HealthRoster - BankStaff
BankStaff Tabs and Shift Status Guide (1 of 2)

A BankStaff Tabs

1
Requests – Add requests, view filled /unfilled requests

3
Agencies – Manage Agencies, Agency staff and Agency invoicing

5
Reference data – Manage ward information, manage Agency emailing, SMS preferences and view grades, grade types and staff groups

7
Reports – View and Print BankStaff Reports

2
Bank Staff – View Bank Staff, edit contact information, record Bank availability

4
Timesheets – Add, edit, view, remove and finalise timesheets

6
User accounts – Create and manage user accounts, and control user privileges

8
Messaging – View list of reminder messages.
Send text and email messages

Users will only see those tabs that are appropriate to their role.

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HealthRoster - BankStaff
BankStaff Tabs and Shift Status Guide (2 of 2)

B Shift Status Guide

Request Id	
0811000013	Green – Filled Bank Shift
1011000012	Amber – Unconfirmed Bank Shift
0911000131	Red – Unfilled Bank Shift
0811000096	Notes – Unconfirmed Bank Shift with Notes
0911000031	Yellow Background – Uninformed Bank Shift (Ward has not been informed of staff filling bank shift)
0811000001	Blue – Recalled Bank Shift (Shift no longer required)
0811000021	Grey – Unfillable Bank Shift
0911000130	Agency – Filled Agency Shift
1011000023	Timesheet entered against Shift
0811000044	Finalised Timesheet
0515000003	Red Starburst – Recently added Unfilled Bank Shift

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