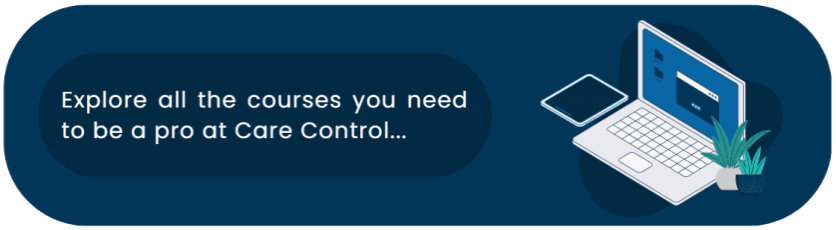
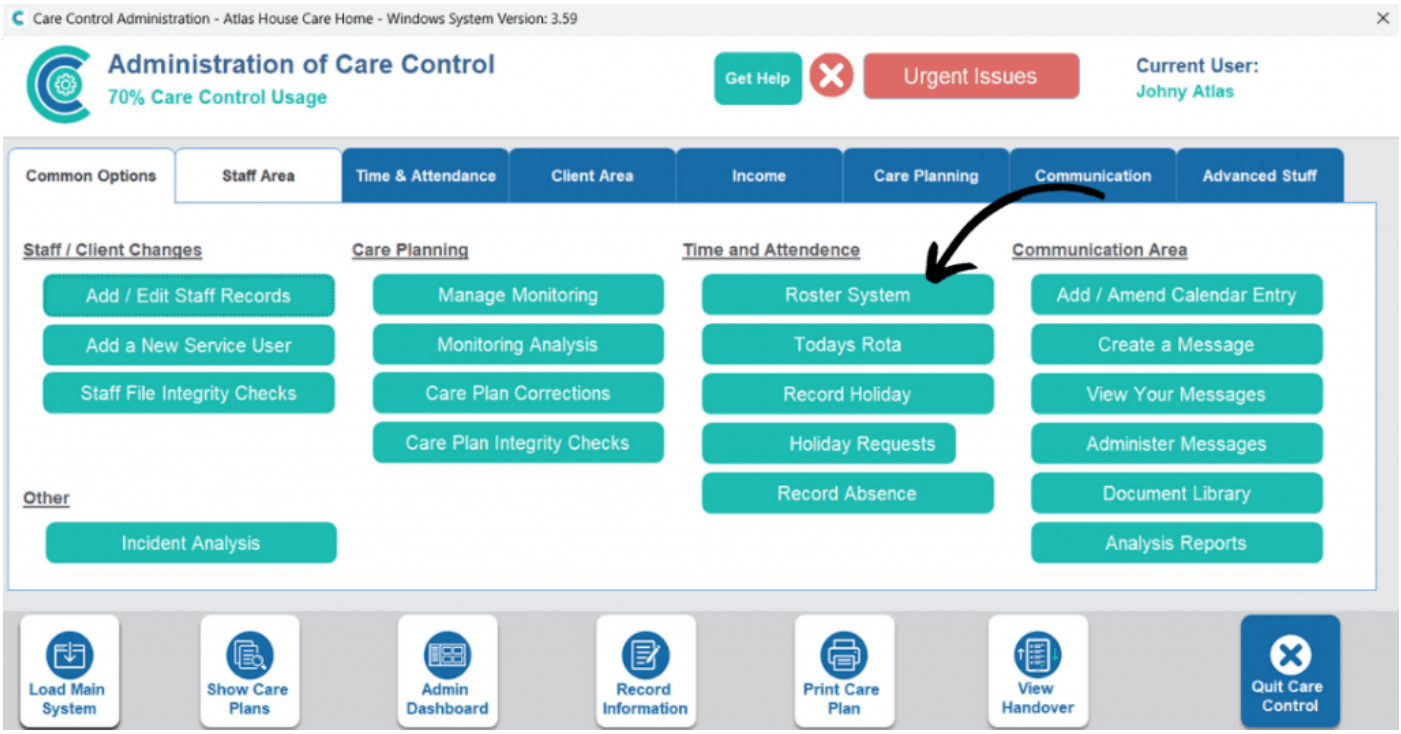
How to Add an Ad-Hoc Shift

