Copy Shifts to Other Weeks on Cloud Roster

Roster Cloud · https://cclearninghub.co.uk/docs/copy-shifts-to-other-weeks-on-cloud-roster/

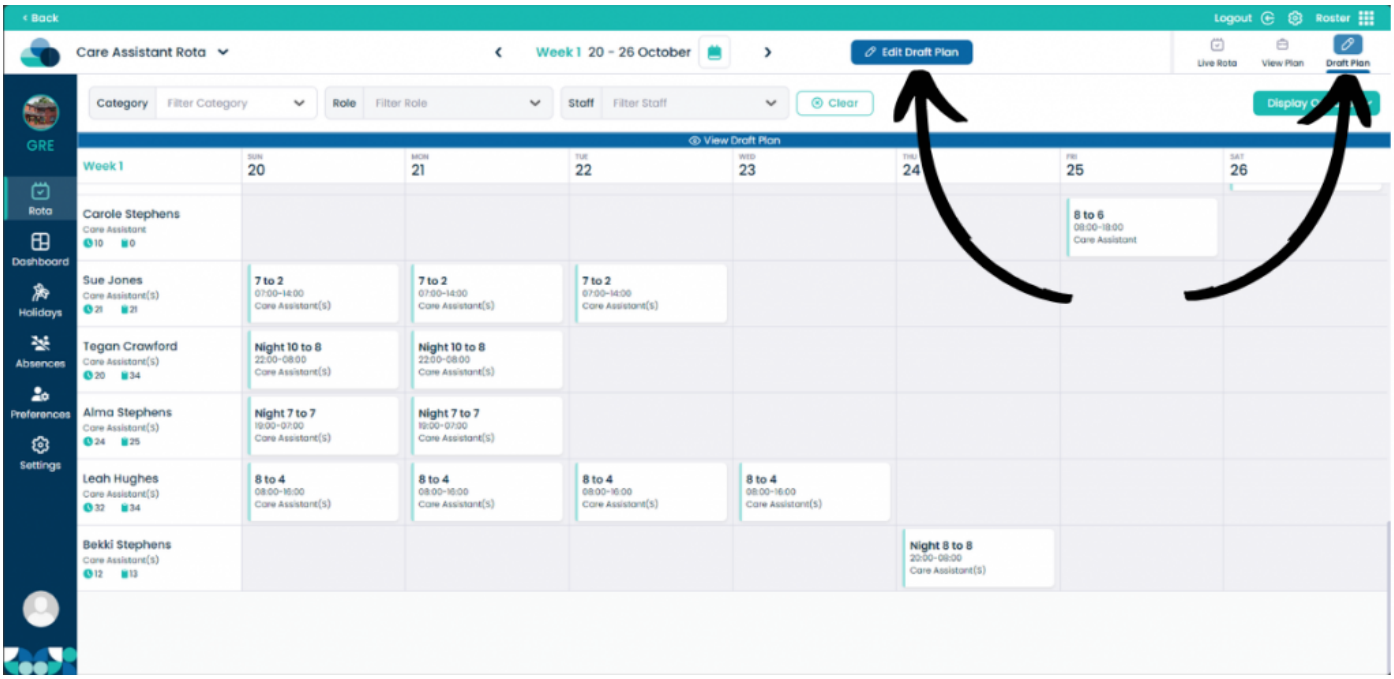
Copy shifts to other weeks in Cloud Roster

To make creating multiple week rotas easier, you can copy the shifts to other weeks.



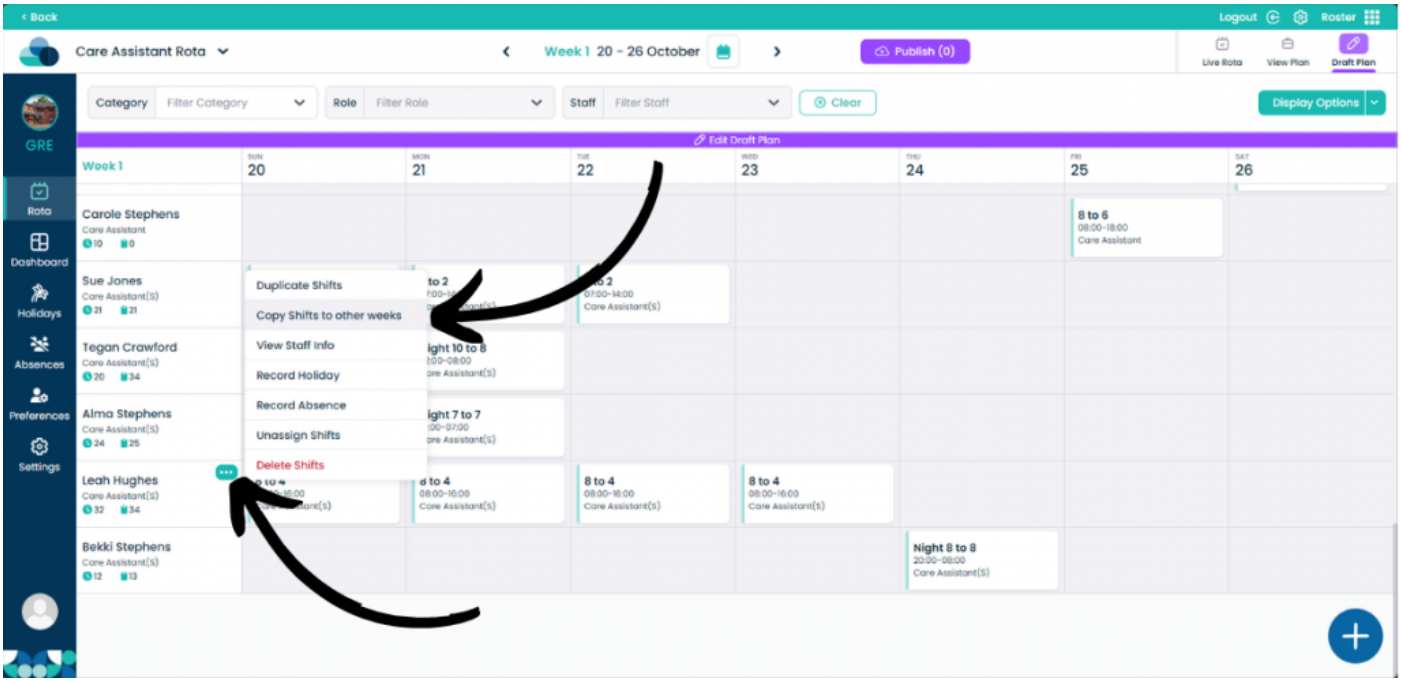
Step 1:

