

Use the Client and Staff roster views

Switch the Rostering screen between the Client and Staff views, find a client or person, read shifts and hours, and show SIL shifts on the same calendar.

WHO IT IS FOR Owner, Admin, Manager, Rostering Officer	TIME NEEDED About 8 minutes	LAST REVIEWED 2 October 2026
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Who this is for

Permissions: You need Can view roster to open the Rostering screen and use both views. Adding shifts needs Can create shift, and opening a shift to change it needs Can edit shift. Publish needs Can edit shift too, and is hidden from roles that can only view the roster. If your access is limited to certain sites, the screen lists no clients and says so.

Before you begin

- **Rostering** is in your left menu. It shows for roles that include **Can view roster**. An Owner or Admin can add that permission to a role in **Configuration > Roles & Permissions**.
- There is at least one active client who is not attached to a site and does not have their own community rostersite. The Client view lists those clients. See Rostering overview.
- There are active staff members, so the Staff view has rows. Staff are added in **Staff**. See Create a staff member.
- To see SIL shifts on this calendar, you need nothing extra. **Include SIL clients** is on the screen. Choosing a SIL shift opens a quick editor for that one shift. Rostering the house itself is done on **SIL/Smart Rostering**.



Steps

1 Go to Rostering > Client view

In the left menu, choose **Rostering**. The calendar opens on the current week, in the **Client** view. The screen always opens in the **Client** view.

- 1 Check that **Rostering** is highlighted in the left menu. This is the screen with one week or two weeks at a time. **SIL/Smart Rostering** is a different screen.
- 2 At the top left of the calendar, the **Client** and **Staff** buttons switch the view. **Client** is the one that is highlighted.
- 3 Each row below is one client. The row starts with the client's name and the hours of their shifts in the dates shown. The seven days run across the screen, from Monday to Sunday.
- 4 Above the names, the search box reads **Search clients or sites**. You type there to narrow the rows.

The screenshot shows the BondiByte Rostering interface. On the left is a dark sidebar with 'BondiByte' at the top and a 'WORKSPACE NAVIGATION' menu. The 'Rostering' option is highlighted. The main area is titled 'Rostering' and shows a weekly calendar for '18 Jan - 24 Jan 2027'. At the top of the calendar, there are buttons for 'Staff' and 'Client' (the 'Client' button is highlighted with a blue box and a number 2). There are also filters for 'All shifts', 'Today', and a date picker. Below the filters, there is a search box labeled 'Search clients or sites' (highlighted with a blue box and a number 4). The calendar grid shows two clients: 'Dan Mensah' (DM) and 'Avery Sample' (AS). Dan Mensah has a shift from 9am to 2pm on Monday and Friday. Avery Sample has a shift from 9am to 2pm on Wednesday. The 'Assign staff' button is highlighted with a blue box and a number 3.

Choose Rostering (1). The Client button (2) is chosen. Each row is a client (3), with the hours of their shifts. Search clients or sites (4) narrows the rows. The week shown, 18 to 24 January 2027, is an example; your screen opens on the current week.



2 Read the shifts in a client's row

- 1 At the left of the row, read the client's name and the line under it, for example **15.0 hrs**. It adds up the hours of all the client's shifts in the dates shown, so it changes when you move to another week or choose **Fortnight**.
- 2 A card with a person's photo and name is a shift that has someone assigned. The card shows the time, and the person's name.
- 3 An amber card that says **Assign staff** is a shift with nobody assigned yet. Choose it to open the shift and choose someone.
- 4 Choose **+ Add** at the foot of a day that already has a shift to add another shift on the same day. Choose an empty part of a day to add the first one.

Client name and hours: The client's name, and the total hours of their shifts in the dates shown, to one decimal place, for example 15.0 hrs.

Day headings: The day name and date number across the top. Today's date number is circled, and weekend days have a shaded background.

Shift card, with a person: Shows the start and end time, and the name of the person assigned. Choosing it opens the shift for changes, for people who can edit shifts. For people who can only view the roster, the card is plain.

