

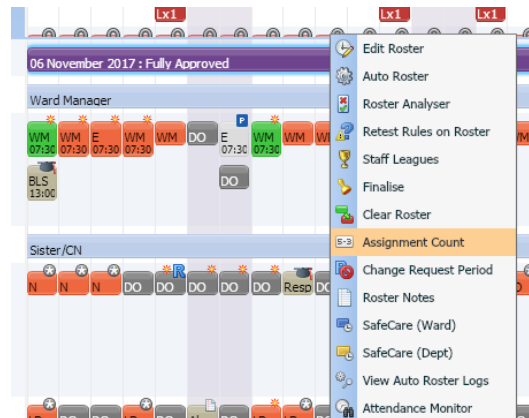
STANDARD OPERATING PROCEDURE	
<b>Title</b>	View Assignment Count
<b>Purpose</b>	Allows Ward Managers to view the number of staff working per day.
<b>Aim</b>	Allows Ward Managers to view the number of staff working per day. The count is split between registered & unregistered staff.

### Contents

Section	Description	Page
<b>A</b>	View Assignment Count	2

## A) View Assignment Count:

- To view the assignment count of your roster, simply right click on the 'Purple Bar'
- Select 'Assignment Count'



- The Assignment Count window will appear.
- You will see the 4 week roster period you have selected from the purple bar.
- You will see all shift types worked by Registered & Unregistered staff.
- Registered count shows to the left, unregistered count shows to the right of each date.
- Some units may display a 3<sup>rd</sup> number which will appear after unregistered staff which will be for support staff such as A&C or Housekeepers

Assignment Count								
Week1		Mon 06	Tue 07	Wed 08	Thu 09	Fri 10	Sat 11	Sun 12
	E	4*-5	3*-5	3*-4	3*-7	3*-4	3*-4	4*-3
	WM	1-0	1-0	0-0	1-0	1-0	0-0	0-0
	L	3*-3	4*-3	2*-2	4*-3	2*-2	4*-2	4*-2
	TW	0-0	0-0	0-0	0-0	0-0	0-0	0-0
	N	3*-2	3*-2	3*-2	3-2	3-3	3-2	3-2
Week2		Mon 13	Tue 14	Wed 15	Thu 16	Fri 17	Sat 18	Sun 19
	E	3*-4	3*-6	2*-4	3*-5	3*-4.5	3*-4	3*-4
	WM	1-0	1-0	1-0	0-0	0-0	0-0	0-0
	L	3*-2	4*-3	3*-2	3*-2	3*-2	3*-2	4*-2
	TW	0-0	0-0	0-0	0-0	0-0	0-0	0-0
	N	3*-2	3*-2	3*-2	3-2	3-3	3-2	1-2
Week3		Mon 20	Tue 21	Wed 22	Thu 23	Fri 24	Sat 25	Sun 26
	E	4*-5	3.5*-4	4*-6	3*-4	4*-5	4*-5	3*-5
	WM	1-0	1-0	0-0	1-0	1-0	0-0	0-0
	L	4*-2	4*-3	4*-3	4*-2	4*-3	3*-2	3*-2
	TW	0-0	0-0	0-0	0-0	0-0	0-0	0-0
	N	3*-2	3*-2	3*-2	3*-2	3*-3	3-2	1-2
Week4		Mon 27	Tue 28	Wed 29	Thu 30	Fri 01	Sat 02	Sun 03
	E	3-4	3*-5	3*-6	2*-4	3*-5	3*-4	3*-4
	WM	1-0	0-0	1-0	0-0	0-0	0-0	0-0
	L	4-1	4*-3	4*-2	3*-3	3*-3	4*-1	3*-2
	TW	0-0	0-0	0-0	0-0	0-0	0-0	0-0
	N	2*-2	3*-2	2*-2	3-2	2-2	2-2	2-2