09 November 2021

Product Release Notes for Rosterfy 2.0

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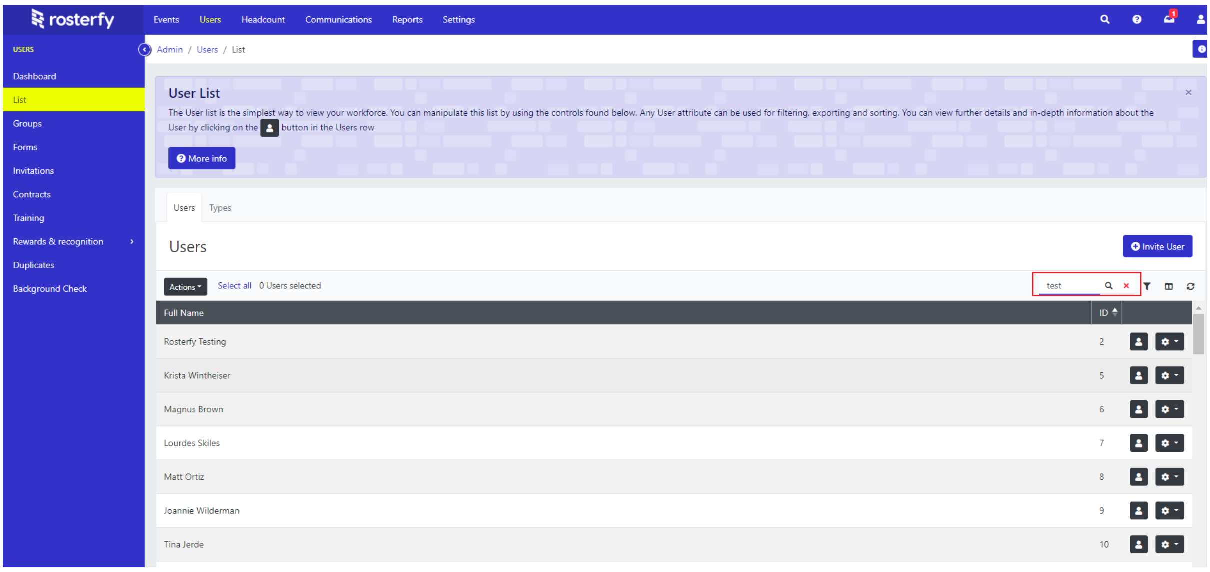
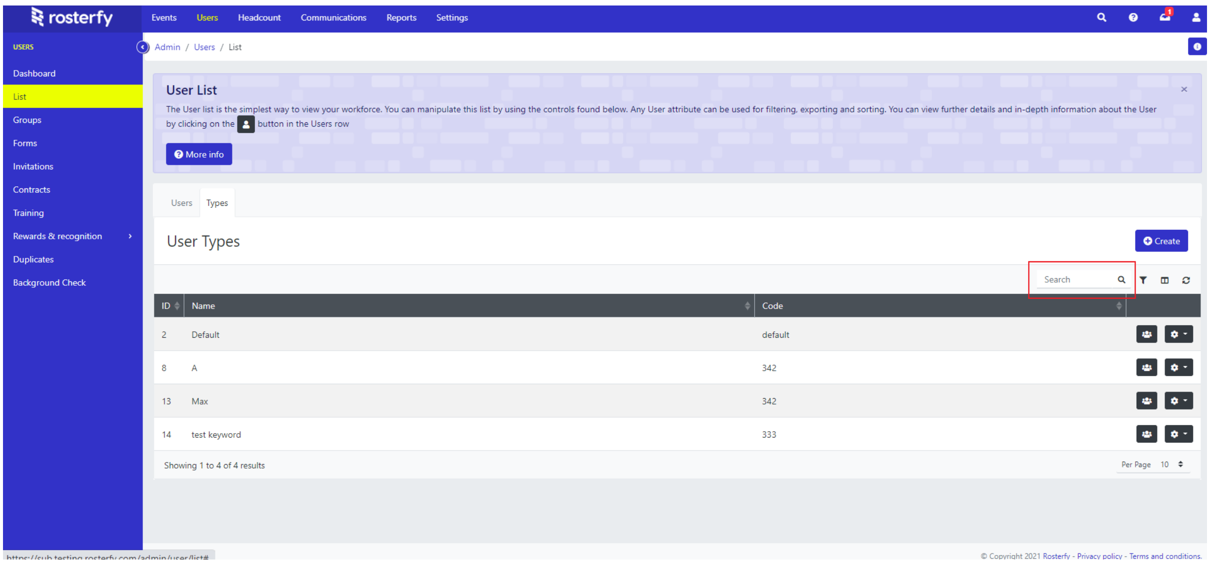
Please note - all employee data you may see is dummy data and not sensitive

General

Searching Across Tabs Improvements

A small fix, previously the search bar on a page would retain the same search across multiple tabs. This is no longer the case,as you can see in the screenshots below where we move from User List to User Types.





