Bulk Add Shift in Cloud Roster

Roster Cloud · https://cclearninghub.co.uk/docs/bulk-add-shift-in-cloud-roster/

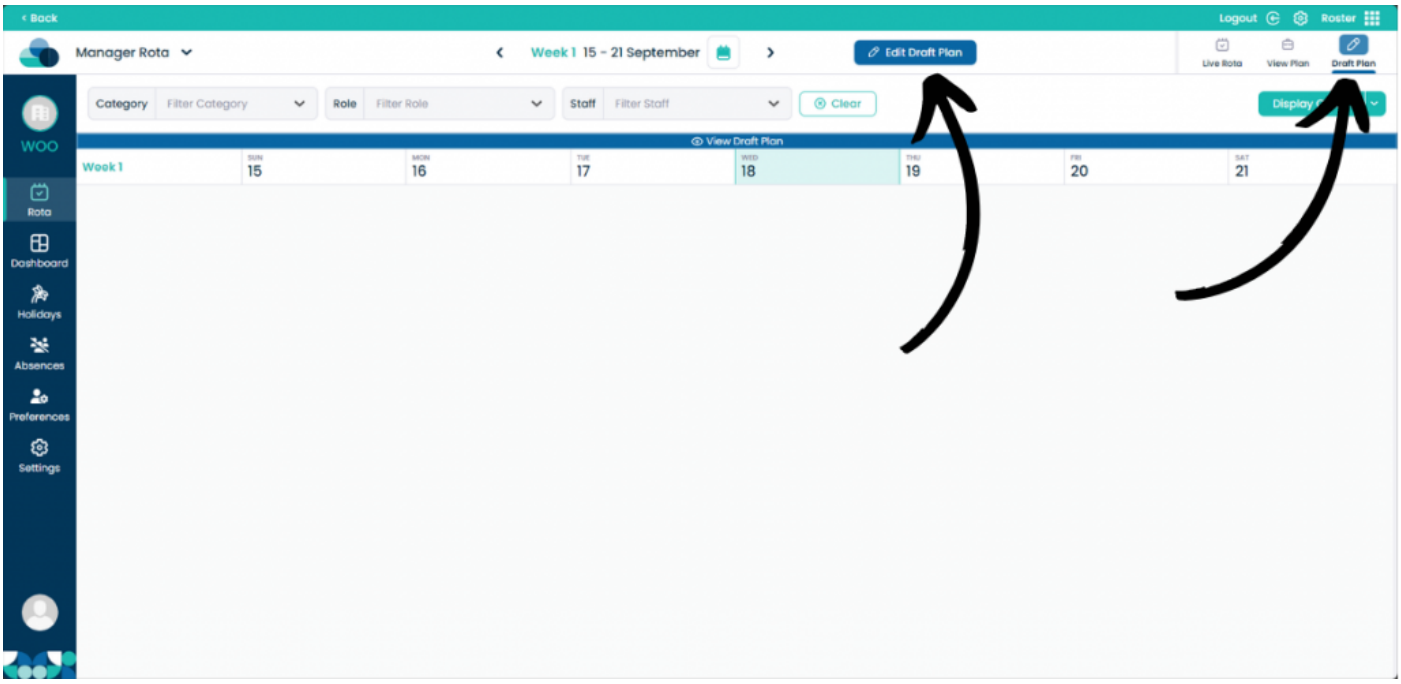
Bulk Add Shift in Cloud Roster

Bulk adding shifts can save a lot of time when creating large rotas, add the shifts you need within one menu.



