

## Useful Reports in HealthRoster

| I want to see...                                                                                                 | Name of Report (and where to find it)                                                                       |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| <p>Who is on shift today</p> <p>What shifts are unfilled today</p>                                               | <p>Rostering&gt;Daily Staffing&gt;Daily Staffing</p> <p>(Ensure your view date is today's date)</p>         |
| <p>Unfilled duties for a specific period of time e.g. a week or a month</p>                                      | <p>Rostering&gt;Daily Staffing&gt; Unfilled Duties</p> <p>(you will be able to send to bank from here)</p>  |
| <p>What shifts have been assigned to a specific person for a set period</p>                                      | <p>Rostering &gt;Assigned Hours&gt;Assigned Duties by Person</p>                                            |
| <p>Which of my staff are available to work tomorrow</p> <p>(to be used in the event of sickness or incident)</p> | <p>Rostering&gt;Daily Staffing&gt; Incident Plan by Unit</p> <p>(Ensure your view date is today's date)</p> |
| <p>What warnings have being broken on my Roster</p> <p>(to be used to consider changing rules set)</p>           | <p>Rostering&gt;Assigned Hours&gt;Duties with Warnings</p>                                                  |
|                                                                                                                  |                                                                                                             |