Duty Reason	Work Time	Grade	Date	Actual Start	Actual End
Accident & Emergency	Supernumerary	12	Band 5 RN	08/05/2018	07:30	20:00
Accident & Emergency	Supernumerary	12	Band 6 RN	08/05/2018	09:30	22:00
Accident & Emergency	Supernumerary	12	Band 5 RN	08/05/2018	07:30	20:00
Accident & Emergency	Supernumerary	12	Band 5 RN	10/05/2018	07:30	20:00
Accident & Emergency	Supernumerary	12	Band 5 RN	10/05/2018	07:30	20:00
Accident & Emergency	Supernumerary	12	Band 5 RN	10/05/2018	07:30	20:00
Accident & Emergency	Supernumerary	12	Band 5 RN	12/05/2018	07:30	20:00
Accident & Emergency	Supernumerary	12	Band 5 RN	12/05/2018	19:30	08:00
Accident & Emergency	Supernumerary	12	Band 5 RN	12/05/2018	07:30	20:00
Accident & Emergency	Supernumerary	12	Band 5 RN	13/05/2018	19:30	08:00
Accident & Emergency	Supernumerary	12	Band 5 RN	14/05/2018	07:30	20:00
Accident & Emergency	Supernumerary	12	Band 5 RN	15/05/2018	07:30	20:00
Accident & Emergency	Supernumerary	12	Band 5 RN	16/05/2018	07:30	20:00
Accident & Emergency	Extra List/Clinic	6	APP HK	16/05/2018	07:00	13:00
Accident & Emergency	Supernumerary	12	Band 5 RN	17/05/2018	07:30	20:00
Accident & Emergency	Supernumerary	12	Band 5 RN	18/05/2018	07:30	20:00
Accident & Emergency	Using up staff hours	12	Band 5 RN	19/05/2018	19:30	08:00
Accident & Emergency	Supernumerary	12	Band 5 RN	22/05/2018	11:30	00:00
Accident & Emergency	Supernumerary	12	Band 6 RN	29/05/2018	19:30	08:00
Accident & Emergency	Supernumerary	12	Band 6 RN	30/05/2018	19:30	08:00
Accident & Emergency	Supernumerary	12	Band 6 RN	31/05/2018	19:30	08:00

- You can choose to export this information to excel or print the information as it is.
- Click one of the icons in the top right of the information window above to export to excel  or print. 

**Tip:**

You can filter the resulting columns to your preference by clicking  in the top right of the information window.

Visible Columns

Visible	Column Name
<input checked="" type="checkbox"/>	Owning Unit Short Name
<input checked="" type="checkbox"/>	Additional Duty Reason
<input type="checkbox"/>	Resource Requirement
<input checked="" type="checkbox"/>	Work Time
<input checked="" type="checkbox"/>	Grade
<input type="checkbox"/>	Surname
<input type="checkbox"/>	Forenames
<input checked="" type="checkbox"/>	Date
<input checked="" type="checkbox"/>	Actual Start

Select All Clear All

Reset column and browser preferences OK Cancel

- Here you can untick the information you don't want to see. Once updated, click OK.