Adding Staff to your Availability Rota

Domiciliary Roster · https://cclearninghub.co.uk/docs/adding-staff-to-your-availability-rota/

Domiciliary Roster Adding staff to availability rota

This guide will cover adding staff to your availability rota.

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



Embedded media:

https://demo.arcade.software/IPJP5vsQno75SfYJn1CW?embed&embed_mobile=tab&embed_desktop=inline&show_copy_link

Written guide

1. When on the rota view page, select the **Plus Button** at the bottom right of the screen.
2. Select **Add Staff.**
3. Choose the staff members you would like to add by ticking the box next to their name. You can pick multiple staff.
4. Select **Add to Plan.**
5. Close the window by clicking the x on it.