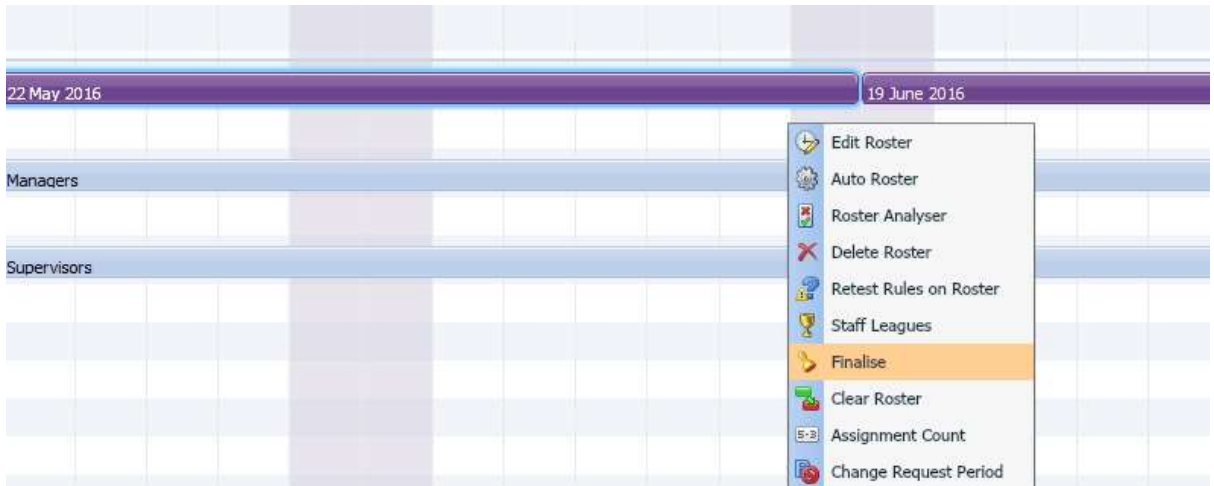


How to finalise your Nominal Role or an Individual

To finalise a whole team:

1) Right click on the Roster bar and select Finalise



2) Select the from and to dates you wish to finalise and tick Include all Duties.

Finalise Unit

Units: ZZ ETrain Unit 03 Team: [dropdown]

From: 01/05/2016 To: 31/05/2016

Include All Duties: Include Substantive Duties: Include External Duties:

Include Bank and Agency Duties: Include Bank Duties: Include Agency Duties:

Finalisation Summary

Duties To Finalise

Public Holidays	4	Nights	0	Weekdays	56
Saturdays	0	Sundays	0	On Calls	0

Overtime & Call Outs To Finalise

Award Rule	Hours

Unavailabilities To Finalise

Annual Leave	0 (0 hrs)	Sickness	0 (0 hrs)
Study Leave	0 (0 hrs)	Other	0 (0 hrs)

Annual Leave Checks

Person	Unit	Annual Leave Check Failure

OK Cancel

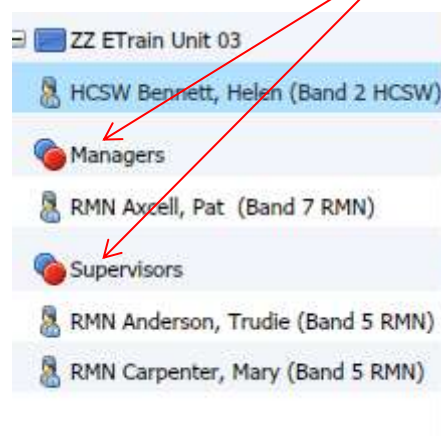
Then click OK.

How to finalise a team within a unit

Follow Step 1 and 2 above. Once this has been done, select the team you wish to finalise within the Finalise box



Then press OK, this will then finalise a team within the unit

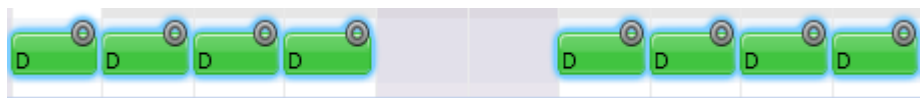


If you require us to make teams within your unit to make it easier for you to finalise, please contact the E-Pay Team.

How to finalise an individual within a Unit

Left click on the first duty you wish to finalise from, hold down your 'CTRL' + 'Shift' keys and select the end date you wish to finalise to. This will highlight the duties with a blue outline:

(Please be aware this will not work for any unavailability's, they need to be finalised separately)



When all is highlighted, right click on the duties and select Finalise.



Then select OK.