ROSTERS

To view how a travel and accommodation roster has been built in SAM, CLICK the roster code.

This document can be printed out by click on the printer icon



in the top right hand corner of your screen

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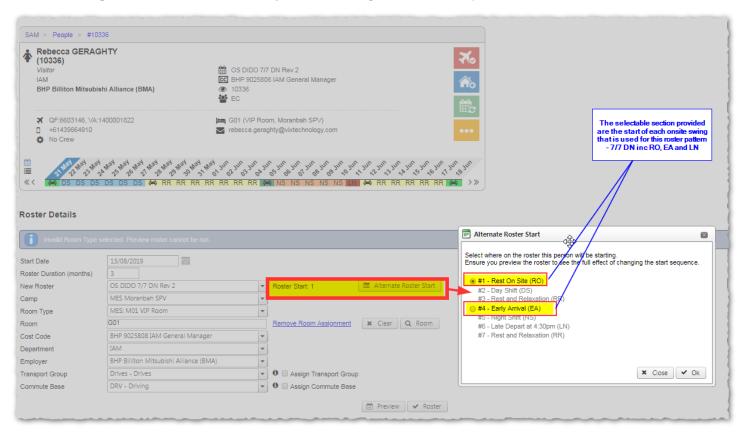
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Key Points For Rosters

- The rosters in SAM are accommodation rosters that are built around working roster patterns, fatigue requirements and check in & out times at a Village
- Check-in at Village is from 2pm and check out is 10am unless the roster build allows for an exception to this
- All rosters are built to start on from an onsite swing / onsite shift status
- You can run a roster mid-swing. Rosters can be run from any onsite shift segment of a roster pattern:



This allows for a roster to be run from the middle of the pattern making it easier to managed and run crew rosters.

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- Before a roster can be approved and run, the traveller MUST HAVE and employee number in their profile i.e. SC, 800 or 200.
- A roster **cannot** be run against the **Visitor** resource type



- Above are the **shift statuses** available in SAM and whether they are on site or off site statues
- Requests for a new travel and accommodation roster pattern can be submitted as a Generic Request via workflow and are subject to the approval of the AFIFO Superintendant.
- For a new roster patter to be considered, it must reach the following minimum requirements
 - o Be valid for a minimum of 1 year
 - o Have a minimum of 10 people on it

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SAM Roster	Roster Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
10/4 DS (No FR) • DS only swings Nights Room Status 10 Day Shift 4 Rest and Relaxation		RR RR A DS	This roster is not site specific and can be used across any site
10/4 DS (FR before) • DS only swings	Nights Room Status 1 Fatigue 9 Day Shift 4 Rest and Relaxation	RR → DS	This roster is not site specific and can be used across any site

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SAM Roster	Roster Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
14/7 DN (FR after DS only) • 1 Swing of DS • 1 Swing of NS	Nights Room Status 13 Day Shift 1 Fatigue 6 Rest and Relaxation 14 Night Shift 8 Rest and Relaxation	RR	This roster is not site specific and can be used across any site
14/7 DS (No FR) DS only swings	Nights Room Status 13 Day Shift 8 Rest and Relaxation	RR RR ADS DS D	This roster is not site specific and can be used across any site

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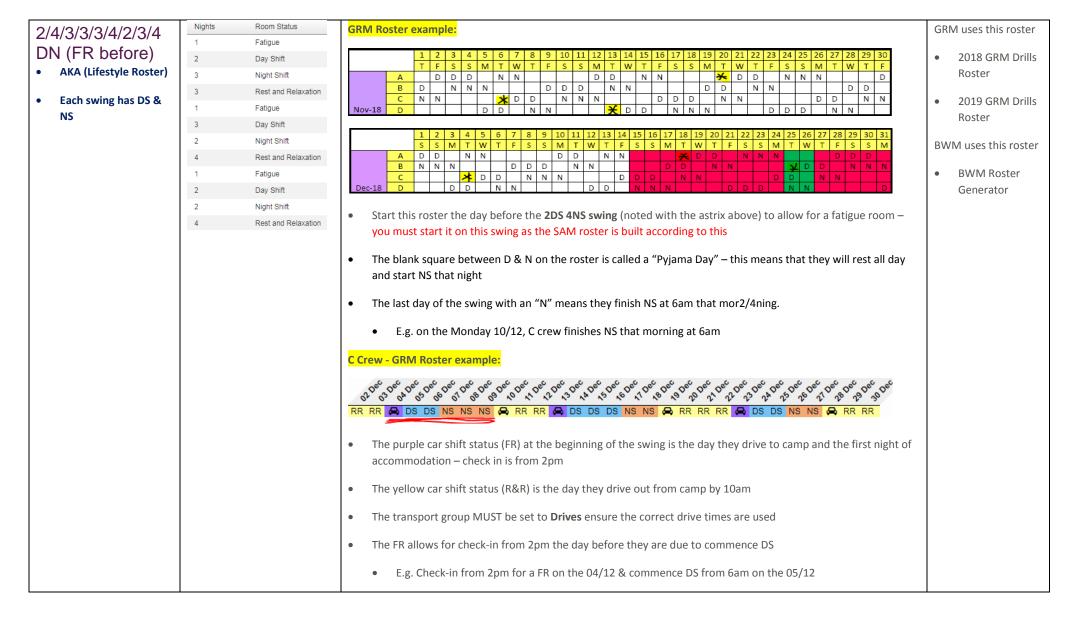
SAM Roster	Roster	Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
14/7 DS (FR after) • DS only swings Nights Room Status 13 Day Shift 1 Fatigue 7 Rest and Relaxation		Day Shift Fatigue	RR RR DS	This roster is not site specific and can be used across any site
14/7 DS (FR before & after) • DS only swings Nights Room Status 1 Fatigue 13 Day Shift 1 Fatigue 6 Rest and Relaxation 1 R		Fatigue Day Shift Fatigue	RR RR → DS	This roster is not site specific and can be used across any site

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SAM Roster	Roster Build in SAM		Roster Build in SAM		Roster Example & Roster Details	Additional Info – Site Rosters
1RO 7/7 DS • DS only swings	Nights 1 6 7	Room Status Rest On Site Day Shift Rest and Relaxation	RR RR DS DS DS DS DS DS DS DS SA RR	This roster is only to be used at Buffel Park All other villages use the other 7/7 DS rosters with a FR at the beginning		
2/3/3 DN (FR before & after) • Each swing has DS & NS	Nights 1 2 3 1 3	Room Status Fatigue Day Shift Night Shift Fatigue Rest and Relaxation	RR DS DS NS NS NS FR RR RR DS DS NS NS NS NS FR RR RR DS DS NS NS NS FR RR RR DS DS NS NS NS NS FR RR RR DS DS NS NS NS NS RR RR RR DS DS NS NS NS NS NS RR RR RR DS DS NS NS NS NS RR RR RR DS DS NS NS NS NS NS NS NS RR RR RR DS DS NS NS NS NS NS NS NS RR RR RR DS DS NS	Not a common roster and is currently only used by CPH Mining (GRM) at Eureka Village		

