

## Product Release Notes for Rosterfy 2.0

<b>General</b>	<b>2</b>
Admin Portal Redesign and Restructure	2
Candidate Portal Banner and Background	3
Admin Can Cancel Expression Of Interest	4
Forms Can Be Copied To Accounts/Subaccounts	4
Mandatory Fields Missed On Forms Highlighted	6
Allocations Shift Start Date Calculations	7
Additional Payroll Status Added	8
Import Shifts with Min DOB and Age	8
<b>Events &amp; Shifts</b>	<b>10</b>
All Event Data Will Override With Terms From The Event Type	10
Bulk Delete Shifts Available On User Profile View	11
<b>Headcount</b>	<b>12</b>
Missing Data Fields Added To Reports	12
User Type Shift Limits Are Now Enforced On Role Offers	12

Please note - all employee data you may see is dummy data and not sensitive

## General

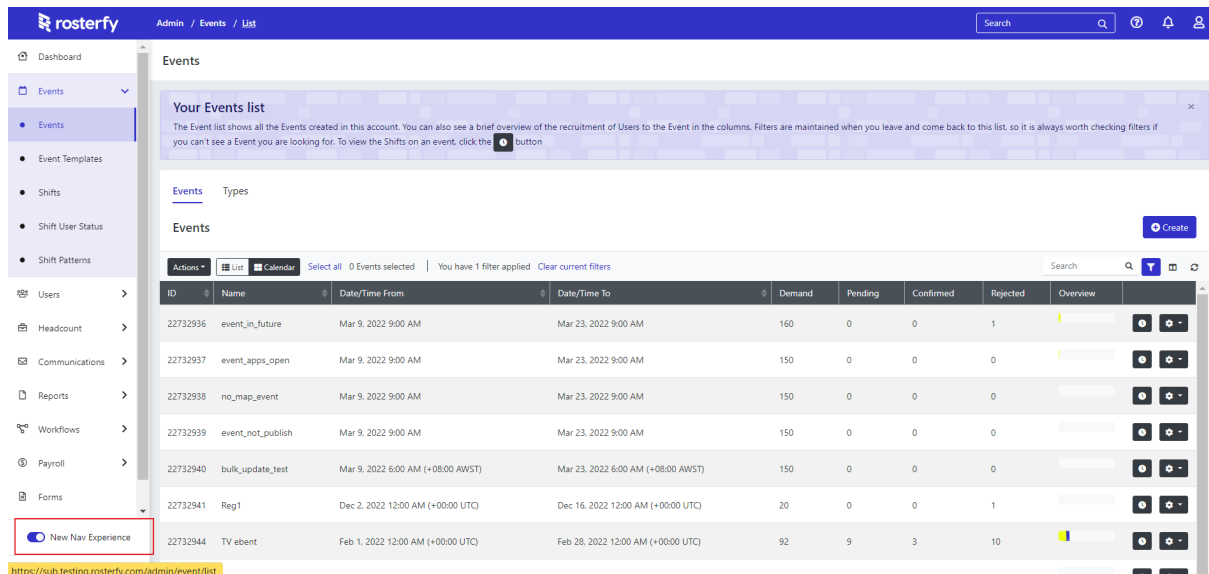
### Admin Portal Redesign and Restructure

Admins will notice the Rosterfy Site has had an improved design! We're excited to be pushing out a facelift and some improved designs. The changes are around;

- An updated styling, and general UI improvements
- Improved and updated structure and location, moving the top navigation to the side, and slightly reordering the location of menu items in a more intuitive fashion

To help the transition, the structural updates can be toggled on and off, which will remain an option for some months. Please see the video below for the best explanation;

