

Create and manage roster periods

Find a site's roster period, read its heading, move between periods, and create a period by hand when your organisation does not create them automatically.

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 SIL/Smart Rostering screen and see roster periods. To create a period by hand you need Can create roster period. To publish or unpublish a period you need Can edit roster period. To change how periods are created, you need to be an Owner or Admin with Can manage organisation settings. If your access is limited to certain sites, you see only those sites.

Before you begin

- **SIL/Smart 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**.
- At least one site exists, or a client has **Enable community rosters** switched on, so there is something to choose in **Site/Client**. See [Create a site](#).
- Creating a period by hand needs **Enable automatic roster periods** to be off. It is in **Configuration > Rostering rules > Organisation Settings > Roster period automation**, and an Owner or Admin switches it on or off. While it is on, BondiByte creates the periods and the **Create roster period** button is hidden for an Owner or Admin. See [Fortnightly and monthly roster cycles](#).
- A new organisation sets its roster cycle before it adds its first site. See [Choose a Sunday or Monday week start](#).



Steps

1 Go to **SIL/Smart Rostering** > **Site/Client** and choose a site

- 1 In the left menu, choose **SIL/Smart Rostering**. The **Roster Workspace** opens.
- 2 In **Site/Client**, choose the site you want. The list is labelled **Site** if you have no community rostering clients. A client who has community rostering switched on appears in the same list under their own name.
- 3 The roster opens with a heading such as **Current roster: Running**. The first time you open the screen, or after you change site, it shows the period that includes today (if the site has no period for today, the next period coming up, or else the latest period that has passed). On later visits it reopens the site and period you last looked at, on the computer you are using.

Each site has its own roster periods, with their own shifts and their own publish step. A period belongs to one site only.

Note: **SIL/Smart Rostering** is different from the **Rostering** menu item. **Rostering** shows weeks and has no roster periods. See Rostering overview.

The screenshot shows the BondiByte Roster Workspace interface. On the left, a dark blue sidebar contains the navigation menu. The 'SIL/Smart Rostering' option is highlighted with a blue circle and a '1'. The main content area is titled 'Roster Workspace'. At the top right, it shows 'Demo User' and 'Demo Organisation'. Below the title, there's a 'SITE/CLIENT' dropdown menu with 'Riverside Sample House' selected, marked with a blue circle and a '2'. To the right of this, a box displays 'Current roster: Running' with the dates 'Riverside Sample House 28/09/2026 → 11/10/2026' and '8 days left in this roster period', marked with a blue circle and a '3'. Further right is an 'Enable Smart Rostering' button. Below these elements is a navigation bar with 'All shifts', 'Today', '28/09/2026', navigation arrows, '28/09/2026 – 11/10/2026', 'Fortnight', 'Publish', and '+ Add shift' buttons. The main area displays two weekly roster views, 'WEEK 1' and 'WEEK 2'. Each week view shows days from Monday to Sunday with their respective dates. Each day has a '+ Add' button. The 'Saturday' column in both weeks is highlighted in light blue.

Choose **SIL/Smart Rostering** in the left menu (1). Choose a site in **Site/Client** (2). The heading (3) shows the roster period for that site.



2 Read the roster period heading

- 1 At the top of the roster, the heading names the period, for example **Current roster: Running**. The first words say where the period sits in time, and the word after the colon says what state it is in.
- 2 Under the heading, the site name is followed by the dates of the period, written as start date, an arrow and end date.
- 3 The line under the dates counts days, for example **9 days left in this roster period**.
- 4 At the right of the heading, a button turns Smart Rostering on or off for this site. It reads **Enable Smart Rostering** or **Disable Smart Rostering**. It is covered in the Smart Rostering guides. While **Enable automatic roster periods** is off, the **Create roster period** button also sits here.

If the period has ended and was not published, a blue banner under the heading says **This roster period has passed, so it can no longer be published**.

Current roster: The period that includes today.

Next roster: The next period that starts after today, for the site you are looking at.

Future roster: A period that starts after today but is not the very next one.

Previous roster: A period that has already ended.

Running: The period is under way. This is shown whether or not it has been published. The **Publish** button changes to **Unpublish** once the period is published.

Upcoming: The period has not started yet.

Interest requested: Someone has chosen **Request interest** for this period, to ask staff which shifts they want. See the Smart Rostering guides.

Closed: The period has ended. Neighbouring periods show this word in the **Neighbouring rosters** list.

Cancelled: The period was cancelled.

