

Check readiness

Use the Readiness tab to see what is missing before BondiByte can build rosters by itself, what each check means, and where to fix it.

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

Permissions: The Readiness tab is on the Rostering rules page, which Owners and Admins can open in full. Managers and Rostering Officers see only the Overview, Sites and Templates tabs there, so they check a site's readiness on the Sites tab. A manager limited to certain sites works only with those sites.

Before you begin

- Your organisation's subscription or trial is active. The **Readiness** tab itself tells you if it is switched off for the organisation (**Org Smart Rostering Disabled**). See Smart Rostering organisation settings.
- You are signed in to BondiByte on a computer as an Owner or Admin.
- Read the Smart Rostering overview. Readiness is what has to be true before the automation plan can run for a site.



Steps

- 1 Go to **Configuration > Rostering rules > Readiness**
 - 1 In the left menu, choose **Configuration**.
 - 2 Choose the **Rostering rules** card.
 - 3 Choose the **Readiness** tab. Three lists appear: **Blocking Issues**, **Warnings** and **Information**. Wait until the page has finished loading before you read them.

The screenshot displays the 'Configuration' page for 'Rostering rules'. The left sidebar shows the 'Configuration' menu item selected. The main content area has a heading 'Rostering rules' and a 'Readiness' tab selected. Below the heading, there are three sections: 'Blocking Issues' (No blocking readiness issues), 'Warnings' (Site Has No Linked Clients), and 'Information' (Org Readiness Ok). A 'Setup Health' sidebar on the right shows various system health indicators.

CHECK	MESSAGE	FIX LOCATION
Site Has No Linked Clients	Sunrise Supported Living Home has no active linked clients.	Site > Clients

CHECK	MESSAGE	FIX LOCATION
Org Readiness Ok	Organisation-level smart rostersing checks passed.	Smart Rostering

Choose **Configuration** (1), then the **Rostering rules** card (2, shown here as the page heading once it is open), then the **Readiness** tab (3).



2 Read the three lists

Each list is a table with the columns **Check**, **Message** and **Fix location**. A list with nothing in it shows a short message instead, for example **No blocking readiness issues**.

- 1 **Blocking Issues** are problems to fix first. BondiByte cannot be relied on to build rosters until they are gone.
- 2 **Warnings** are worth fixing. BondiByte can still work, but the result may be poorer, for example a site with no team to roster.
- 3 **Information** is notes only. When there are no blocking issues it says **Organisation-level smart rostering checks passed**.
- 4 **Fix location** says where to put the problem right. It is plain text, not a link. Step 4 explains each path.

Note: This tab checks your setup. It does not check whether enough staff are free for every shift. For that, open **More roster actions > Report** on the roster. The **Setup** tab is a separate checklist for the first-time setup. This tab stays available afterwards.

Overview Organisation Settings Rules & Weights Sites Templates Readiness Generation Runs

Blocking Issues1



No blocking readiness issues

Warnings2

CHECK	MESSAGE	4 FIX LOCATION
Site Has No Linked Clients	Sunrise Supported Living Home has no active linked clients.	Site > Clients

Information3

CHECK	MESSAGE	FIX LOCATION
Org Readiness Ok	Organisation-level smart rostering checks passed.	Smart Rostering

Blocking Issues (1) are fixed first. Warnings (2) are worth fixing. Information (3) is for reading. In each table, the Fix location column (4) says where to put the problem right.



3 Work out what each check means

Find the **Check** shown on your screen. The first five are blocking issues, the next three are warnings and the last is information.

Site checks are made only for sites that have Smart Rostering switched on.

Org Smart Rostering Disabled: Smart Rostering is not on for the organisation. Fix location: **Smart Rostering > Organisation Settings**. Tick **Enable Smart Rostering** and save.

Org Period Not Configured: The roster period type and week start day are not set. Fix location: **Smart Rostering > Organisation Settings**. Set them in the **Roster period automation** card.

Org Rule Weights Missing: No weights are in place yet. Fix location: **Smart Rostering > Rules & Weights**. Choose a preset and choose **Save weights**. Fix **Org Smart Rostering Disabled** first, because the weights stay hidden while Smart Rostering is off.

No Enabled Sites: No site has Smart Rostering on. Fix location: **Site > Settings**. Open a site, choose **Site settings** and switch on **Enable smart rostering automation for this site**.

Site Has No Linked Staff: The site has no primary, secondary or relief staff. Fix location: **Site > Staff**. Open the site, choose **Staff** and **Assign staff**.

Site Has No Active Template: A warning. The site has no template yet. Fix location: **Rostering > Create Automation Pattern**. See Build a roster template.

Site Has No Primary Team: A warning. The site has only relief staff. Fix location: **Site > Staff**. Assign primary or secondary team members.

Site Has No Linked Clients: A warning. The site has no active clients. Fix location: **Site > Clients**. Open the site, choose **Clients** and **Assign client**.

Org Readiness Ok: Information.
Organisation-level smart rostering checks passed. It appears only when there are no blocking issues. Nothing to fix.

4 Go to the place named under Fix location

- 1 **Smart Rostering > Organisation Settings** and **Smart Rostering > Rules & Weights** are tabs on the same **Rostering rules** page.
- 2 **Site > Settings**, **Site > Staff** and **Site > Clients** are tabs on the site's own page. Choose the **Sites** tab, choose the site's name, then **Site settings**, **Staff** or **Clients**.
- 3 **Rostering > Create Automation Pattern** is on the roster. Choose **SIL/Smart Rostering**, the site, then **More roster actions > Select shifts**.
- 4 Make the change and save it, using the guide for that screen: Smart Rostering organisation settings, Rules and Weights, Prepare sites for Smart Rostering or Build a roster template.