<https://www.youtube.com/watch?v=zy0JL-4A1ow>

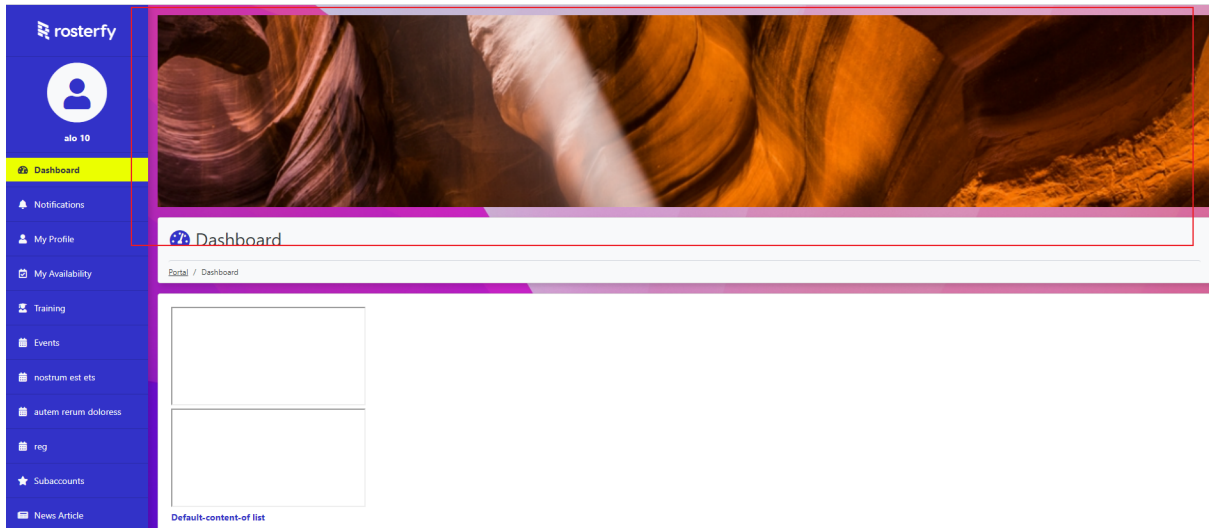
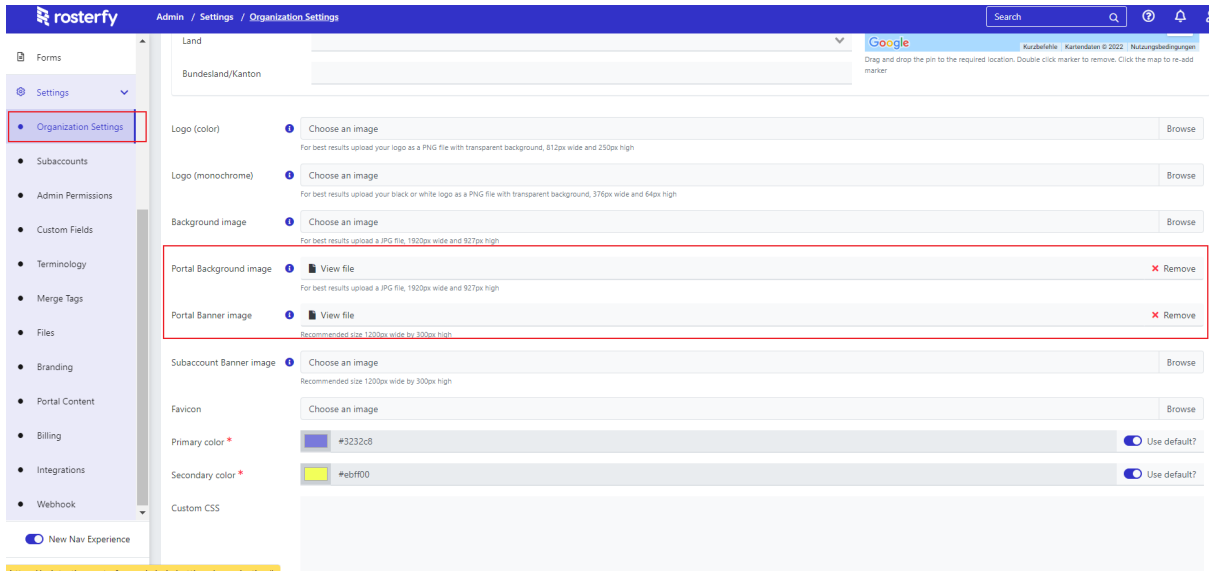


## Candidate Portal Banner and Background

Admins now will be able to control, via settings, additional visual effects for staff/volunteers:

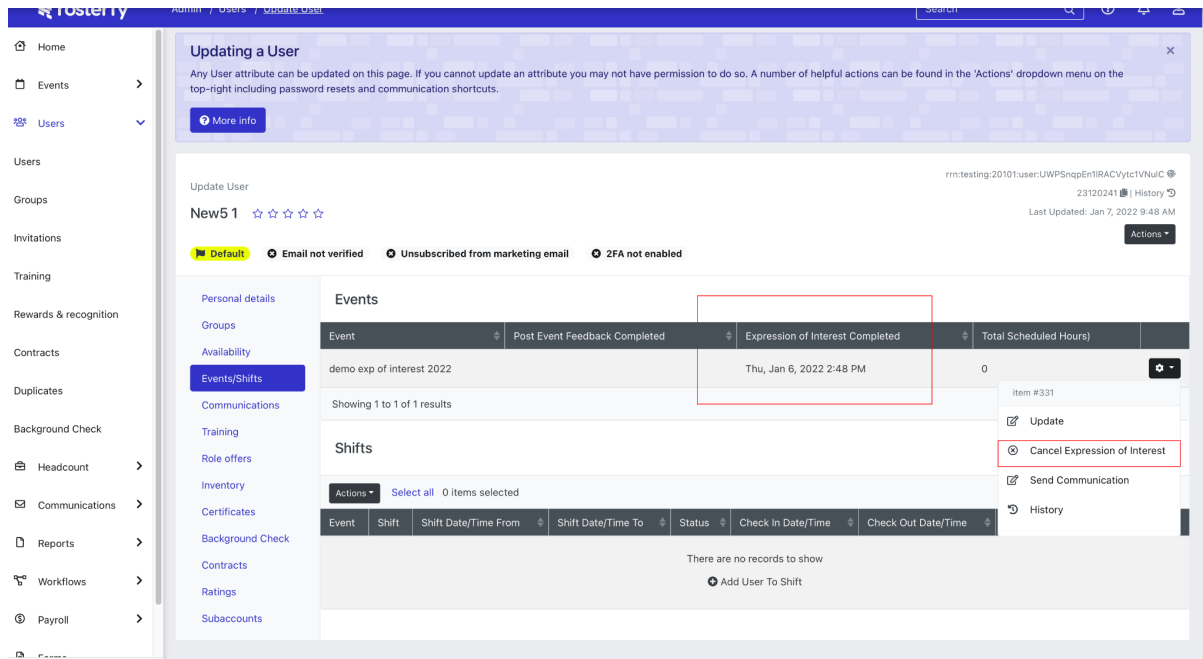
- Banner Image (i.e. see the rock image below, that is a banner on the dashboard)
- Background Image, that sits behind all pages