Roster Windows · https://cclearninghub.co.uk/docs/how-to-add-an-ad-hoc-shift/

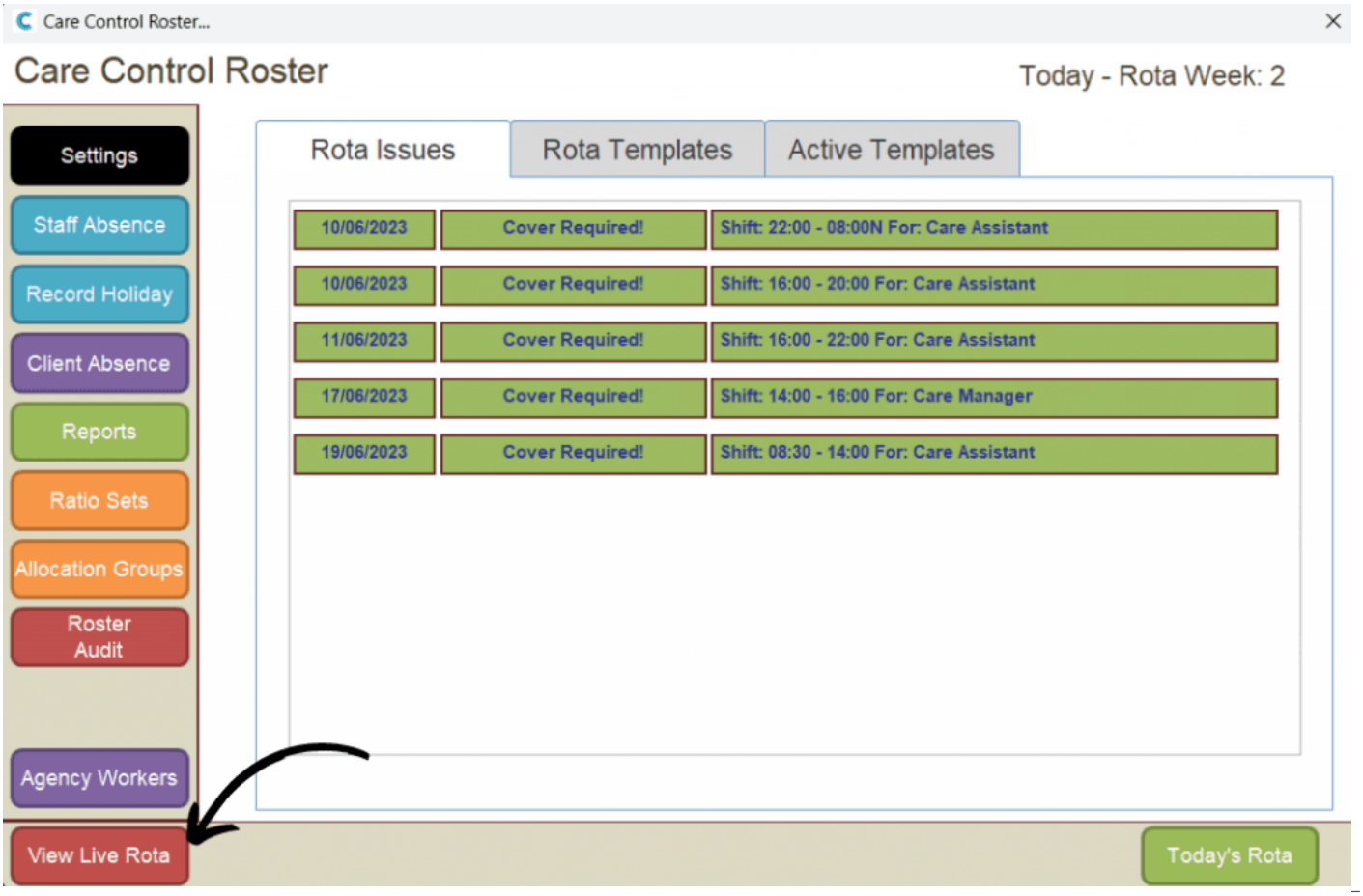


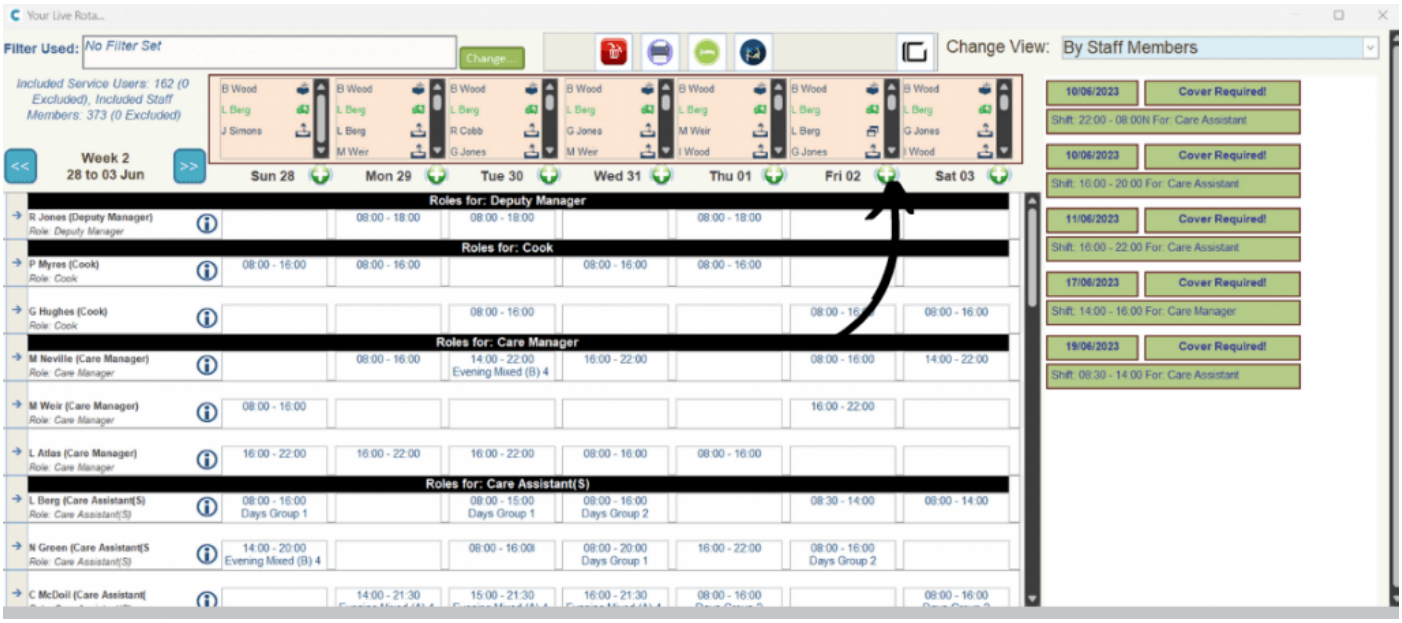