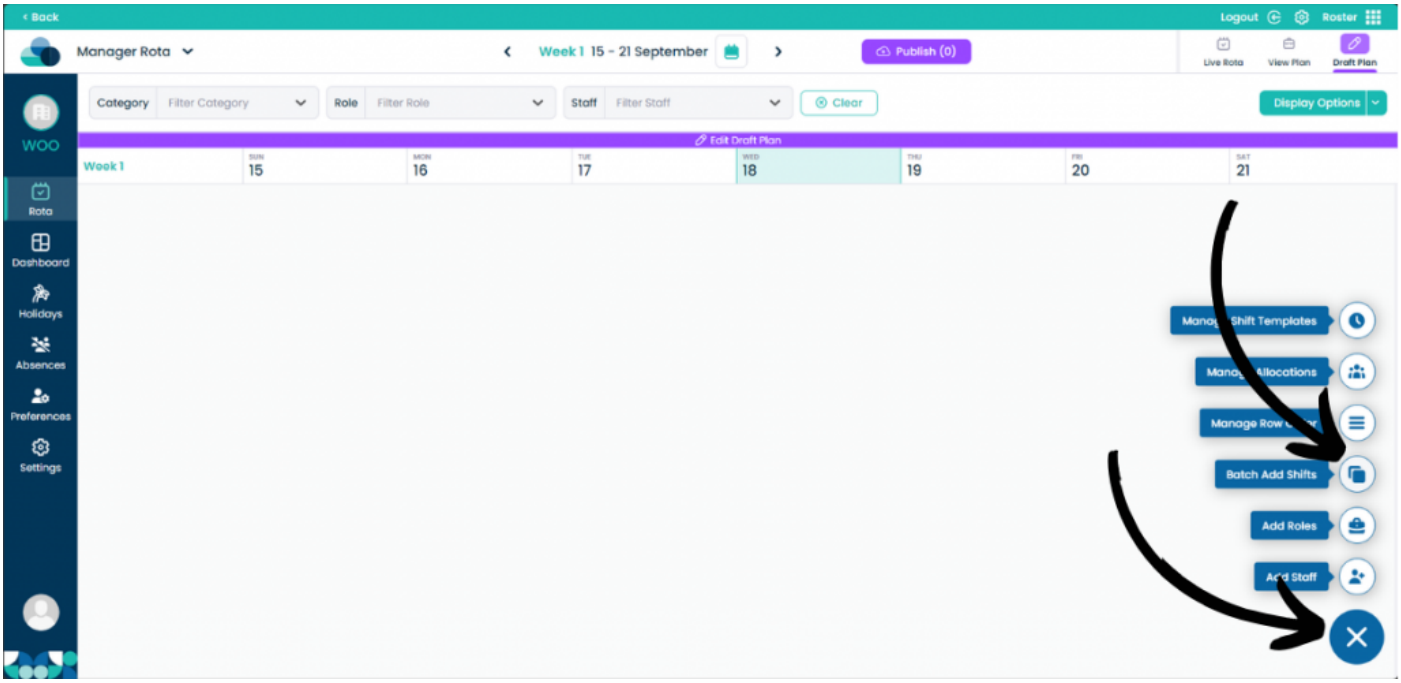
Step 1:

Click **Draft Plan** and then click **Edit Draft Plan.**



Step 2:

Now click the **Plus** icon in the bottom right of the screen. Now click **Batch Add Shifts.**