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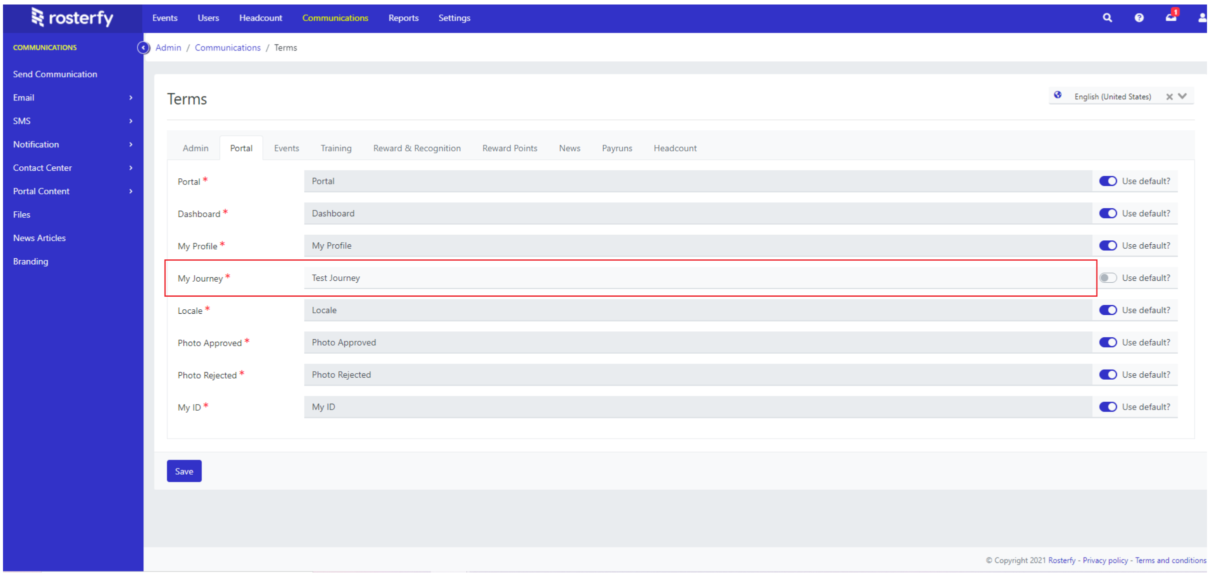
New Term Available for Checkpoints - ‘My Journey’

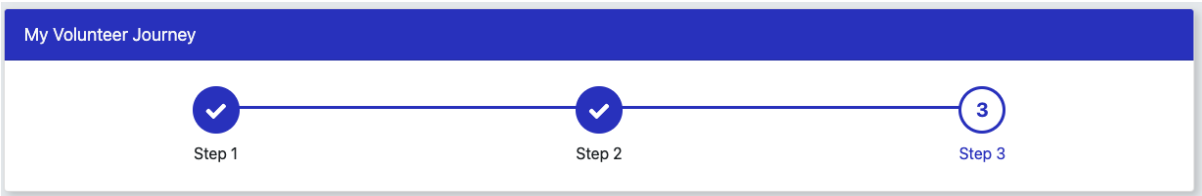
Following a recent release where Admins are able to set up ‘My Journey’ visualisations of Checkpoint Types in the Candidate portal, we have a small addition; Admins are now able to customise the term ‘My Journey’ to whatever other suitable term works.