See below the section inside Settings > Organisation Settings > Branding



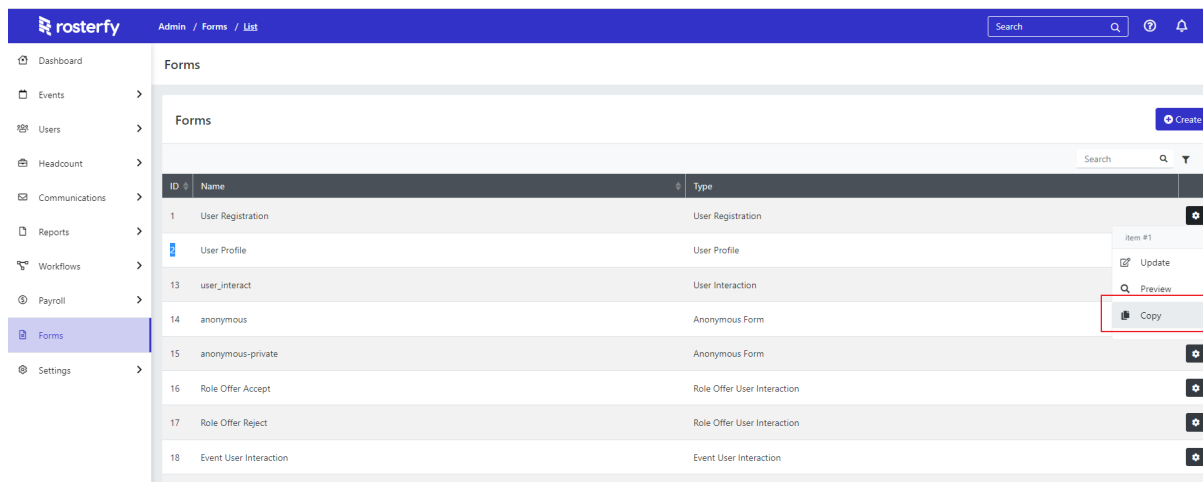
## Admin Can Cancel Expression Of Interest

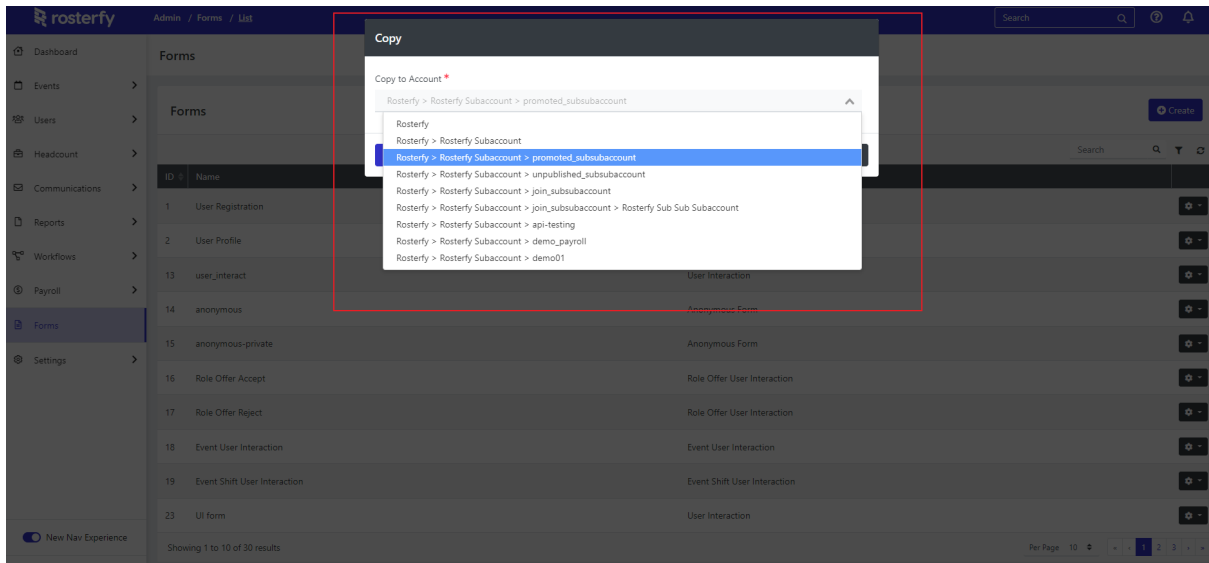
Admins now will be able to, if they have access to do so, Expressions Of Interest, and in particular cancel them from the Admin Site (in the Update User section as per screenshot below). This will save time impersonating and logging in as a User to do the same thing.



