How to End a rota in Cloud

Roster Cloud · https://cclearninghub.co.uk/docs/delete-a-rota-in-cloud-roster/

How to End a Rota in Cloud

This guide explains how to end an existing rota in Cloud Roster. You'll learn how to access the rota settings, select the rota you want to end, choose an end date and confirm your changes. The example uses the Care Assistants rota.

Takes 2-3 minutes

For: Managers

Updated: 5th Nov 2026

Introduction

Cloud Roster allows you to manage staff rotas and their settings. If an existing rota is no longer required, you can end it by selecting an end date within the rota settings.

In this guide, we'll show you how to end a rota in Cloud Roster using the Care Assistants rota as an example.

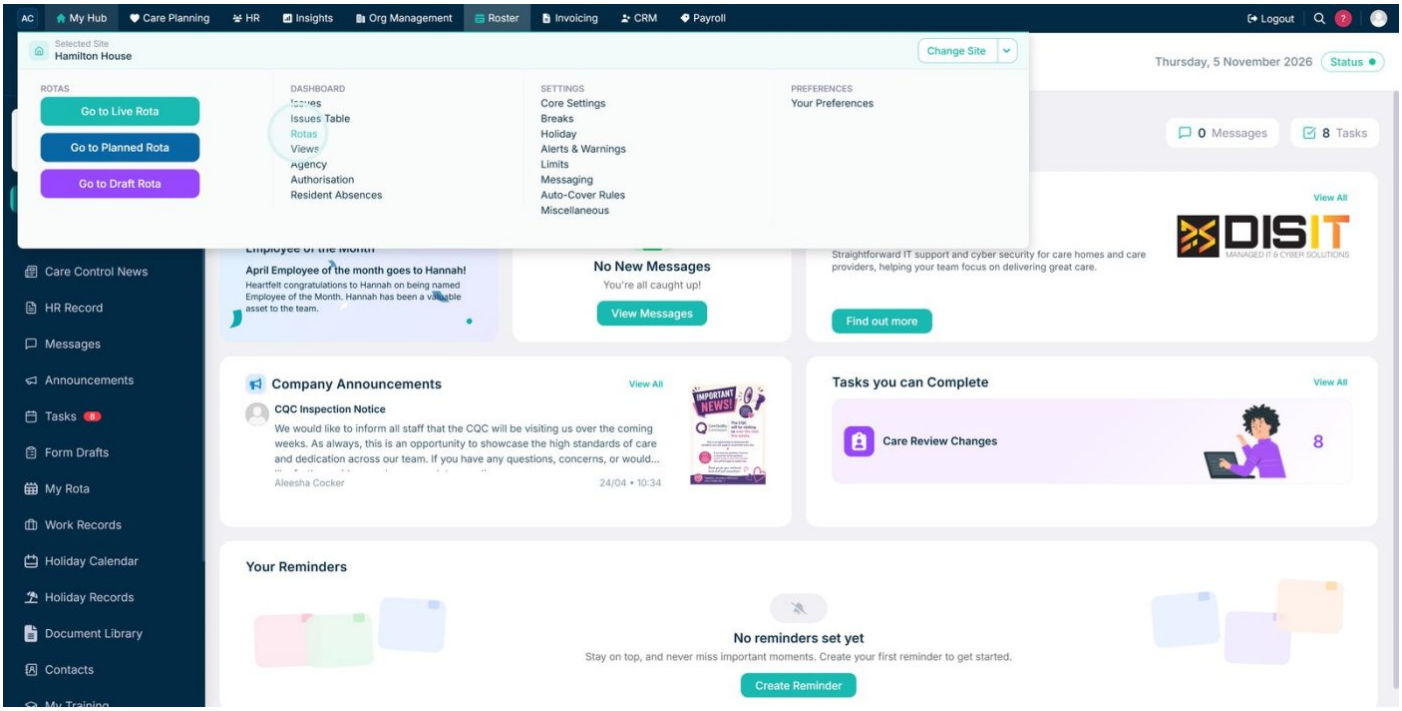
In this guide, you'll learn how to:

- Access the rota settings in Cloud Roster.
- Select the rota you want to end.
- Choose an end date and confirm your changes.

