Duplicate Shift in Cloud Roster

Roster Cloud · https://cclearninghub.co.uk/docs/duplicate-shift-in-cloud-roster/

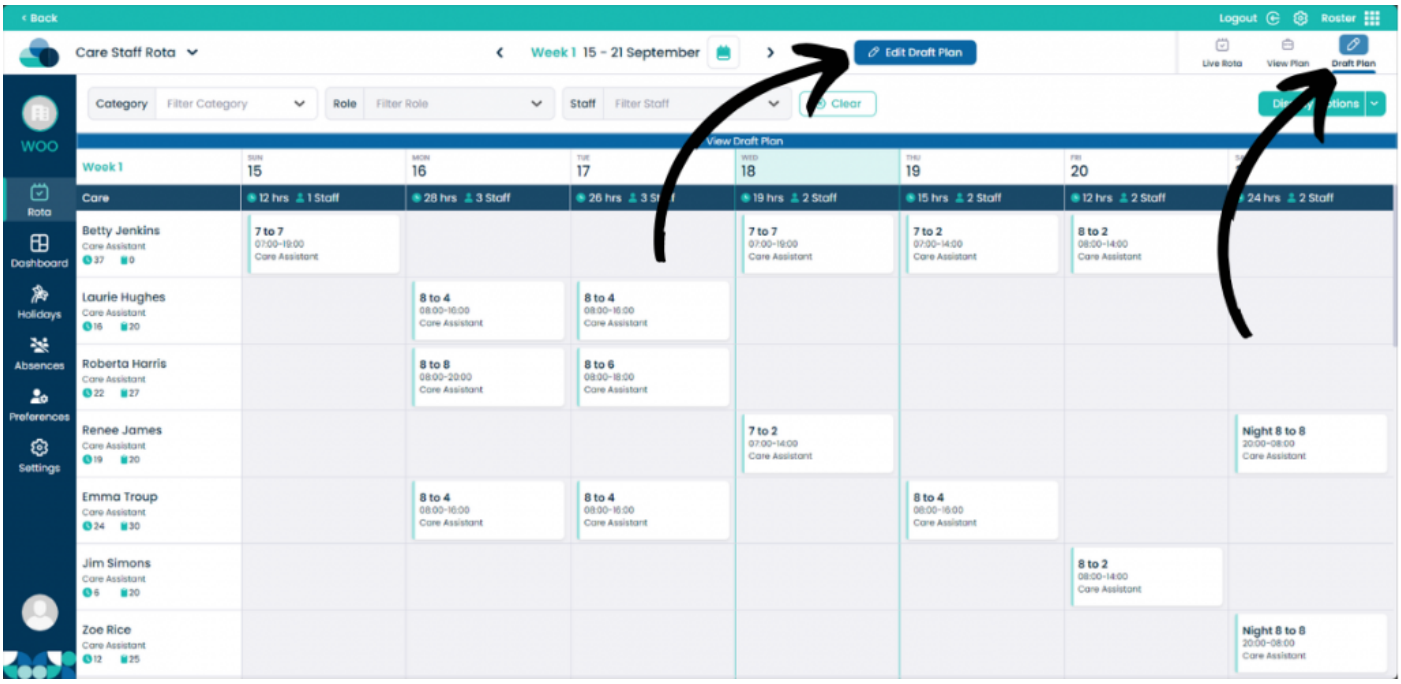
Duplicate Shift in Cloud Roster

There are multiple ways to duplicate a shift on Roster Cloud, this guide will show you how to perform both functions.



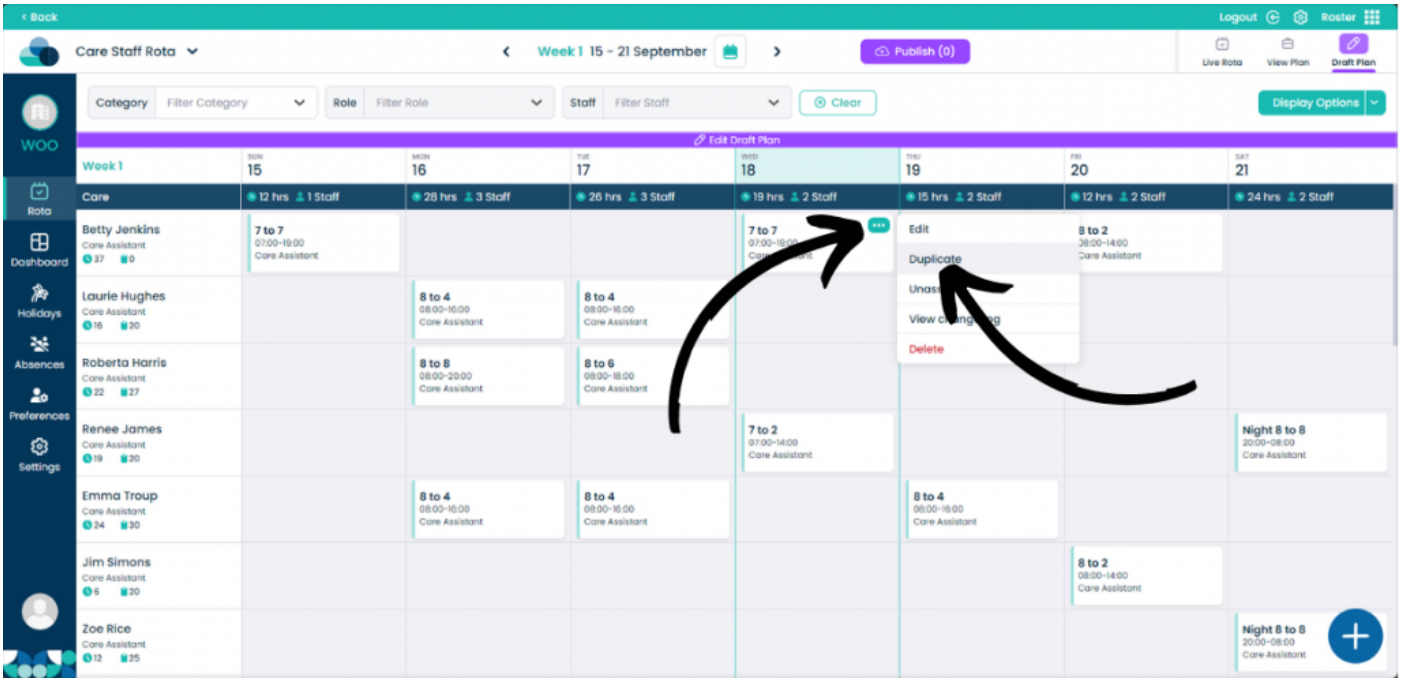
Step 1:

