

# Assign and publish from Smart Rostering

Check the draft BondiByte built, fill open shifts, replace or remove people, then publish the roster, or know when BondiByte publishes it for you.

|                                                                      |                                        |                                        |
|----------------------------------------------------------------------|----------------------------------------|----------------------------------------|
| WHO IT IS FOR<br><b>Owner, Admin, Manager,<br/>Rostering Officer</b> | TIME NEEDED<br><b>About 15 minutes</b> | LAST REVIEWED<br><b>3 October 2026</b> |
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## Who this is for

**Permissions:** You need **Can view roster** to open the roster, **Can assign staff to shift** to assign, replace and remove people, and **Can edit roster period** to publish or unpublish. To add a person to the site from a shift you also need **Can edit sites**. Owners, Admins and Managers have all of these by default. Rostering Officers have all except **Can edit sites**. A manager limited to certain sites sees only those sites.

## Before you begin

- Smart Rostering is on for the site and the roster period has shifts. BondiByte builds the draft on its planned dates. See [How Smart Rostering builds a roster](#).
- **Roster publish notifications** is on in **Account settings > Automation & Capacity Controls**, if you want staff emailed when a roster is published. It is on unless an Owner or Admin switched it off. If it is off, the roster still publishes but nobody is emailed. See [Automation Capacity](#).
- You have looked at the **Report** for the period. See [Review recommendations](#).



## Steps

### 1 Go to **SIL/Smart Rostering** > choose the site and the roster period

BondiByte builds each roster period as a draft. Until it is published, staff are not sent their assignments and cannot see who is on a shift. Use the **Previous period** and **Next period** arrows beside the dates until the heading shows the period you want to finish.

- 1 In the left menu, choose **SIL/Smart Rostering**.
- 2 In **Site** (called **Site/Client** if your organisation rosters clients without a site), choose the site.
- 3 Read the heading above the toolbar. It names the roster and its timing after the colon: **Running, Upcoming, Interest requested** (staff have been asked which shifts they want), **Closed** or **Cancelled**. It does not say whether the roster is published. The button at the right of the toolbar does: **Publish** means not published yet, **Unpublish** means published.
- 4 Look for shifts that still need someone. They have an amber edge and **+ Assign staff**. A shift with all its people has a green edge.

**Important:** Everything you do on these screens, assigning, replacing and removing people, changes the roster straight away. Staff see none of it until the roster is published.

The screenshot displays the BondiByte Roster Workspace. On the left is a dark blue sidebar with a 'WORKSPACE NAVIGATION' menu. The 'SIL/Smart Rostering' option is highlighted with a blue circle and the number 1. The main area is titled 'Roster Workspace' and shows a 'Next roster: Interest requested' heading with a blue circle and the number 3. Below this, a dropdown menu for 'SITE/CLIENT' (Willow Park Supported Living House) is highlighted with a blue circle and the number 2. The interface shows a weekly roster grid for 'WEEK 1' from Monday to Sunday. Each day has two shift slots: '9pm - 4am Morning shift short' and '4am - 12pm Afternoon Shift'. The '9pm - 4am' slots for Monday, Tuesday, and Sunday are highlighted with green dashed borders, indicating they are complete. The '4am - 12pm' slots for Monday, Tuesday, and Sunday are highlighted with orange dashed borders, indicating they need staff. A blue circle and the number 4 points to the '+ Assign staff' button in the Tuesday 4am - 12pm slot. The toolbar at the top right includes buttons for 'Publish', 'Add shift', and 'Disable Smart Rostering'.

Choose **SIL/Smart Rostering** (1) and the site (2). Read the heading (3) for the roster and its status. A shift that needs someone has **Assign staff** (4).



## 2 Choose + Assign staff on a shift that needs someone

A window opens beside the shift, headed **Assign staff**. If it says **Recommendations are being prepared...**, wait for it to finish. Review recommendations explains every part of the list.

- 1 Choose **+ Assign staff** at the bottom of the shift.
- 2 A person marked **Available**, in green, has nothing to review. Use **Search all staff** to find someone by name, then choose the name. There is no confirmation, so check the date and time under **Assign staff** first.
- 3 A person with any other status, such as **Not on site team** or **Review**, has something to look at first. The next step explains what to do.

When you choose an **Available** person, a message appears at the top right, for example **Jordan Sample assigned to Morning shift short**. The person's name appears on the shift, with two numbers after it: the weekday and weekend shifts they now have in this period. The shift's edge turns green when it has all the people it needs.

