Add Staff to Cloud Roster

Roster Cloud · https://cclearninghub.co.uk/docs/add-staff-to-cloud-roster/

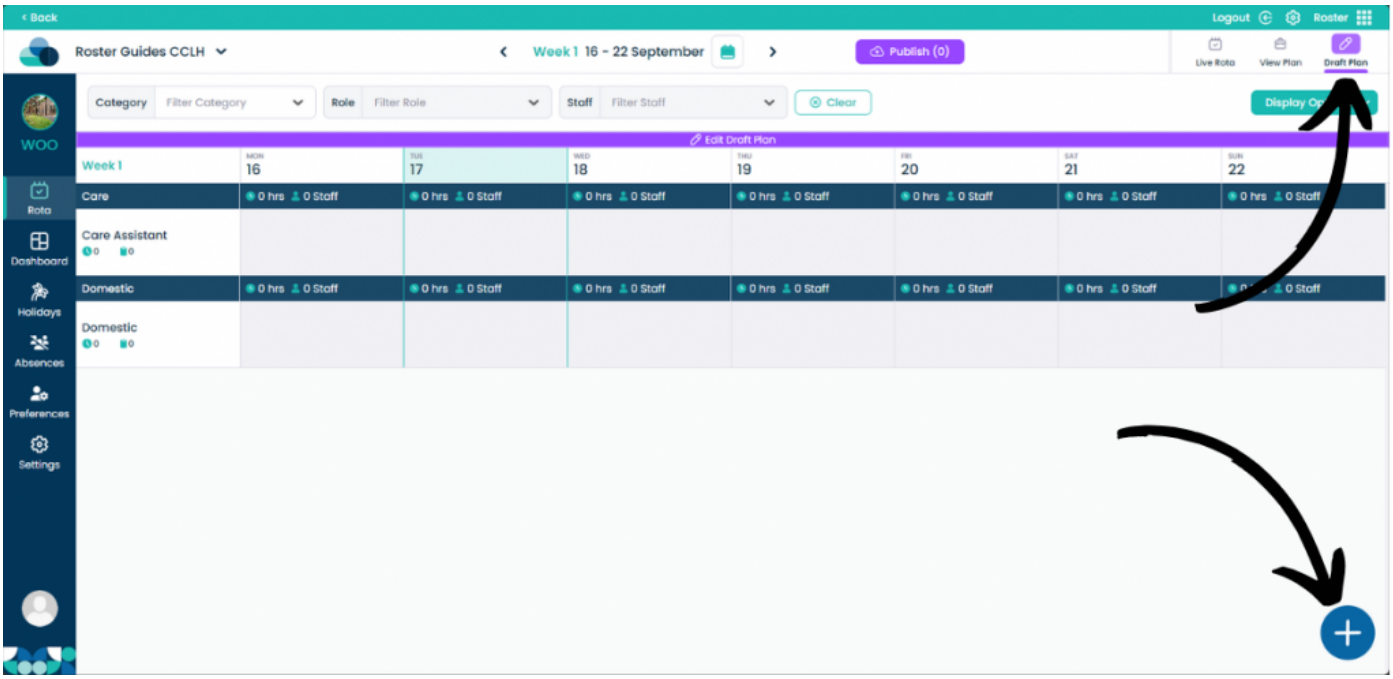
Add staff to Cloud Roster

How to add staff within the Roster Cloud Draft Plan.



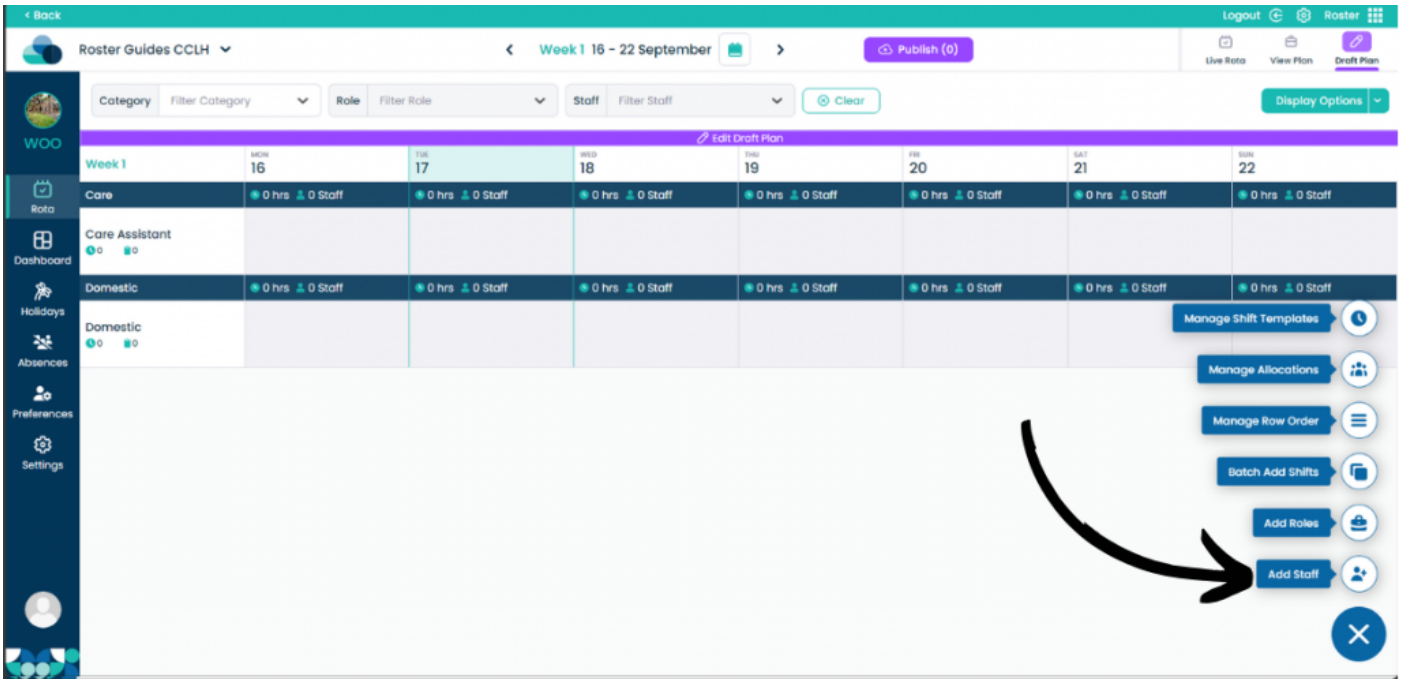
Step 1:

When on your rota screen, select **Draft Plan** and then **Edit Draft Plan**. Then click the **Plus Button** in the bottom right of the screen.



Step 2:

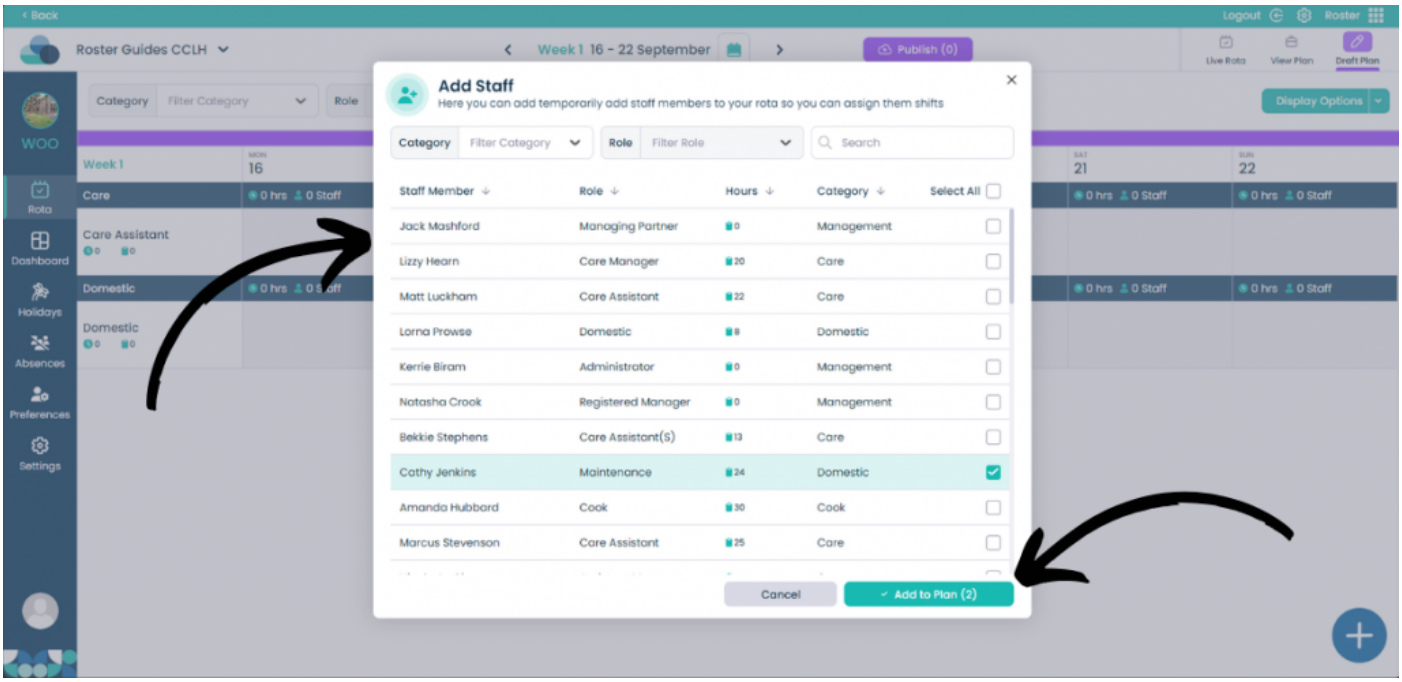
Now select the **Add Staff** button to open up the next menu.



Step 3:

Now the **Add Staff** menu should show. You can select which staff member you would like to add by clicking the **tick box** on the right hand side of the screen.

You can also filter by **Category, Role** and by using the **Search** feature.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Here you can add temporarily add staff members to your rota so you can assign them shifts
Category
Filter Category
Role
Filter Role
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Staff Member
Role
Hours
Category
Select All
Jack Mashford
Managing Partner
Management
Lizzy Hearn
Care Manager
Care
Matt Luckham
Care Assistant
Care
Lorna Prowse
Domestic
Domestic
Kerrie Biram
Administrator
Management
Natasha Crook
Registered Manager
Management
Bekkie Stephens
Care Assistant(S)
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Cathy Jenkins
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