How to Add an Ad-Hoc Shift



1

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





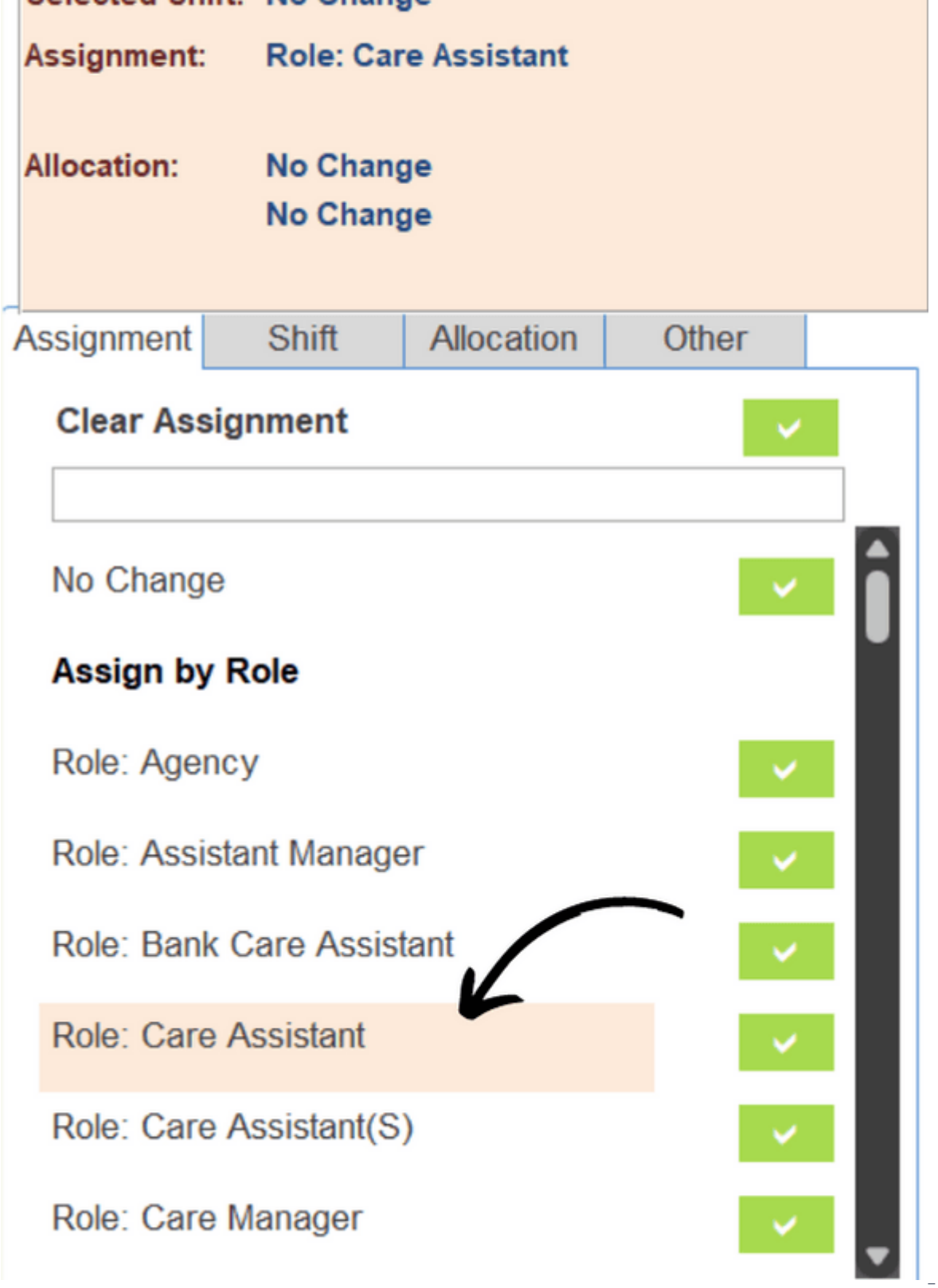
3

Click the **green +** symbol next to the date you wish to add the shift.

4

A box will open on the right-hand side of the rota. Here, you can build your shift.