Days line: **N days until this roster starts** or **Starts today** before the period, **N days left in this roster period** or **Ends today** during it, and **N days since this roster ended** afterwards.

The screenshot shows the roster management interface. At the top, there's a 'SITE/CLIENT' dropdown menu with 'Riverside Sample House' selected. To the right, the heading 'Current roster: Running' is displayed, with 'Current roster' circled in blue and 'Running' underlined. Below the heading, the site name 'Riverside Sample House' is followed by the dates '28/09/2026 → 11/10/2026', which are also circled in blue. Underneath the dates, it says '8 days left in this roster period', which is underlined. To the right of the dates, there's a button labeled 'Enable Smart Rostering', which is circled in blue. Below the heading area, there's a navigation bar with a dropdown menu for 'All shifts', a 'Today' button, a date selector for '28/09/2026', and a date range selector for '28/09/2026 - 11/10/2026'. There are also buttons for 'Publish', '+ Add shift', and a menu icon. Below the navigation bar, there's a section for 'WEEK 1' with a table of days from Monday to Sunday. Each day has a date and a '+ Add' button. The 'Saturday' column is highlighted in blue.

The heading names the period and its state (1). Beside the site name are the period dates (2), and under them is how many days are left (3). The button at the right (4) turns Smart Rostering on or off for the site.



3 Move between roster periods and change what the calendar shows

- 1 Choose **Today** to return to the period that includes today. The date box also changes to today's date.
- 2 In **Jump to date**, choose a date to show it. The roster moves to the period that holds that date.
- 3 Use the left arrow, **Previous period**, and the right arrow, **Next period**, to move to the neighbouring period for the same site. The dates being shown are written beside the arrows. In **Fortnight** they are the dates of the roster period. In **Month**, **Week** and **Day** they are that month, week or day.
- 4 Choose **Fortnight**, **Month**, **Week** or **Day** in the **Calendar range** list to change how much the calendar shows. **Fortnight** shows the whole roster period. **Month** shows the calendar month. **Week** shows one week and **Day** one day.
- 5 Choose **Publish** to publish the period so that staff can see their shifts. Once published, the button reads **Unpublish**. A message appears. It begins **Roster period published.**, followed by a short summary of the email and in-app notifications sent, or it reads **Roster period unpublished and hidden from staff view**.
- 6 Choose **+ Add shift**, at the right of the toolbar, to add a shift to the period you are looking at.

All shifts: A list with the funnel icon, **Highlight shifts by fill status**. Choose **Unfilled**, **Understaffed** or **Fully staffed** to highlight those shifts. The others stay on the screen. **All shifts** removes the highlight.

Today: Returns to the period and the day that include today.

Jump to date: A date box. Choosing a date shows the period that includes it.

Previous period and Next period: Arrows that move one roster period back or forward for the same site.

Calendar range: **Month**, **Fortnight**, **Week** or **Day**. It starts as **Fortnight**. Your choice is remembered on this computer.

Publish or Unpublish: Shows for people with Can edit roster period. A period that has passed cannot be published. If the period is not ready to be published, the button is greyed out and says so when you point at it.

Add shift: Shows for people with Can create shift. It opens the **Add shift** window for the period you are looking at.

More roster actions: The three dots button. Its menu always holds **Week starts**. When they apply it also holds **Request interest (N)**, where N is how many times interest has been requested for this period, **Undo interest request**, **Run smart rostering**, **Report** and **Select shifts**. **Request interest** and **Undo interest request** follow the state of the period and need Can edit roster period. **Run smart rostering**, **Report** and **Select shifts** belong to Smart Rostering and work only when it is on for the site.

Tip: To plan ahead, choose **Next period** and look at the **Next roster** heading. It tells you how many days are left before it starts.



Choose *Today* (1) or a date in *Jump to date* (2). Move with the arrows (3), which sit beside the dates being shown. Change the Calendar range (4), then *Publish* (5) or add a shift (6).

4 Check the neighbouring rosters

Scroll to the bottom of the roster. If the site has more than one period, a section titled **Neighbouring rosters** appears. It says **Reference only. Use the period controls above to move the board.**

1 **Previous roster** shows a card for the period before this one, with the roster name, the dates and a status. The roster name is the site name, a hyphen and the start date, for example **Riverside Sample House-14/09/2026**.

2 **Next roster** shows the same details for the period after this one.

A card says **No previous roster.** or **No next roster.** when the site has no period on that side.