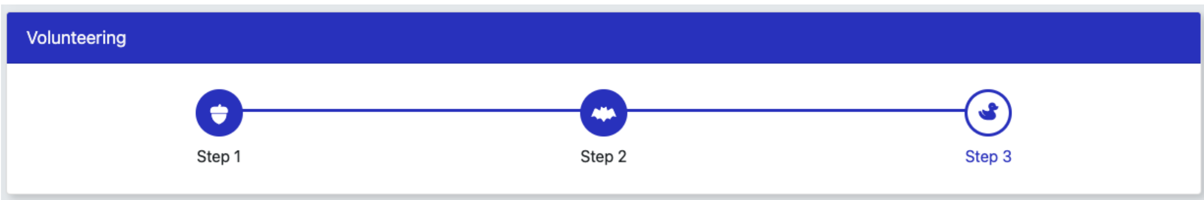
Icons available for ‘My Journey’

It is now possible to add icons to your volunteer journey pathway. You can use any icons found from our icon supplier at ‘[Font Awesome]’

Original Icons



Custom Icons



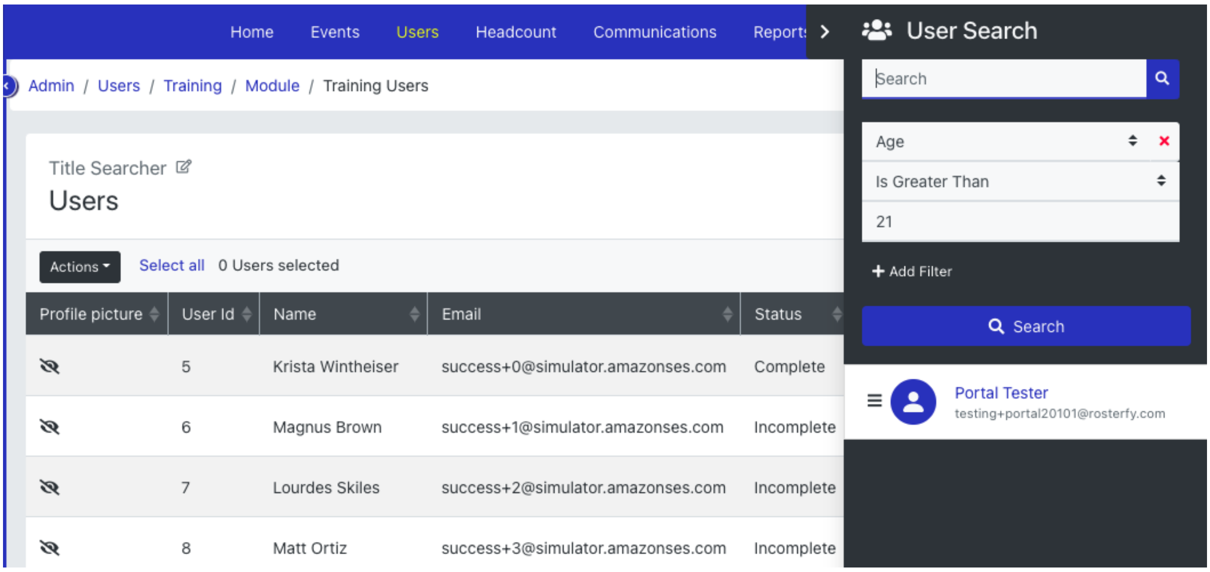
Ask your Rostery account manager today how to add new icons

Enhanced Method to Add users to modules

We have added a new way to add users to different parts of the system so you can make more refined searches for the best candidates. On the following modules, when you try and add a user, you will now be taken to a sidebar

- Training-User
- Group-User
- Inventory-User
- RoleOffer-User
- Shift-User
- Communications Recipients

You can either search with keywords like email address and name, or perform any filters that you would usually use in your listings



