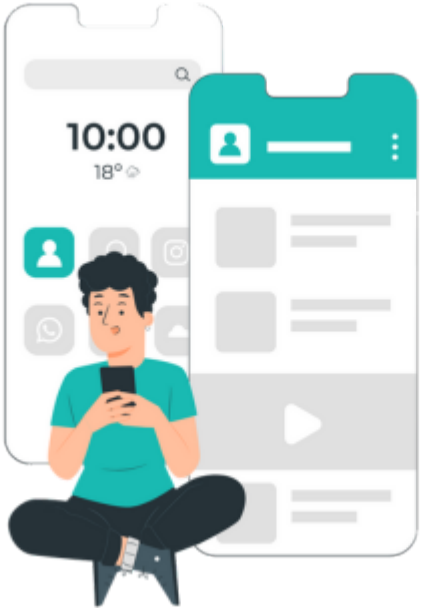
Create Further Rotas in Cloud Roster

Roster Cloud · https://cclearninghub.co.uk/docs/create-further-rotas-in-cloud-roster/

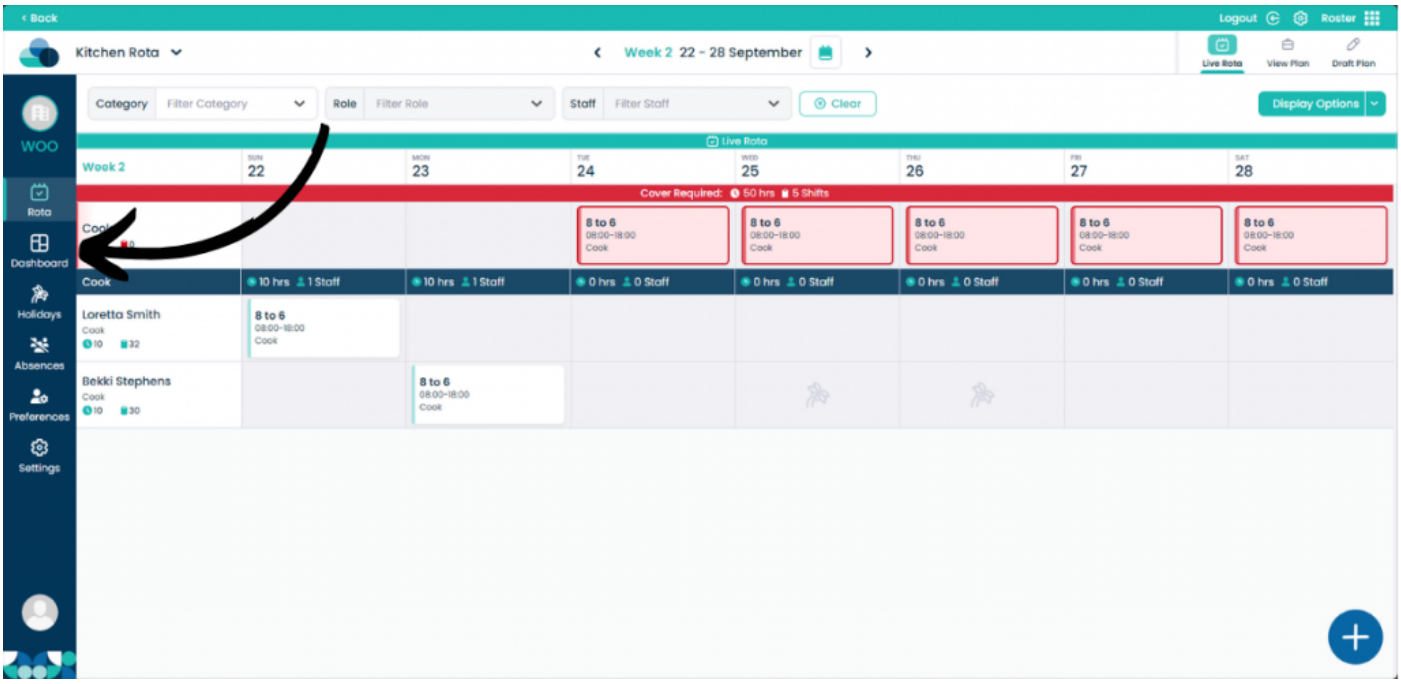
Create further rotas in Cloud Roster

To make further rotas in Roster Cloud you need to follow these simple steps.