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DS	Day Shift	EA	Early Arrival	FR	Fatigue
NS	Night Shift	LN	Late Depart at 4:30pm	RO	Rest On Site



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SAM ROSTERS





has DS & NS



GRM Roster example: D D D D D N N 🖊 D D N N N N N N D D D Ν D D ***** D D N N N D D D D **≯** D D N N N

- Start this roster the day before the **2DS 4NS swing** (noted with the astrix above) to allow for a fatigue room you must start it on this swing as the SAM roster is built according to this
- The blank square between D & N on the roster is called a "Pyjama Day" this means that they will rest all day and start NS that night
- The last day of the swing with an "N" means they finish NS at 6am that morning.
 - E.g. on the Monday 26/11, A crew finishes NS that morning at 6am

A Crew - GRM Roster example:



- The purple car shift status (FR) at the beginning of the swing is the day they drive to camp and the first night of accommodation check in is from 2pm
- The yellow car shift status (R&R) is the day they drive out from camp by 10am
- The FR allows for check-in from 2pm the day before they are due to commence DS
 - E.g. Check-in from 2pm for a FR on the 20/11 & commence DS from 6am on the 21/11
- The FR after NS allows for them to check-out by 10am the next day
- The transport group MUST be set to **Drives** ensure the correct drive times are used

GRM uses this roster

- 2018 GRM Drills Roster
- 2019 GRM Drills Roster

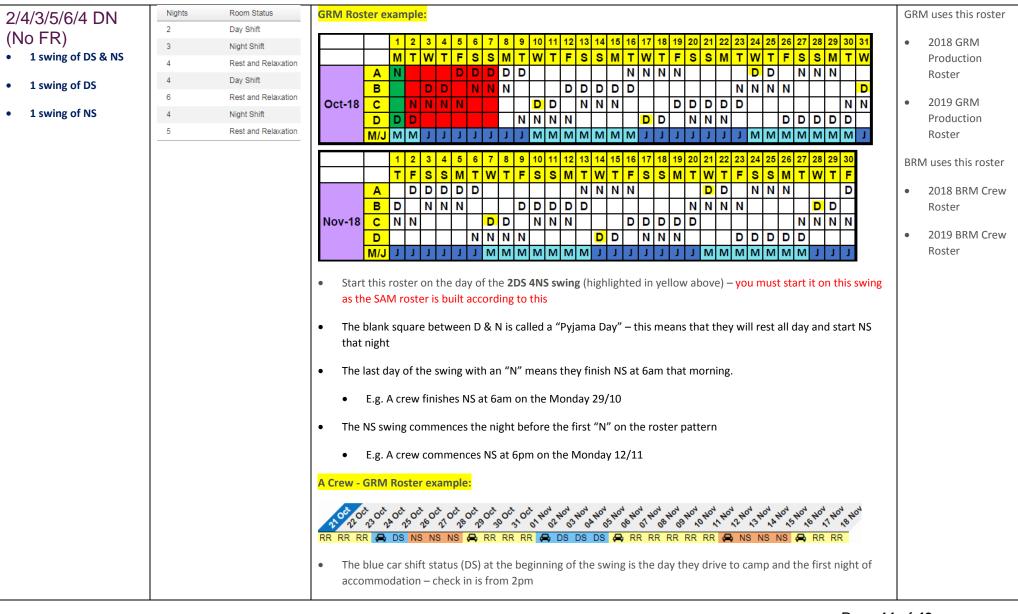
BWM uses this roster

BWM Roster Generator

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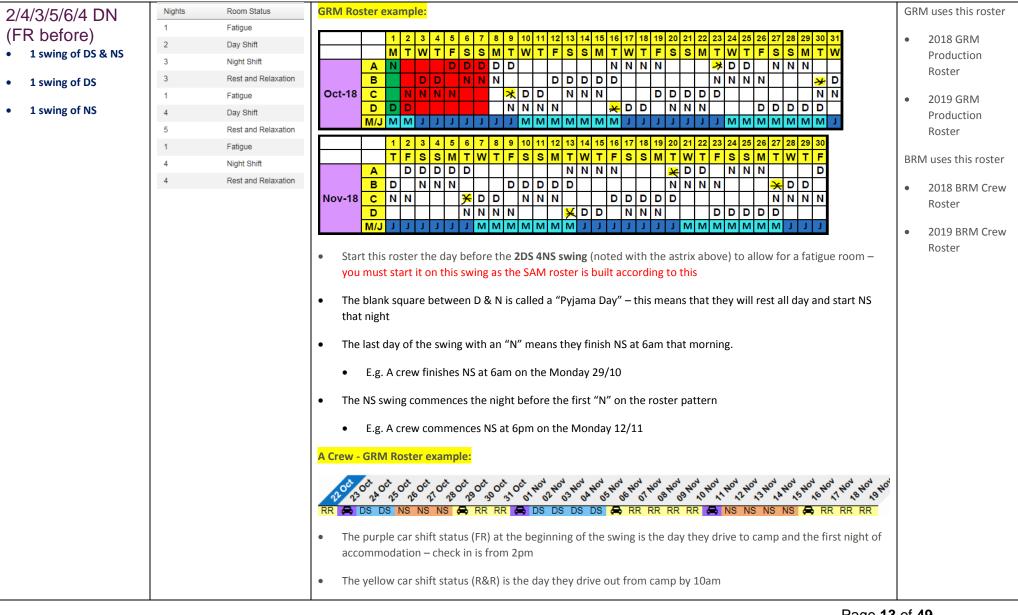
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SAM ROSTERS



SAM Roster	Roster Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
		The orange car shift status (NS) at the beginning of the swing is the day they drive to camp and the first night of accommodation – check in is from 2pm	
		The yellow car shift status (R&R) is the day they drive out from camp by 10am	
		The transport group MUST be set to Drives ensure the correct drive times are used	