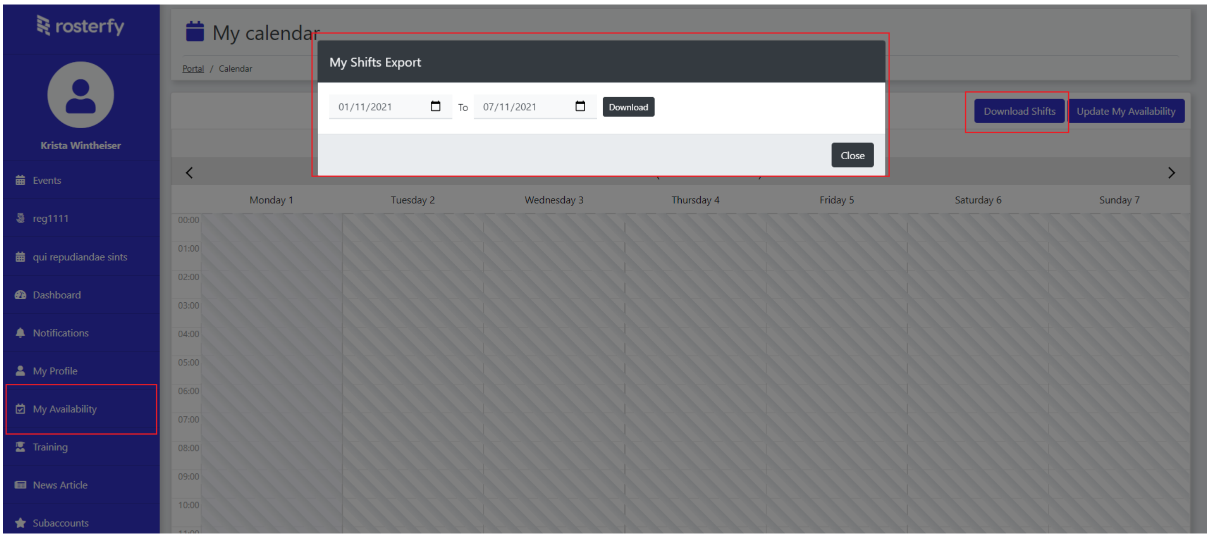
Events & Shifts

Shift Type Filter Available on Candidate Portal

Based on feedback, we have now added a Shift Type Filter on the Candidate Portal. This means that Volunteers/Staff are now more easily able to filter via Shift Type to more easily see and access the Shifts they're interested in.

Download PDF of Shifts

Volunteers/Staff are now able to download a PDF for printing or other purposes. This can be found in My Availability > My Calendar view, under the 'Download Shifts' button. This will extract a PDF view of your calendar-view-week.



Import Events and Shifts with Settings

Admins are now able to Import both Events and Shifts with both Settings selected. This will significantly increase the ease and speed of mass importing Events and/or Shifts!

The following settings are now importable:

