

Smart Rostering overview

Smart Rostering builds each roster period for a site by itself, following the site's regular shift pattern. What it does, what you set up and what you review.

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: Anyone can read this guide. Changing Smart Rostering settings needs permission, which Owners and Admins have.

Before you begin

- Your organisation's subscription or trial is active. An Owner or Admin switches Smart Rostering on for the organisation (**Configuration > Rostering rules > Organisation Settings > Enable Smart Rostering**), then for each site (the site's **Site settings** tab > **Enable smart rostering automation for this site**). See Set up Smart Rostering.
- **Smart Rostering automation** is on in **Account settings > Automation & Capacity Controls**. It is on unless an Owner or Admin has switched it off. While it is off, BondiByte does not build rosters by itself.

Smart Rostering in three sentences

Smart Rostering is BondiByte's automatic roster builder for a site, such as a supported independent living (SIL) house, and it lives on the **SIL/Smart Rostering** screen.

You describe the site's usual shifts once (a **template**), set the rules, and switch it on for the site.

From then on BondiByte builds each roster by itself, and you review the result.

What BondiByte does by itself

A **roster period** is the fortnight or month a roster covers. For every upcoming roster period of a site that has Smart Rostering on, BondiByte works through four steps on dates it plans ahead. The four steps together are the **automation plan**.

1. **Create shifts** (**Shift Creation Task** on screen). BondiByte copies the site's template into the new roster period, a set number of days before it starts.
2. **Ask staff for interest** (**Interest Request Task**, optional). If your organisation and the site allow it, staff say in the Staff App which shifts they would like.



3. **Build the draft roster (Shift Assignment Task).** BondiByte assigns suitable staff to every shift, fairly across your whole organisation, and records why each person was or was not chosen. A shift it cannot fill stays open.
4. **Publish (Publish Task).** If the site publishes by itself, staff see the roster on the planned date. Otherwise the roster waits for a manager to review and publish it.

Each step has a planned date, fixed when BondiByte first plans the roster period. Later changes to the timing settings apply to future periods only. BondiByte checks every few minutes whether a step is due, so nobody has to start anything.

The plan grid under **Upcoming Automation Actions** shows each roster period as a row, with the planned date of each step and whether it is **Completed**.

The screenshot shows the BondiByte Configuration page. The left sidebar contains navigation links for Platform (Dashboard), Operations (Clients, Staff, Rostering, Sites, SIL/Smart Rostering, Approvals, Timesheets, Invoicing, Support Coordination), and Registers (Service Agreements, Staff Contracts, Documents, Reports, Charts). The main content area is titled 'Configuration' and includes a 'Setup Health' sidebar on the right. The 'Automation Manager' section shows the Scheduler is 'Enabled', with 0 due work, 2 queue backlog, and 0 failures. The 'Upcoming Automation Actions' table is filtered by 'Acacia Community Access Hub' and shows two rows of automation periods.

DATE	SHIFT CREATION TASK	INTEREST REQUEST TASK	SHIFT ASSIGNMENT TASK	PUBLISH TASK	STATUS
28/09/2026 - 11/10/2026 Acacia Community Access Hub-28/09/2026	Creates shifts from the active automation pattern. Ready now because the planned date has passed. COMPLETED	08/09/2026 Opens this roster for staff shift interest. Ready now because the planned date has passed. COMPLETED	14/09/2026 Runs Smart Rostering matching and assigns suitable staff. Ready now because the planned date has passed. COMPLETED	Not enabled for site Auto-publish is not enabled for this site.	MANUAL ACTION
21/09/2026 Creates shifts from the		22/09/2026 Opens this roster for staff	28/09/2026 Runs Smart Rostering	Not enabled	

Each row is one roster period (2). The columns show the planned date of each automatic step and whether it is Completed. Choose the site (1) to see its periods.

What you do

1. **Set it up once.** Switch Smart Rostering on, give each site a team and a template, and choose the rules. The **Setup** checklist shows what is still missing.
 2. **Keep it current.** Edit the template when the house's regular pattern changes. Update the site team when people join or leave. Keep staff availability up to date.
 3. **Review and publish.** Open each draft roster, check unfilled shifts and warnings in the **Report**, change anything by hand, then publish. Or let BondiByte publish for you once you trust the results.
- Review recommendations
 - Assign and publish from Smart Rostering



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.

Smart Rostering works only on **SIL/Smart Rostering**. You can still add and edit shifts by hand there, and you can switch Smart Rostering on for one site and leave another site off.

- Rostering overview
- SIL roster basics

When you would run it by hand

The automation plan is the normal path. Three items in the **More roster actions** menu (the three dots) on **SIL/Smart Rostering** are for exceptions.

