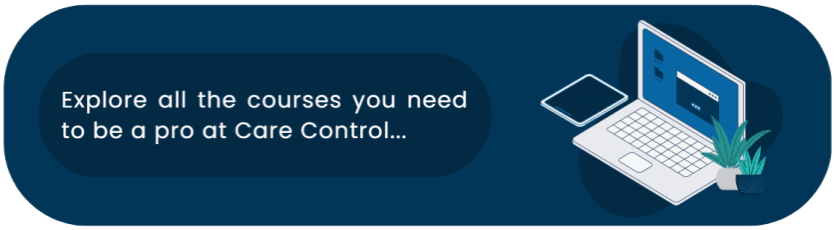
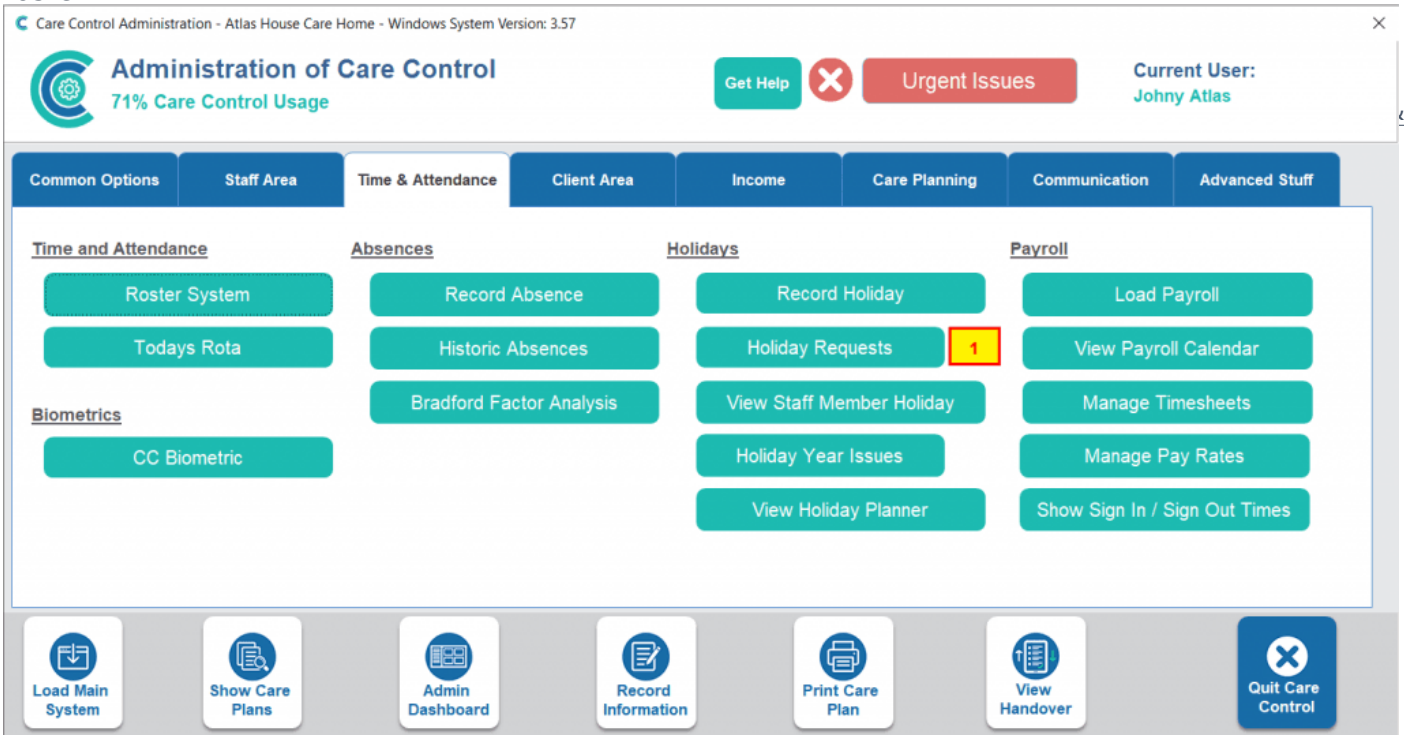
Creating an Allocation Group

Administration Windows · https://cclearninghub.co.uk/docs/creating-an-allocation-group/