**Warning:** If you choose the wrong person, choose their name on the shift, then **Remove**.

The screenshot shows the 'Assign staff' window for the 'Morning shift short' shift. The window is titled 'Assign staff · Morning shift short' and shows the shift duration '12/10/2026 9:00 pm → 13/10/2026 4:00 am'. There is a search bar labeled 'Search all staff'. Below the search bar, a list of staff members is displayed with their initials, names, and status. The status is indicated by a colored circle and a label. The staff members are:

| Initials | Name           | Status               |
|----------|----------------|----------------------|
| JS       | Jordan Sample  | Available (2)        |
| DF       | Daniel Foster  | Not on site team (3) |
| SK       | Samuel King    | Not on site team     |
| MS       | Mia Santos     | Not on site team     |
| SW       | Sofia Williams | Not on site team     |
| AS       | Arjun Sharma   | Not on site team     |

The 'Morning shift short' shift is highlighted with a dashed orange border. The 'Assign staff' button is visible at the bottom of the shift. The 'Afternoon Shift' is also visible below the 'Morning shift short'.

Choose **Assign staff** on the shift (1). A person marked **Available** (2) has nothing to review. A person with another status, such as **Not on site team** (3), needs a look first.



### 3 Choose a person who needs a look

A person marked **Not on site team**, **Review**, **Missing requirements**, **Unavailable**, **On leave** or **Already booked** opens a panel instead of being assigned. Read the reasons before you decide.

- 1 For a person who is not on the site team, **Select relationship** lets you choose how they will be linked to the site: **Primary Team**, **Secondary Team**, **Relief Team**, **Site Lead** or **Coordinator / Oversight**. Without a choice, the next button stays greyed out.
- 2 **Add to site and assign** adds the person to the site's team with that relationship, from the date of the shift, and assigns them. It needs permission to edit sites.
- 3 **Override and assign** assigns the person as they are, even though a concern was raised. It is greyed out when the person cannot be assigned at all, for example when they are already booked, unavailable or inactive.

**Warning: Override and assign** is your decision, not BondiByte's. Read the reasons first. The reason for an override is not asked for, so keep your own note of why.

**Note:** If your organisation checks staff compliance requirements when rostering, a window called **Override compliance block?** may open. It names what is missing and asks for an **Override reason**. Only people with permission to override compliance blocks can continue, and the override is recorded in your organisation's activity log.

The screenshot shows the Smart Rostering interface. On the left, there are shift cards for 'Morning shift short' (9pm - 4am) and 'Afternoon Shift' (4am - 12pm). The right panel shows a staff assignment for Daniel Foster (DF) with a warning 'Not on site team'. The panel includes a dropdown menu for 'Select relationship' (Secondary Team) and buttons for 'Add to site and assign' and 'Override and assign'. A list of reasons for not being assigned is shown below the dropdown.

2026 13/10/2026

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Morning shift  
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2

9pm - 4am  
Morning shift  
short  
Recommendation  
available  
+ Assign staff

4am - 12pm  
Afternoon Shift  
Recommendation  
available  
+ Assign staff

DF Daniel Foster 0/0 ⚠ Not on site team

Others · Warnings 0 · Hard blocks 1

Add staff to this site before assigning

1 Secondary Team

2 Add to site and assign

- 69.00 rostered hour(s) remain within capacity after this assignment.
- No staff interest recorded for this shift.
- Staff has lower weekday load than the current pool.
- No recent shift history yet, so reliability is unproven.
- Staff is not assigned to this site. Add them to the site before automatic smart rostering can use them.
- Block: Staff is not assigned to this site. Add them to the site before automatic smart rostering can use them.

3 Override and assign

For a person who is not on the site team, choose how to link them (1), then Add to site and assign (2). Override and assign (3) assigns them as they are.



#### 4 Change who is on a shift, or remove someone

To replace someone, remove them, or change a shift that already has all its people, choose the person's name on the shift. A window opens headed **Edit assignment**.

- 1 The top shows the person's name and status, for example **Assigned**.
- 2 **Remove** takes the person off the shift at once, with no confirmation.
- 3 Choose someone in the list to replace the person. A person with nothing to review replaces them straight away. Everyone else opens a panel first, with **Override and replace**, or **Add to site and replace** for someone who is not on the site team.

After **Remove**, a message at the top right says **Assignment status updated to Removed**. The person's name leaves the shift, the shift has an amber edge again and **+ Assign staff** is back.