Shift card, Assign staff: An amber card showing **Assign staff**. Nobody is assigned. People who can only view the roster see the word **Unassigned** instead.

Add: A small **+ Add** button at the foot of a day that already has shifts. It adds another shift for the same client and date.

Q Search clients or sites	MON 18	TUE 19	WED 20	THU 21	FRI 22	SAT 23	SUN 24
DM Dan Mensah 15.0 hrs	9am – 2pm Liv Brooks + Add	9am – 2pm + Assign staff + Add	9am – 2pm Liv Brooks + Add				
AS Avery Sample 0.0 hrs							

The client's name and hours (1). A card with a name is assigned (2). An amber card showing Assign staff is not (3). Add (4) adds another shift on the same day.



3 Switch to the Staff view

- 1 Choose **Staff**, at the top left of the calendar. The rows change from clients to staff.
- 2 The first row is **Vacant shift**, with the word **Unassigned** under it. Every shift that has nobody assigned sits in this row, and each card shows the client's name.
- 3 Each other row is a staff member. Under the name is the total hours of their shifts in the dates shown. These hours count only the shifts scheduled on this screen, not the shifts of SIL houses. A person who is on leave also has the label **On leave** under their name.
- 4 The shifts in a person's row show the client's name. Choosing one opens the shift, as in the Client view.

An **Other staff** row, with the words **Not on your staff list**, appears only when a shift in the dates shown is assigned to someone who is not one of the rows on your screen, for example a person who has been made inactive. Their name is on the card.

Vacant shift: The first row. It holds the shifts that nobody is assigned to yet. Each card names the client.

Staff member row: Shows the person's photo or initials, their name, and their hours in the dates shown. The hours count the shifts assigned to them on this screen in these dates, and do not include SIL shifts.

On leave: A label under the name of a person whose status is On leave. BondiByte warns you, but does not stop you, when you assign them a shift.

Other staff: Shows shifts assigned to someone who is not one of the rows on your screen. It appears only when there is such a shift.

Choose Staff (1). The Vacant shift row (2) holds shifts with nobody assigned. Each staff row (3) shows the person's hours, and their shifts show the client (4).



4 Find a client or a person with the search box

- 1 Choose the search box at the top left of the names. In the **Client** view it reads **Search clients or sites**, and in the **Staff** view it reads **Search staff**.
- 2 Type part of a name. The rows narrow as you type, to the clients, sites or staff whose name contains what you typed. In the **Staff** view the **Vacant shift** row stays while it holds a shift that matches.
- 3 Choose the small cross at the right of the box, **Clear search**, to bring every row back.

If nothing matches, the screen says **No clients match** or **No staff match** followed by what you typed.

The screenshot displays the 'Staff' view of the roster interface. At the top, there are tabs for 'Staff' and 'Client', a dropdown for 'All shifts', a 'Today' button, a date selector for '18/01/2027', and a date range selector for '18 Jan - 24 Jan 2027'. Below these are controls for 'Include SIL clients', a 'Weekly' dropdown, a 'Publish' button, and an '+ Add shift' button. The main area is a calendar grid with columns for days of the week (MON 18, TUE 19, WED 20, THU 21, FRI 22, SAT 23, SUN 24). A search box at the top left of the grid contains the text 'Brooks'. A small cross icon (3) is next to the search box. The grid shows a match for 'Liv Brooks' (10.0 hrs) on Monday 18th and Friday 22nd, with a shift from 9am to 2pm. The shift is assigned to 'Dan Mensah'. A '+ Add' button is visible below the shift details. The row for Monday 18th is highlighted with a blue border, and the row for Friday 22nd is also highlighted. The row for Tuesday 19th is empty.

Type part of a name in Search staff (1). The rows narrow to the match (2). Choose the cross (3) to clear the search.



