

# How to Add a Staff Member to a Roster

- 1 Select the **Rostering** button
- 2 Select the Department
- 3 Select the **Daily** view
- A This bar indicates, in 15-minute blocks, the number of staff you are over or under for that role. A tick indicates you have achieved your ideal roster for that block.
- 4 Click on the timeslot that you wish to start this new staff member from e.g. 8:30 am is selected as the start time in the above example
- B Green + indicates the staff member is available all day  
Yellow + indicates the staff member is already rostered elsewhere, however, they can still be added to this roster at times they are available
- 5 Click on the + to add the staff member to your roster.
- 6 Click on **Notify Changes** – StaffSync will notify the staff with changes via push notification on their phones

*Note: The system automatically adds the shift from your selected slot time up until you no longer need a staff member; as per the example above, 8:30am to 3:00pm. You may wish to adjust the finish time of your shift*