



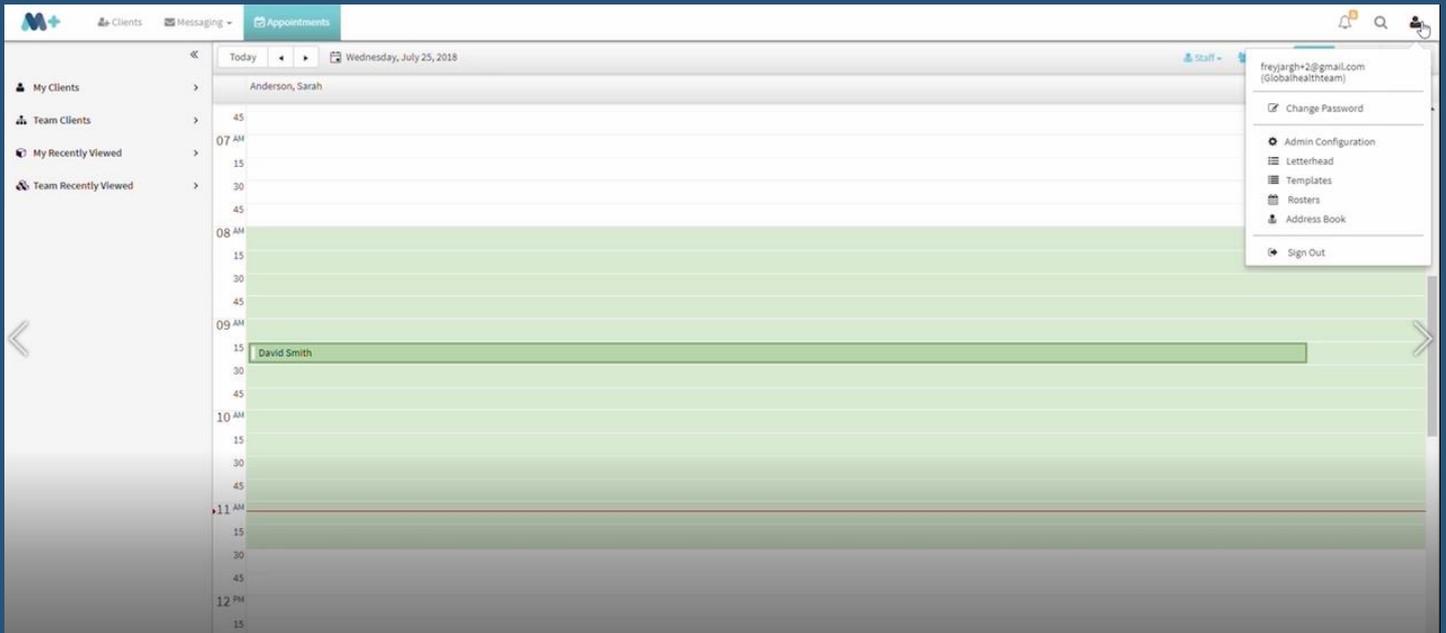
# SETTING UP ROSTERS

## User Guide

# CREATING A NEW ROSTER

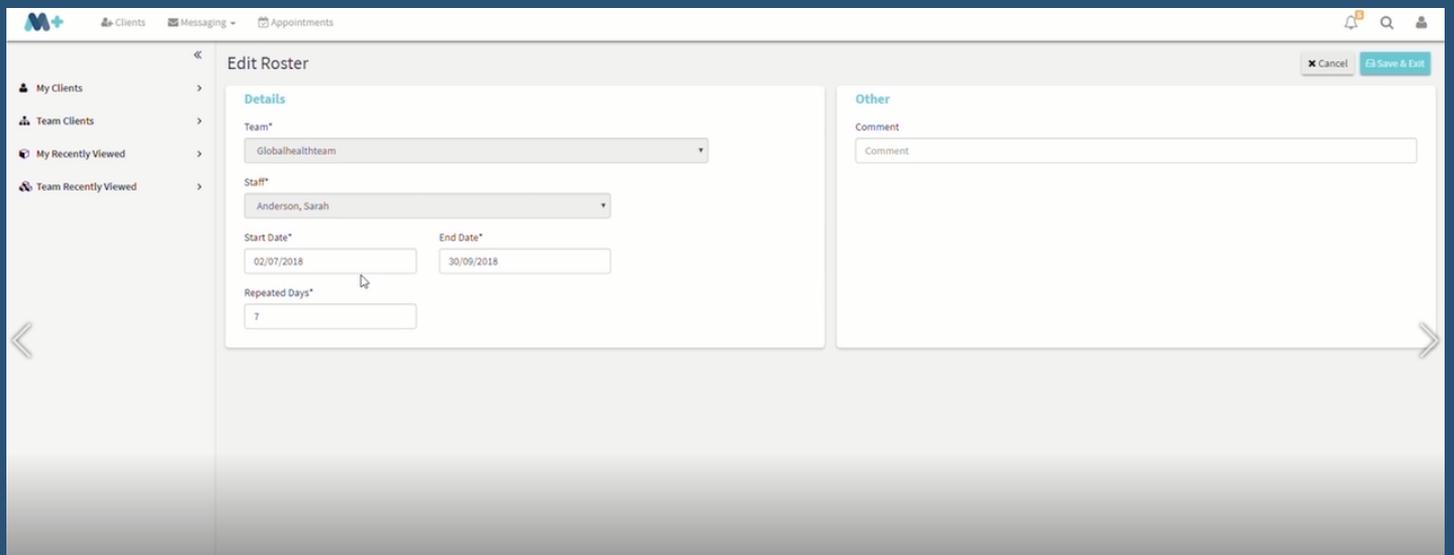
1. To add a new roster, click on the profile section on the top right and then **Rosters**.