5 Highlight shifts that still need a person

- 1 At the top left, choose the list with the funnel icon, **Filter shifts by staffing**. It starts as **All shifts**.
- 2 Choose **Unassigned**. The shifts with nobody assigned stay clear, so they stand out. Choose **Assigned** instead to highlight the shifts that have someone.
- 3 The shifts that do not match fade, but stay on the screen.

Choose **All shifts** to remove the effect. The filter works in both views and does not hide anything. It is set back to **All shifts** each time you open the screen.

The screenshot shows the BondiByte Robotics roster management interface. At the top, there is a navigation bar with tabs for 'Staff' and 'Client'. Below the tabs, there is a dropdown menu for 'Filter shifts by staffing' which is currently set to 'Unassigned'. To the right of the dropdown, there is a 'Today' button and a date selector showing '18/01/2027'. Further right, there are navigation arrows and a date range '18 Jan - 24 Jan 2027'. Below these, there is a toggle for 'Include SIL clients', a 'Weekly' dropdown, a 'Publish' button, and a '+ Add shift' button. The main area is a calendar grid with columns for days of the week (MON, TUE, WED, THU, FRI, SAT, SUN) and rows for dates (18, 19, 20, 21, 22, 23, 24). On the left side of the calendar, there is a search bar and a list of staff members. The first staff member is 'VS Vacant shift Unassigned'. The second staff member is 'LB Liv Brooks 10.0 hrs'. The calendar grid shows shifts for each day. On Wednesday, 20th, there is a shift from 9am to 2pm assigned to Dan Mensah. On Monday, 18th, there is a shift from 9am to 2pm assigned to Dan Mensah. On Friday, 22nd, there is a shift from 9am to 2pm assigned to Dan Mensah. The shifts are highlighted with blue borders and numbered 1, 2, and 3. Number 1 points to the 'Filter shifts by staffing' dropdown. Number 2 points to the '9am - 2pm Dan Mensah' shift on Wednesday. Number 3 points to the '9am - 2pm Dan Mensah' shift on Monday.

Open **Filter shifts by staffing** (1) and choose **Unassigned**. The shift with nobody on it stays clear (2) and the assigned shifts fade (3).



6 Show SIL clients on the same calendar

- 1 Choose **Include SIL clients**, at the top right. The switch turns on. In the **Staff** view, the shifts that your SIL houses have rostered for each person appear in their row as lighter cards, so you can see when someone is already working at a house. In the **Client** view, a **SIL Roster** section is added below your clients, with a row for each SIL house or community client.
- 2 To keep the view as it is, choose the padlock beside it. The padlock locks **Include SIL clients** and the **Weekly** or **Fortnight** choice, so they cannot be changed by accident. Choose the padlock again to unlock them.
- 3 A lighter card with a site name in blue is a SIL shift. It shows the time, the shift title and, in a person's row, the name of the site. The hours beside a name do not include these shifts. Choosing one opens a quick editor that says **Managed in SIL/Smart Rostering. Edits apply to this one shift.** It changes that one shift only: its title, dates, times, required staff, minimum shift notes required and invoice line items. The roster period, publishing and putting several workers on a shift are managed on **SIL/Smart Rostering**.

The screen remembers **Include SIL clients**, the padlock and the **Weekly** or **Fortnight** choice, on the computer you are using.

The screenshot shows the rostering interface with the following elements:

- Top navigation: Staff, Client, All shifts, Today, 28/09/2026, 28 Sep - 4 Oct 2026.
- Top right controls: 1. 'Include SIL clients' switch (checked), 2. Padlock icon, Weekly dropdown, Publish button, + Add shift button.
- Calendar grid: MON 28, TUE 29, WED 30, THU 1, FRI 2, SAT 3, SUN 4.
- Client rows: Vacant shift (Unassigned), Liv Brooks (0.0 hrs), Michael Brown (0.0 hrs).
- SIL shift cards (lighter blue) are shown for Liv Brooks and Michael Brown, with site names in blue. For example, Liv Brooks has a 3pm - 11pm Afternoon Shift at Sunrise Supported Living Home.

