

Rostering overview

How the Rostering screen works: the calendar, the Client and Staff views, shifts, assigning staff and publishing, and how it differs from SIL/Smart Rostering.

WHO IT IS FOR Owner, Admin, Manager, Rostering Officer	TIME NEEDED About 6 minutes	LAST REVIEWED 3 October 2026
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Who this is for

Permissions: You need permission to view the roster (Can view roster) to open the Rostering screen. Adding, changing, assigning, publishing and deleting each need their own permission, listed below.

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 a standalone site of their own. Without one, **Add shift** cannot be used.
- There is at least one active staff member who has finished onboarding, so there is someone to assign.
- To email staff their shifts with **Publish**, **Roster publish notifications** is switched on in **Account settings** under **Automation & Capacity Controls**. It is on unless an Owner or Admin has switched it off.

What the Rostering screen is for

The **Rostering** screen is a simple calendar for scheduling shifts. You see one week or two weeks at a time, add a shift for a client, choose who works it, and tell staff when you are ready. There are no roster periods to create and no automation to turn on.

It is for active clients who are not attached to a site and do not have a standalone site of their own. The screen calls them simple clients, or community clients. Each shift belongs to one client and takes one staff member.



What needs to be set up first

Rostering in the left menu. The menu item shows for people whose role includes **Can view roster**. If you cannot see it, an Owner or Admin can add that permission to your role in **Configuration > Roles & Permissions**. If your access is limited to certain sites, the screen opens but lists no clients.

Clients. The screen lists active clients who are not attached to a site and do not have a standalone site of their own. With none, the screen says **No simple clients yet.** and **Add shift** is greyed out. Add the client first.

Staff. You can assign only active staff who have finished onboarding.

Emailing staff. Publish emails staff their shifts when **Roster publish notifications** is switched on. It is on unless an Owner or Admin has switched it off in **Account settings** under **Automation & Capacity Controls**.

Invoice line items. To attach line items to a shift, the client needs an Active Service Agreement that covers the date of the shift.

- Roles and permissions basics
- Create a client
- Staff

Which screen is which

Rostering (the **Rostering** menu item) is the hand-made calendar for clients who are not attached to a site (community clients): you add each shift yourself.

SIL/Smart Rostering (the **SIL/Smart Rostering** menu item) is for sites (SIL houses): shifts belong to the site, several workers can be on one shift, sleepovers and roster periods apply, and Smart Rostering can build the roster for you.

- SIL roster basics
- Smart Rostering overview

What you see on the screen

Client and Staff views. The **Staff** and **Client** buttons at the top left switch the view. The screen opens in the **Client** view, where each row is a client with the shifts scheduled for them. The **Staff** view is described below.

Dates. The calendar shows a week, Monday to Sunday, and opens on the current week. Change **Weekly** to **Fortnight** to see two weeks. **Today** returns to the current week, **Jump to date** shows the week that holds the date you choose, and the arrow buttons move one week at a time, or two weeks in **Fortnight**. The dates you are looking at are written beside the arrows.

Filter and search. **Filter shifts by staffing** fades the shifts that do not match **Unassigned** or **Assigned**, and does not hide them. The search box above the names narrows the rows to the clients, or staff, you type.

Include SIL clients. Turn this on to see the sites and shifts you manage in **SIL/Smart Rostering** as grey rows beneath your own, and as grey shifts in each person's row in the **Staff** view, so you can see when someone is already working. The padlock beside it locks this setting and the **Weekly** or **Fortnight**



choice so they cannot be changed by accident. Manage those rosters in **SIL/Smart Rostering**.

Add shift and **Publish** are at the top right. **Add shift** shows for people who can create shifts. **Publish** and the round information button beside it show for people who can edit shifts.

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 menu includes 'PLATFORM' (Dashboard) and 'OPERATIONS' (Clients, Staff, Rostering, Sites, SIL/Smart Rostering, Approvals, Timesheets, Invoicing, Support Coordination). Below is a 'REGISTERS' section (Service Agreements, Staff Contracts, Documents, Reports, Charts). The main area is titled 'Rostering' and shows a 'Client' view. At the top, there are controls: a toggle for 'Staff' (1) and 'Client' (2), a dropdown for 'All shifts' (3), a date selector for 'Today' (14/12/2026) (4), a 'Publish' button (5), and an '+ Add shift' button (6). Below these are checkboxes for 'Include SIL clients' and a 'Weekly' dropdown. The main calendar shows days from MON 14 to SUN 20. A staff member 'Dan Mensah' (5.0 hrs) is assigned a shift from 9am to 2pm on TUE 15. A '+ Add' button is visible below the shift.