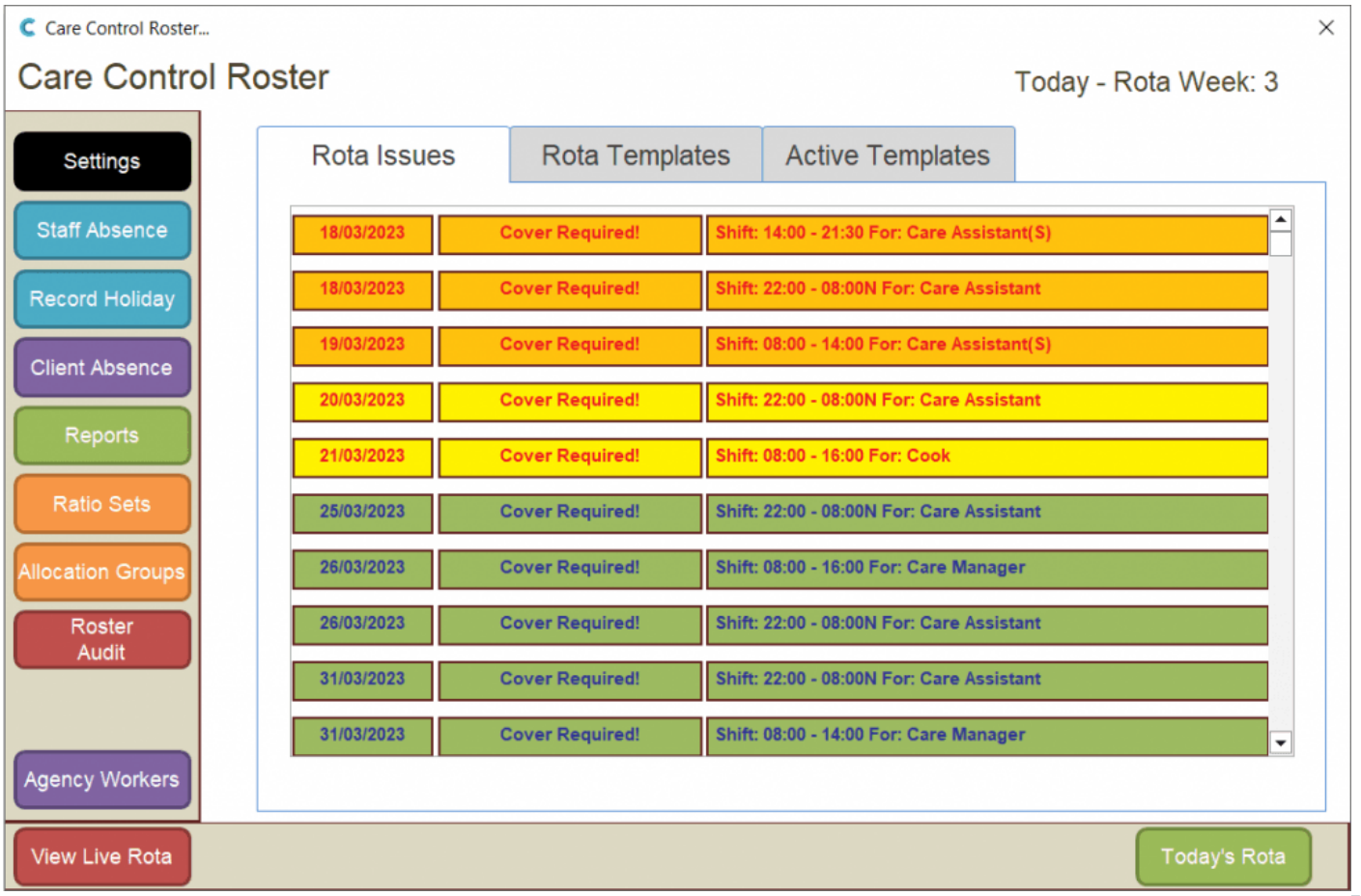
Creating an Allocation Group

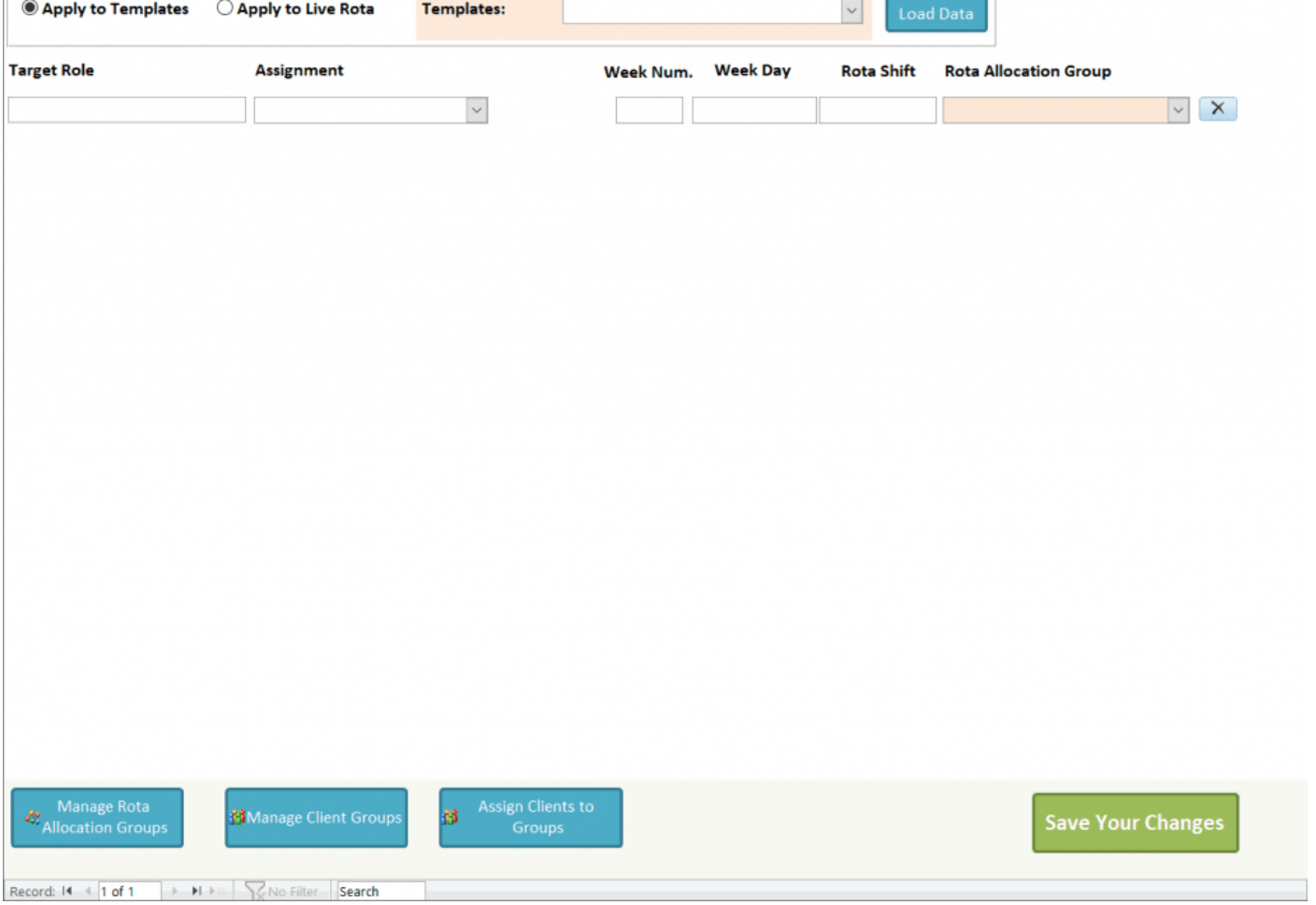
This guide will cover how to create new allocation groups on Care Control Windows for your roster.



1

In the **Administration of Care Control Windows**, navigate to the **Roster System**, which can be found under the **Common Options** and **Time & Attendance** tabs.



