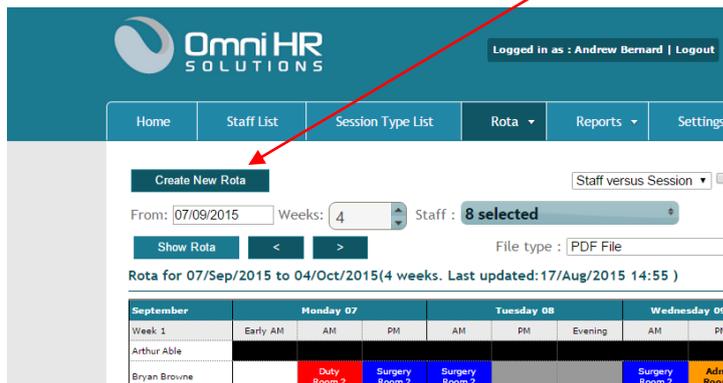


Creating a rota for staff members added after the creation of the primary rota

It is possible to add a staff member to a rota that has already been created without changing the existing rota for everybody else. Note that it will only add fixed sessions for that person or if they have none will create a blank rota for them which will allow you to manually add sessions for them.

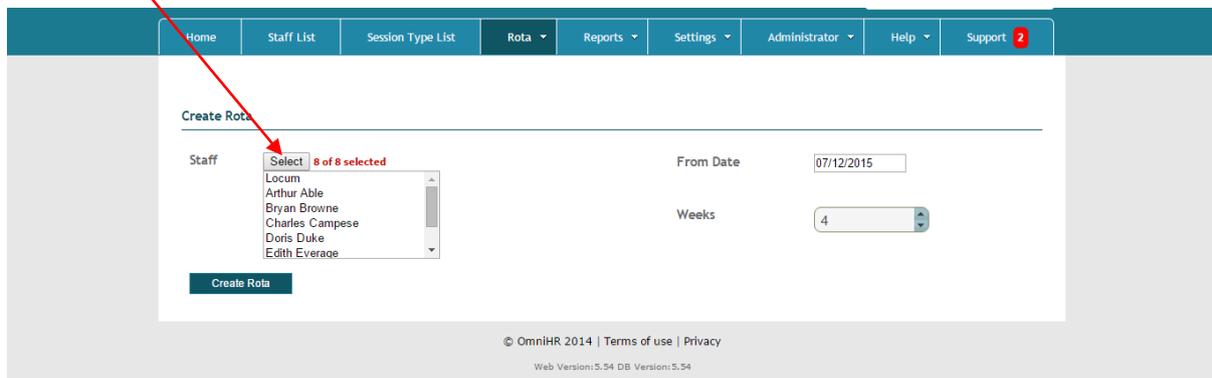
1. Whilst viewing the existing rota click on 'Create New Rota'



The screenshot shows the OmniHR Solutions dashboard. The user is logged in as Andrew Bernard. The navigation menu includes Home, Staff List, Session Type List, Rota, Reports, and Settings. The 'Create New Rota' button is highlighted with a red arrow. Below the button, there are fields for 'From' (07/09/2015), 'Weeks' (4), and 'Staff' (8 selected). A 'Show Rota' button and navigation arrows are also visible. The main content area shows a rota for 07/Sep/2015 to 04/Oct/2015 (4 weeks), last updated on 17/Aug/2015 at 14:55. A table below shows the rota for three days: Monday 07, Tuesday 08, and Wednesday 09. The table has columns for 'Early AM', 'AM', 'PM', 'Evening', and 'Adm Room'. Staff members listed include Arthur Able and Bryan Browne. Bryan Browne has sessions in 'Duty Room 2', 'Surgery Room 2', and 'Adm Room'.

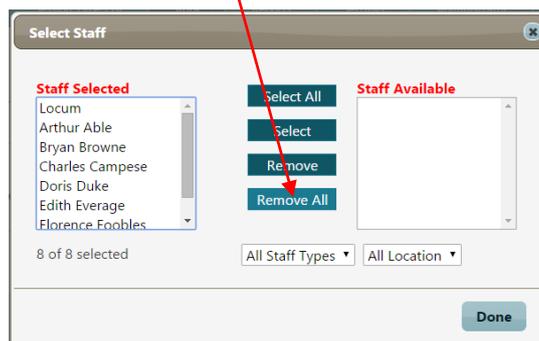
2. The screen that opens defaults to show all staff members (8 of 8 in this case) are selected. Click 'Select' to choose individual staff members.