Run smart rostering builds a roster period now, instead of waiting for its planned date. **Request interest** and **Undo interest request** open or close the staff interest step by hand.

You never need to start the automatic checks yourself. The **Automation Manager** on the **Overview** tab shows the **Last check** and the next one.

- How Smart Rostering builds a roster

What you set up, and where

Organisation Settings (Configuration > Rostering rules). The switch for the whole organisation, when each step happens, staff interest and manager review.

Rules & Weights. What must never happen (hard rules), and what matters most when BondiByte chooses between people (weights).

Sites. Each site's own switch, its team and whether it publishes by itself.

Templates. The site's regular fortnight or month of shifts. On the roster, a padlock beside an assigned person keeps them on that shift in later periods.

Readiness. What is still missing before automation can run for a site.

Generation Runs. The history of what the automation did, with unfilled shifts, warnings and errors.

Recommendations. On the roster, the **Report** and the **Assign staff** window show, shift by shift, who was considered, who was chosen and why others were not.



WORKSPACE

Rostering rules

Roster period defaults and operational scheduling pointers.

All configuration

Overview Organisation Settings Rules & Weights Sites Templates Readiness Generation Runs

Smart rostering **On** Fortnightly roster cycle

Sites with recommendations **11** 4 using automation

Templates **4** Automation patterns

Automation Manager

Scheduler
Enabled

Due work
0
4 active pattern(s) monitored

Queue backlog
2
2 queued / 0 running

Failures
0
0 failed in the last hour

Last check
02/10/2026 05:05 am
Next: 02/10/2026 05:10 am

Upcoming Automation Actions

The row of tabs on the Rostering rules page (1), the summary tiles (2) and the Automation Manager (3), which shows when BondiByte last checked for due steps and when it will check next.

- Organisation settings
- Rules and Weights
- Prepare sites
- Build a roster template
- Check readiness
- Generation runs

Who can use it

Owners and Admins can use every part. Managers can open the **Overview**, **Sites** and **Templates** tabs and the pages of the sites they manage. A Rostering Officer can run Smart Rostering by hand and see recommendations, and by default cannot change its settings. Your organisation can adjust these in its roles.

Important notes

Important: Smart Rostering builds the roster by itself, and a manager reviews the result. It applies the rules and weights your organisation chooses and does not promise that a roster meets every legal, award or funding requirement, so the manager remains responsible for the final roster.



Good practice

- Start with one site. Switch it on, build its template and check its first few drafts before you add more sites.
- Keep **Require manager review** ticked until you have checked several drafts and are happy with how staff were chosen. Then decide whether the site should publish by itself.
- When a shift is left unfilled, open the **Report** before you change any weights. It says why, so you change the right thing.

Questions and answers

Do I have to press **Run smart rostering**?

No. BondiByte builds each roster period by itself on the planned dates. **Run smart rostering** is for exceptions, such as building a period right now instead of waiting for its planned date.

Does Smart Rostering publish rosters by itself?

Only when you allow it. A roster publishes by itself only for a site with **Allow auto-publish** on, and only when **Require manager review** is off for the organisation and the site. Otherwise the roster waits for a manager to publish it.

What is the difference between Rostering and SIL/Smart Rostering?

Rostering is the hand-made calendar for clients who are not attached to a site.

SIL/Smart Rostering is for sites, where shifts belong to the site, several workers can share a shift and Smart Rostering can build the roster for you.

Why did a person not get a shift?

Open the **Report** on the roster, or the shift's **Recommended staff** list. They show who was considered and why others were not chosen, for example not on the site team, already booked, over their hours or ranked lower. See Review recommendations.

Why can I not see the **Setup**, **Organisation Settings** or **Rules & Weights** tabs?

Those tabs are shown only to people who can open the full Configuration page. Managers and Rostering Officers see only the **Overview**, **Sites** and **Templates** tabs. The **Setup** tab also disappears once all eight setup checks are done. Ask an Owner or Admin.

Why does the roster show **Enable Smart Rostering** instead of **Disable Smart Rostering**?

Smart Rostering is switched off for the site you are looking at. Choose **Enable Smart Rostering**. It opens the site settings with the automation switch already on. If the button is greyed out, ask an Owner or Admin.

The Automation Manager says the Scheduler is Disabled. What does that mean?

Automatic checks are switched off, so BondiByte is not building rosters by itself. Contact BondiByte support. You can still build a period with **Run smart rostering**.

Can I use recommendations without the automation?

Yes. Each site has a separate setting, **Enable smart recommendations for this site**, that ranks staff when someone assigns people to shifts. It does not create shifts or run the automation plan.

What happens if I turn Smart Rostering off?

Automatic shift creation and assignment stops. Existing shifts and published rosters are not changed, and you can turn it back on at any time.



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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