Employee Online Recording your availability



You can record your future availability to work bank shifts via **Healthroster Employee on Line (EoL)** by following these steps:

P Record Bank Availability

1

Click on **Record Availability** from the left menu.

🛱 View Rosters	Record Availability
Record Availability	Availability
Available Bank Duties	All Day
₫ Leave	If required add a note then dr
🖤 Request Duty	< > 05 Sep 202

2 U:

Use the **navigation arrows** or use the calendar to find the date you wish to offer your availability for

Availability					
All Day	Early	LD		AM	
PM	Late	Night		00:00 23:59	
			0	0	
	5d a note then drag and d		endar	0	
If required as				0	t on 30 Ju
If required as	5d a note then drag and d			luly 2022 (0:00 hours left Thu	t on 30 Ju

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Customise your availability by choosing the exact times of your entire available period, then drag and drop this into the Availability calendar

Availability			Unavailability
All Day	Early	ш	1 Days
АМ	РМ	Late	Notes
			Add note
Night	08:00 12:30		
	0		

5

Use the **Unavailability option** to block a day as **No Bank**. Enter the length of unavailability in days before dragging on to the calendar



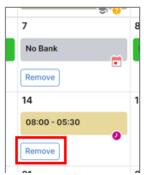
Note: You can add Notes before dragging your availability on to the calendar 3

Drag and drop the shifts / periods you would be willing to work into the Availability calendar

Availability	_			Unavailability	Notes
All Day	Early	نه د		1 Days	A 44 144
~	Law	-	EN 10 10 10		
Frequired add a run	then drug and drup the du	ty anto the calendar			
2 3 22 kg	n 2022 v	100 - 1	as here in the set of the set of	10 CT Aug 20070	
< > 22 Ju	n 2022 -	3/10-3	ay 2022 (295.63 hours left)	on 07 Aug 20020	
WK Ma	t Tot	a Wed	The	Pri	Sat
					54 25
WK Ma	t Tot	a Wed	The	Pri	
WK Ma	t Tot	22 West	The	74 24	
WK Ma	t Tot	22 Later	The	Ai 24 Late	

6

Customised specific availability shows the exact times and the clock icon



Note: Click on the 'Remove' link to delete availability entered

Note: Unavailability is displayed as No Bank in grey.