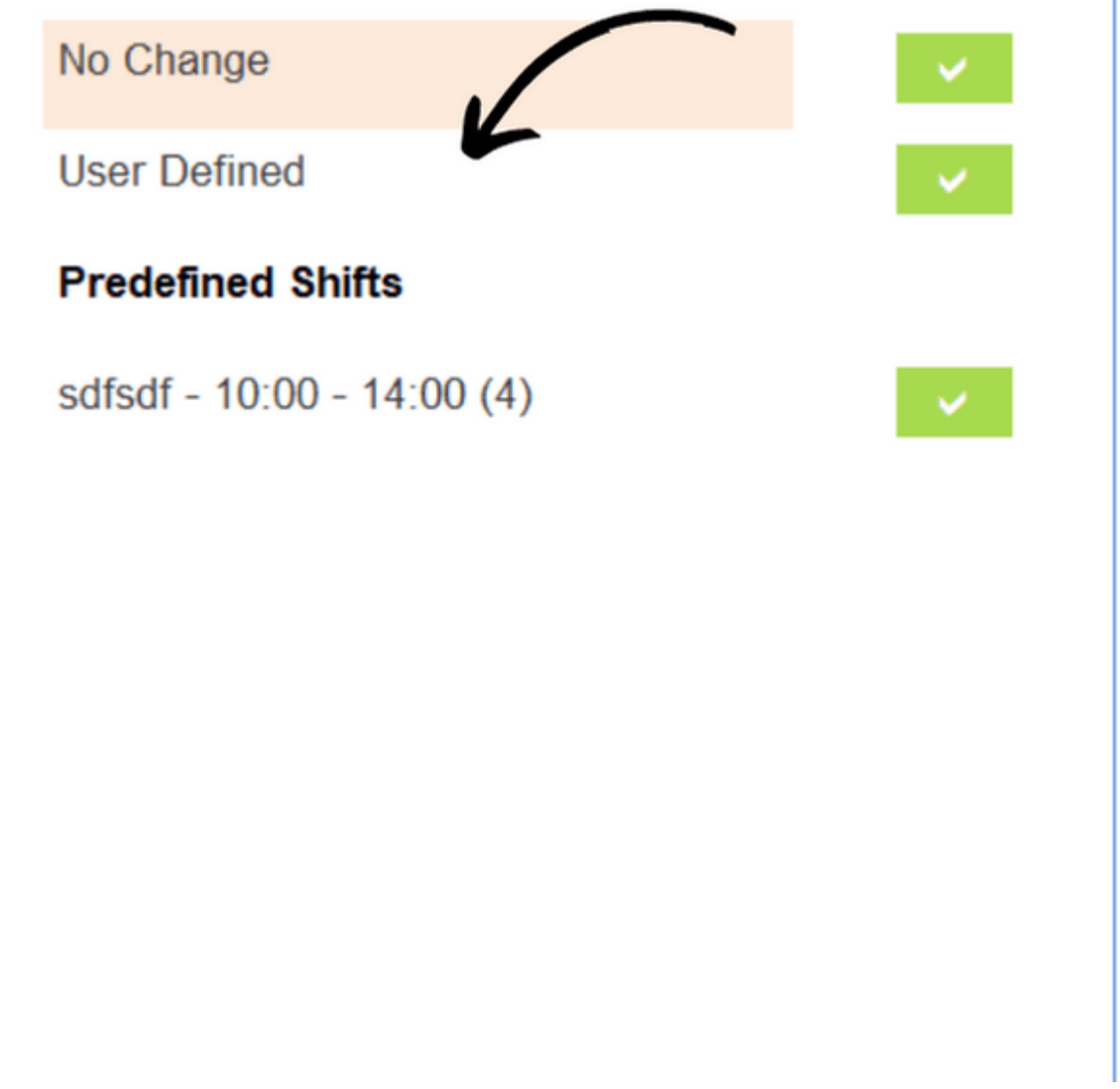
Begin by selecting the **Assignment** – this could be a specific staff member, or just a role.


Assignment: Role: Care Assistant
Allocation: No Change
No Change
Assignment
Shift
Allocation
Other
Clear Assignment
No Change
Assign by Role
Role: Agency
Role: Assistant Manager
Role: Bank Care Assistant
Role: Care Assistant
Role: Care Assistant(S)
Role: Care Manager