On the **Rota** page, navigate to **Draft Plan** and then select **Edit Draft Plan.**



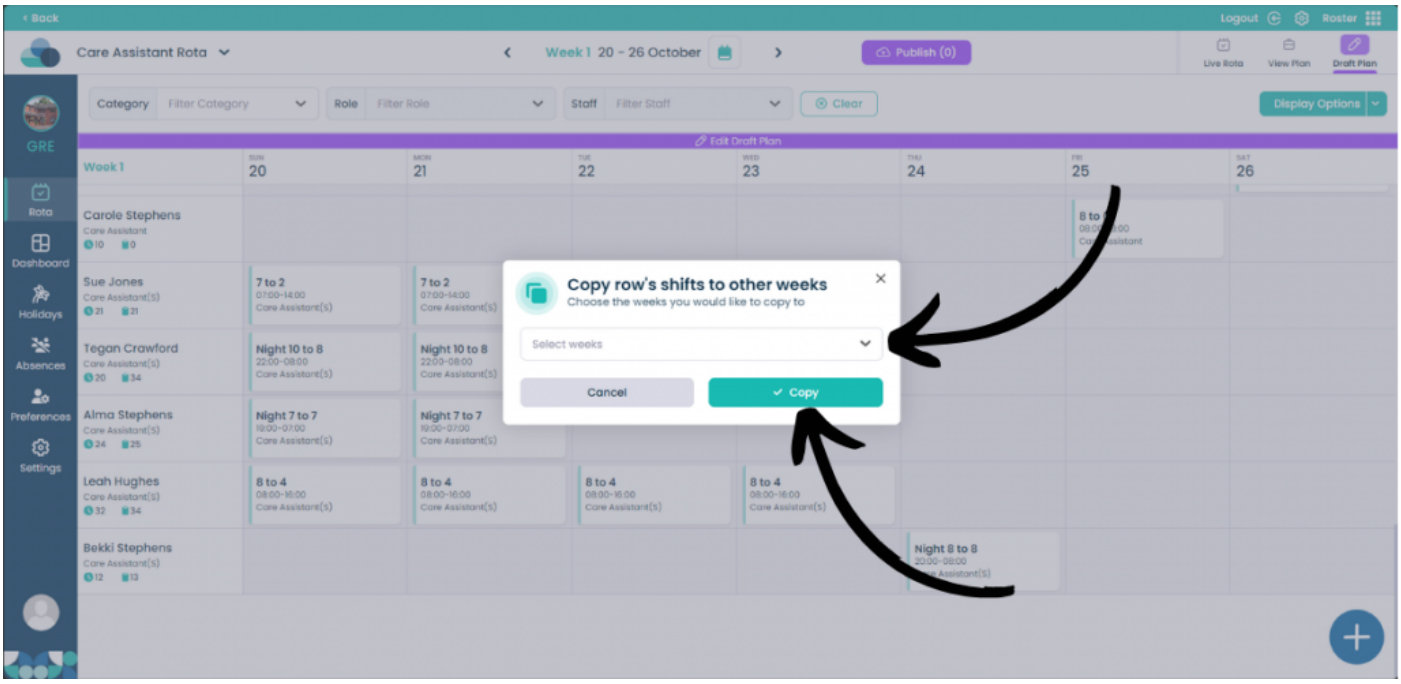
Step 2:

When your mouse is over a staff member, select the **three dots** in the top right corner of the staff member's name. Then select **Copy Shifts to other weeks.**



Step 3:

You can then **select the week** you wish to copy the shifts to. Once you have decided on the weeks, click **Copy** to copy the shifts.


Back
Logout
Roster
Care Assistant Rota
Week 1 20 - 26 October
Publish (0)
Live Rota
View Plan
Draft Plan
GRE
Rota
Dashboard
Holidays
Absences
Preferences
Settings
Category
Filter Category
Role
Filter Role
Staff
Filter Staff
Clear
Display Options
Edit Draft Plan
Week 1
20
21
22
23
24
25
26
Carole Stephens
Care Assistant
Sue Jones
Care Assistant(s)
7 to 2
07:00-14:00
Care Assistant(s)
Tegan Crawford
Night 10 to 8
22:00-08:00
Alma Stephens
Night 7 to 7
19:00-07:00
Leah Hughes
8 to 4
08:00-16:00
Bekki Stephens
Night 8 to 8
20:00-08:00
Copy row's shifts to other weeks
Choose the weeks you would like to copy to
Select weeks
Cancel
Copy