Important: Ending a rota cannot be undone. Check that you have selected the correct rota and end date before confirming.

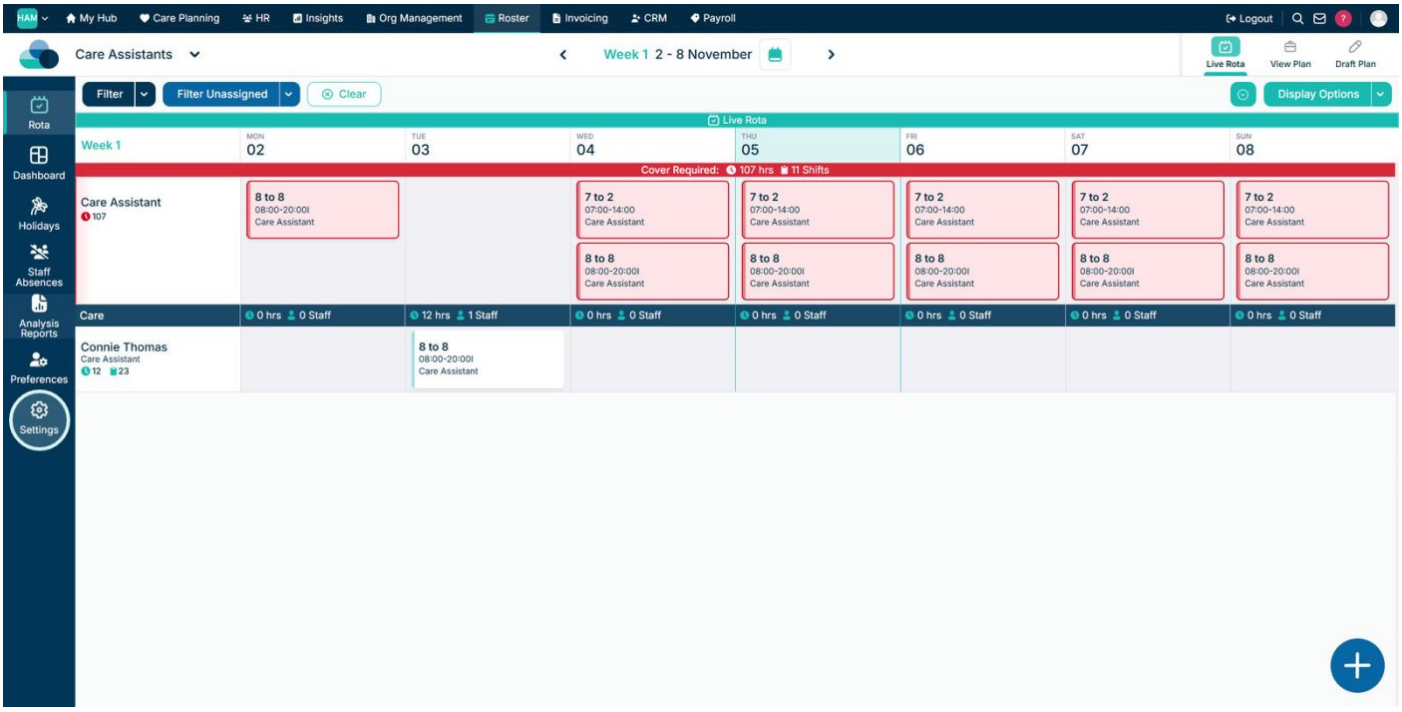
Open Rotas

From the Cloud Roster dashboard, select **Rotas** to access your staff rotas and their management options.