## Forms Can Be Copied To Accounts/Subaccounts

Admins are now able to select Forms and copy them to Accounts or Subaccounts. This will save a lot of time in reproducing Forms across accounts manually. When copying, if the Attribute does not exist in the other account (i.e. the Attribute ID does not exist) the Attribute will be auto-generated.





The screenshot displays the Rosterfy Admin interface. A 'Copy' dropdown menu is open, listing various account paths. The background shows a table of forms with columns for ID, Name, and a gear icon for settings.

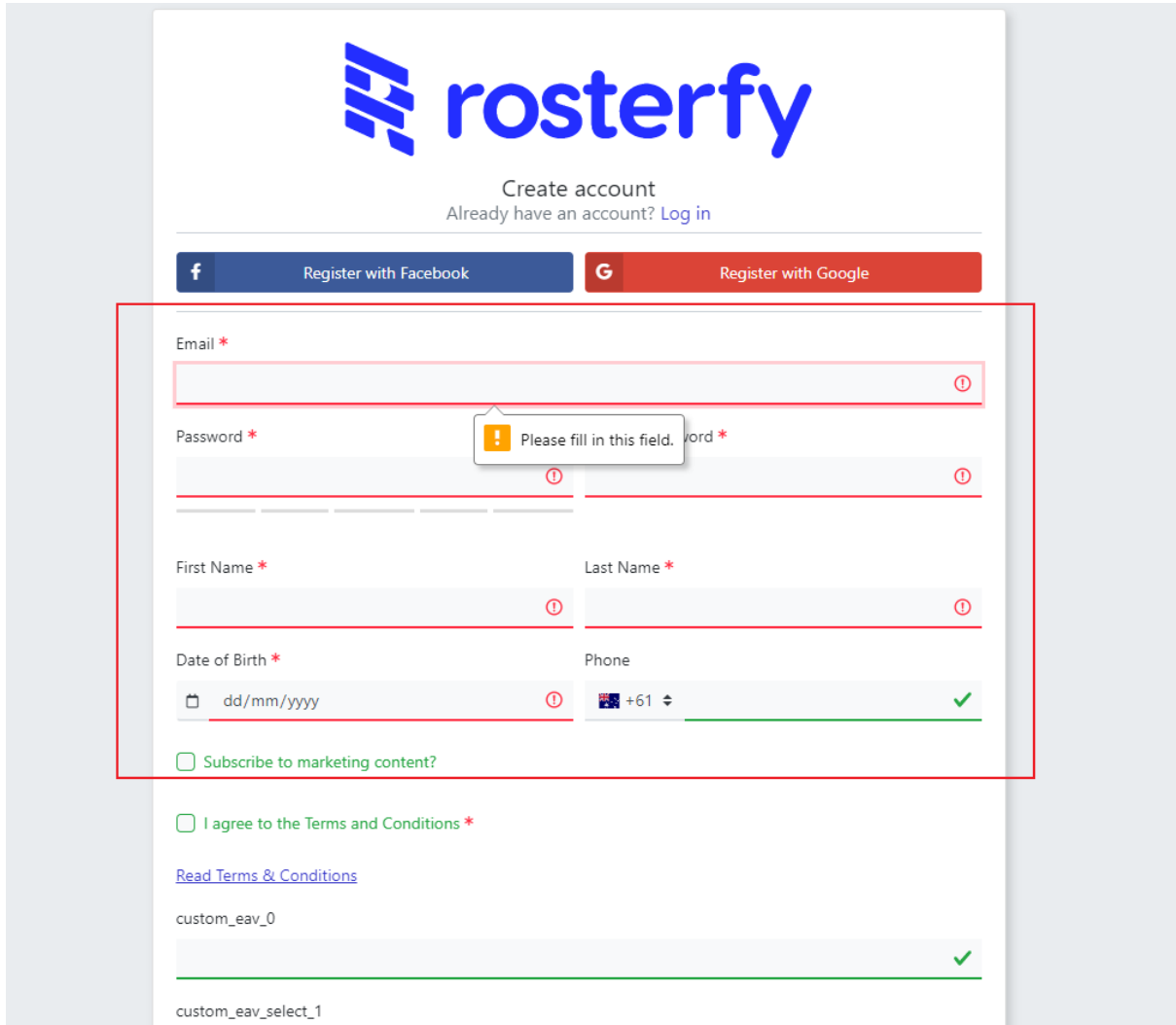
ID	Name	
1	User Registration	
2	User Profile	
13	user_interact	User Interaction
14	anonymous	Anonymous Form
15	anonymous-private	Anonymous Form
16	Role Offer Accept	Role Offer User Interaction
17	Role Offer Reject	Role Offer User Interaction
18	Event User Interaction	Event User Interaction
19	Event Shift User Interaction	Event Shift User Interaction
23	UI form	User Interaction