Click **Create Roster**.



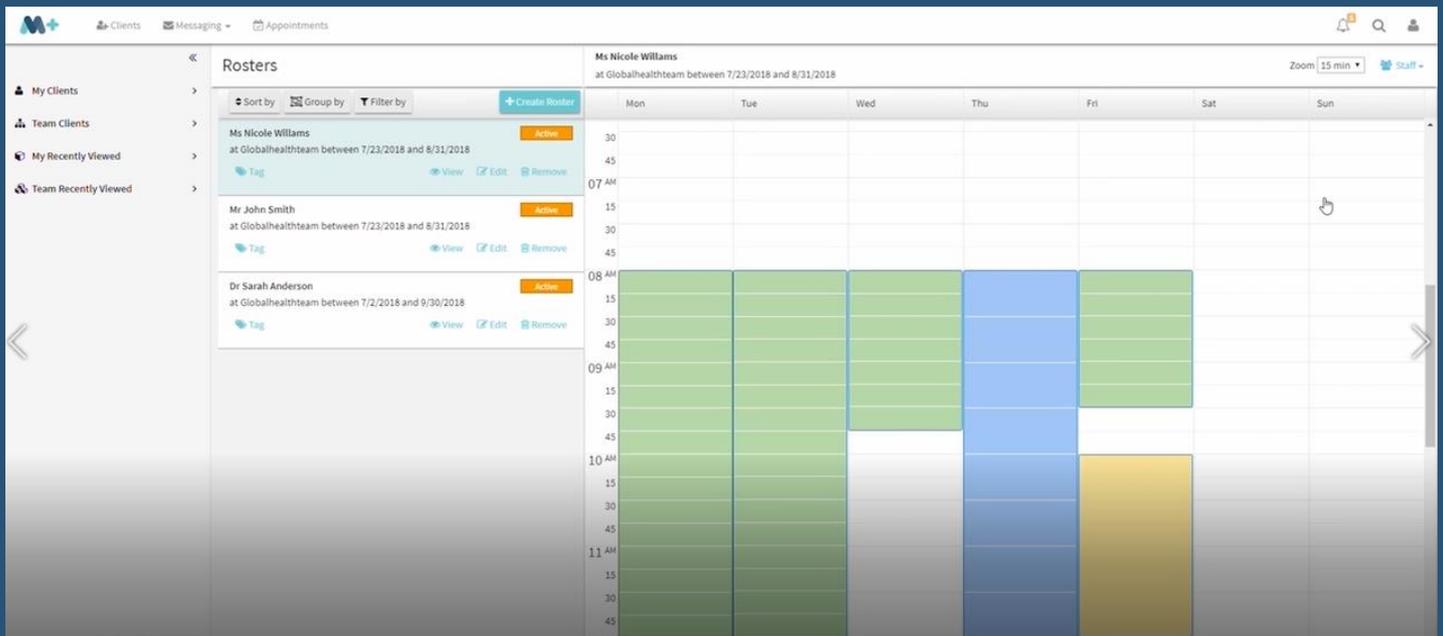
2. Fill in the details for the required team, staff member and how long the roster runs for.

Click **Save and Exit**.



3. Click the staff member on the left, then click in the calendar on the right to add in a roster block. The roster block types are connected to the roster types you created in the admin configuration.

**Click Create Roster Block.**



Now when setting patient appointments, staff members will only be booked in times that are related to the roster set.