

Publish a roster

Notify the staff who have shifts on the Rostering screen, by email and in the app, for the dates you choose.

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) to see and use Publish. The notifications are sent unless an Owner or Admin has switched off Roster publish notifications for your organisation. If your access is limited to certain sites, the Rostering screen shows no clients. See the Rostering overview guide.

Before you begin

- **Roster publish notifications** is switched on for your organisation. It is on unless an Owner or Admin has switched it off. To check or change it, an Owner or Admin opens the account menu at the top right, chooses **Account settings** and finds it under **Automation & Capacity Controls**. See Automation Capacity.
- **Rostering** is in your left menu and **Publish** is at the top right of the screen. They show 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 shifts you want to publish are on the **Rostering** screen and have a staff member assigned. See Assign staff to a shift.
- Each staff member has a contact email in **Staff** if they should get the email. Without one they receive the in-app notification only. See Staff.



Steps

1 Go to Rostering > Publish

- 1 In the left menu, choose **Rostering**.
- 2 Choose a date in **Jump to date**, or use the arrow buttons beside it, to show the week you want to publish. The **Publish roster** window starts with the dates you are looking at.
- 3 For a reminder of what publishing does, choose the round information button beside **Publish**. A window called **About publishing** opens. Choose **OK** to close it.
- 4 Choose **Publish**, at the top right. The **Publish roster** window opens.

Important: Publishing sends notifications and nothing else. A shift is visible to its staff member as soon as they are assigned, whether or not you publish.

Important: Publish on the **Rostering** screen covers this screen only. Rosters in **SIL/Smart Rostering** are published from that screen.

The screenshot displays the BondiByte Rostering interface. On the left, the 'Rostering' menu item is highlighted with a blue circle and the number 1. The main area shows a weekly roster view for the week of 14/12/2026 to 20/12/2026. A date picker at the top shows '14/12/2026' with a blue circle and the number 2. The 'Publish' button is highlighted with a blue circle and the number 4. A circular information button next to 'Publish' is highlighted with a blue circle and the number 3. The roster grid shows a shift for 'Dan Mensah' on Tuesday, 15/12/2026, from 9am to 3pm.

Choose **Rostering**, the highlighted item in the left menu (1). Show the week you want to publish (2). The information button (3) explains what publishing does. Then choose **Publish** (4).



2 Check the dates and choose **Publish**

- 1 In **From**, check the first day to include.
- 2 In **To**, check the last day to include. It cannot be earlier than **From**.
- 3 Choose **Publish**. Choose **Cancel** instead to close the window without sending anything.

Note: Publishing sends each assigned person an email and an in-app notification. The information button beside **Publish** explains this too.

Warning: Each time you choose **Publish**, the emails are sent again, even for dates you have already published. Publish once the week looks right.

The screenshot shows a 'Publish roster' dialog box overlaid on a roster grid. The grid has columns for days of the week (MON, TUE, WED, THU) and rows for clients or sites. The 'From' date is set to 14/12/2026 and the 'To' date is set to 20/12/2026. The 'Publish' button is highlighted with a blue circle and the number 3.

	MON	TUE	WED	THU
clients or sites	14	15	16	17
Mensah				

Publish roster

Notify assigned staff about their shifts for this date range. This only sends the email. SIL rosters are not affected.

From
14/12/2026

To
20/12/2026

Cancel

Publish

Check the first day (1) and the last day (2), then choose Publish (3).



3 Check the confirmation

- 1 A message first says **Publishing roster...**, then confirms **Roster published:** with the number of staff notified and the number of shifts.
- 2 Only shifts that have a staff member assigned are counted, like this one. Shifts with nobody assigned are left out.

The screenshot shows the 'Rostering' interface. At the top right, a confirmation message box (1) states: 'Roster published: 1 staff notified about 1 shift.' Below this, the interface includes filters for 'Staff' and 'Client', a date range of '14 Dec - 20 Dec 2026', and a 'Publish' button. A grid displays shifts for each day of the week. On Tuesday, 15th, a shift from 9am to 3pm is assigned to 'Jordan Sample' (2). The grid also shows a staff member 'Dan Mensah' with 6.0 hrs available.

The confirmation message (1) counts the staff notified and the shifts they have. Shifts with a person assigned, like this one (2), are included.

What happens next

Each staff member who has an assigned shift in the dates you chose gets an email listing their shifts, and an in-app notification that their roster is ready. Only the assigned staff are notified.

A staff member whose record has no contact email gets the in-app notification only.

Staff can review their shifts in the Staff App. Nothing about the shifts changes when you publish.

Important notes

Tip: If you change a shift's date or times after publishing, the assigned person gets an in-app notification about the change straight away. To email everyone their shifts again, publish again.

Good practice

- Assign every shift first, then publish once for the week. Each time you choose **Publish**, the emails go out again.
- Check **From** and **To** before you choose **Publish**. They start as the dates you are looking at, so change **Weekly** to **Fortnight** first to publish two weeks at once.
- Keep each staff member's contact email up to date in **Staff**. Without one, the person receives the in-app notification only.



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**.

I cannot see **Publish**.

Why it happens: Your role does not include **Can edit shift**, or your access is limited to certain sites and the screen shows no clients for you.

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

A message says **No assigned shifts in this range to publish**.

Why it happens: None of the shifts between **From** and **To** has a staff member assigned.

What to do: Assign staff to the shifts first, or choose dates that include shifts that already have a person on them.

A message says **This automation is not enabled for your organisation**.

Why it happens: Roster publish notifications is switched off.

What to do: An Owner or Admin can switch it on. Open the account menu at the top right, choose **Account settings**, find **Roster publish notifications** under **Automation & Capacity Controls** and choose **Enable**.

A message says **You have reached your included automation capacity. Manual workflows remain available**.

Why it happens: Your organisation has used its included automation capacity.

What to do: An Owner or Admin can check **Automation usage** in **Account settings**.

A message says **The end date must be on or after the start date**.

Why it happens: **To** is earlier than **From**.

What to do: Correct the dates, then choose **Publish** again.

A staff member says they did not get the email.

Why it happens: Their staff record has no contact email, so only the in-app notification was sent.

What to do: Add their contact email in **Staff**. They still received the in-app notification.

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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