

Edit a shift

Change the date, times, notes or invoice line items of a shift on the Rostering screen, and save the change.

WHO IT IS FOR Owner, Admin, Manager, Rostering Officer	TIME NEEDED About 3 minutes	LAST REVIEWED 2 October 2026
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Who this is for

Permissions: You need permission to edit shifts (Can edit shift). If shifts on the calendar do not open when you choose them, ask an Owner or Admin to check your role. If your access is limited to certain sites, the Rostering screen shows no clients. See the Rostering overview guide.

Before you begin

- **Rostering** is in your left menu and the shift cards open when you choose them. They do for roles that include **Can view roster** and **Can edit shift**. An Owner or Admin can add these permissions to a role in **Configuration > Roles & Permissions**. See Roles and permissions basics.
- You are signed in to BondiByte on a computer.
- The shift already exists on the **Rostering** screen. To add one, see Create a shift.
- If you want to change the invoice line items, the client has an Active Service Agreement that covers the date of the shift. See Service Agreements.



Steps

1 Go to **Rostering** > the shift you want to change

- 1 In the left menu, choose **Rostering**.
- 2 Choose a date in **Jump to date**, or use the arrow buttons beside it, until you can see the week that holds the shift.
- 3 Choose the shift card. The **Edit shift** window opens on the right.

Tip: If the shift looks faded, the **Filter shifts by staffing** list at the top is set to **Unassigned** or **Assigned**. It fades the shifts that do not match, and does not hide them. Choose **All shifts** to see every shift normally.

The screenshot displays the BondiByte Rostering interface. On the left, a dark sidebar contains a 'WORKSPACE NAVIGATION' menu with categories: PLATFORM (Dashboard), OPERATIONS (Clients, Staff, Rostering), and REGISTERS (Sites, SIL/Smart Rostering, Approvals, Timesheets, Invoicing, Support Coordination, Service Agreements, Staff Contracts, Documents, Reports, Charts). The 'Rostering' item is highlighted with a blue circle and the number 1. The main content area is titled 'Rostering' and shows a calendar for the week of 14 Dec to 20 Dec 2026. At the top of this area, there are filters for 'Staff', 'Client', and 'All shifts', a 'Today' button, a 'Jump to date' field set to '14/12/2026' with a blue circle and the number 2, and buttons for 'Include SIL clients', 'Weekly', 'Publish', and '+ Add shift'. The calendar grid shows a shift card for 'Dan Mensah' (5.0 hrs) on Tuesday, 15 Dec, highlighted with a blue circle and the number 3. The shift details show '9am - 2pm' and '+ Assign staff'.

Choose **Rostering**, the highlighted item in the left menu (1). Show the week with the shift (2), then choose the shift card (3).



2 Change the dates and times

- 1 **Client** shows who the shift is for. You cannot change it on an existing shift.
- 2 In **Start date**, choose a new day if the shift moves.
- 3 In **End date**, check the day the shift finishes. If you moved the start date earlier, change **End date** too, or the shift will run across several days.
- 4 In **Start time**, set the new start time.
- 5 In **End time**, set the new finish time. The shift must finish after it starts.

Client: Shown for information. To move a shift to another client, delete it and add a new one.

Start date: The day the shift starts. This is the day column the shift sits in.

End date: The day the shift finishes. It cannot be earlier than the start date.

Start time: When the shift starts.

End time: When the shift finishes.

The screenshot shows the 'Edit shift' modal window. At the top, it says 'Update the shift details or reassign staff.' Below this, there are five numbered callouts: 1 points to the 'Client' field (showing 'Dan Mensah'); 2 points to the 'Start date' field (showing '15/12/2026'); 3 points to the 'End date' field (showing '15/12/2026'); 4 points to the 'Start time' field (showing '09:00 AM'); and 5 points to the 'End time' field (showing '03:00 PM'). Below these fields is a section for 'Client invoice line items' with a dropdown menu (showing 'Dan Mensah'), a 'Select line item' button, and a '+ Add line item' button. At the bottom, there is an 'Assigned staff' field showing 'Unassigned'.

The client is shown for information (1). Change the start date (2), end date (3), start time (4) or end time (5).



3 Change the invoice line items, notes or minimum shift notes

- 1 Under **Client invoice line items**, choose a different item from the client's active Service Agreement, or change the **Hours**.
- 2 **Assigned staff** shows who is on the shift. To change the person, see Assign staff to a shift.
- 3 In **Notes**, change or add notes for this shift.
- 4 In **Minimum shift notes required**, change how many shift notes or reports the staff member must add.