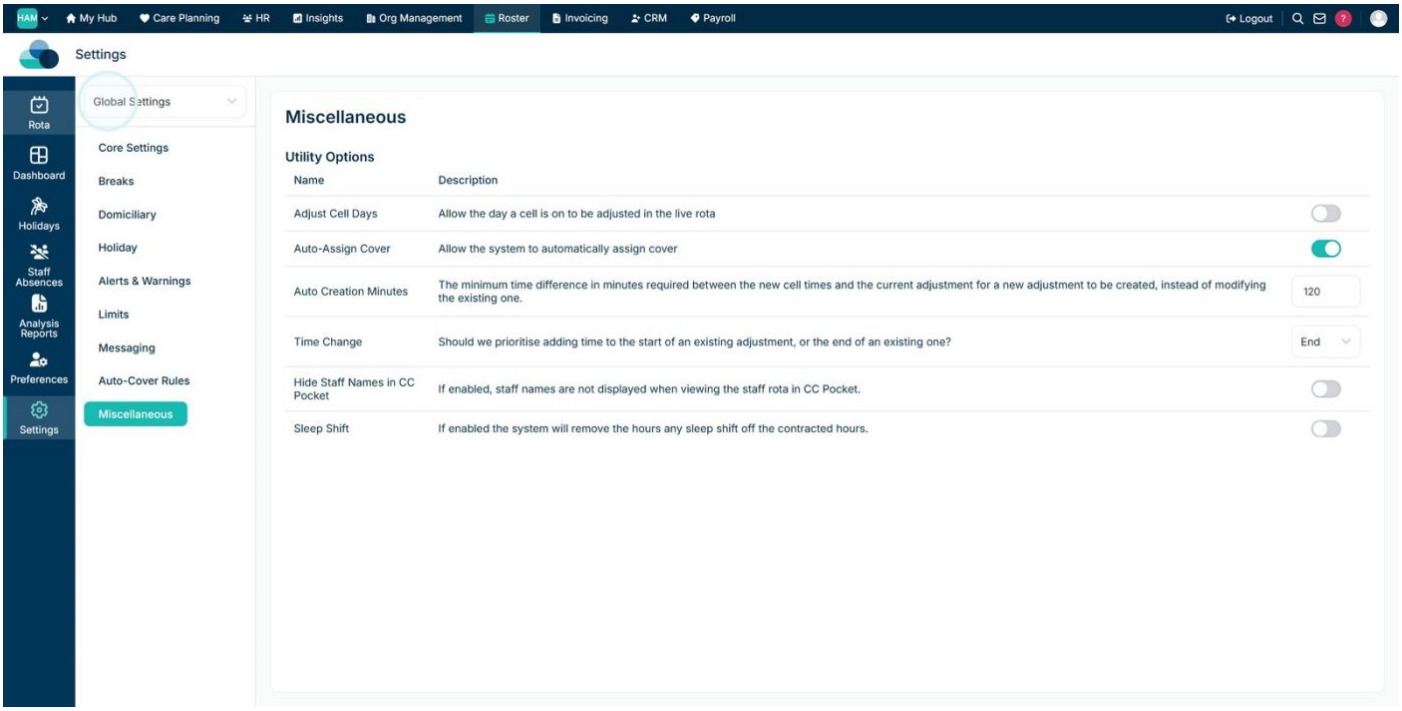
Open Settings

Select **Settings** to open the available rota settings and management options.



