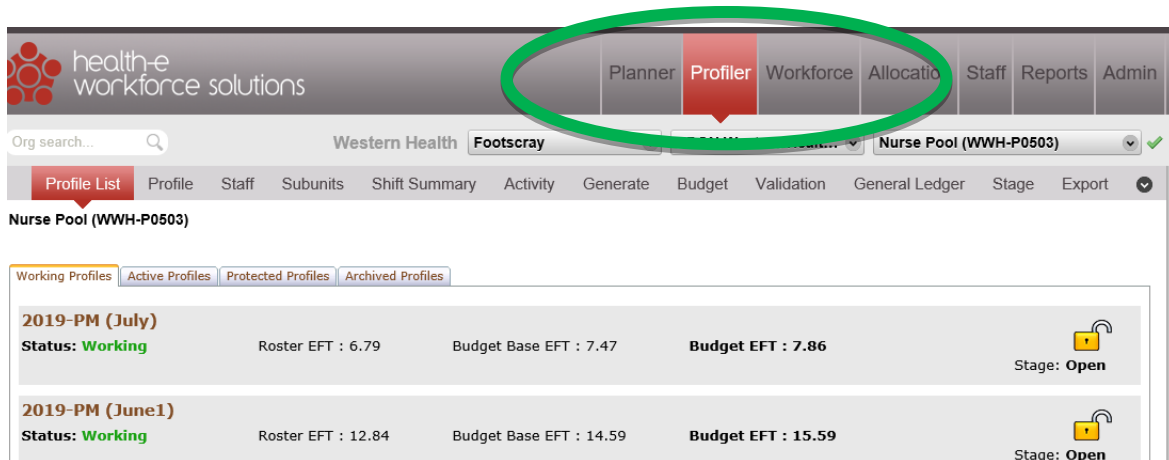


# HeWS instruction guide – EFT Build profiles

## How do I access my areas budget EFT profiles?

1. Ensure you have HeWS access for the relevant areas – if not, email [NMWUHWSSupport@wh.org.au](mailto:NMWUHWSSupport@wh.org.au) with request for update to your profile and list specific areas required.
2. When in the specific area you want to view, click into Profiler module.



Working Profiles tab = include multiple profiles created for different years / situations

Profile Name	Roster EFT	Budget Base EFT	Budget EFT	Stage
2019-PM (July)	31.50	34.88	36.70	Open
2019-PM (June1)	34.92	38.90	41.32	Open
2020-PM (Mar)	34.23	37.92	39.90	Open
2021-FY Budget Draft	31.79	35.16	37.76	Profiled

Active Profiles = profile that is locked and being measured against / utilised for the current period

Profile Name	Roster EFT	Budget Base EFT	Budget EFT	Stage
2020-FY Budget 02/07/2018 to 31/12/2018	31.79	35.19	37.11	Profiled

NB – stage on far right has a lock and stage: profiled, those in working profiles are open latches indicating not currently being used

# HeWS instruction guide – EFT Build profiles

## How do I view and print the details of budget EFT profiles?

1. Hover over and click on the 'brown' name of the profile to open and view the details.
2. You can click into the subunits for further breakdown of information e.g.

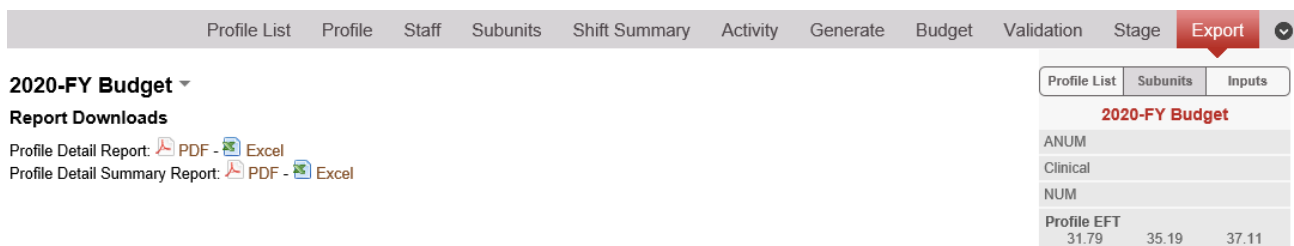
- Subunits			
<b>ANUM</b> (Clinical - General Medical)	Roster EFT: 4.58	Budget Base EFT: 5.07	Budget EFT: 5.34 <a href="#">Backfill</a>
<b>Clinical</b> (Clinical - General Medical)	Roster EFT: 26.16	Budget Base EFT: 28.96	Budget EFT: 30.60 <a href="#">Backfill</a> <a href="#">Post Grads</a> <a href="#">Grads</a>
<b>NUM</b> (Management - General Medical)	Roster EFT: 1.05	Budget Base EFT: 1.16	Budget EFT: 1.17 <a href="#">Backfill</a>

To print PDF or Excel version:

1. Click on Export – far right of heading bar



2. Then click on PDF or Excel for detail report or summary report



3. In Excel
  - a. sheet 1 – profile calculation summary
  - b. sheet 2 – subunit summary, business rules, shift details, budget build summary and details
4. Follow instructions to print or save.