

# SafeCare Live – Adjust Duty Times

## Adjusting the Times of Duties

Adjust a duty time if someone arrives, leaves or takes a break time at a time other than that specified in the duty..

1. If the unit view is not open ,tap the icon at the top of the page.



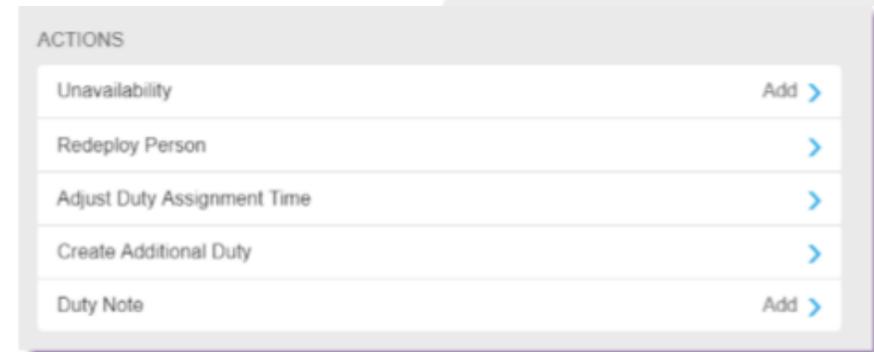
2. In the unit list, tap the shift you want.



3. Scroll down to the **Rostered Staff** panel, then tap the person you want

Check	Name	In charge	Time off	Grade	Bank agency	Profile
✓	Paul Ducane			Band 5 RN		>
✓	Richard Tojarano	✖		Band 5 RN		>
✓	Jill Rendel			Band 3 HCA		>
✓	Rose Roames			Band 3 HCA		>

4. In the **Actions Panel**, tap **Adjust Duty Assignment Time**



5. In the **Adjust Duty Assignment Time** form, type the new **Start Time**, **End Time** and **Rest Time** of the duty

6. Tap send