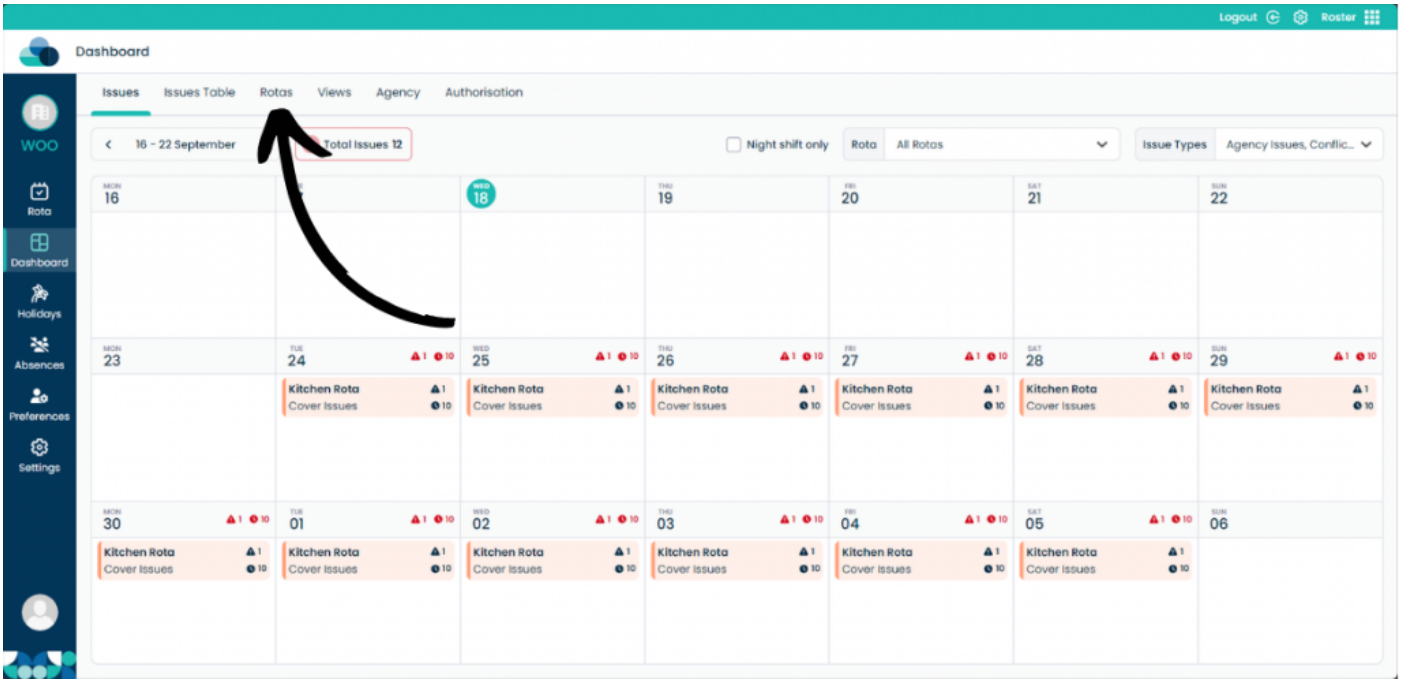
Step 1:

When looking at the rota screen, click the **Dashboard** button on the left hand pane.



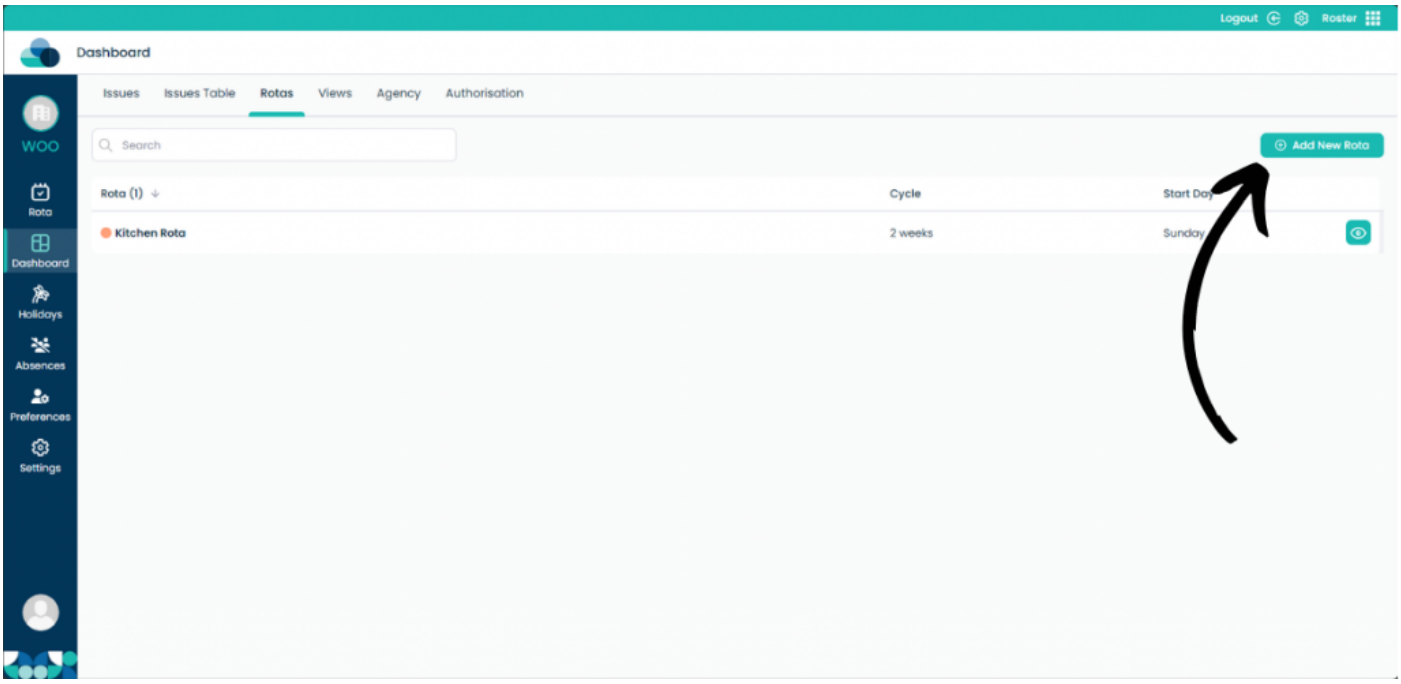
Step 2:

On this page, click **Rotas** on the menu.



Step 3:

Click **Add New Rota.**



Step 4:

The same menu when you created your first rota will appear. Input all of the information for the new rota.

On this page you can select **Choose existing start date.** This will start the rota at the same time as your already made rota.

Once you are happy with the settings, click **Generate rota.**

