

## ROSTERS ICONS

Roster items can be dragged and dropped into the rubbish bin icon:



**NB: When dropping an item into the bin, have the mouse cursor over the bin**

To navigate between months, use the forward and back arrows:



The below filter boxes allow you to choose a specific location, choose specific users, include Sick and Annual Leave on your Roster, show a Roster Summary, and/or show Rostered Days Off on your Roster:

Location : -- All -- ▼

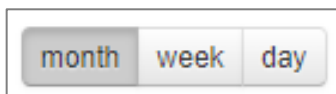
Filter Users :

include sick leave |
  include annual leave |
  show summary |
  show rostered days off

The Summary shows the number of days on and off for each team member for the specific month. It also shows the total amount of Annual and Sick Leave for each team member for the specific month, shown below:

Summary for Sep 01 2018 - Sep 30 2018					
Name	Rostered Days On	Days Off	Annual Leave	Sick Leave	Total
Jack Motuaka	23	7	0	0	30
Mick Ramsay	26	4	0	0	30
Nadia Kominichi	22	8	0	0	30
Neil Celocia	28	2	0	0	30

You can view the Roster Calendar either by day, week, or month:



The Users panel can be used to add Rostered Time On, Annual Leave, and Sick Leave:

### Users

Jack Motuaka	AL	SL
Mick Ramsay	AL	SL
Nadia Kominichi	AL	SL
Neil Celocia	AL	SL

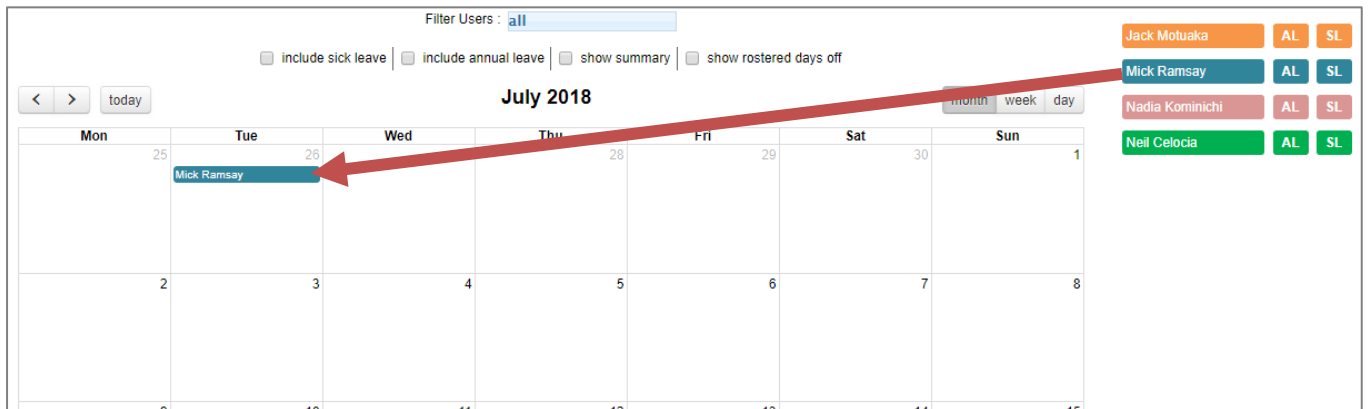
Rostered Time On

Annual Leave

Sick Leave

## Rostered Time On drag and drop

Drag and drop the team member's (user's) name onto the Roster Calendar to add them to your roster:



To extend the rostered day on for a period of time, hover on the right-hand end of the entry until your mouse cursor changes to the below icon:



Drag out the entry to the desired day.

Alternatively, click on the entry to bring up the following screen:

User : Mick Ramsay  
Start date : Jun 26 2018  
End date : Jun 26 2018  
Location : none specified  
Notes :  
delete update

Adjust the dates as desired.

## Annual Leave and Sick Leave drag and drop

Follow the same steps as per the rostered time on drag and drop instructions above. However, ensure you use the correct drag and drop icon i.e. AL or SL.

**NB: Information from the Roster Calendar is independent from all other areas of AgriSmart, except for the Tasks Calendar. This means that information loaded into the Roster Calendar will not intertwine with Timesheets, Payroll, or Reports**