Open Global Settings

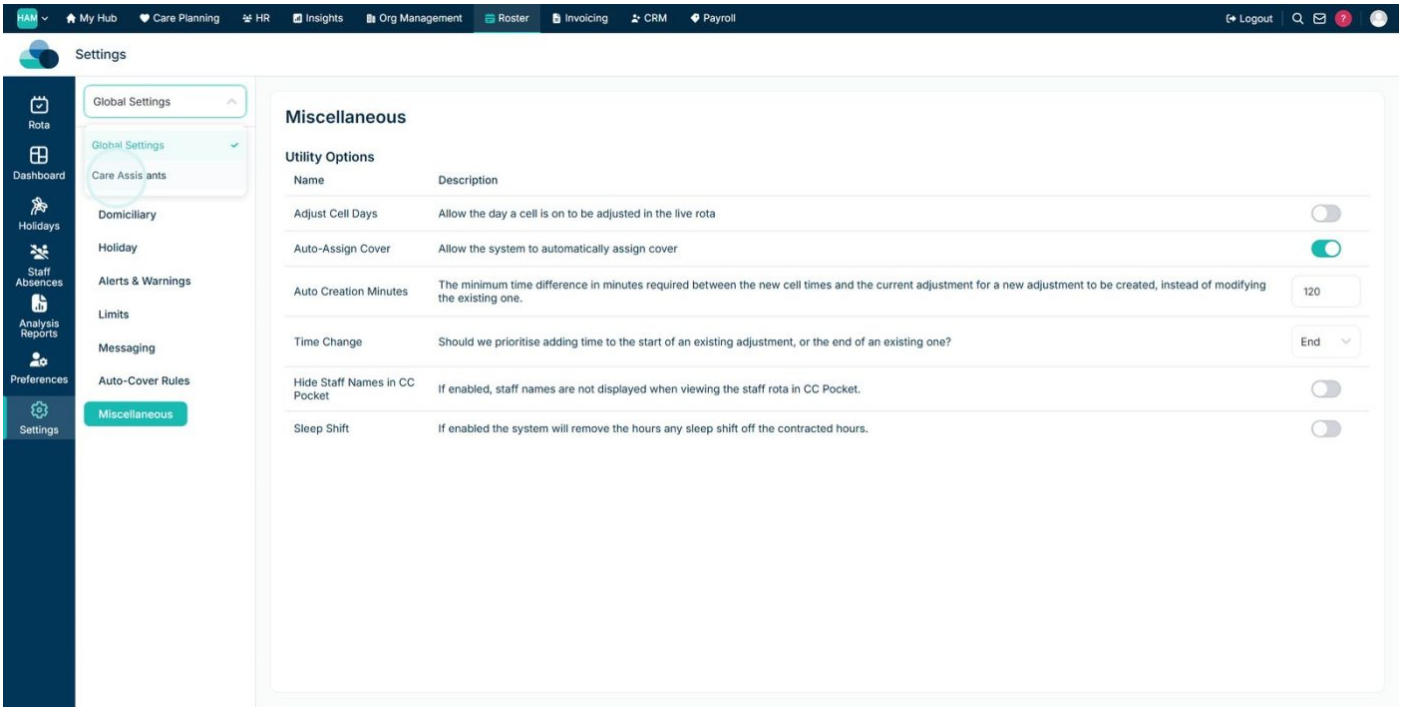
From the Settings area, select **Global Settings** to access the settings used to manage your rotas.



Select the Rota to End

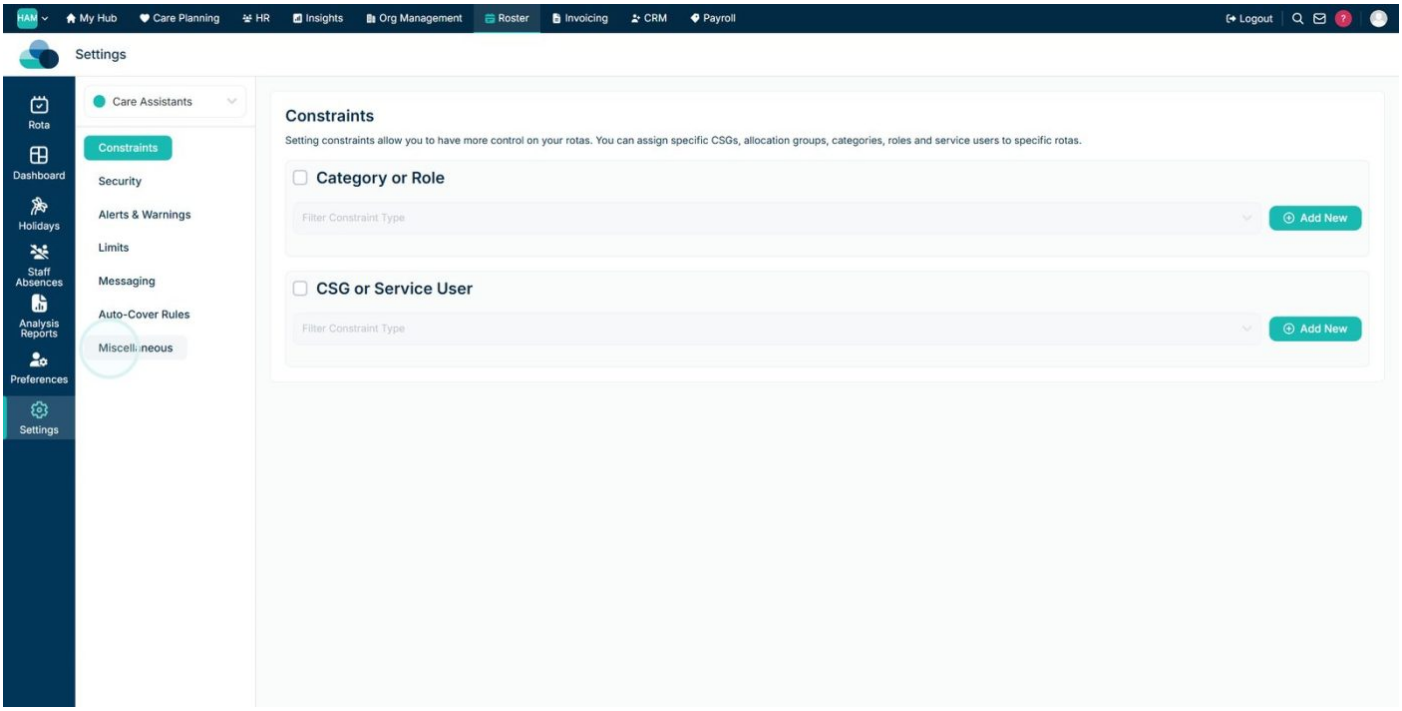
Select the rota you want to end from the available options.