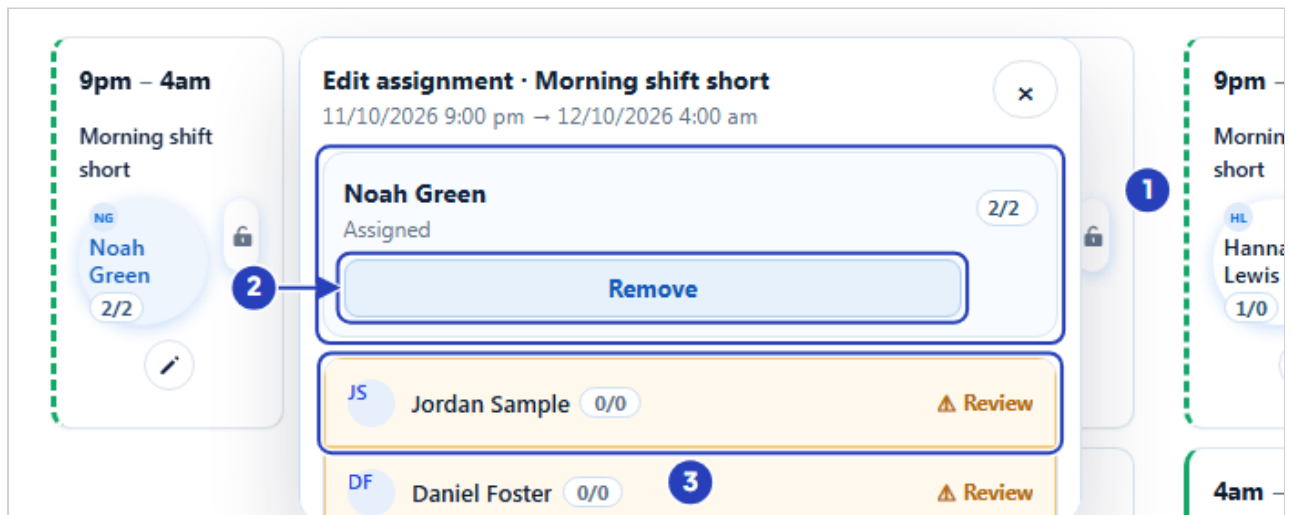
**Complete:** Shown only for a shift that ends today or earlier. Marks the person's assignment as completed.

**Override and replace:** Takes the current person off the shift and assigns the person you chose, even though a concern was raised.

**Add to site and replace:** For a person who is not on the site team. Adds them to the site, takes the current person off and assigns the new person.

**Warning:** Removing a person does not ask you to confirm. Check the name before you choose **Remove**.

**Note:** When a shift already has all its people, the others in the list may be marked **Review** because it is already full. Choose the person you want, read the reasons, then choose **Override and replace**.



The top of the window shows the person (1) and Remove (2). Choose someone in the list (3) to replace them.



## 5 Lock a person to a repeating shift (optional)

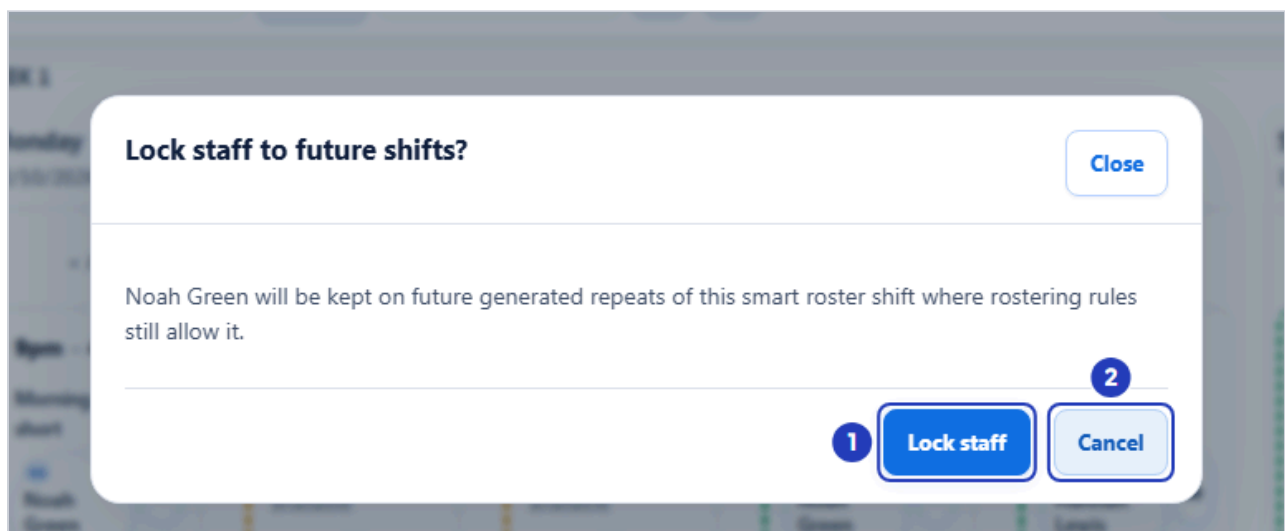
On a site that uses Smart Rostering, each assigned person's name has a padlock beside it. Locking a person tells BondiByte to keep them on this shift in the following roster periods, wherever the rules still allow it. It does not change this roster. Locked people are placed before everyone else when the next period is built.