Assignment: Role: Care Assistant

Allocation: No Change
No Change

Assignment | Shift | Allocation | Other

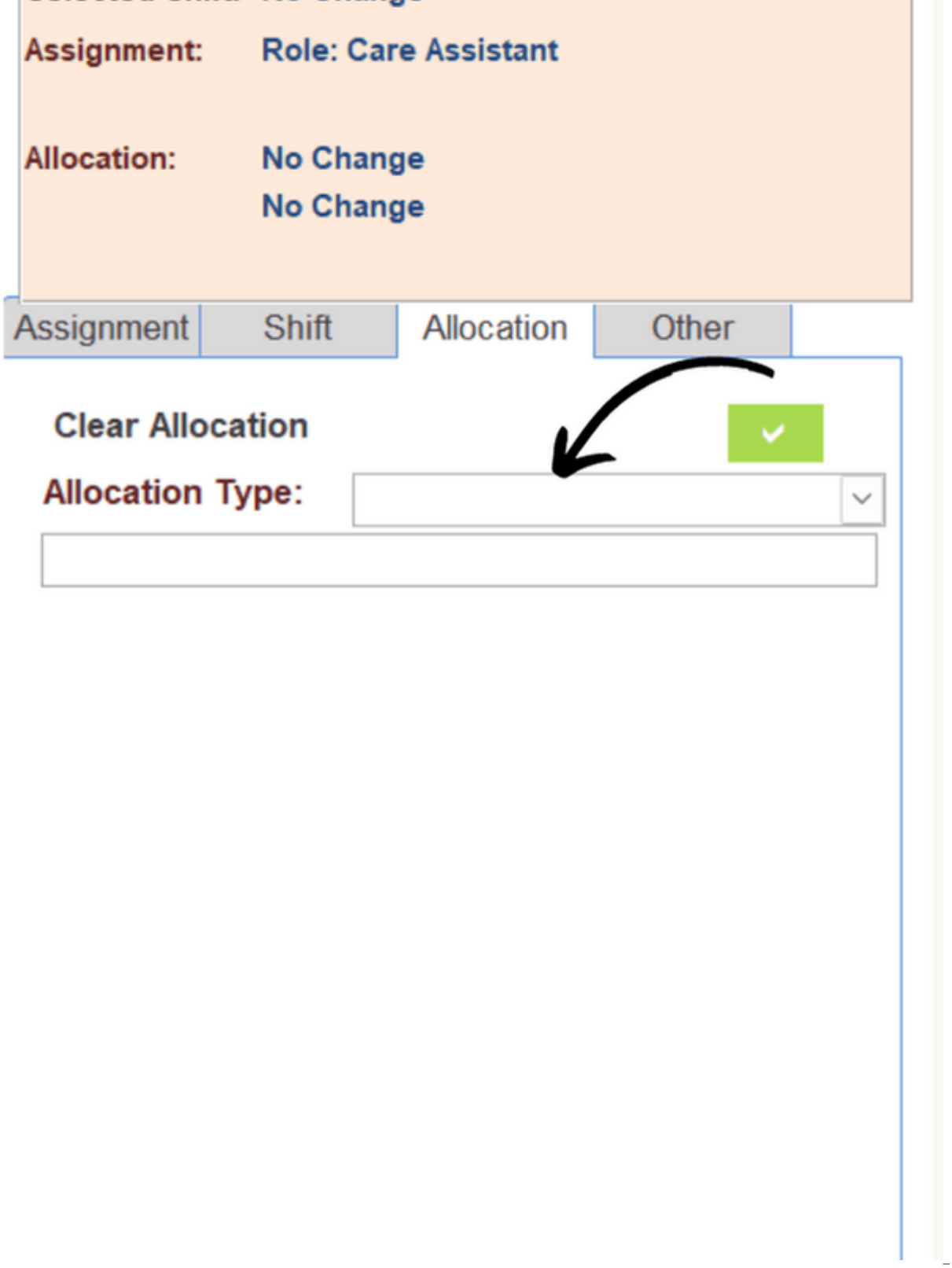


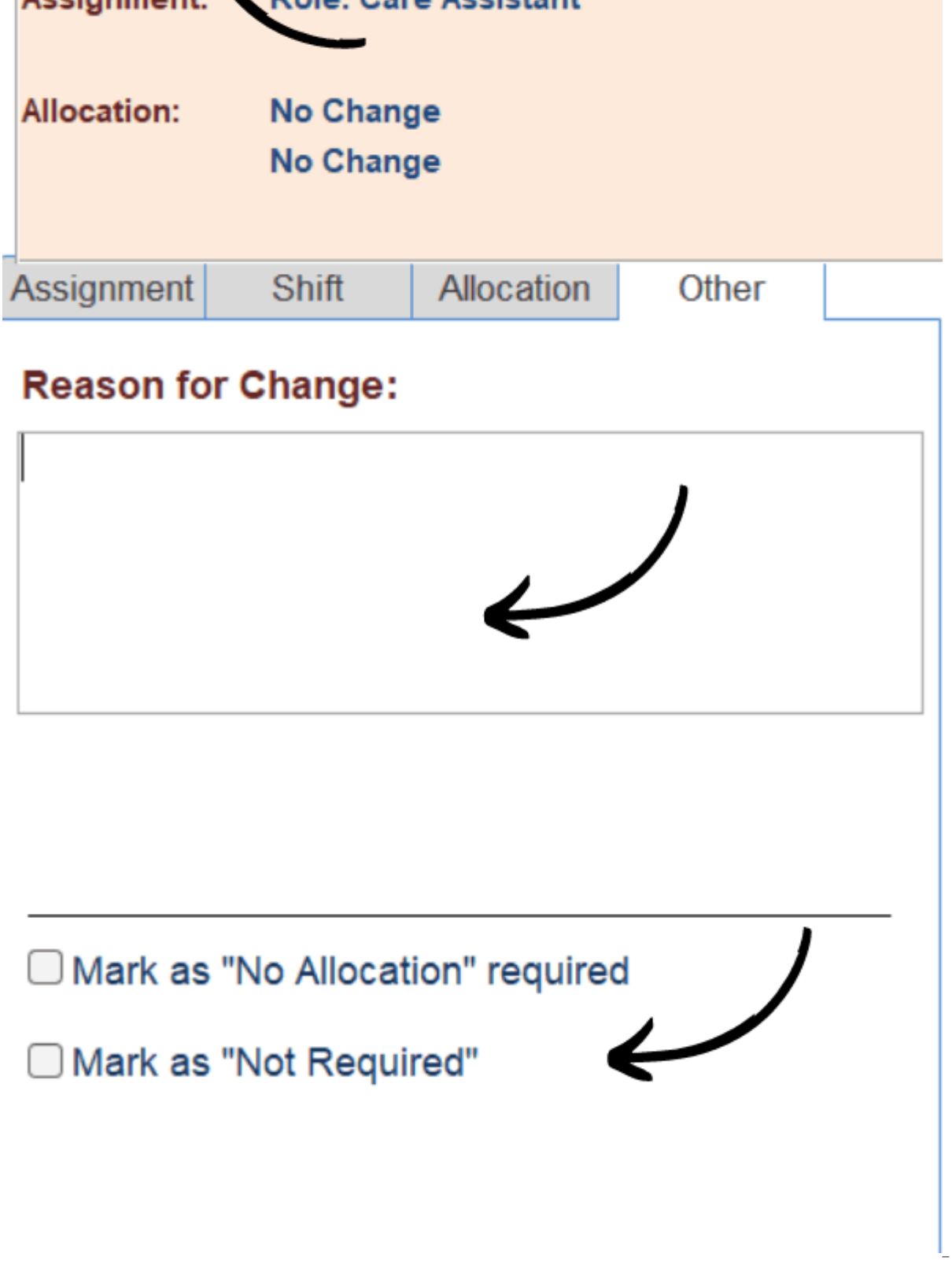
5

Next, set the times for the shift in the **Shift** tab. You can use a **Predefined Shift** or select times manually by pressing **User Defined**.

6

The next tab deals with **Allocation**. Select one from the drop-down list if required.


Assignment: Role: Care Assistant
Allocation: No Change
No Change
Assignment
Shift
Allocation
Other
Clear Allocation
Allocation Type:


Assignment:
Role: Care Assistant
Allocation:
No Change
No Change
Assignment
Shift
Allocation
Other
Reason for Change:
Mark as "No Allocation" required
Mark as "Not Required"

7

Finally, in the **Other** tab, you can enter a **reason** if required, as well as set some other shift options.

After completing the set-up, press **Process** to add the shift to your rota.