The 'Copy' dropdown menu contains the following items:

- Rosterfy > Rosterfy Subaccount > promoted\_subsubaccount
- Rosterfy
- Rosterfy > Rosterfy Subaccount
- Rosterfy > Rosterfy Subaccount > promoted\_subsubaccount**
- Rosterfy > Rosterfy Subaccount > unpublished\_subsubaccount
- Rosterfy > Rosterfy Subaccount > join\_subsubaccount
- Rosterfy > Rosterfy Subaccount > join\_subsubaccount > Rosterfy Sub Sub Subaccount
- Rosterfy > Rosterfy Subaccount > api-testing
- Rosterfy > Rosterfy Subaccount > demo\_payroll
- Rosterfy > Rosterfy Subaccount > demo01

## Mandatory Fields Missed On Forms Highlighted

Users will now be able to see mandatory fields highlighted and focused on forms, if they try to submit the form with some of these fields empty or with invalid entries.

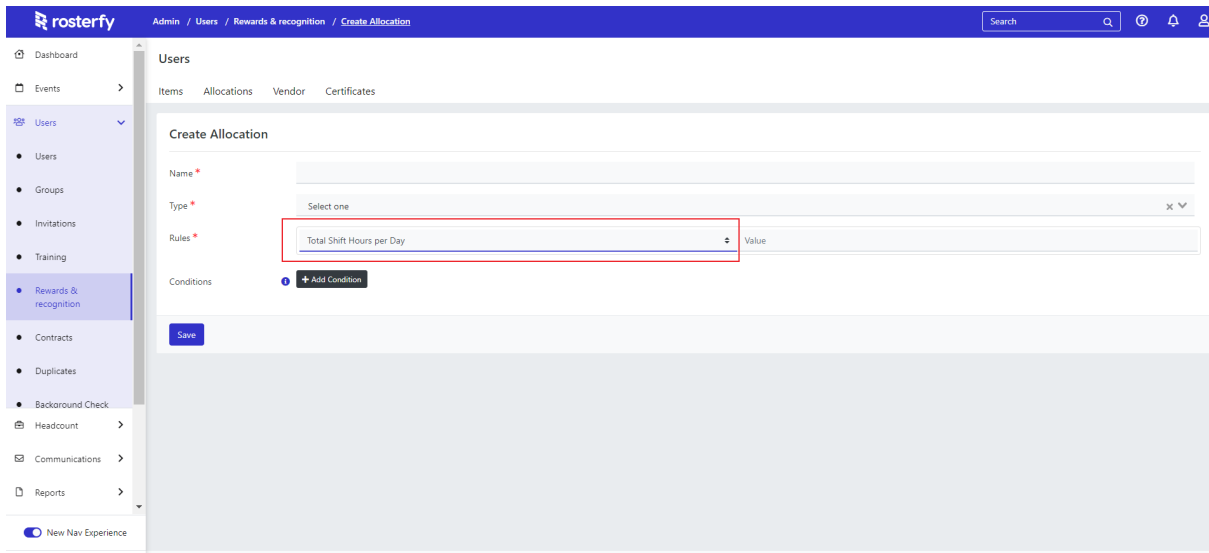


The screenshot shows the Rosterfy 'Create account' form. At the top, there is the Rosterfy logo and the text 'Create account' with a link to 'Log in' for existing users. Below this are two registration buttons: 'Register with Facebook' and 'Register with Google'. The main form area contains several input fields, each with a red asterisk indicating it is mandatory. A red box highlights the 'Email \*', 'Password \*', 'First Name \*', and 'Last Name \*' fields. A tooltip with an exclamation mark icon and the text 'Please fill in this field.' is positioned over the Password field. The 'Date of Birth \*' field has a calendar icon and a red asterisk. The 'Phone' field has a dropdown menu for country codes (showing '+61') and a green checkmark. Below the form, there are two checkboxes: 'Subscribe to marketing content?' and 'I agree to the Terms and Conditions \*'. A link for 'Read Terms & Conditions' is provided. At the bottom, there are two custom event fields: 'custom\_eav\_0' with a green checkmark and 'custom\_eav\_select\_1'.