Permissions: Only Owners and Admins can open the **Organisation Settings** and **Rules & Weights** tabs. A manager who sees a blocking issue about the organisation should ask an Owner or Admin to fix it.

Note: Work through one site at a time. If **Org Smart Rostering Disabled** and **Org Rule Weights Missing** both show, fix the first one first.



5 Check one site on the Sites tab

The **Sites** tab gives each site its own readiness, which is the quickest check for one site. Managers and Rostering Officers see it too.

- 1 Choose the **Sites** tab.
- 2 **Automation** is **Yes** when Smart Rostering is on for the site.
- 3 **Team** shows the primary team, the secondary team and relief staff.
- 4 **Clients** is the number of active clients linked to the site.
- 5 **Readiness** reads **Ready**, **Needs attention**, **Disabled** or **Blocked**. The other columns are explained in Prepare sites for Smart Rostering.

Ready: Smart Rostering is on for the site and it has at least one client and one team member.

Needs attention: Smart Rostering is on but a client or a team member is missing. Open the site and add one.

Disabled: Smart Rostering is switched off for the site.

Blocked: The site is inactive. You see it only when **Include inactive sites** is ticked.

Note: On the site's own page, the **Site settings** tab ends with a **Readiness** tile that reads **Ready** or **Needs review**. **Needs review** also covers a team with fewer people than **Minimum daily staff**.

Overview

Organisation Settings

Rules & Weights

Sites

Templates

Readiness

Generation Runs

1

2

3

4

5

Include inactive sites ☐

SITE	RECOMMENDATIONS	AUTOMATION	AUTO-PUBLISH	TEMPLATE	TEAM	CLIENTS	READINESS	LAST GENERATION
Harborview Respite House	Available	No	Yes, notify manager	-	6 / 0 / 2	1	Disabled	17/05/2026 10:33 pm
Northside Transitional Living	Available	Yes	Yes, notify manager	Northside Transitional Living-25/05/2026 automation pattern ACTIVE PATTERN	10 / 0 / 0	2	Ready	28/09/2026 12:36 pm
Riverbend Supported Living House	Available	No	No	-	3 / 1 / 0	2	Disabled	-
Riverside Sample House	Available	No	No	-	0 / 0 / 0	1	Disabled	-
Sunrise Supported Living Home	Available	Yes	Yes, notify manager	Demo Automation SAVED	9 / 0 / 0	0	Needs attention	28/09/2026 12:36 pm
Willow Park Supported Living House	Available	Yes	Yes, notify manager	Willow Park Supported Living House-11/05/2026 automation pattern SAVED	5 / 2 / 0	2	Ready	28/09/2026 12:42 pm

Choose the **Sites** tab (1). For each site, check **Automation** (2), the team numbers (3), the clients (4) and **Readiness** (5).

6 Check the tab again after you make changes

- 1 Return to the **Readiness** tab. It refreshes itself when you open it. Wait for **Refreshing smart rostering data...** to disappear.
- 2 Check that the items you fixed are gone. Repeat until **Blocking Issues** says **No blocking readiness issues**.

Nothing on the **Readiness** tab can be saved or changed. It only reports.



What happens next

Fixing an item changes your setup only. Nothing is created or sent when you look at the **Readiness** tab.

When **Blocking Issues** is empty, BondiByte can build rosters by itself for the sites that have Smart Rostering on, on the dates in the automation plan.

Next, see what the automation has done on the **Generation Runs** tab. See Generation runs.

Important notes

Important: The **Readiness** tab only reports. It has no buttons. Each item is fixed on the screen named under **Fix location**.

Good practice

- Look at the **Readiness** tab after you switch Smart Rostering on for a site, and again after you change a site's staff or clients.
- Fix **Blocking Issues** first, then **Warnings**. Read the **Message**, not just the **Check** name, because it names the site.
- Make one site **Ready** on the **Sites** tab before you switch on the next, so this tab stays short.

Troubleshooting

I cannot see the **Readiness** tab.

Why it happens: The tab is shown only to people who can open the full **Configuration** page. Managers and Rostering Officers see only the **Overview**, **Sites** and **Templates** tabs.

What to do: Ask an Owner or Admin to check the tab. In the meantime, use the **Readiness** column on the **Sites** tab.

A site I switched on is not mentioned on the **Readiness** tab.

Why it happens: Site checks are made only for sites with the automation switch on and saved. The tab lists only problems, so a site with nothing wrong is not listed.

What to do: Check the site's **Readiness** column on the **Sites** tab. If it says **Ready**, there is nothing to report. If it says **Disabled**, switch on **Enable smart rostering automation for this site** and choose **Save site automation**.

I fixed an item but it still shows on the **Readiness** tab.

Why it happens: The tab may still be showing the earlier result while it refreshes.

What to do: Wait for **Refreshing smart rostering data...** to disappear. If the item is still there, check that the change was saved.

The tab says **Org Smart Rostering Disabled**, but I cannot find **Enable Smart Rostering**.

Why it happens: **Enable Smart Rostering** is on the **Organisation Settings** tab, which only Owners and Admins can open.

What to do: Ask an Owner or Admin to tick **Enable Smart Rostering** and choose **Save organisation settings**.



The tab says there are no issues, but some shifts are still left unfilled.

Why it happens: Readiness checks your setup. It does not check whether the people linked to a site are free, available and allowed to work each shift.

What to do: Open **More roster actions** >

Report on the roster. It lists each unfilled shift with the reasons.

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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