In this example, select **Care Assistants** to open the settings for the Care Assistants rota.



Open Miscellaneous Settings

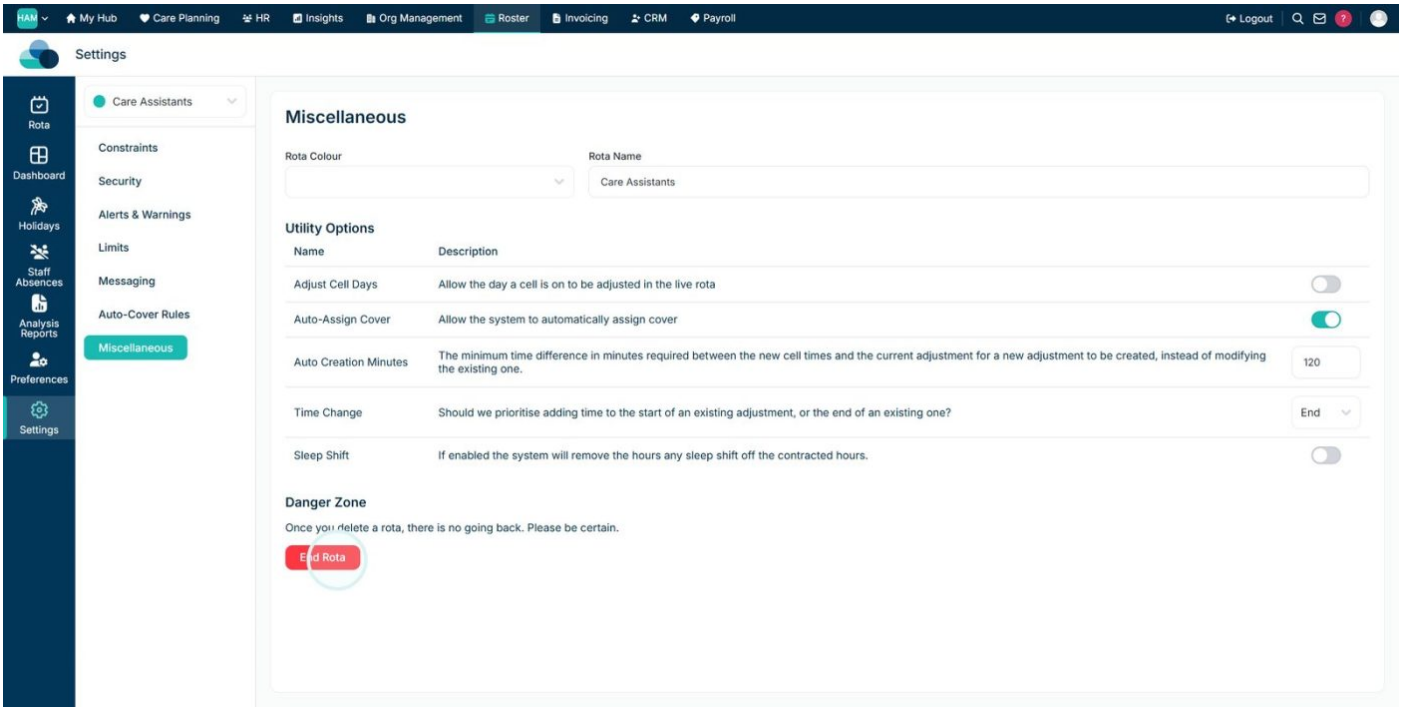
Within the selected rota settings, select **Miscellaneous** to view additional rota management options.