## Allocations Shift Start Date Calculations

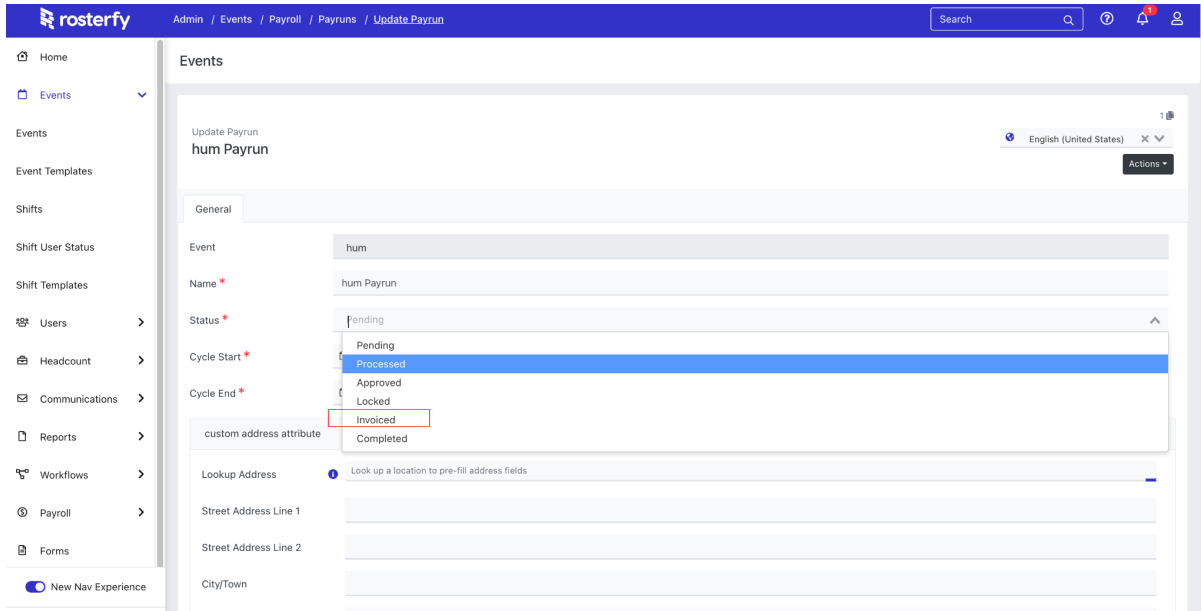
Recently 'Total Shift Hours per Day' was introduced as a calculation. To account for night shifts, we have now also introduced the calculation that hours of a shift are considered part of the calendar day they start on.

i.e. if a shift starts at 10pm on Saturday, ending 3am Sunday, they will contribute 5 hours to the Saturday hours count.



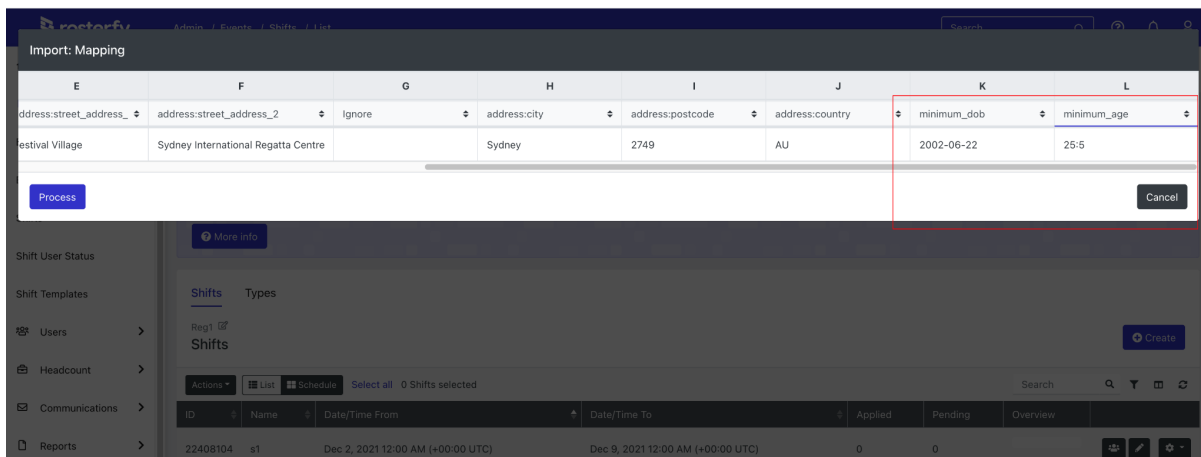
## Additional Payroll Status Added

Admins will now be able to control Payruns with the additional status ‘invoiced’ which sits between ‘locked’ and ‘completed’. This does not drive any functional difference between locked and completed, however will allow Admins to denote that a Payrun has been Invoiced if any Labour Hire or third party invoice is required.