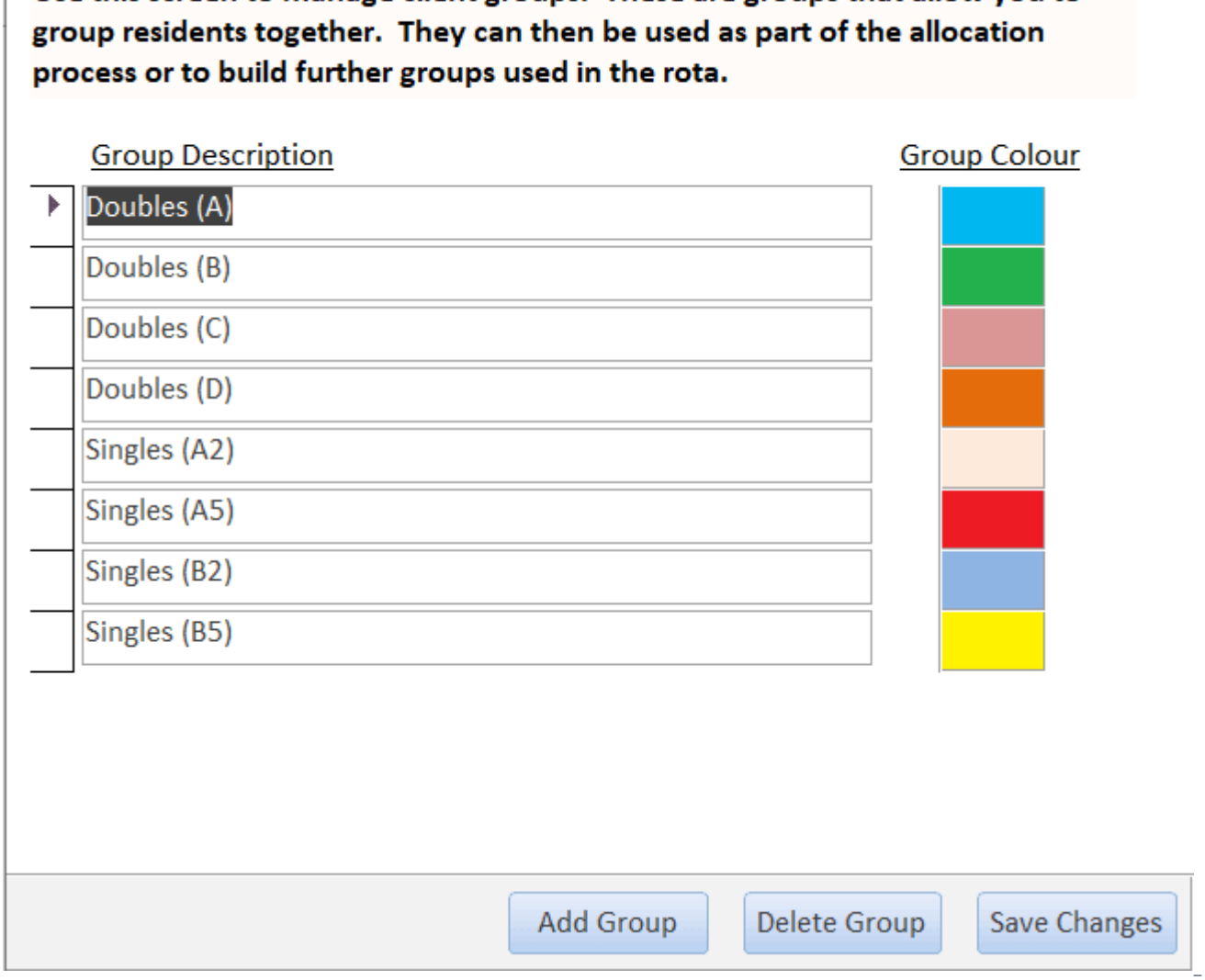


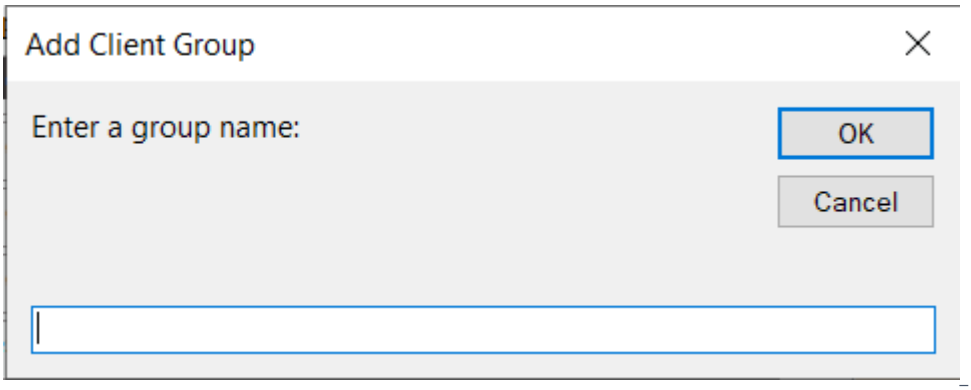
3

Here, select **Manage Client Groups**.

4

A list of your current allocation groups will be displayed. Press **Add Group** to create a new one.





5

Enter a group name and press **Ok**. Your new group will appear in the list.