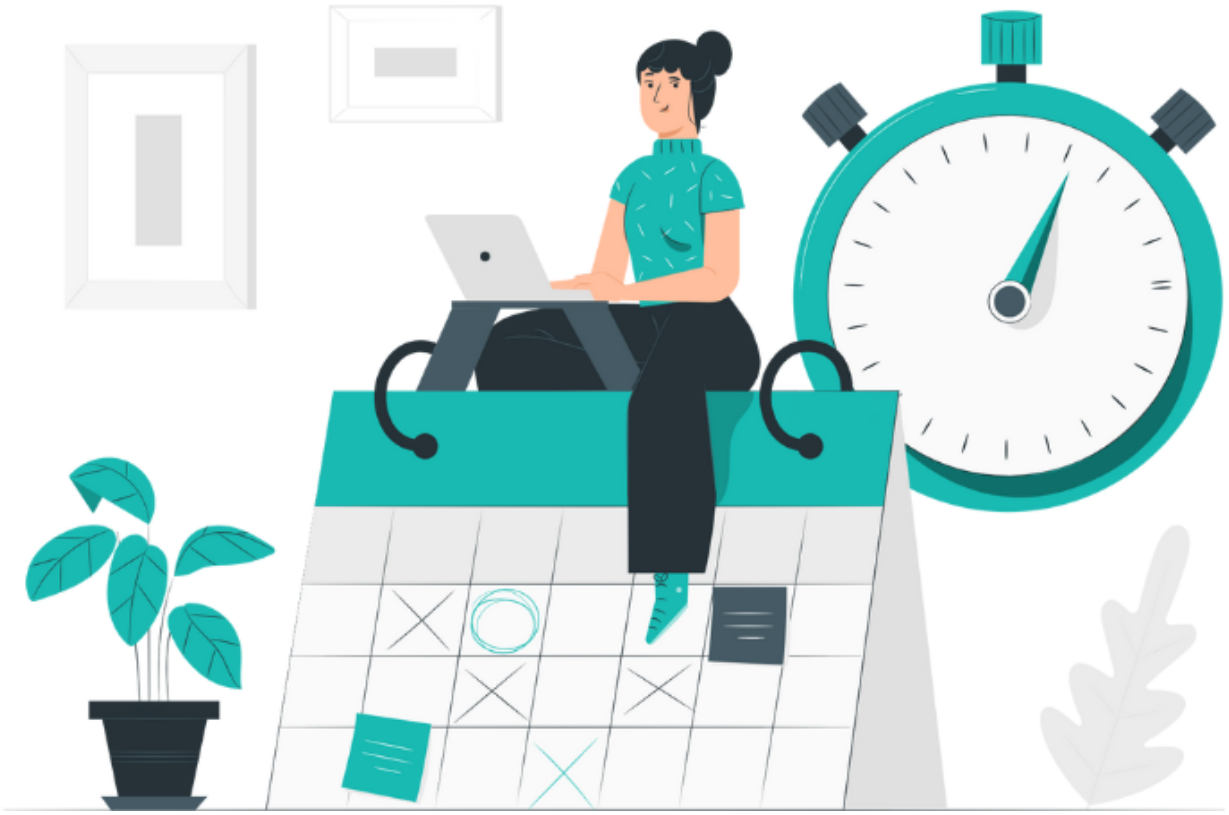
Adding Agency Staff to Cloud Roster

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

Roster Adding Agency Staff to Roster

This guide will cover adding agency staff to your roster and help you to find their pin.

Please follow the interactive guide below, a written guide is also available at the bottom of the page.



Embedded media:

https://demo.arcade.software/VnWjmD5CVavccmPW1RLY?embed&embed_mobile=inline&embed_desktop=inline&show_co

Written guide

1. When on the **Live Rota** within the roster app select the **Plus Button** in the bottom right.
2. Select **Add Staff**.
3. Click the **Filter Category.**
4. Choose the **Agency** category.
5. Pick any of the Agency workers that you would like to add to the rota.
6. Select **Add to Plan** once you have chosen.
7. Select the **Plus Button** in a cell to add a shift.
8. Select which shift you want them to work.
9. Click **Add Shift.**
10. Now open the **Dashboard** panel.
11. Click the **Agency** tab.
12. Modify the shift issues by clicking the **pencil icon** next to the shift.
13. Choose which Agency they are a part of.
14. Select the access level you wish to give them.
15. Enter their contact time.
16. You **must choose a Care Service Group** for the Agency worker otherwise they will not be able to view the Resident.

17. Select **Save.**
18. Enter the **Usage** tab.
19. Click the **Eye icon** to view the pin.
20. You can now view the pin number to hand to the agency worker to log-in.