## Import Shifts with Min DOB and Age

Admins will now be able to import shifts with Minimum Date Of Birth (DOB) and Age fields, so that they no longer need to manually update these fields.





**rosterfy** Admin / Events / Shifts / Update Shift

Search [ ] [ ] [ ] [ ] [ ]

Home Events Event Templates Shifts Shift User Status Shift Templates Users Headcount Communications Reports Workflows Payroll Forms

### Shift title

General | **Advanced** | Statuses | Check In | Forms | Visibility | Custom Attributes

Shift Type: Select one

Timezone: (GMT +00:00) UTC

Choose a Training: Select one

Certificate: Select one

Leader Demand: 0

Min Demand: 1

Link Role offer: Start typing name of Role offer Venue or Job Title

**Minimum Age: 25 Years** 5 Months

**Minimum Date of Birth: 22/06/2002**

Enable Waitlist:

Save

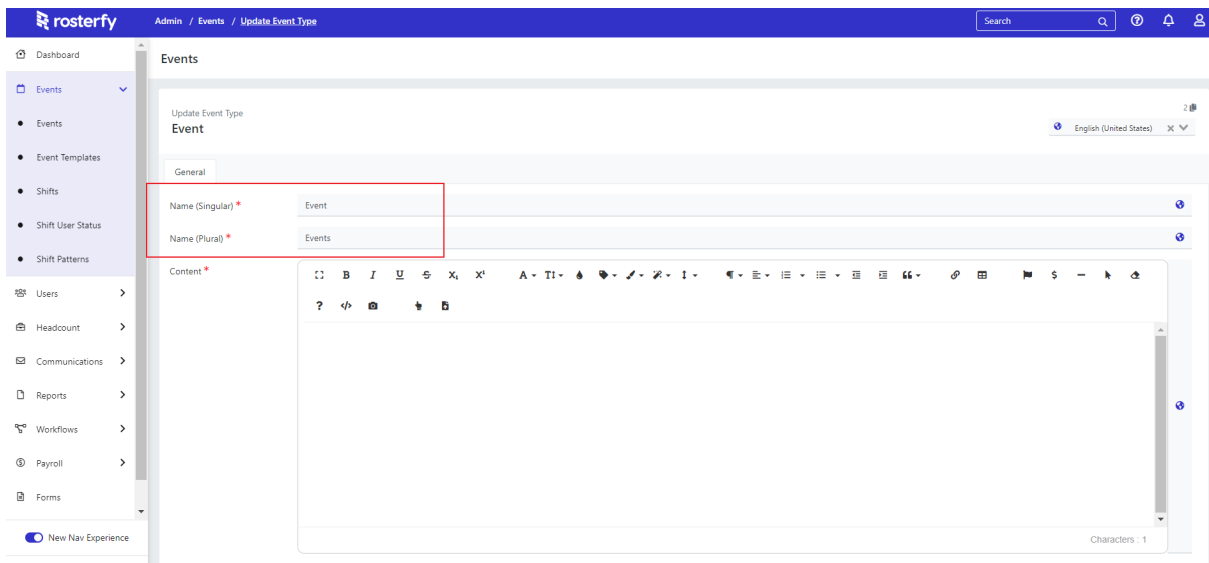
Import Complete completed

## Events & Shifts

### All Event Data Will Override With Terms From The Event Type

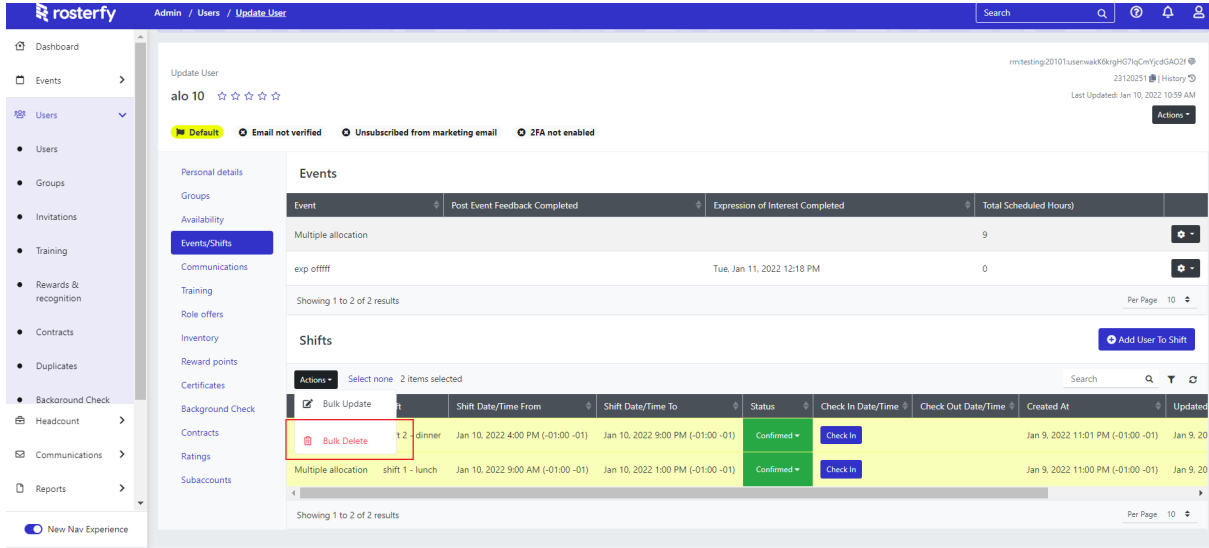
Admins are now able to set Event Type specific Terms - which can be controlled via the Event Type setup.