When on your rota screen, select **Draft Plan** and then **Edit Draft Plan**.



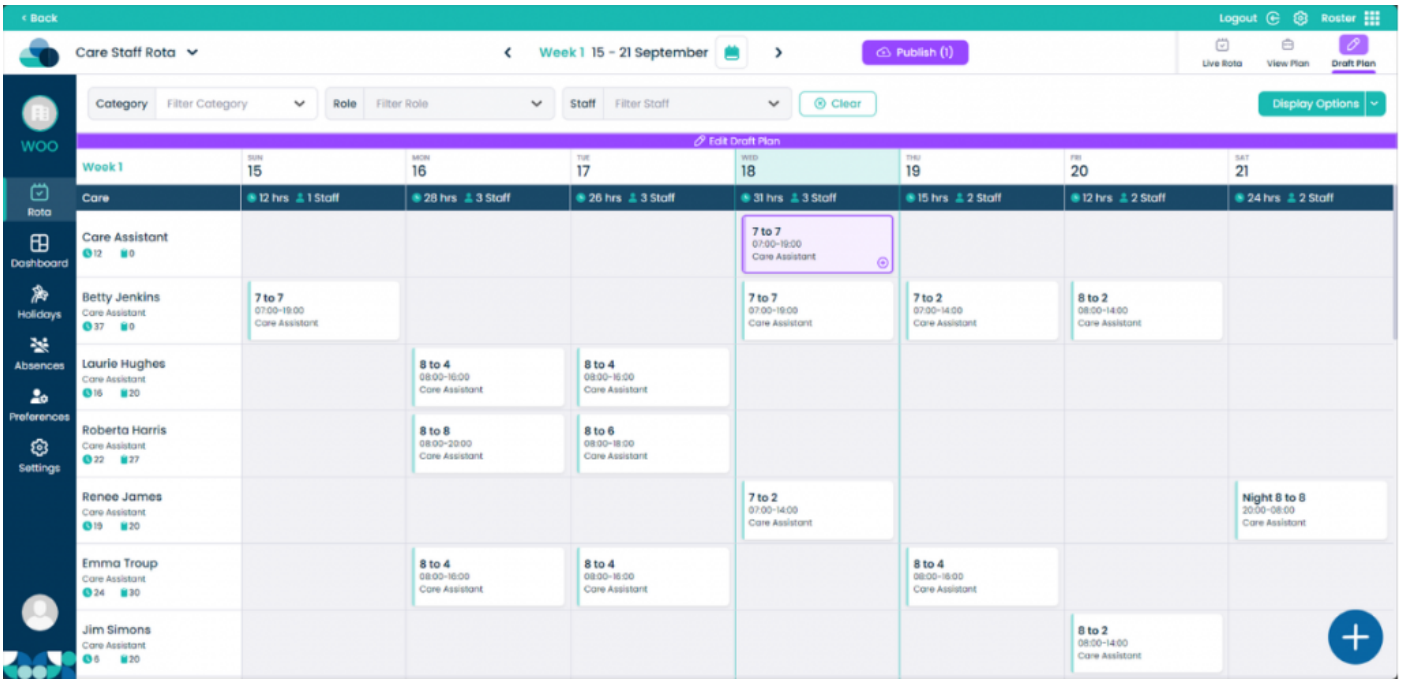
Step 2:

Over a shift, click the **3 dots** in the top right of the shift. Then click **Duplicate** to create a new version of that shift.



Step 3:

That shift will now appear under the **Role** of the staff member it was duplicated from. You can now move this shift to a new staff member.



Step 4:

You can also perform this function with the use of your keyboard and mouse. This will make the duplication of shifts even faster.

By holding both **Shift** and **Left Click** on a cell, you can drag it onto an empty cell and let go of both the keys at the same time. This will duplicate the shift into that empty cell.

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