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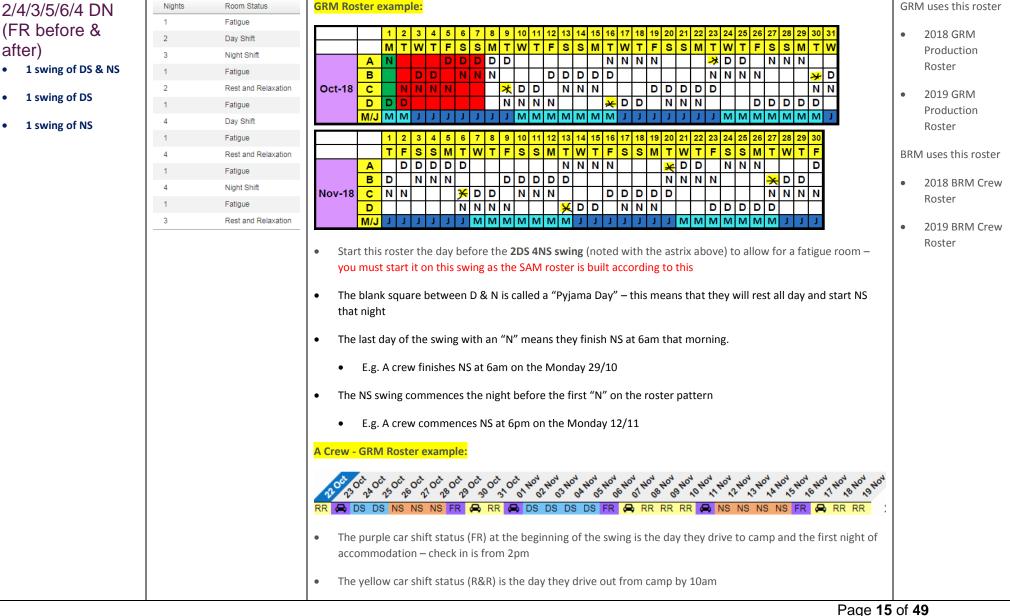
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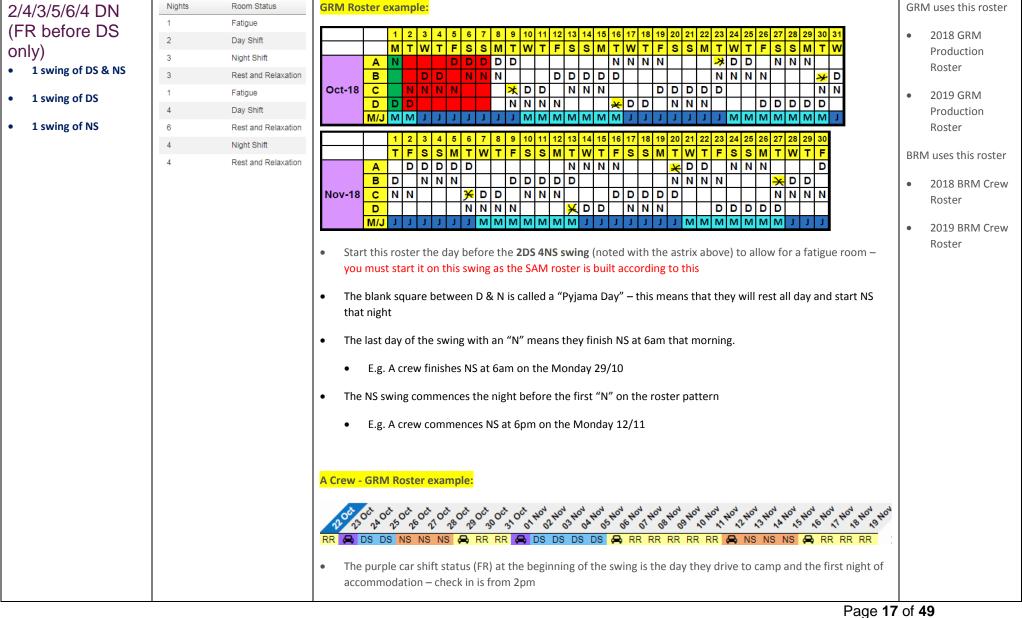
SAM Roster	Roster Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
		 The FR allows for check-in from 2pm the day before they are due to commence DS/NS E.g. Check-in from 2pm for a FR on the 23/10 & commence DS from 6am on the 24/10 E.g. Check-in from 2pm for a FR on the 11/11 & commence NS from 6pm on the 12/11 (Note: people 	
		 on NS will check-in from around midday on their first day of NS, however the booking needs to start from the previous day to allow for an early check-in before 2pm. It needs to also be noted as a FR so the booking isn't cancelled but is rolled as a No show to the next day). The transport group MUST be set to Drives ensure the correct drive times are used 	

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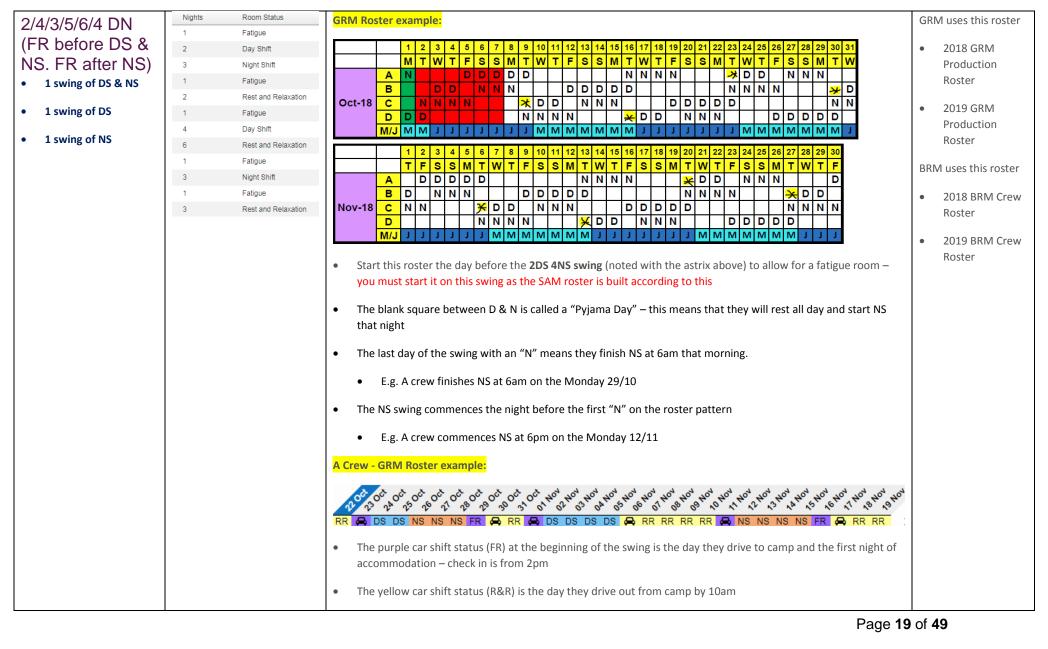
SAM Roster Roster Bu	uild in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
	 E.g. Check-in from 2pm for E.g. Check-in from 2pm for will check-in from around m previous day to allow for ar isn't cancelled but is rolled The FR after DS/NS allows for the 	2pm the day before they are due to commence DS/NS a FR on the 23/10 & commence DS from 6am on the 24/10 a FR on the 11/11 & commence NS from 6pm on the 12/11 (Note: people on NS nidday on their first day of NS, however the booking needs to start from the nearly check-in before 2pm. It needs to also be noted as a FR so the booking as a No show to the next day). The commence DS/NS Th	





SAM Roster	Roster Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
		 The orange car shift status (NS) at the beginning of the swing is the day they drive to camp and the first night of accommodation – check in is from 2pm The yellow car shift status (R&R) is the day they drive out from camp by 10am 	
		 The FR allows for check-in from 2pm the day before they are due to commence DS E.g. Check-in from 2pm for a FR on the 23/10 & commence DS from 6am on the 24/10 	
		The transport group MUST be set to Drives ensure the correct drive times are used	