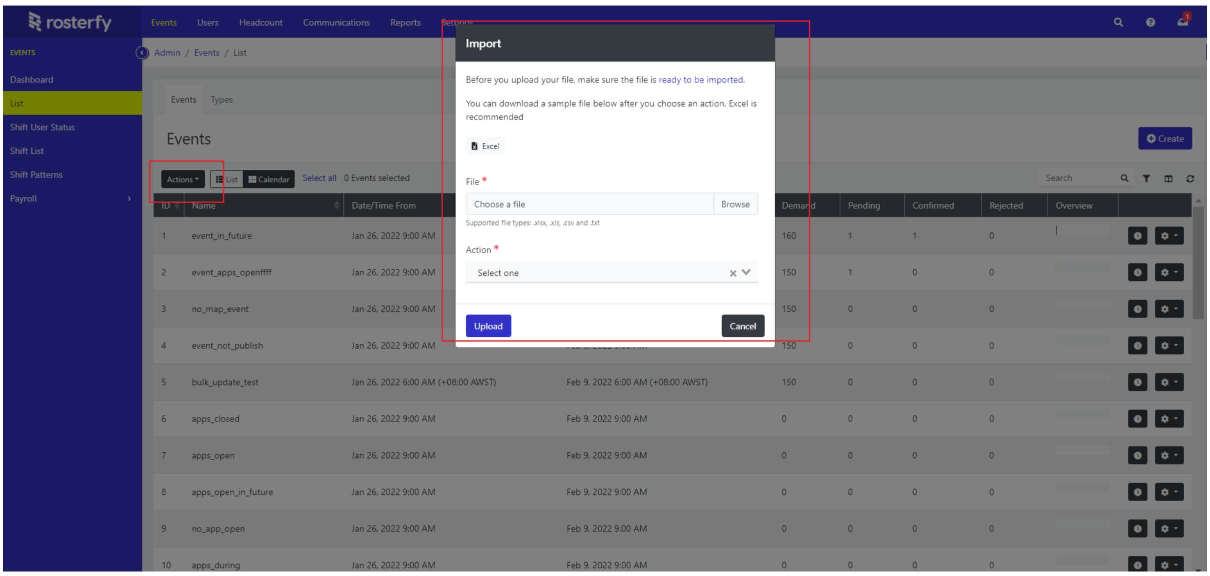
<u>Event:</u>

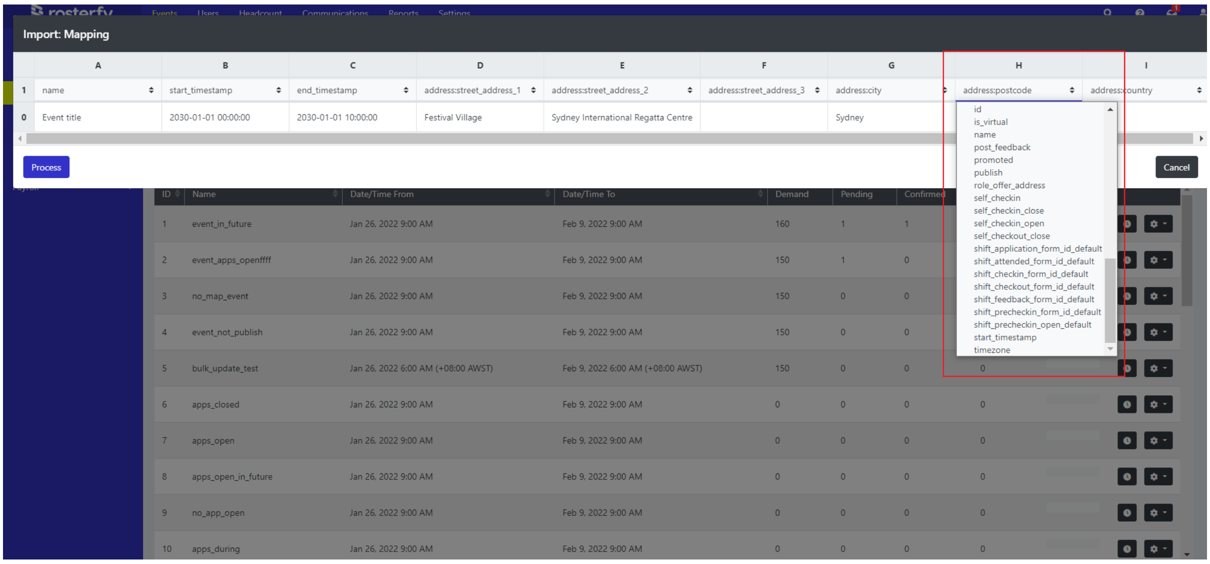
- Allow Self Check-In
- Self Check-In opens before Shift starts
- Self Check-In closes after Shift starts
- Self Check-Out closes after :shift ends
- Self Check-In proximity to shift location
- Pre-Check-In opens before :shift starts
- Default Shift Application Form
- Default Shift Pre-Check-In Form
- Default Shift Check-In Form
- Default Shift Attended Form
- Default Shift Check-Out Form
- Default Post Shift Feedback Form

Shift:

- Link Role Offer
- Use Role Offer address
- Allow self check-in
- Self Check-In opens before Shift starts
- Self Check-In closes after Shift starts
- Self Check-Out closes after :shift ends
- Self Check-In proximity to shift location
- Pre-Check-In opens before :shift starts
- Shift Application Form
- Shift Pre-Check-In Form
- Shift Check-In Form
- Shift Attended Form
- Shift Check-Out Form
- Post Shift Feedback Form

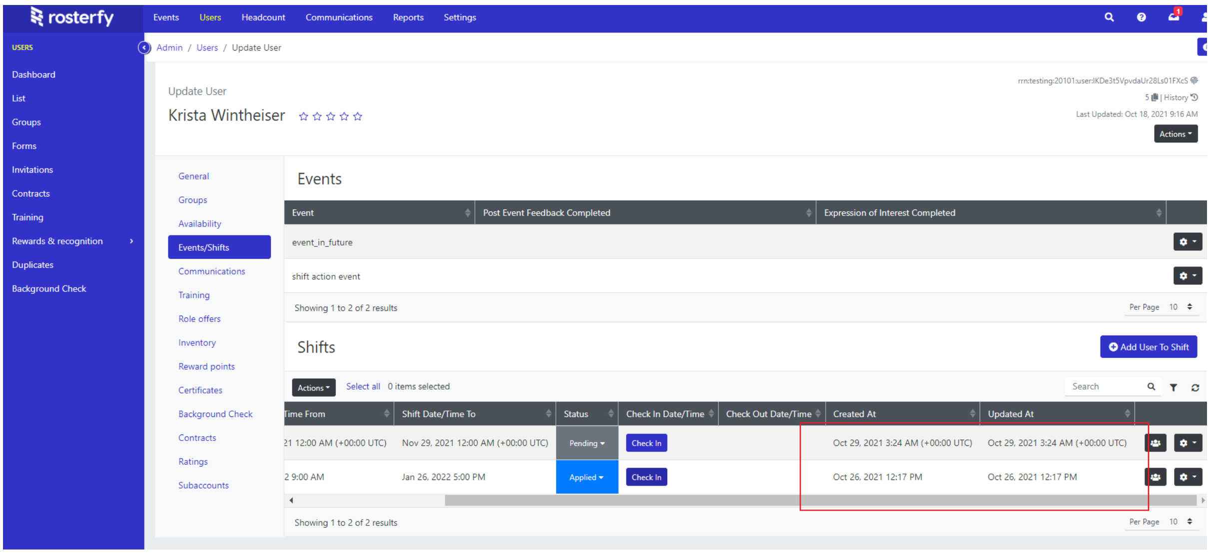
Video: https://www.loom.com/share/1717814e4f7b4c88b0e2b303e81d4ba5





