How To...Print Your Roster

Step	Action
1.	Log in to HealthRoster
2.	Select View Rosters and navigate to the roster you wish to print
3.	Left click the purple roster bar to indicate to HealthRoster which roster period you want to print off
	Select the print icon from the top right hand side
4.	Change Password View Date: 13/01/2020
5.	Select the number of weeks you would like to print, 4 weeks will be the whole roster period View Date: 13/01/2020 (4 Weeks) 1 2 Weeks 2 4 Weeks 2 Unit Work Roster Location Work Roster
6.	A range of options can then be selected, mandatory options are highlighted orange
6a.	Fulfilment Type – select All to view everything

Workforce Systems Helpdesk workforcesystemshelpdesk@leicspart.nhs.uk 0116 295 5854

6c. Person Extra Info – Either choose one of the options or select None 6d. Unfilled Duties – Choose whether to view the unfilled shifts or None 7. Select Run Report 8. The roster will either download automatically for you to open and print off Or navigate to the Requested Reports section to open the report View Rosters View Rosters © Rostering Rosters View Rosters All Requiremen View Rosters All Requiremen Select View Report to open the report and print off Requested Reports Report Details Report Details Report Details Name Report Details Requested Reports Report Details	6c. 6d. 7. 8.	Person Extra Info – E Unfilled Duties – Cho Select Run Report The roster will either Or navigate to the Re	ither choose one of the opt oose whether to view the un download automatically fo quested Reports section to	tions or select None nfilled shifts or None or you to open and print off	
6d. Unfilled Duties – Choose whether to view the unfilled shifts or None 7. Select Run Report 8. The roster will either download automatically for you to open and print off Or navigate to the Requested Reports section to open the report View Rosters View Rosters © Rostering Rosters View Rosters All Requiremen View Rosters All Requiremen Select View Report to open the report and print off Requested Reports Report Details Name Resport Details Name Resport Details Name Resport Details	6d. 7. 8.	Unfilled Duties – Cho Select Run Report The roster will either Or navigate to the Re	oose whether to view the un download automatically fo equested Reports section to	nfilled shifts or None or you to open and print off	
 Select Run Report The roster will either download automatically for you to open and print off Or navigate to the Requested Reports section to open the report View Rosters Requested Reports Report Details Name: Roster Report - 4 weeks Report Details 	7. 8.	Select Run Report The roster will either Or navigate to the Re	download automatically fo	or you to open and print off	
 8. The roster will either download automatically for you to open and print off Or navigate to the Requested Reports section to open the report View Rosters View Rosters Rostering Rosters New Rosters All Requiremen ▼ Select View Report to open the report and print off Requested Reports Requested Reports Requested At Position State Resport Details Name Requested At Position State Report Details Name: Roster Report - 4 weeks Requested At: 99/01/2020 10:41:47 	8.	The roster will either Or navigate to the Re	download automatically fo	or you to open and print off	
9. Or navigate to the Requested Reports section to open the report View Rosters View Rosters View Rosters View Rosters All Requiremen Select View Report to open the report and print off Requested Reports Requested At Position State Report Details Name Requested At Position State Report Details Name Requested At Position State Report Details Name Report - 4 weeks Report - 4 weeks Report Details Name: Roster Report - 4 weeks		Or navigate to the Re	equested Reports section to	a open the report	
State: Completed Parameters Select View Date: Select View Date: Select View Date: Select View Date: Select Training Unit v2 Fulfilment Type: All Show Duty Notes: Show Working Day Notes: Chow Date: Chow Date: Chow Date: Delete Report Delete Report Delete Report	9.	View Rosters + () () Rostering View Rosters Select View Report to Requested Reports Requested Reports Name Requested Report - 4 weeks	View Rosters Rosters All Requiremen o open the report and print Requested At Position State 09/01/2020 10:41:47 Completed	t off Report Details Requested At: 09/01/2020 10:41:47 State: Completed Parameters	×