Client invoice line items: Optional. Links the shift to an item and hours on the client's active Service Agreement. Choose a different item in the list, or **+ Add line item** for another one. **Remove** appears beside each line when there is more than one.

Hours: A number above 0, available once a line item is chosen. It does not change by itself when you change the shift times, so check it matches the shift.

Assigned staff: Who is on the shift, or **Unassigned**. Changing the person is covered in the assign and replace guides.

Notes: Optional notes for this shift.

Minimum shift notes required: How many shift notes or reports staff must add for this shift. A whole number, 0 or more.

The screenshot shows the 'Edit a shift' form with the following sections and callouts:

- Client invoice line items:** Callout 1 points to the 'Select line item' dropdown menu. The current selection is 'Dan Mensah'. There is a 'Hours' input field and a '+ Add line item' button.
- Assigned staff:** Callout 2 points to the 'Assigned staff' dropdown menu, which currently shows 'Unassigned'.
- Notes:** Callout 3 points to the 'Notes' text area, which contains the text 'Example shift for the BondiByte guides. Now finishes at 3 pm.'.
- Minimum shift notes required:** Callout 4 points to the 'Minimum shift notes required' input field, which currently shows '0'. Below it is the text 'How many shift notes/reports staff must add for this shift.'.

At the bottom of the form, there is a 'Shift reports' section with a '0 reports' indicator, a table with 'DATE' and 'SHIFT' headers, and three buttons: 'Delete', 'Cancel', and 'Save shift'.

Change the invoice line item (1), check who is assigned (2), update the notes (3) or the minimum shift notes (4).



4 Choose **Save shift**

- 1 Check your changes. The buttons at the bottom of the window stay in view as you scroll.
- 2 Choose **Save shift**. Choose **Cancel** instead to close the window without saving your changes.

Note: The **Delete** button at the bottom left removes the shift. It is covered in Delete a shift or replace the worker.

Choose **Save shift** (1) to keep your changes, or **Cancel** (2) to close the window without saving.

5 Check the updated shift

- 1 A message confirms **Shift updated**.
- 2 The window closes and the shift card on the calendar shows the new times.

The confirmation message (1) and the shift with its new times (2).

What happens next

The shift card on the calendar shows the new times, and the total hours in the client's row update.

If a staff member is assigned and you changed the date or the times, they get an in-app notification that their shift has changed. A change to the notes or the invoice line items does not send one.

Changes are not emailed. To email assigned staff their shifts for a week or a fortnight, see Publish a roster.



Important notes

Important: Editing changes only the shift you opened. If the shift was created with **Repeat this shift**, the other shifts in the series stay as they are.

Note: Further down the **Edit shift** window, **Shift reports** lists the shift reports and incident reports recorded for the shift. Reports can only be added for shifts dated today or in the past.

Good practice

- Make all your changes to a shift in one visit and choose **Save shift** once. Each time you save a change to the date or the times of a shift that has a person on it, that person gets an in-app notification.
- After you change the times, check **Hours** under **Client invoice line items**. It does not change when the shift length changes.
- A change to one shift does not change the rest of its repeating series. Check each shift in the series that needs the change.

Troubleshooting

I cannot see **Rostering** in the left menu.

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

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

The shift card does not open when I choose it.

Why it happens: Your role does not include **Can edit shift**, so shifts are shown as plain cards.

What to do: Ask an Owner or Admin to check your role.

A message says **The shift must end after it starts**.

Why it happens: The end date and time are not later than the start date and time.

What to do: Correct **End date** and **End time**, then choose **Save shift** again.

I need the shift to be for a different client.

Why it happens: The client of an existing shift cannot be changed.

What to do: Delete the shift (see [Delete a shift](#) or replace the worker) and add a new one for the right client (see [Create a shift](#)).

I cannot find the shift on the calendar.

Why it happens: The calendar shows one week at a time, and the shift may be in another week.

What to do: Choose its date in **Jump to date**, or change **Weekly** to **Fortnight** to see two weeks at once. Check that the **Filter shifts by staffing** list is set to **All shifts**.

Need more help?

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

Screens show a demonstration organisation with made-up names and may differ slightly as BondiByte is updated. Last reviewed 2 October 2026.