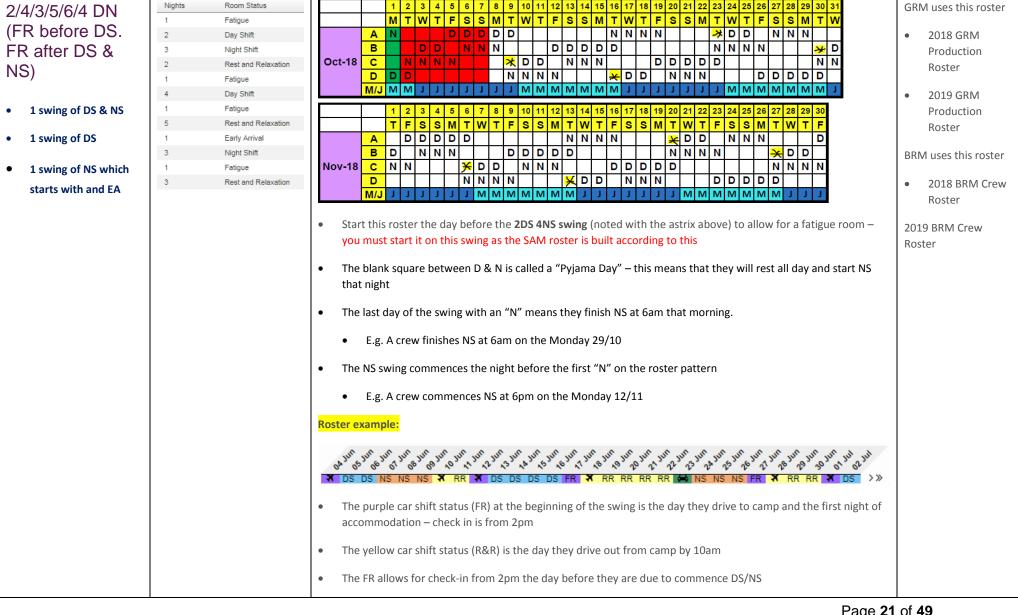
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SAM Roster	Roster Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
		 The FR allows for check-in from 2pm the day before they are due to commence DS/NS E.g. Check-in from 2pm for a FR on the 23/10 & commence DS from 6am on the 24/10 E.g. Check-in from 2pm for a FR on the 11/11 & commence NS from 6pm on the 12/11 (Note: people on NS will check-in from around midday on their first day of NS, however the booking needs to start from the previous day to allow for an early check-in before 2pm. It needs to also be noted as a FR so the booking isn't cancelled but is rolled as a No show to the next day). The FR after NS allows for them to check-out by 10am the next day The transport group MUST be set to Drives ensure the correct drive times are used 	

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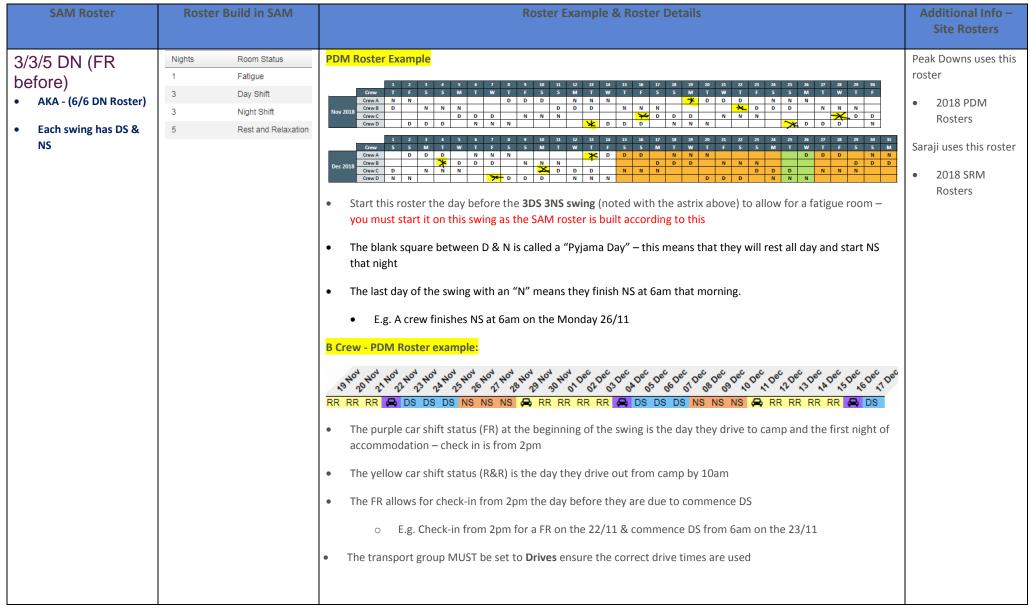


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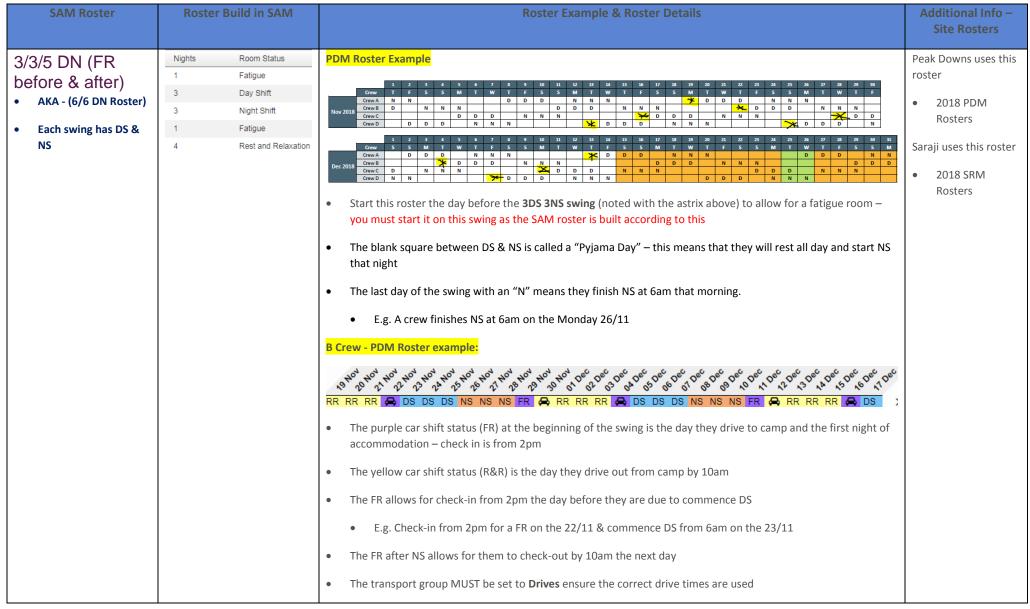
SAM ROSTERS



