

STANDARD OPERATING PROCEDURE	
Title	View Assigned Duties by Person
Purpose	View assigned duties for a person within a specific time period.
Aim	For use when carrying out audit work or individual roster reports.

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Rosters should

If you are unable to at least open an end date.



If you are unsure about anything please do ask for advice and support.

- Filter your options like below
- Tel: 0161 222 4903 / Email: erosteringteam@tgh.nhs.uk


Assigned Duties by Person

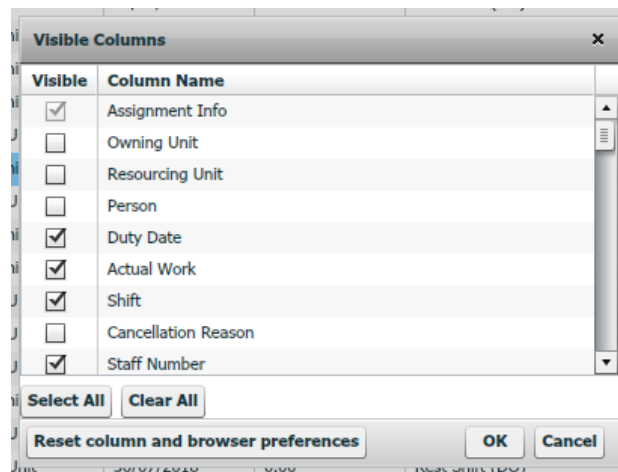
- A list of Assigned Duties by Person will then display.

Assignment Info	Duty Date	Actual Work	Shift	Staff Number	Actual Start
Byron Testing - N on 02/07/2018 in Test Unit	02/07/2018	12.00	Night (N)	ETEST0001	19:30
Byron Testing - N on 03/07/2018 in Test Unit	03/07/2018	12.00	Night (N)	ETEST0001	19:30
Byron Testing - N on 04/07/2018 in Test Unit	04/07/2018	12.00	Night (N)	ETEST0001	19:30
Byron Testing - DO on 05/07/2018 in Test Unit	05/07/2018	0.00	Rest Shift (DO)	ETEST0001	08:01
Byron Testing - DO on 06/07/2018 in Test Unit	06/07/2018	0.00	Rest Shift (DO)	ETEST0001	08:01
Byron Testing - DO on 07/07/2018 in Test Unit	07/07/2018	0.00	Rest Shift (DO)	ETEST0001	08:01
Byron Testing - DO on 08/07/2018 in Test Unit	08/07/2018	0.00	Rest Shift (DO)	ETEST0001	08:01
Byron Testing - DO on 09/07/2018 in Test Unit	09/07/2018	0.00	Rest Shift (DO)	ETEST0001	08:01
Byron Testing - N on 10/07/2018 in Test Unit	10/07/2018	12.00	Night (N)	ETEST0001	19:30
Byron Testing - N on 11/07/2018 in Test Unit	11/07/2018	12.00	Night (N)	ETEST0001	19:30
Byron Testing - N on 12/07/2018 in Test Unit	12/07/2018	12.00	Night (N)	ETEST0001	19:30
Byron Testing - DO on 13/07/2018 in Test Unit	13/07/2018	0.00	Rest Shift (DO)	ETEST0001	08:01
Byron Testing - D on 14/07/2018 in Test Unit	14/07/2018	12.00	Day Shift (D)	ETEST0001	07:30
Byron Testing - DO on 15/07/2018 in Test Unit	15/07/2018	0.00	Rest Shift (DO)	ETEST0001	08:01
Byron Testing - D on 16/07/2018 in Test Unit	16/07/2018	12.00	Day Shift (D)	ETEST0001	07:30
Byron Testing - D on 17/07/2018 in Test Unit	17/07/2018	12.00	Day Shift (D)	ETEST0001	07:30
Byron Testing - DO on 18/07/2018 in Test Unit	18/07/2018	0.00	Rest Shift (DO)	ETEST0001	08:01
Byron Testing - DO on 19/07/2018 in Test Unit	19/07/2018	0.00	Rest Shift (DO)	ETEST0001	08:01
Byron Testing - DO on 20/07/2018 in Test Unit	20/07/2018	0.00	Rest Shift (DO)	ETEST0001	08:01
Byron Testing - D on 21/07/2018 in Test Unit	21/07/2018	12.00	Day Shift (D)	ETEST0001	07:30
Byron Testing - DO on 22/07/2018 in Test Unit	22/07/2018	0.00	Rest Shift (DO)	ETEST0001	08:01

- 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.



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