

HealthRoster

Shift Requests

Priority Requests for Roster Managers

When an employee adds a note to their request it is identifiable in HealthRoster by the notebook icon. To view the details of the note, the manager can hover over the request tile and view the tooltip.

Pending Request for A: 600410 Cardiac Nursing A - NM - Registered

Request Details

Date: **17/07/2019** Work Time: **08:00**
Start-End: **07:00 - 15:30** Rest Start (Duration): **11:00 (30mins)**

Pending Duty Request

Requests For This Roster

Approved: -
Denied: -
Total: **2**

Assigned Staff

Pending Requests

Registered Nurses-RN- **Butler, A**
NM - Registered :

Request Notes

Added by: Butler, Anthony (19074003) **Red - I have an appointment** 23/04/2019 15:49

The notes can also be viewed in the 'Manage Pending Requests Screen' as below, making it easy for Roster Managers to see which shift requests are priority/red requests when creating the roster.

Manage Pending Requests

Duty: NM - Registered, Wed 17 July, Day 07:00 - 15:30 Unit: 600410 Cardiac Nursing A - Requests close 10/06/2019

Vacant Demand: (4) Requests: (1)

Employee	Date Requested	Pending Requests	Denied Requests	Granted Requests	Violations/Warnings	Notes	Actions
Butler, Anthony (NM-CNS-1)	23/04/2019 (15:49)	2	0	0		Red - I have an appointment	Approve Deny Additional Alternate