Select End Rota

Find and select **End Rota** to begin the process of ending the selected rota.

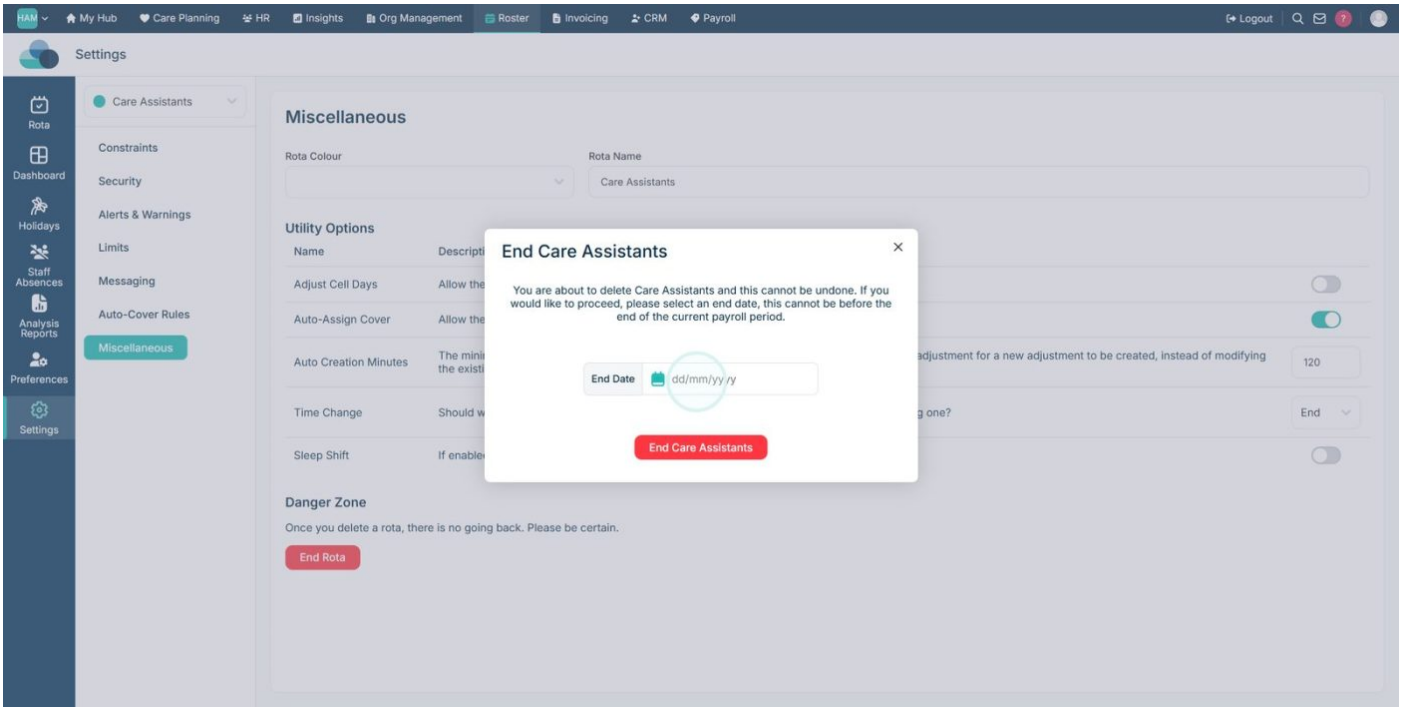
This will allow you to choose the date on which the rota should end.