SAM Roster	Roster Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
		 E.g. Check-in from 2pm for a FR on the 23/10 & commence DS from 6am on the 24/10 E.g. Check-in from 2pm for a FR on the 11/11 & commence NS from 6pm on the 12/11 (Note: people on NS will check-in from around midday on their first day of NS, however the booking needs to start from the previous day to allow for an early check-in before 2pm. It needs to also be noted as a FR so the booking isn't cancelled but is rolled as a No show to the next day). The EA on the day of the first full NS swing allows for the traveller to check in at 12.00pm, providing at least 4 hour rest prior to the start of the NS The FR after NS allows for them to check-out by 10am the next day The transport group MUST be set to Drives ensure the correct drive times are used 	



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SAM Roster	Roster B	Roster Build in SAM Roster Example & Roster Details				
4/3 DS (No FR) • Mon – Thu Roster • DS only swings	Nights 3 4	Room Status Day Shift Rest and Relaxation	• Start this roster on the first day of the DS swing • The blue car shift status (DS) at the beginning of the swing is the day they drive to camp and the first night of accommodation – check in is from 2pm • The transport group MUST be set to Drives ensure the correct drive times are used	This roster is not site specific and can be used across any site		
4/3 DS (FR before) • Sun – Thu Roster	Nights 1 3 3	Room Status Fatigue Day Shift Rest and Relaxation	BS DS	This roster is not site specific and can be used across any site		

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SAM Roster	Roster	Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
4/3 NS (FR before) • NS only swings	Nights 1 3 3	Room Status Fatigue Night Shift Rest and Relaxation	Start this roster the day before the first NS swing to allow for the fatigue room	This roster is not site specific and can be used across any site
			 The purple car shift status (FR) at the beginning of the swing is the day they drive to camp and the first night of accommodation – check in is from 2pm The yellow car shift status (R&R) is the day they drive out from camp by 10am The transport group MUST be set to Drives ensure the correct drive times are used 	
4/4/4/2 DS (No FR) • Mon – Thu, Tue - Fri	Nights 3 5 3 3	Room Status Day Shift Rest and Relaxation Day Shift Rest and Relaxation	• Start this roster on the first day of the Beginning of the swing is the day they drive to camp and the first night of accommodation – check in is from 2pm • The yellow car shift status (R&R) is the day they drive out from camp by 10am • The transport group MUST be set to Drives ensure the correct drive times are used	This roster is not site specific and can be used across any site

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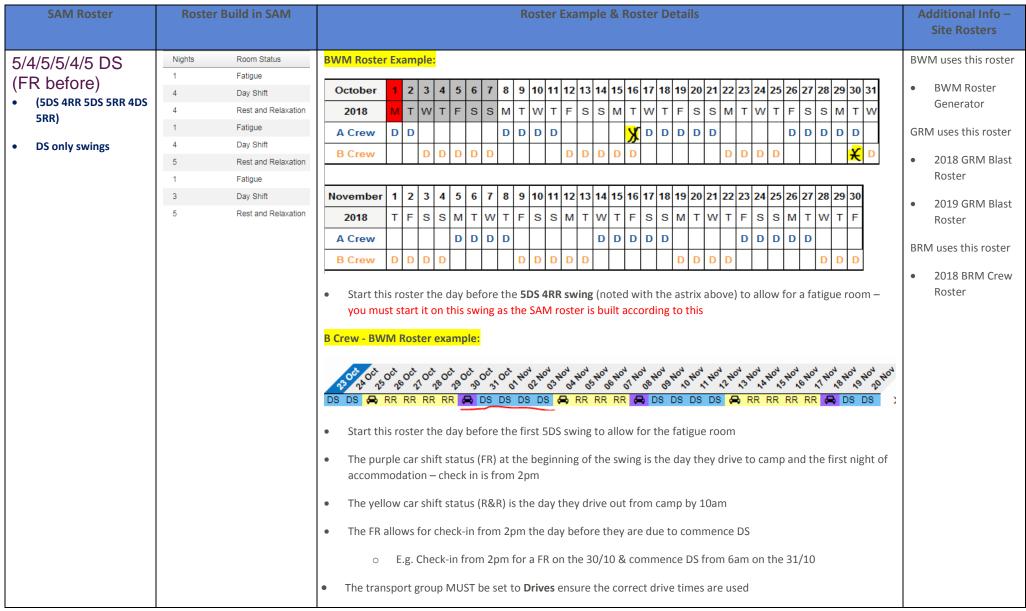
SAM Roster	Roster Bu	ild in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
4/4/4/2 DS (FR before) • Mon – Thu, Tue – Fri with FR before each swing	1 3 4 1 3	Room Status Fatigue Day Shift Rest and Relaxation Fatigue Day Shift Rest and Relaxation	Start this roster the day before the first day of the Mon - Thu swing to allow for the fatigue room Start this roster the day before the first day of the swing is the day they drive to camp and the first night of accommodation − check in is from 2pm The FR allows for check-in from 2pm for a FR on the 18/11 & commence DS from 6am on the 19/11 The transport group MUST be set to Drives ensure the correct drive times are used	This roster is not site specific and can be used across any site
5/2 DS (No FR) • Mon – Fri	4	Room Status Day Shift Rest and Relaxation	Start this roster on the first day of DS The blue car shift status (DS) at the beginning of the swing is the day they drive to camp and the first night of accommodation — check in is from 2pm The transport group MUST be set to Drives ensure the correct drive times are used	This roster is not site specific and can be used across any site

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SAM Roster	Roster Build in SA	M Roster Example & Roster Details	Additional Info – Site Rosters
5/2 DS (FR before) • Mon – Fri with a FR from Sunday	Nights Room State 1 Fatigue 4 Day Shift 2 Rest and R	DS DS DS DS A RR DS DS DS DS A RR DS DS DS DS A RR DS	This roster is not site specific and can be used across any site
5/2 DS (RO before) • Mon – Fri with an RO from Sunday	Nights Room Statu Rest On Sit Day Shift Rest and R	DS DS DS DS AR B DS DS DS B B B B DS DS DS B B B B DS DS DS DS B B B B	This roster is only to be used at Buffel Park – all other sites should use the 5/2 DS (FR before roster)