The *Previous roster* card (1) and the *Next roster* card (2) show the neighbouring periods for reference.



5 Check whether BondiByte creates your roster periods

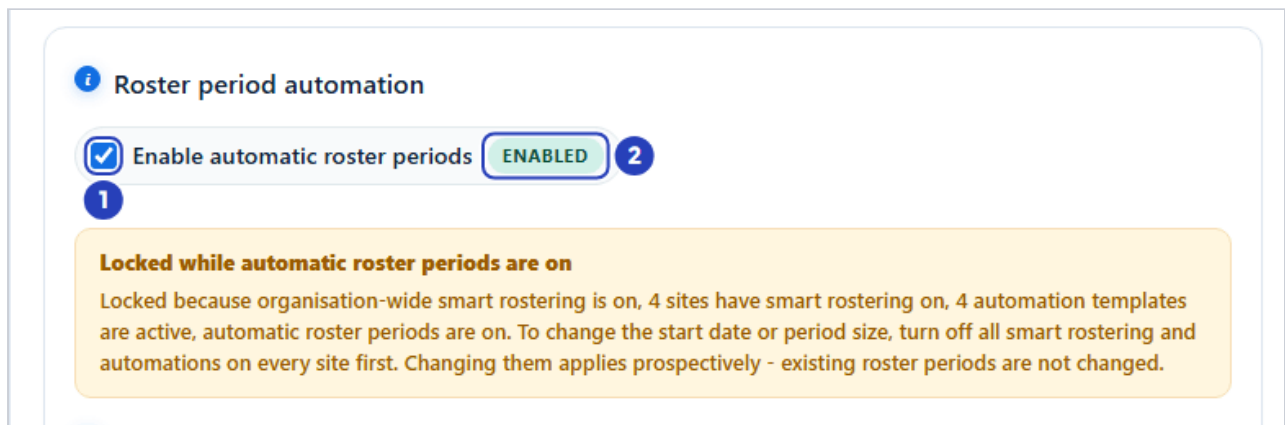
In the left menu, choose **Configuration**, then the **Rostering rules** tile, then the **Organisation Settings** tab. The **Roster period automation** card is at the top.

- 1 Look at the **Enable automatic roster periods** box. When it is ticked, BondiByte creates the periods for you, following your cycle.
- 2 Look at the badge beside it. It reads **Enabled** or **Disabled**.

If it is **Enabled**, you do not need the next step. Adding a shift on a date that has no period yet also makes the period that covers it.

If it is **Disabled**, each period is created by hand, as the next two steps describe. An Owner or Admin can tick **Enable automatic roster periods** and choose **Save organisation settings** at any time.

Important: First period starts and **Period cycle**, on the same card, can be changed only while they are not locked. See **Fortnightly and monthly roster cycles** and **Choose a Sunday or Monday week start**.



Enable automatic roster periods (1) decides who creates the periods. The badge (2) reads Enabled or Disabled.

6 Open the Create roster period window

Do this while **Enable automatic roster periods** is off (see step 5). You also need Can create roster period. While the setting is on, the **Create roster period** button is hidden for an Owner or Admin. A Manager or Rostering Officer may still see it, but BondiByte accepts only a period that follows your roster cycle, so ask an Owner or Admin to switch the setting off first.

On the **SIL/Smart Rostering** screen, choose the site, then choose **Create roster period**. It sits in the roster heading, beside the Smart Rostering button, or beside **Site/Client** if no roster is shown. The **Create roster period** window opens.



7 Fill in the window and create the period

The window starts with a reminder that BondiByte can create the periods for you, and the link **Set your roster cycle** to the settings where an Owner or Admin can switch that on.

- 1 Check **Site**.
- 2 Look at **Roster name**. You cannot edit it.
- 3 Set **Start date**.
- 4 Set **End date**.
- 5 Type **Notes** if you want to.
- 6 Choose **Create roster period**, or **Cancel** (or the cross at the top right) to close the window without saving. A message confirms **Roster period created**.

If the dates run into a period the site already has, a yellow warning appears, for example **This period overlaps** followed by the roster name and its dates, and **Choose dates after** the end date of that period. **Create roster period** stays greyed out until you change the dates.

Site: Required. The site (or standalone client) the period belongs to. It starts as the site you were looking at. Choose another site in the list if the period is for a different site.

Roster name: Shown for information and cannot be edited. It is the site name and the start date, for example the site name followed by a hyphen and 12/10/2026.