The Rostering screen in the Client view. Switch between Staff and Client (1), filter by staffing (2), show the week you want (3), show SIL clients and lock the view (4), publish (5) and add a shift (6). The Weekly list beside Publish changes the calendar to a fortnight.

The Staff view

In the **Staff** view each row is a staff member, with the shifts they are working. Each shift shows the client's name. The hours under each name add up the shifts in the dates you are looking at, and a person who is on leave is marked **On leave** under their name.

The **Vacant shift** row at the top holds the shifts nobody is assigned to yet. An **Other staff** row appears when a shift is assigned to someone who is not in your staff list.

To add a shift from here, choose an empty day in a person's row. **Add shift** opens with that person already chosen in **Assigned staff**. Check **Client**, because it starts on the first client in the list.



The Staff view. The Staff button is chosen (1). Shifts with nobody assigned sit in the Vacant shift row (2). The hours under each name add up that person's shifts (3). Search staff narrows the rows (4).

How a shift works

A shift has a client, a start and end date and time, optional notes, optional invoice line items from the client's active Service Agreement, and one staff member, or nobody yet. You add a shift with **Add shift**, or by choosing a day in the client's row, and you can repeat it daily or weekly.

A shift with nobody assigned is amber and shows **Assign staff**. Once someone is assigned, the card shows their name.

To change a shift, choose its card. You can change the dates, times, notes, line items and the person. You cannot change the client.

BondiByte warns you, but does not stop you, when the person you choose is already booked, unavailable or on leave. It refuses someone who is inactive or not onboarded.

There is no cancel action for a shift. You delete the shift, or you replace or remove the person on it.

- Create a shift
- Assign staff to a shift
- Edit a shift
- Delete a shift or replace the worker



What staff are told, and when

Adding a shift notifies nobody. A shift becomes visible to a staff member as soon as they are assigned to it.

When you assign someone, change the date or times of their shift, take them off it, replace them or delete the shift, the person affected gets an in-app notification. None of these send an email.

Publish is separate. It emails each assigned staff member their shifts for the dates you choose, and sends an in-app notification as well. It changes nothing else about the shifts. Staff review their shifts in the Staff App.

- Publish a roster

Who can do what

Opening the screen needs **Can view roster**. Adding a shift needs **Can create shift**. Changing a shift, and publishing, need **Can edit shift**. Choosing a person needs **Can assign staff to shift**, and taking a person off a shift needs **Can remove staff from shift**. Deleting a shift needs **Can edit shift**, to open it, and **Can cancel shift**. Owners, Admins, Managers and Rostering Officers hold these by default.

Someone who can only view the roster sees the calendar without **Add shift** or **Publish**, and cannot open shifts.

If your access is limited to certain sites, the **Rostering** screen shows no clients and says **No community clients in your scope**, because it schedules clients who are not attached to a site. Ask an Owner or Admin if you need access to them.

Important notes

Note: These guides cover the **Rostering** menu item. **SIL/Smart Rostering** is a different screen, with its own roster periods, Publish button and guides.

Tip: Start with Create a shift, then Assign staff to a shift, then Publish a roster. That is the usual order for a week of shifts.

Good practice

- Work through a week in the same order each time. Add the shifts, assign people, check the **Staff** view for each person's hours and any **On leave** label, then publish once. Staff then receive one email with the finished roster.
- At the start of each week, choose **Unassigned** in **Filter shifts by staffing**. The shifts that still need a person stand out and the rest fade.
- Check a person's hours under their name in the **Staff** view before you give them more shifts, so nobody ends up with more hours than you intended.
- Use **Fortnight** when you plan two weeks at a time, and use the padlock beside **Include SIL clients** to keep the view the way you like it.



Questions and answers

Why can I not see **Rostering** in the left menu?

Your role does not include **Can view roster**. Ask an Owner or Admin to add it to your role in **Configuration > Roles & Permissions**.

Why does the screen say **No simple clients yet**, and why is **Add shift** greyed out?

The screen lists active clients who are not attached to a site and do not have a standalone site of their own, and there are none. Add a client, or check the client's record in **Clients**. A client who lives at a site is rostered in **SIL/Smart Rostering**.

Why does the screen say **No community clients in your scope**?

Your access is limited to certain sites, and this screen schedules clients who are not attached to a site. Ask an Owner or Admin if you need access to those clients.

Why can I not see **Add shift** or **Publish**?

Your role does not include **Can create shift** or **Can edit shift**. Ask an Owner or Admin to check your role.

Why do some shifts look faded?

Filter shifts by staffing is set to **Unassigned** or **Assigned**, and fades the shifts that do not match. Choose **All shifts** to see every shift normally.

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 3 October 2026.