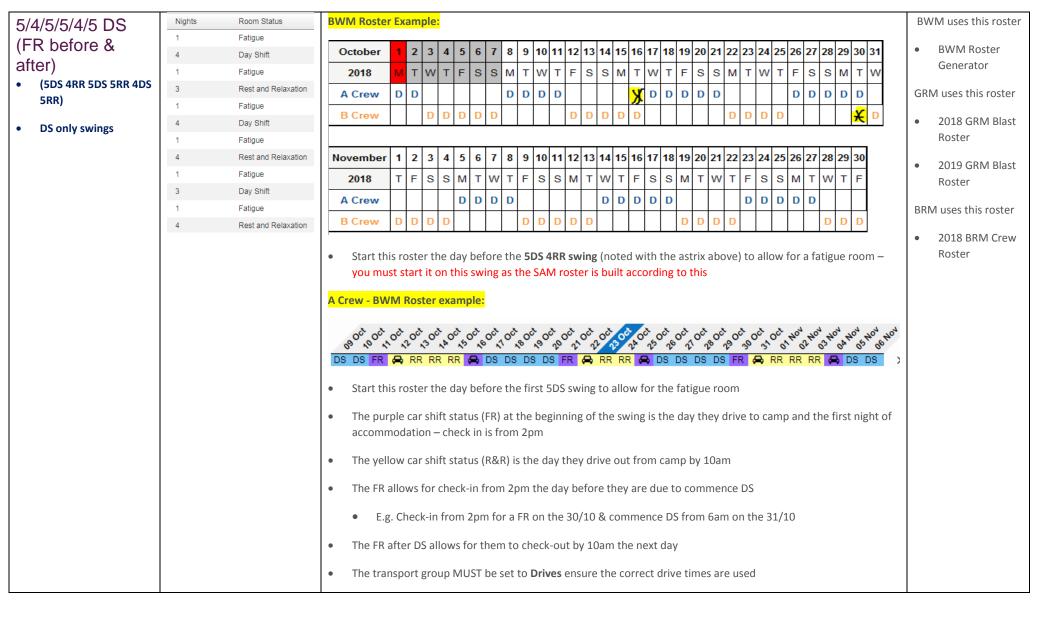
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SAM Roster	Roster	Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
5/2 DS (FR after) • Mon – Fri with a FR on Friday night	Nights 4 1 2	Room Status Day Shift Fatigue Rest and Relaxation	estands the state of the state	This roster is not site specific and can be used across any site



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	DS	Day Shift	EA	Early Arrival	FR	Fatigue	
	NS	Night Shift	LN	Late Depart at 4:30pm	RO	Rest On Site	



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SAM Roster	Roster B	uild in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
6/6 DS (FR before) • DS only swings	Nights 1 6 5	Room Status Fatigue Day Shift Rest and Relaxation	Start this roster the day before the first DS swing to allow for the fatigue room The purple car shift status (FR) at the beginning of the swing is the day they drive to camp and the first night of accommodation – check in is from 2pm The FR allows for check-in from 2pm the day before they are due to commence DS E.g. Check-in from 2pm for a FR on the 17/10 & commence DS from 6am on the 18/10	This roster is not site specific and can be used across any site
7/7 3D4N (FR before) • DS & NS swings	Nights 1 3 4 6	Room Status Fatigue Day Shift Night Shift Rest and Relaxation	RR RR RR RR RR RR A DS DS NS NS NS NS NS NS RR	This is roster is currently only used by MSS at ECV

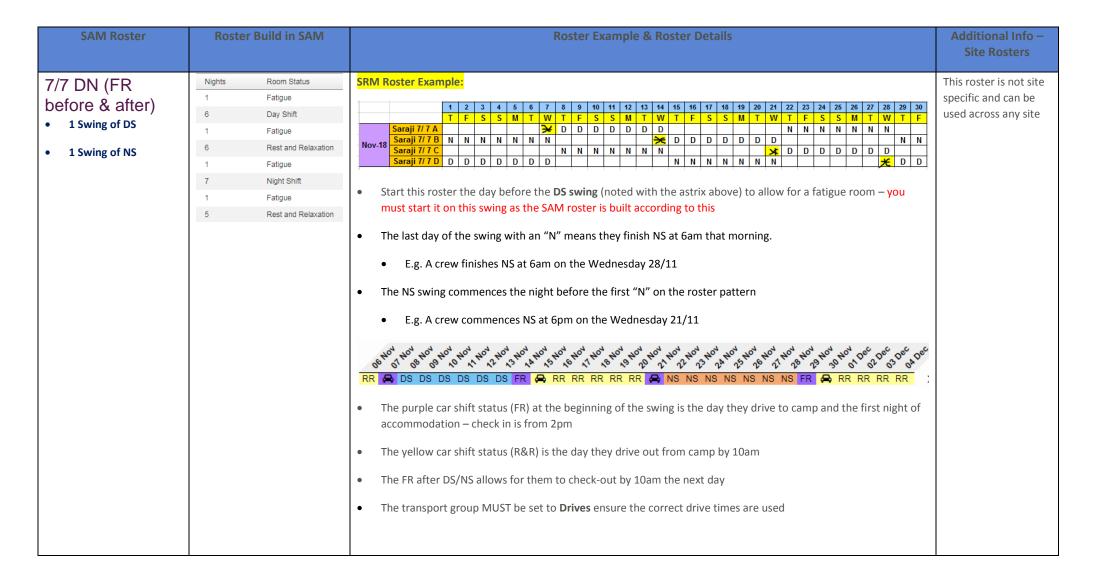
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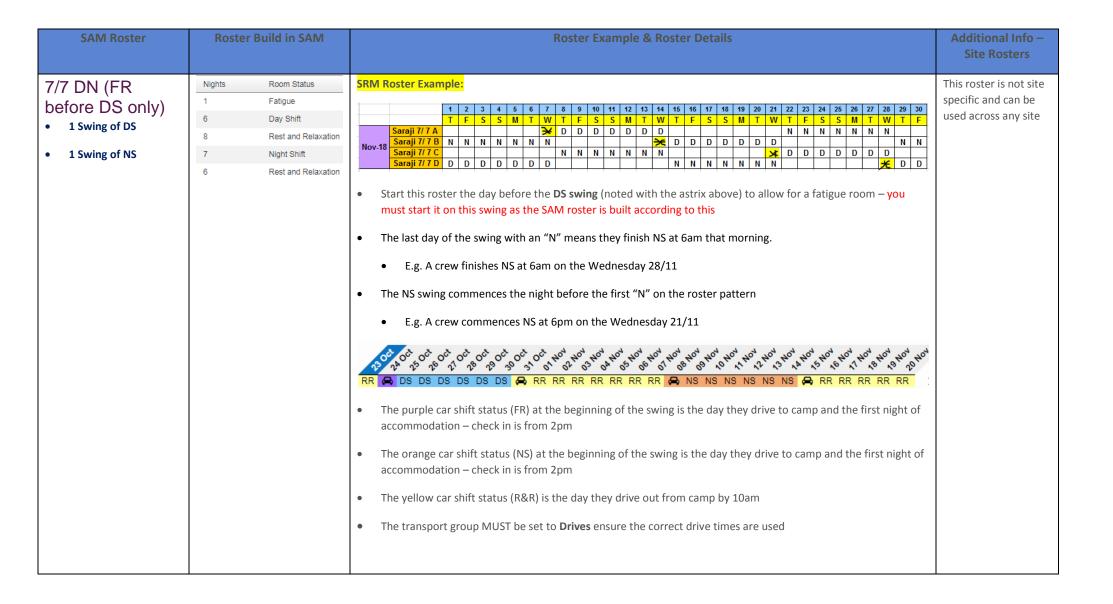
SAM Roster	Roster B	uild in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
7/7 DS (No FR) • DS only swings	Nights 6 8	Room Status Day Shift Rest and Relaxation	• Start this roster on the first day of DS The blue car shift status (DS) at the beginning of the swing is the day they drive to camp and the first night of accommodation – check in is from 2pm The yellow car shift status (R&R) is the day they drive out from camp by 10am The transport group MUST be set to Drives ensure the correct drive times are used	This roster is not site specific and can be used across any site
7/7 DS (FR before) • DS only swings	Nights 1 6 7	Room Status Fatigue Day Shift Rest and Relaxation	• Start this roster the day before the first DS swing to allow for the fatigue room • The purple car shift status (FR) at the beginning of the swing is the day they drive to camp and the first night of accommodation – check in is from 2pm • The yellow car shift status (R&R) is the day they drive out from camp by 10am • The FR allows for check-in from 2pm the day before they are due to commence DS • E.g. Check-in from 2pm for a FR on the 30/10 & commence DS from 6am on the 31/10 • The transport group MUST be set to Drives ensure the correct drive times are used	This roster is not site specific and can be used across any site