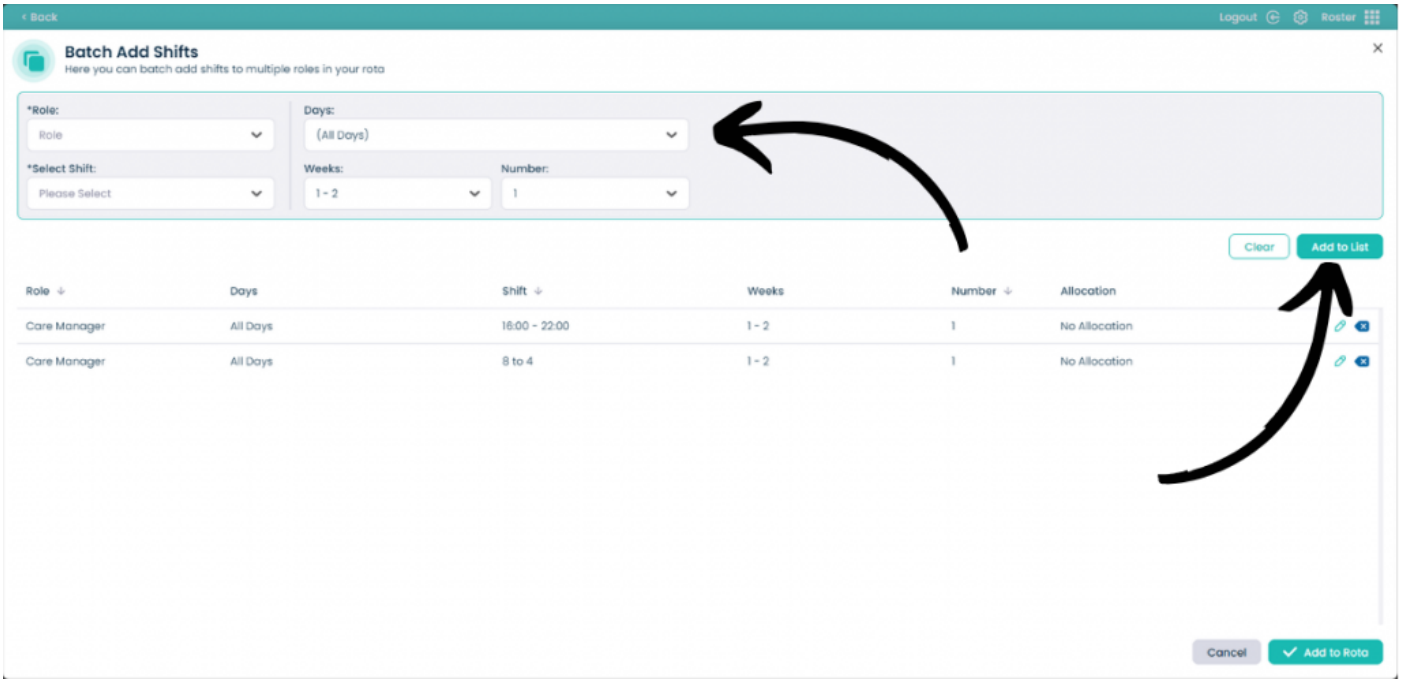


Step 3:

The **Batch Add Shifts** menu will now appear. Here you can add the shifts you need into the list below.

Firstly you need to select the **Role** that the shift will be. Then select which **Days** you would like the shifts to be added on. Then select which **Shift** you want to bulk add. The **Weeks** will also have

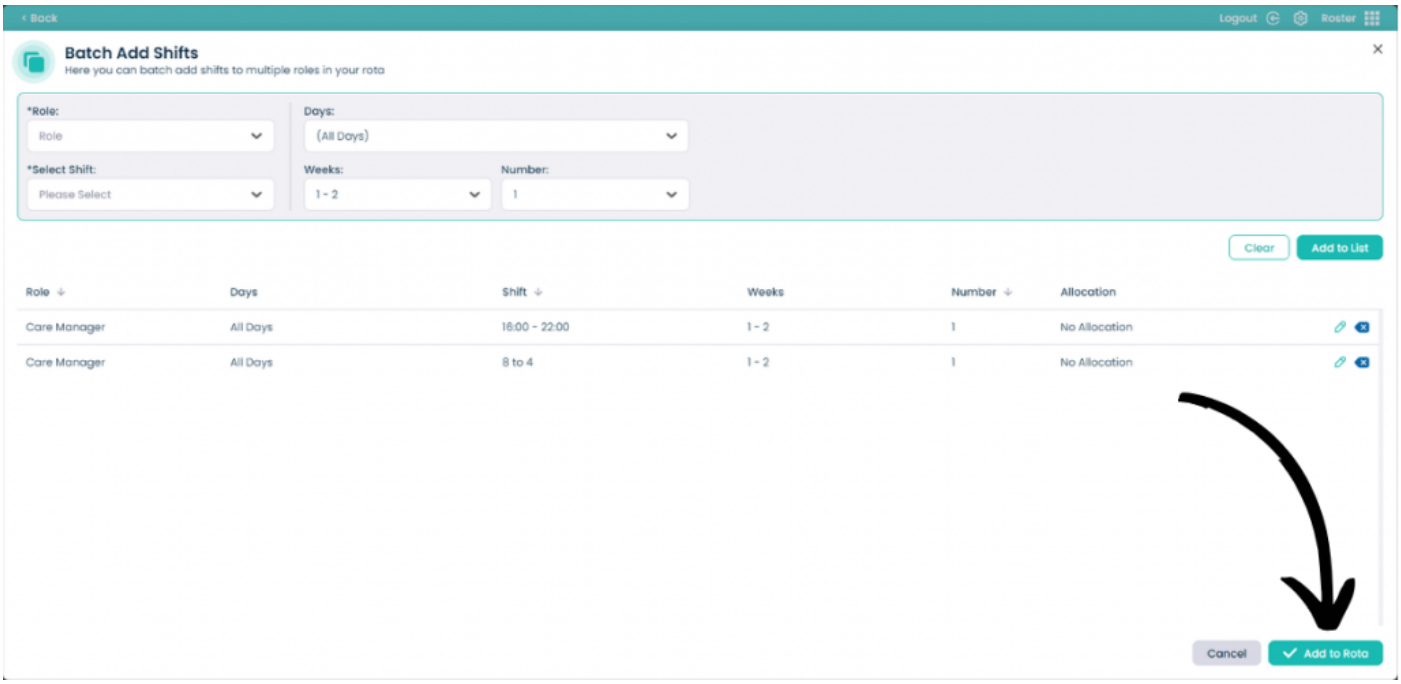
to be selected, if you would like the shifts on a certain week that can be changed here. Then select the **Number** of these shifts to add to the list. Once you are happy with the shift, select **Add to List.**



Step 4:

You can add as many of these shifts as you would like.

When done, click **Add to Rota.**



Step 5:

Now all of your shifts will be shown on your rota ready to be allocated to staff members.

