

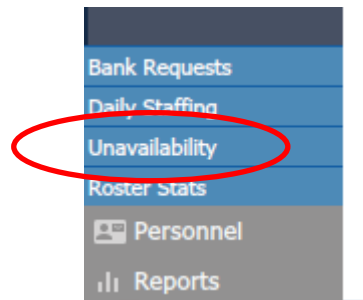
STANDARD OPERATING PROCEDURE	
Title	Viewing Carers Leave
Purpose	View a report containing a list of staff who have Carers Leave unavailability added to their roster.
Aim	Review historical and future episodes of Carers Leave unavailability.

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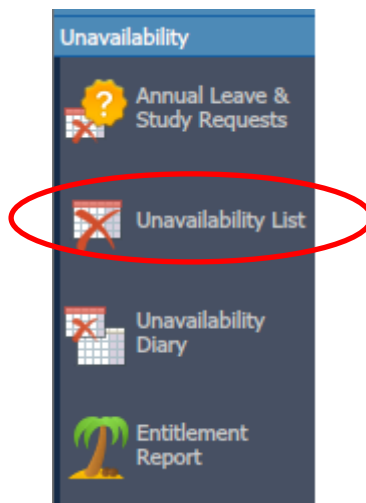
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A. How to View Carers Leave Unavailability

- Log in to HealthRoster
- On the 'View Rosters' menu select 'Unavailability'



- Then select 'Unavailability List'



- Complete the filter options (below)
- Click find.

Unavailabilities	
Unit: Any	From: 05/03/2018
Team: Any	To: 11/03/2018
Group: Other Leave	Surname:
Reason: Carers - Carer's Leave	Staff No:
Show: All	Status: Active
Find	Extract

- A list of staff who have 'Carers leave' unavailability assigned to them over the time period you have selected will show (below)

Unavailabilities 9 Records Find

Unit: Any From: 05/03/2018
 Team: Any To: 11/03/2018
 Group: Other Leave Surname:
 Reason: Any Staff No:
 Show: All Status: Active

Surname	Forenames	Staff Number	Group	Reason	Start	End	Hours In Period ...	Hours In Period
			Other Leave	Carer's Leave	05/03/2018	05/03/2018	12:00	12.00
			Other Leave	Carer's Leave	05/03/2018	05/03/2018	12:00	12.00
			Other Leave	Carer's Leave	08/03/2018	08/03/2018	06:00	6.00
			Other Leave	Carer's Leave	05/03/2018	05/03/2018	05:00	5.00
			Other Leave	Carer's Leave	04/03/2018	05/03/2018	10:00	10.00
			Other Leave	Carer's Leave	05/03/2018	05/03/2018	06:15	6.25
			Other Leave	Carer's Leave	06/03/2018	06/03/2018	06:00	6.00
			Other Leave	Carer's Leave	07/03/2018	08/03/2018	24:00	24.00
			Other Leave	Carer's Leave	06/03/2018	06/03/2018	12:00	12.00