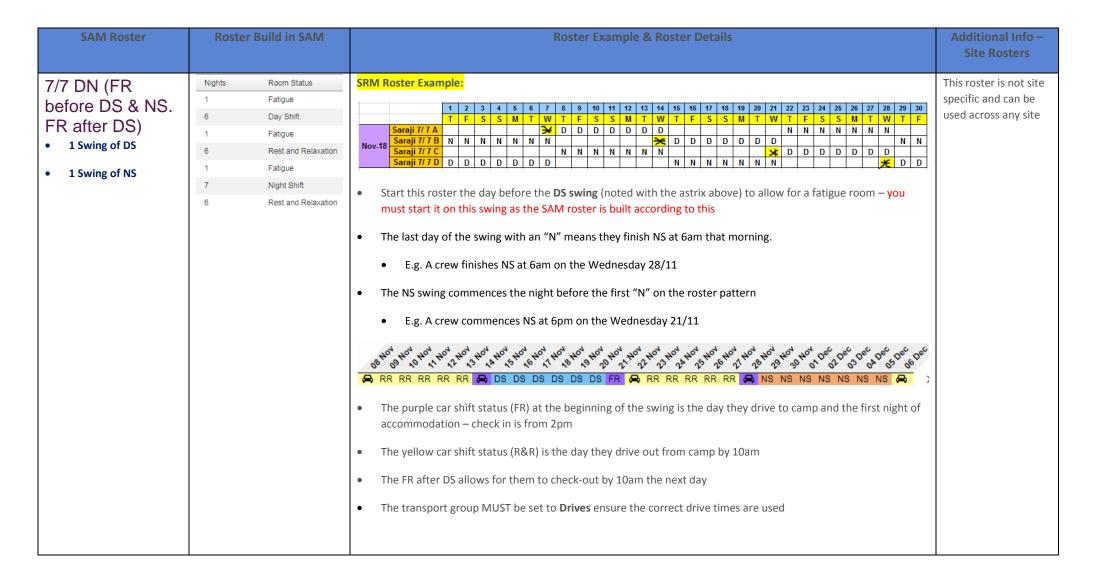
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SAM Roster	Roster	Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
7/7 DS (FR before & after) • DS only swings	Nights 1 6 1 6	Room Status Fatigue Day Shift Fatigue Rest and Relaxation	FR → RR RR RR RR RR RR S → DS	This roster is not site specific and can be used across any site

SAM Roster	Roster Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
7/7 DN (FR before) 1 Swing of DS 1 Swing of NS	Nights Room Status 1 Fatigue 6 Day Shift 7 Rest and Relaxation 1 Fatigue 7 Night Shift 6 Rest and Relaxation	SRM Roster Example: 1	This roster is not site specific and can be used across any site







SAM Roster	Roster Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
7/7 DN (FR before DS & NS. FR after NS) 1 Swing of DS 1 Swing of NS	Nights Room Status 1 Fatigue 6 Day Shift 7 Rest and Relaxation 1 Fatigue 7 Night Shift 1 Fatigue 5 Rest and Relaxation	Saraji 777 A	This roster is not site specific and can be used across any site

SAM Roster	Roster Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
8/6 DS (No FR)	Nights Room Status 7 Day Shift 7 Rest and Relaxation	**RR RR RR RR RR RR RR GDS DS D	This roster is not site specific and can be used across any site
9/5 DS (RO before) (10/4 DS Roster)	Nights Room Status 1 Rest On Site 8 Day Shift 5 Rest and Relaxation	RR RR RR RR RR GO DS	This roster is not site specific and can be used across any site

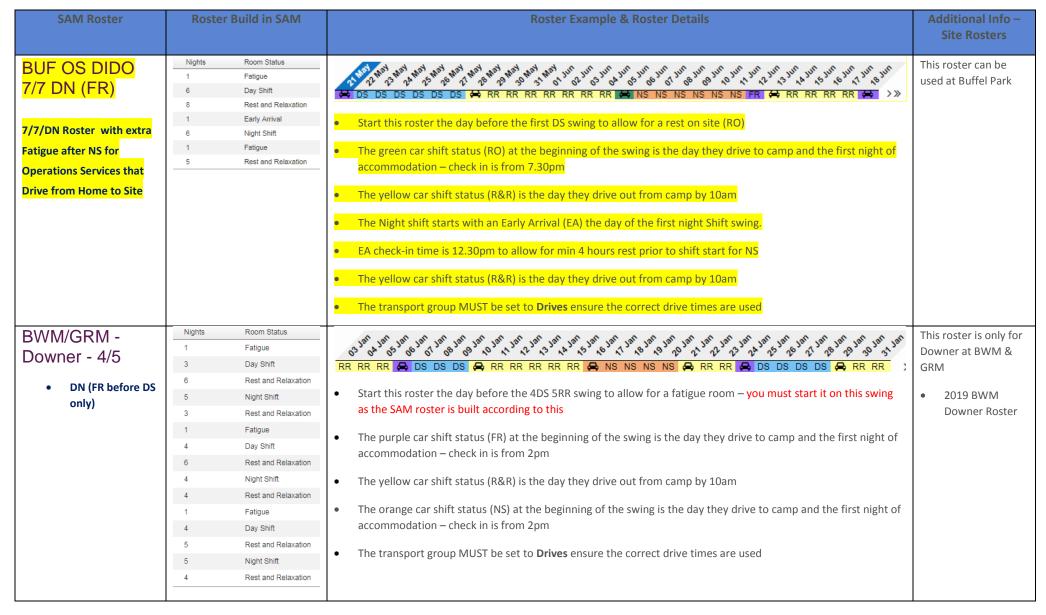
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SAM Roster	Roste	r Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
BUF DIDO - 7/7 DN inc EA & LN	Nights 1 6 8	Room Status Rest On Site Day Shift Rest and Relaxation	THOS HES HES HES HES HES HES HES HES HES HE	This roster can be used at Buffel Park
7/7/DN Roster for Operations Services that Drive from Home to Site	1 4 1 7	Early Arrival Night Shift Late Depart at 4:30pm Rest and Relaxation	 Start this roster the day before the first DS swing to allow for a rest on site (RO) The green car shift status (RO) at the beginning of the swing is the day they drive to camp and the first night of accommodation – check in is from 7.30pm 	
This Roster can be B2B for people that are on opposite crews			 The yellow car shift status (R&R) is the day they drive out from camp by 10am The Night shift starts with an Early Arrival (EA) the day of the first night Shift swing. EA check-in time is 12.30pm to allow for min 4 hours rest prior to shift start for NS 	
			 The Night shift finishes with an approved late check-out (LN) And LN provides a check-out time of 4.30pm The yellow car shift status (R&R) is the day they drive out from camp by 10am 	