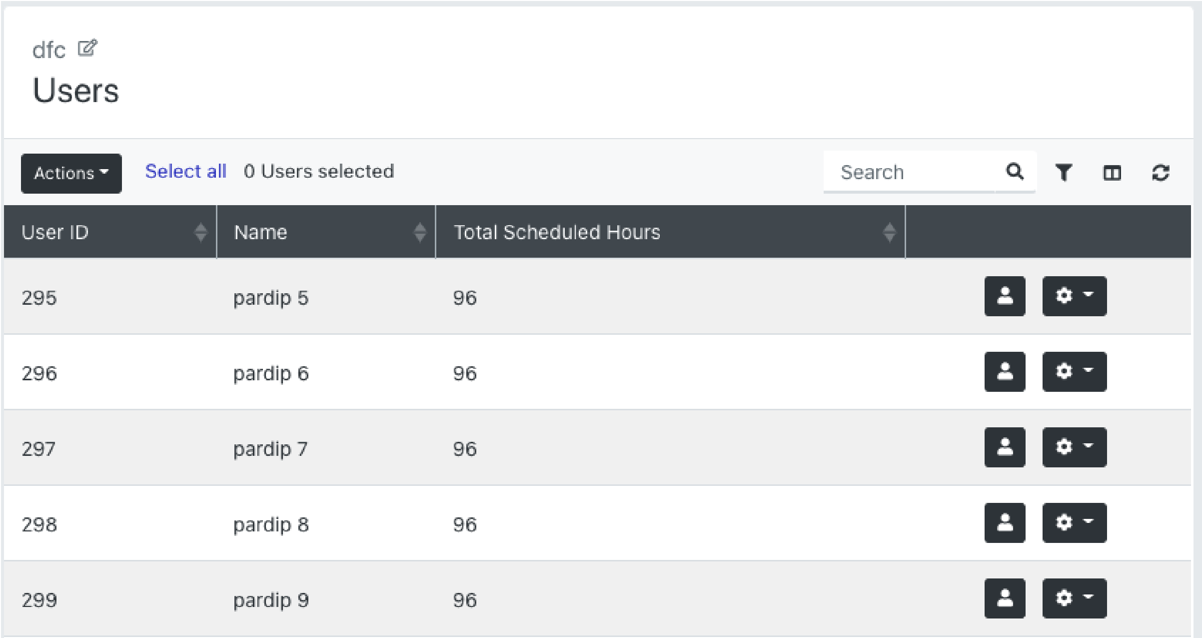
Shift Timezones will be displayed in Shift-Local-Timezone

A small update, where Shifts appear in User Profiles and have time-stamps, these will display the Shift-specific-local-time and also the timezone (if this differs to the Admin's timezone). This enables a more accurate reading for Admins of a Volunteer/Staff's shift working times (i.e. it may be in a different timezone, but it was 9am-5pm for them, which is far easier to understand).