Choose **Include SIL clients** (1) and the padlock (2) to keep the view. A lighter card with a site name (3) is a SIL shift.

7 Add a shift from either view

In the **Client** view, choose an empty part of a day in a client's row. The **Add shift** window opens with that client and that date already chosen.

In the **Staff** view, choose an empty part of a day in a person's row. The **Add shift** window opens with that person already chosen in **Assigned staff**. Check **Client** before you save, because it starts on the first client in the list.

You can also choose **Add shift** at the top right, which opens the same window for any client and date. Steps for the window itself are in [Create a shift](#).

Note: The **Add shift** button is greyed out while the week is loading and when there are no clients to roster. Both views show the same shifts, so a shift added in one view appears in the other.



What happens next

Both views show the same shifts, arranged two ways. A shift added or changed in one view is shown in the other.

Use **Today**, **Jump to date**, the two arrows and the **Weekly** or **Fortnight** choice to move through time. The hours beside each name follow the dates shown.

When the week is ready, choose **Publish** to tell staff. **Publish** needs **Can edit shift** and is hidden if you can only view the roster. The small information button beside it, **About publishing**, explains that **Publish** notifies the assigned staff about their shifts for the dates you choose, and that it does not publish SIL rosters, which are published on **SIL/Smart Rostering**. See [Publish a roster](#).

Important notes

Important: The **Rostering** screen always shows weeks from Monday to Sunday, whichever week start your organisation uses for roster periods. Roster periods belong to **SIL/Smart Rostering**.

Note: The **Client** view is always the first view you see. The screen does not remember **Staff** between visits, but it does remember **Include SIL clients**, the padlock and **Weekly** or **Fortnight**.

Good practice

- Use the **Client** view to check that every client is covered, and the **Staff** view to check how many hours each person has before you give them more shifts.
- At the start of each week, choose **Unassigned** in **Filter shifts by staffing** in the **Staff** view. The **Vacant shift** row shows what still needs a person, and every other shift fades.
- Switch **Weekly** to **Fortnight** to compare people over two weeks. The hours beside each name then cover all fourteen days.
- Turn on **Include SIL clients** when you plan for people who also work at a house. Their SIL shifts show when they are already working.
- Look for **On leave** under a name before you assign a shift. BondiByte warns you but does not stop you.
- Use the search box to jump straight to one client or person on a long list, then choose **Clear search** to bring everyone back.

Troubleshooting

I cannot see **Rostering** in the left menu, or the **Staff** and **Client** buttons.

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

What to do: Ask an Owner or Admin to add **Can view roster** to your role in **Configuration** > **Roles & Permissions**.



The **Client** view says **No simple clients yet**.

Why it happens: The screen lists active clients who are not attached to a site and do not have community rostering switched on. There are none. Clients who live at a site, or who have community rostering, are rostered on

SIL/Smart Rostering.

What to do: Add a client who is not attached to a site, or check the client's record in **Clients**. To see SIL houses here, turn on **Include SIL clients**.

The screen says **No community clients in your scope**.

Why it happens: Your access is limited to certain sites, and this screen schedules clients who are not attached to a site.

What to do: Ask an Owner or Admin if you need access to those clients.

The screen says **No clients match** or **No staff match** after I type in the search box.

Why it happens: No name contains what you typed.

What to do: Check the spelling, type fewer letters, or choose **Clear search**.

Include SIL clients and the **Weekly** or **Fortnight** list are greyed out.

Why it happens: The padlock beside **Include SIL clients** is locked.

What to do: Choose the padlock to unlock the view, change the setting, then lock it again if you want.

A person I expect is not a row in the **Staff** view.

Why it happens: The rows are the active staff you may see. A person who is inactive, or who works only at sites outside your access, is not a row. A shift assigned to them appears in the **Other staff** row instead.

What to do: Check the person's status in **Staff**, or ask an Owner or Admin about your site access.

Need more help?

Guides: bondibbyterobotics.com.au/guides | Support: support@bondibbyterobotics.com.au

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