- 1 Choose the padlock beside the person's name. The window **Lock staff to future shifts?** opens. Choose **Lock staff** to lock them.
- 2 Choose **Cancel** to change nothing.

A person who is already locked shows a closed padlock. Choose it to see **Remove staff lock?**, then **Unlock staff**.

**Add to pattern and lock staff?:** Shown when this shift is not in the site's template yet. **Add and lock staff** adds the shift to future periods and locks the person. It needs permission to manage Smart Rostering settings.

**Shift position already locked:** Shown when the shift already has all the locked people it can hold. It offers **Replace** buttons that swap one locked person for another, and **Cancel**.



Choose **Lock staff** (1) to keep the person on this shift in future roster periods, or **Cancel** (2) to change nothing.



## 6 Check the roster, then publish it if the site does not publish by itself

A site publishes by itself only when **Allow auto-publish** is on for the site and **Require manager review** is off for the organisation and the site. Then BondiByte publishes the roster on the planned date of the **Publish Task**, even if some shifts are still unfilled, so do your review before that date.

Otherwise the roster waits for you. It stays unpublished until you choose **Publish**. With **Remind manager to publish** on, the site manager gets a daily reminder.

Publishing does not check for gaps, so look for unfilled shifts first. Use the filter and choose **Unfilled** or **Understaffed**, or choose **More roster actions** > **Report**.

- 1 Read the heading to make sure it names the roster you mean.
- 2 If the button at the right of the toolbar says **Publish**, choose it. It publishes the whole roster period named in the heading, whichever **Calendar range** you are looking at. There is no confirmation window. If it says **Unpublish**, the roster is already published.

A message at the top right says **Roster period published**, and how many emails were sent, skipped or failed. The button now says **Unpublish**. The heading keeps showing the roster's timing, for example **Upcoming**, and does not say **Published**. To confirm, choose **More roster actions** > **Report**. Under **Roster status** it shows **Published** and **Published to staff**.

**Publish:** Publishes the roster so staff can see their shifts. Greyed out with a tooltip when the period has ended (**A roster period that has passed cannot be published.**) or is closed or cancelled (**This roster is not ready to publish yet.**).

**Important:** Publishing emails each person who is assigned a shift on this roster and tells them in the Staff App. Staff only see their shifts in the Staff App once the roster is published.

**Note:** After a roster is published, adding a person to a shift or removing them tells that person straight away. Make your changes before you publish where you can.

The screenshot shows the Smart Rostering interface. At the top, there's a 'SITE/CLIENT' dropdown set to 'Northside Transitional Living'. To its right, a box displays 'Next roster: Upcoming' with the date range '12/10/2026 - 25/10/2026' and '10 days until this roster starts'. A 'Disable Smart Rostering' button is also present. Below this, a toolbar contains filters like 'All shifts', 'Today', and a date picker set to '12/10/2026'. It also shows the selected date range '12/10/2026 - 25/10/2026', a 'Fortnight' view selector, and a 'Publish' button. A '2' is circled around the 'Publish' button. Below the toolbar is a calendar view for 'WEEK 1' with columns for Monday through Sunday, each with an '+ Add' button. A '1' is circled around the 'Next roster: Upcoming' heading.

Check the roster in the heading (1), then choose Publish (2).



## 7 Take a published roster back with Unpublish

If a roster went out too early, choose **Unpublish**. There is no confirmation window.

- 1 A message says **Roster period unpublished and hidden from staff view**. The heading still shows the roster's timing.
- 2 The button says **Publish** again. In the **Report, Roster status** shows **Draft** and **Not published yet**.

**Warning:** Unpublishing hides the shifts from staff but does not undo the emails already sent, and publishing again sends them again. **Unpublish** is not available for a roster period that has ended.