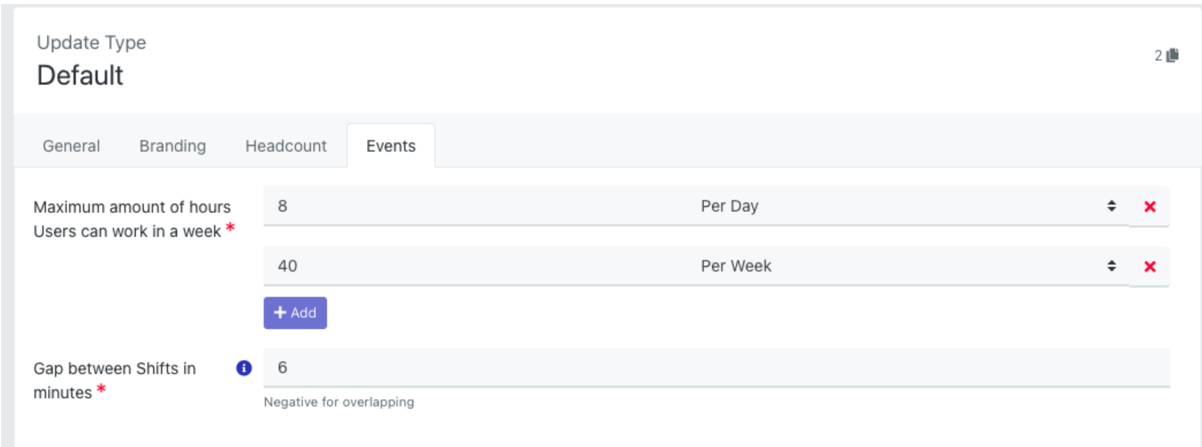
Total Hours Scheduled Per Event

It is now possible to report and view per event the number of hours that a user has been scheduled for. You can view this on both the event-user list and on the users profile page



User Type Setting - maximum hours per day

You can now add more detailed restrictions by user type to both hours a user can be scheduled per day and per week. When you combine this with the minimum gap between shifts, you get quite flexible options to schedule your workforce.



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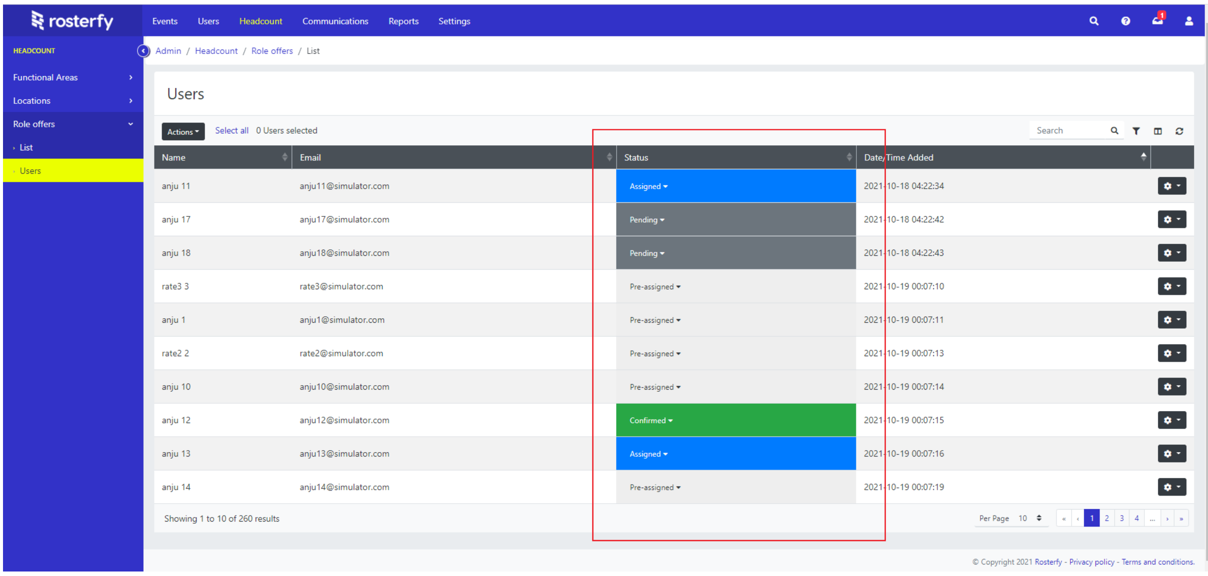
Headcount

Dropdown Status Change for Role Offer User List

Admins will now be able to quickly change the Status of a User's Role Offer, as per the screenshots below, off the Role Offer User List view. This will enable an easier and faster way of updating Role Offer Statuses.

Video: https://www.loom.com/share/e575b7b2d8a1472993c30a13bbf28404



Training

Completed All Training as a filter

There is now a filter available to filter by 'Completed all training'. This can then be used as an automation rule, so when training is complete, you can check ALL training is complete before moving someone to a new action