Choose an End Date

Select the **end date** for your rota.

Check that the date is correct before continuing. **Ending a rota cannot be undone**, so make sure you have selected the intended date.

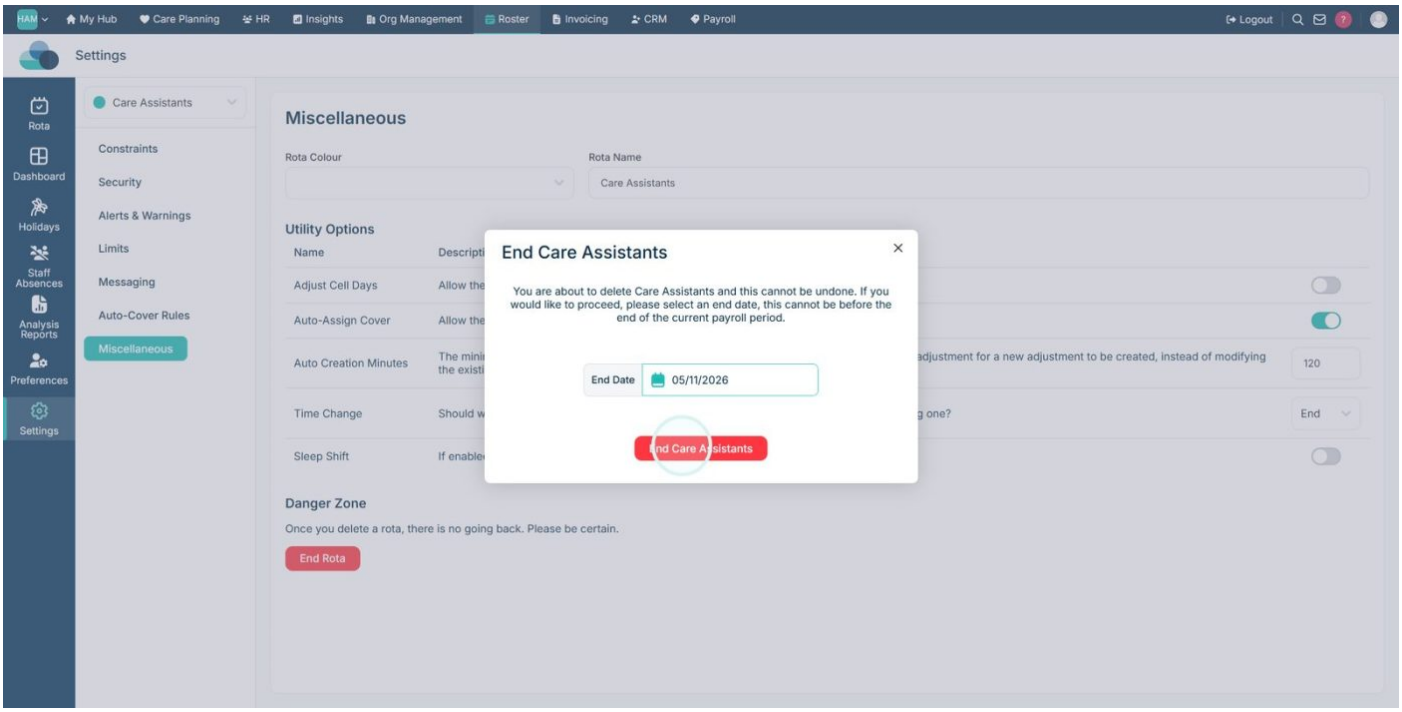


Confirm the Rota End

Once you have checked the selected end date, confirm that you want to end the rota.

In this example, select **End Care Assistants** to complete the process.

The selected rota has now been ended using your chosen end date.



Top tip

Before ending a rota, double-check that you've selected the correct rota and end date. This action cannot be undone, so make sure you're happy with your selection before confirming.

Recommended

View all Guides

Check out our full list of guides here

Read the Latest News

Take a look at our Blog pages to see all things Care Control

Was this guide helpful?

Need more help?

Can't find what you're looking for? Our support team is here to help.

Contact Support

Or call us on

01822 738100

On this page