Start date: Required. The first day of the period. It starts as the day after the site's latest period, or today if the site has none.

End date: Required. The last day of the period. It starts 13 days after the start date, so the period is two weeks long.

Notes: Optional. A short note kept with the period.

Warning: A period cannot overlap another period for the same site. You can leave a gap between periods, but shifts on the days in the gap need a period that covers them, so create the next period before the current one ends.



The screenshot shows a 'Create roster period' dialog box with the following fields and steps:

- 1 Site:** A dropdown menu showing 'Riverside Sample House'.
- 2 Roster name:** A text field showing 'Riverside Sample House-26/10/2026'. Below it, a note says 'Generated from the site name and roster start date.'
- 3 Start date:** A date picker showing '26/10/2026'.
- 4 End date:** A date picker showing '08/11/2026'.
- 5 Notes:** A text area with the placeholder 'Optional notes'.
- 6** At the bottom right, there are two buttons: 'Cancel' and 'Create roster period'.

Check Site (1) and Roster name (2). Set Start date (3) and End date (4), add Notes if you wish (5), then choose Create roster period (6). The note at the top of the window reminds you that BondiByte can create the periods for you.

What happens next

The new period appears on the **SIL/Smart Rostering** screen for its site, in the roster you move to with **Next period** or **Jump to date**, and in **Neighbouring rosters**. It starts with no shifts.

Add shifts with **+ Add shift**, assign staff, and publish the period when it is ready. Publishing makes the shifts visible to staff and notifies the people assigned to them.

If you switch **Enable automatic roster periods** on later, BondiByte takes over creating periods. Periods you created by hand keep their dates.

Important notes

Important: A roster period belongs to one site (or standalone client). Creating a period for one site does not create it for the others.

Note: The **Rostering** menu item does not use roster periods. It shows weeks, and every client who is not attached to a site is rostered there.



Good practice

- Leave **Enable automatic roster periods** on unless you have a reason to create periods yourself. With it on, nobody has to remember to create the next period, and every site follows the same cycle.
- If you do create periods by hand, create the next period before the current one ends, and start it the day after the last one ends. A gap leaves days that nobody can roster.
- Use **Next period** and the **Next roster** heading at the start of each period to see how many days you have left to finish the next roster.
- Choose **Unfilled** in **Highlight shifts by fill status** before you publish, so any shift with nobody on it stands out.
- Publish a period only when its shifts are ready, because publishing notifies the staff who are assigned to them. You can choose **Unpublish** to hide the period again, but you cannot publish a period that has already passed.
- After you create a period, open **Neighbouring rosters** at the bottom of the roster and check that the **Previous roster** and **Next roster** cards show the dates you expect.
- Check the site name in the heading before you add shifts. Periods are separate for each site, and it is easy to build the right roster on the wrong site.

Troubleshooting

I cannot see **Create roster period**.

Why it happens: **Enable automatic roster periods** is on, so BondiByte creates the periods and hides the button from an Owner or Admin, or your role does not include Can create roster period.

What to do: To create periods by hand, an Owner or Admin switches **Enable automatic roster periods** off in **Configuration > Rostering rules > Organisation Settings**, and should switch it on again afterwards. Otherwise ask an Owner or Admin to check your role.

A yellow warning says **This period overlaps another roster period, and Create roster period is greyed out**.

Why it happens: The start date or end date falls inside a period the site already has.

What to do: Change **Start date** and **End date** to the dates after the end date the warning names.

A message says **This period does not match your roster cycle**.

Why it happens: Automatic roster periods are on, so a period must follow the cycle exactly. It can appear when a Manager or Rostering Officer uses **Create roster period** with other dates, or when **Jump to date** or **Next period** goes beyond the last period BondiByte has made.

What to do: Stay within the existing periods. To add later dates, ask an Owner or Admin to switch **Enable automatic roster periods** off, create the period by hand, and switch it on again. See **Fortnightly** and **monthly** roster cycles.

The roster shows **No roster period selected**.

Why it happens: The site has no roster period yet.

What to do: If automatic roster periods are off, choose **Create roster period** beside the **Site/Client** list. If they are on, refresh the page, or ask an Owner or Admin to check **Enable automatic roster periods**.



The screen says **No sites found and Create a site before building roster periods.**

Why it happens: Your organisation has no site yet, or your access is limited to sites that do not exist.

What to do: Ask an Owner or Admin to add a site in **Sites**. See [Create a site](#).

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.
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