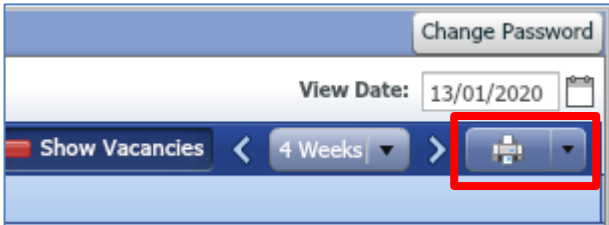
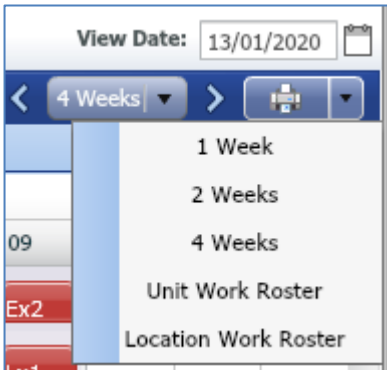
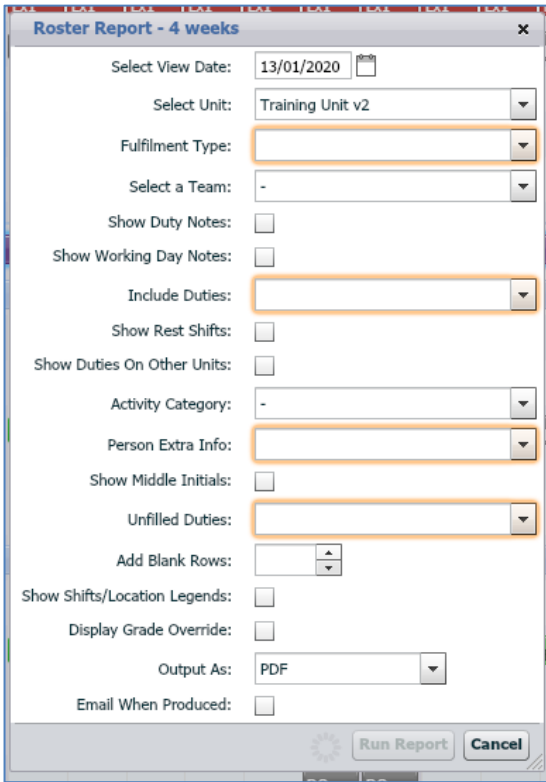
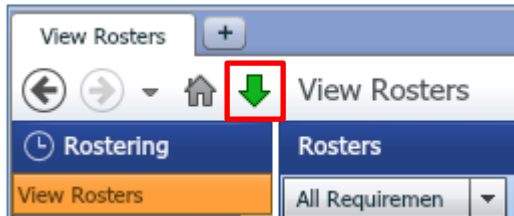


## How To...Print Your Roster

Step	Action
1.	Log in to <b>HealthRoster</b>
2.	Select <b>View Rosters</b> 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
4.	Select the print icon from the top right hand side 
5.	Select the number of weeks you would like to print, 4 weeks will be the whole roster period 
6.	A range of options can then be selected, mandatory options are highlighted orange 
6a.	<b>Fulfilment Type</b> – select <b>All</b> to view everything

- 6b. **Include Duties** – select **All Duties**
- 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



Select **View Report** to open the report and print off

9.