******* IT IS REALLY IMPORTANT THAT YOU ONLY SELECT THAT STAFF MEMBER(S) ALONE OTHERWISE WHEN YOU CREATE THE ROTA YOU WILL CREATE A NEW ROTA FOR EVERYBODY *******



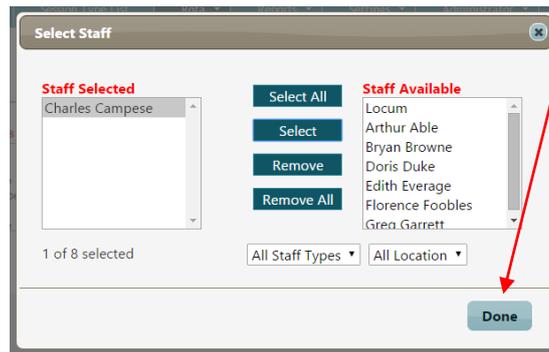
The screenshot shows the 'Create Rota' dialog box. The 'Staff' dropdown menu is open, showing a list of staff members: Locum, Arthur Able, Bryan Browne, Charles Campese, Doris Duke, and Edith Everage. The 'Select' button is highlighted with a red arrow. The 'From Date' is set to 07/12/2015 and 'Weeks' is set to 4. The 'Create Rota' button is at the bottom. The footer of the page shows '© OmniHR 2014 | Terms of use | Privacy' and 'Web Version: 5.54 DB Version: 5.54'.

3. From the dialogue box below, click 'Remove All' so that there are no staff selected.

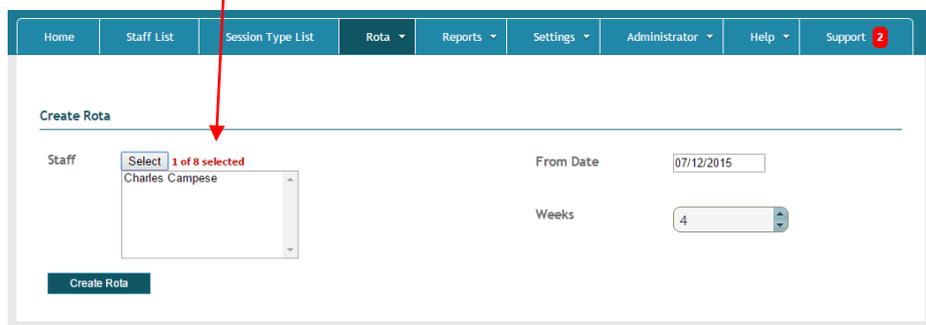


The screenshot shows the 'Select Staff' dialog box. It has two columns: 'Staff Selected' and 'Staff Available'. The 'Staff Selected' column contains a list of staff members: Locum, Arthur Able, Bryan Browne, Charles Campese, Doris Duke, Edith Everage, and Florence Fobles. The 'Staff Available' column is empty. The 'Remove All' button is highlighted with a red arrow. Below the columns, there are dropdown menus for 'All Staff Types' and 'All Location'. A 'Done' button is at the bottom right. The text '8 of 8 selected' is displayed at the bottom left.

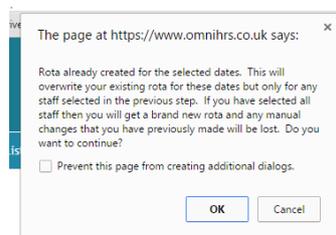
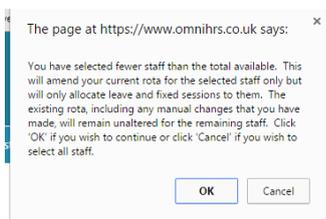
4. Then select only those staff you wish to create the rota for and click 'Done' when finished.



5. Make sure that only the staff you wish to create the rota for are displayed below and click 'Create Rota'



6. When you click 'Create Rota' the following dialogue boxes will appear in succession with a warning. Click 'OK' in each case provided you are happy that you have only selected the relevant staff.



7. The system will then create the rota for that member of staff and will come up with a long Exception Report – you can safely ignore this as it is alerting you to every session unfilled by that staff member alone. Close the exception report and save the rota. The staff member will now be on the rota with any fixed sessions they had been allocated and will be available to select for manual changes.