Cloud Roster Add Clients to Client Rota

Domiciliary Roster · https://cclearninghub.co.uk/docs/cloud-roster-add-clients-to-client-rota/

Cloud Roster Add Clients to a Client Rota

This guide will cover adding your clients to a Client 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/2lsOeWFzRNWxYVK0Ne1w?embed&embed_mobile=tab&embed_desktop=inline&show_copy_

Written guide

1. When on the Rota view screen, make sure you are in the **Draft Plan** by clicking the **Draft Plan** icon at the top right of the screen.
2. At the bottom right of the screen click the **Plus** button.
3. Select **Add Clients.**
4. From the list, select which client you would like to add to the list. You can select multiple clients at a time.
5. You can also **Select All** clients which will add all of your clients to a list.
6. Select **Add to Plan**.
7. Now close the box by clicking the **x** at the top right of it.
8. You will return to the rota view with all of your clients now listed.