This means that different event types can now be set up and the terms will vary - i.e. you may have an event type 'Interviews', where now you can define that the term 'Events' will be renamed 'Interviews' to help drive understanding and grouping across the platform.



## Bulk Delete Shifts Available On User Profile View

Admins are now able to Bulk Delete Shifts (when shifts selected) on the User Profile View, as per screenshot below. This will make it much easier to delete shifts here as necessary, without needing to locate the Event/Shift in the Events section of the Admin site.



## Headcount

### Missing Data Fields Added To Reports

Some fields were missing for Admins to extract via reports, these are now available to run in the reports module on the Admin site, under the 'All Role Offers' report type:

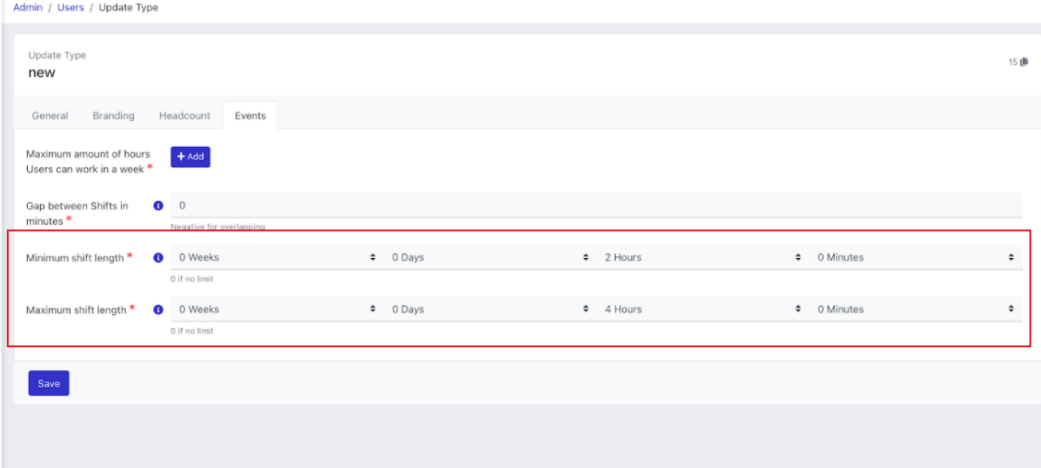
- Functional Area code
- Job Type code
- Location code
- Venue code

### User Type Shift Limits Are Now Enforced On Role Offers

Admins will now find that shift limits that are set up on User Types, will be enforced when that User Type is assigned to a Role Offer. This will ensure no conflicts occur (i.e. you have a user type X that has a min/max shift length - this user type cannot be linked to a role offer and shift that does not meet these requirements)

See below:

- Creating a User Type
- Creating a Role Offer
- Attaching this Role Offer to a Shift (with limits restrictions shown)



Admin / Users / Update Type

Update Type  
new

General Branding Headcount Events

Maximum amount of hours  
Users can work in a week \* [+ Add](#)

Gap between Shifts in minutes \* 0  
Negative for overlapping

Minimum shift length \* 0 Weeks 0 Days 2 Hours 0 Minutes

Maximum shift length \* 0 Weeks 0 Days 4 Hours 0 Minutes

[Save](#)

Admin / Headcount / Role offers / Update Role offer

Update Role offer  
stow

English (United States)

Actions -

1/10

WHS up Default Default

General Demand Criteria Settings Custom Attributes

Functional Area \* WHS up

Job Title \* stow

Location \* Default

Venue \* Default

User Type \* new

Description

New Nav Experience

required for a Shift is set by the 'Max Demand'. This is the number of Users that can apply, or be assigned to this Shift with a status of pending, confirmed or attended

Create Shift

General Advanced Statuses Check In Forms Visibility Custom Attributes

Name \* RO related

Users Required \* 10

Start Date/Time \* 16/03/2022 09:00 am

End Date/Time \* 16/03/2022 09:00 pm

Description

Maximum length is 4 hours

Insert Horizontal Line

3 of

New Nav Experience