SAM Roster	Roster Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
BUF FIFO 7D7N 7/7/DN Roster that FLY from Home to Site This Roster can be B2B for people that are on opposite crews	Nights Room Status 1 Rest On Site 6 Day Shift 8 Rest and Relaxation 1 Early Arrival 5 Night Shift 1 Late Depart at 4:30pm 6 Rest and Relaxation	The yellow plane shift status (R&R) is the day they fly out from camp by 10am EA check-in time is 12.30pm to allow for min 4 hours rest prior to shift start for NS The yellow car shift status (R&R) is the day they fly out from camp by 10am The yellow car shift status (R&R) is the day they fly out from camp by 10am The Night shift finishes with an approved late check-out (LN) And LN provides a check-out time of 4.30pm The transport group MUST be set to either CVM or DNM (please select the mine that the traveller is working at)	This roster can be used at Buffel Park

SAM Roster	Roster Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
BUF FIFO 7D7N LNRM 7/7/DN Roster that FLY from Home to Site This Roster can be B2B for people that are on opposite crews	Night Roon Sales	 The green plane shift status (RO) at the beginning of the swing is the day they plane shift status (R&R) is the day they fly out from camp by 10am The Night shift finishes with an approved late check-out (LN) And LN provides a check-out time of 4.30pm The yellow car shift status (R&R) is the day they fly out from camp by 10am The yellow car shift status (R&R) is the day they fly out from camp by 10am 	This roster can be used at Buffel Park
		The transport group MUST be set to either CVM or DNM (please select the mine that the traveller is working at)	

SAM Roster	Roster	Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
BUF OS DIDO 7/7 DN (No FR after NS) 7/7/DN Roster for Operations Services that Drive from Home to Site This Roster can be B2B for people that are on opposite crews	Nights 1 6 8 1 5 1 6	Room Status Rest On Site Day Shift Rest and Relaxation Early Arrival Night Shift Late Depart at 4:30pm Rest and Relaxation	Start this roster the day before the first DS swing to allow for a rest on site (RO) The green car shift status (RO) at the beginning of the swing is the day they drive to camp and the first night of accommodation – check in is from 7.30pm The yellow car shift starts with an Early Arrival (EA) the day of the first night Shift swing. EA check-in time is 12.30pm to allow for min 4 hours rest prior to shift start for NS The Night shift finishes with an approved late check-out (LN) And LN provides a check-out time of 4.30pm The transport group MUST be set to Drives ensure the correct drive times are used	This roster can be used at Buffel Park



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SAM Roster	Roster Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
FIFO TSV 7/7 DN	Nights Room Status 1 Rest On Site 6 Day Shift 8 Rest and Relaxation 1 Early Arrival 6 Night Shift 6 Rest and Relaxation	RR	This roster is only run at Dysart Civeo as the TSV crew are accommodated there

SAM Roster	Roster	Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
PDM - Downer - 7/7 DN (FR before DS only)	Nights 1 6 8 7 6	Room Status Fatigue Day Shift Rest and Relaxation Night Shift Rest and Relaxation	RR RR RR RR RR RR Built according to this Start this roster the day before the DS swing to allow for a fatigue room — you must start it on this swing as the SAM roster is built according to this The purple car shift status (FR) at the beginning of the swing is the day they drive to camp and the first night of accommodation — check in is from 2pm The yellow car shift status (R&R) is the day they drive out from camp by 10am The orange car shift status (NS) at the beginning of the swing is the day they drive to camp and the first night of accommodation — check in is from midday Downer has a special agreement at LAV that allows them to have an early check-in for NS on the first day of the NS shift status (e.g. 14/11 on the above panel allows Downer to check-in prior to 2pm that day) as the crew all travels on the bus together. Downer is the only exception for this — all other contractors need to book from the previous day with an FR added. The transport group MUST be set to Drives ensure the correct drive times are used	This roster is to only be used by PDM Downer crew members at LAV due to the roster build suiting the Downer PDM crew.

SAM Roster	Roster Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
Perm Resident 5/2	Nights Room Status 5 Day Shift 2 Rest On Site 5 Day Shift 2 Rest	 This is roster is only used for the people who stay in-house at camp during their R&RS as it has them on-site the whole time – it reflects a 5/2 roster with being on site during the weekends This roster can only to be used at DSPV, MSPV, ECV & VOB for permanent BMA employees in permanent rooms. For anyone requesting this roster at BPV – you need to get approval from the FIFO Coordinator first This roster is not to be run at any 3rd party villages (with the exception of VOB for perm employees) as we do not approve permanent rooms at 3rd party villages The transport group MUST be set to Drives ensure the correct drive times are used 	This roster is only to be used for people in permanent rooms
Visitor	N/A	This roster is to be used for adhoc travellers & when new profiles are being set up as the default roster	

SAM Roster	Roster	Build in SAM	Roster Example & Roster Details	Additional Info – Site Rosters
VOB - Verifact -	Nights	Room Status	عمر عمر عمر عمر عمر عمر الحمر	This roster is only to
5/5 DN	1	Fatigue	8 40'4 40'4 40'4 40'4 40'4 40'4 40'4 40'	be used by Verifact at
0,0 211	4	Day Shift	RR RR RR RR RR B DS	Village on Blain
	5	Rest and Relaxation	Chart this rectar the day before the DC quing to allow for a fatigue room, you must start it on this swing as the	
	1	Early Arrival	• Start this roster the day before the DS swing to allow for a fatigue room – you must start it on this swing as the SAM roster is built according to this	
	4	Night Shift	SAIN TOSTEL IS Built according to this	
	5	Rest and Relaxation	The purple car shift status (FR) at the beginning of the swing is the day they drive to camp and the first night of accommodation – check in is from 2pm The purple car shift status (FR) at the beginning of the swing is the day they drive to camp and the first night of accommodation – check in is from 2pm The purple car shift status (FR) at the beginning of the swing is the day they drive to camp and the first night of accommodation – check in is from 2pm	
			The yellow car shift status (R&R) is the day they drive out from camp by 10am	
			The dark green car shift status (EA) at the beginning of the swing is the day they drive to camp and the first night of accommodation – check-in is from midday	
			 Verifact at VOB are booked into B2B rooms – they are not permanent B2B rooms where they can leave their belongings, but they are just booked into a set group of rooms in the village. 	
			When running rosters for them – book them into the Verifact room type in SAM	
			The transport group MUST be set to Drives ensure the correct drive times are used	