The screenshot shows the Smart Rostering interface. At the top, there's a 'SITE/CLIENT' dropdown set to 'Northside Transitional Living'. To its right is a box labeled 'Next roster: Upcoming' showing the period '12/10/2026 → 25/10/2026' and '10 days until this roster starts'. A 'Disable Smart Rostering' button is next to it. Below this is a navigation bar with 'All shifts', 'Today', date pickers for '12/10/2026' and '12/10/2026 - 25/10/2026', a 'Fortnight' dropdown, and a 'Publish' button (highlighted with a blue circle and '2'). To the right of 'Publish' are '+ Add shift' and a menu icon. Below the navigation bar is a table for 'WEEK 1' with columns for Monday (12/10/2026) through Sunday (18/10/2026). Each column has a '+ Add' button. The 'Publish' button is highlighted with a blue circle and a '2' label. The 'Next roster' box is highlighted with a blue circle and a '1' label.

The heading (1) still shows the roster's timing. The button says Publish again (2).

## What happens next

Once the roster is published, staff can see their shifts in the Staff App and have been emailed. If you change a shift after that, the person affected is told straight away.

Shifts left unfilled stay open. Fill them from the roster at any time. Publishing does not stop you.

## Important notes

**Important:** Assigning, replacing and removing people changes the roster the moment you choose. There is no confirmation for **Available** people, **Remove**, **Publish** or **Unpublish**. Check the name, the date and the roster before you click.

**Note:** **Publish** on this screen publishes a whole roster period. The **Publish** button on the **Rostering** screen is a different tool and works on dates you choose. See Publish a roster.

## Good practice

- Fill the gaps first, then publish. Once a roster is published, every change you make to a shift tells the person affected straight away.
- If a person keeps appearing as **Not on site team**, use **Add to site and assign** once with the right relationship, instead of **Override and assign** on every shift.
- Leave **Allow auto-publish** off for a site until you have checked several of its drafts. When it is on, review each draft before its **Publish Task** date.



## Troubleshooting

### A shift has no + **Assign staff** link.

**Why it happens:** The shift already has all the people it needs, the shift is cancelled, or your role does not include **Can assign staff to shift**.

**What to do:** To change who is on a full shift, choose the person's name on the shift. To use **+ Assign staff**, ask an Owner or Admin to check your role. See Roles and permissions basics.

### **Override and assign** is greyed out.

**Why it happens:** The person cannot be assigned to this shift at all, for example because they are already booked at that time, have blocked time or are inactive.

**What to do:** Choose someone else, or fix the cause first. See Review recommendations.

### A window called **Override compliance block?** opens.

**Why it happens:** Your organisation checks staff compliance requirements when rostering, and the person is missing a required item.

**What to do:** If you have permission to override compliance blocks, enter an **Override reason** and choose **Override and assign**. Otherwise choose someone else, or ask an Owner or Admin to check the person's documents.

### The roster was published before I had reviewed it.

**Why it happens:** The site has **Allow auto-publish** on and no manager review is required, so BondiByte published it on the planned date.

**What to do:** Choose **Unpublish** if you need to hold it back, make your changes, then choose **Publish**. To stop it happening, tick **Require manager review** or switch off **Allow auto-publish**. See Prepare sites for Smart Rostering.

### The **Publish** button is greyed out.

**Why it happens:** The roster period has ended, or it is closed or cancelled. Hover over the button to read the reason.

**What to do:** Choose a current or future roster period with the **Next period** arrow.

### I cannot see **Publish** or **Unpublish**.

**Why it happens:** Your role does not include **Can edit roster period**.

**What to do:** Ask an Owner or Admin to check your role. See Roles and permissions basics.

### Staff say they cannot see their shifts in the Staff App.

**Why it happens:** The roster has not been published, or it was unpublished. Staff only see the shifts of a published roster.

**What to do:** Check the button at the right of the toolbar. If it says **Publish**, choose it. If it says **Unpublish**, the roster is published, and the staff member may not be assigned to a shift on it.

### A message says **No staff email recipients were found.** after publishing.

**Why it happens:** Nobody is assigned a shift on the roster, or **Roster publish notifications** is switched off. People with no contact email are counted as skipped and still get the Staff App notice.

**What to do:** Check that people are assigned to shifts, and ask an Owner or Admin to check **Roster publish notifications** in **Automation & Capacity Controls**.

## Need more help?

Guides: [bondibbyterobotics.com.au/guides](https://bondibbyterobotics.com.au/guides) | Support: [support@bondibbyterobotics.com.au](mailto:support@bondibbyterobotics.com.au)

*Screens show a demonstration organisation with made-up names and may differ slightly as BondiByte is updated.  
Last reviewed 3 October 2026.*