

Northumbria Blood Bikes

Online Rostering System

User Guide



Releasing a shift

If, having reserved a shift you find you can no longer cover it you should do what you can to find someone to cover it for you and in cases of short notice (ie with less than two weeks notice) you should notify the rota manager using the website webform.

To release the shift so that somebody else can cover it:

Log in to the OLRS

Navigate to a view where you can see the entry for the shift you want to give up.

Click on the entry you want to release

An edit screen will open up

- Confirm that you've selected the correct shift
- Click [Delete Entry] and then confirm the deletion.

You are now removed from the rota.

You will receive an email confirmation (as will the Rota Manager) confirming that you have withdrawn from the shift.

If you have previously notified the rota manager of your need to stand down, you may find, when you go to update the OLRS that your entry has already been removed by the rota manager. That's fine. As the OLRS is a real time system, if your name doesn't appear on the roster then you are no longer on duty.

