How to Assign a Run in Cloud

Domiciliary Roster · https://cclearninghub.co.uk/docs/how-to-assign-a-run-in-cloud/

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- Home
- Care Control Knowledgebase
- Care Control Cloud
- Domiciliary Roster
- How to Assign a Run in Cloud



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This guide explains how to assign a Run within the Cloud Roster system. Assigning a run allows you to allocate a grouped set of visits to a specific staff member quickly and accurately.

By linking a run to a staff member, you ensure that visits are clearly scheduled, availability is respected, and travel time is calculated correctly. This helps maintain an organised rota, improves visibility of workloads, and supports efficient day-to-day planning within your service.

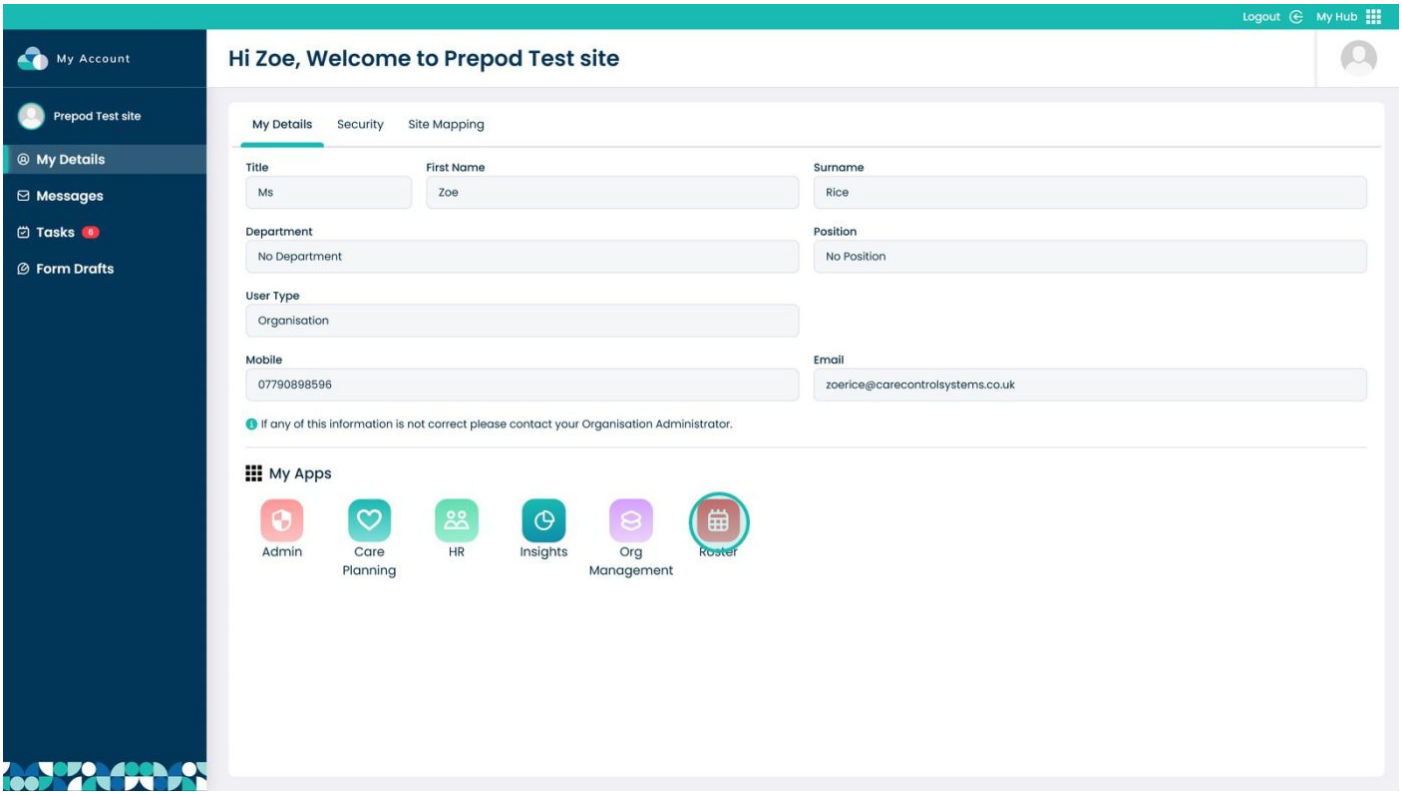
Interactive Guide

Embedded media:

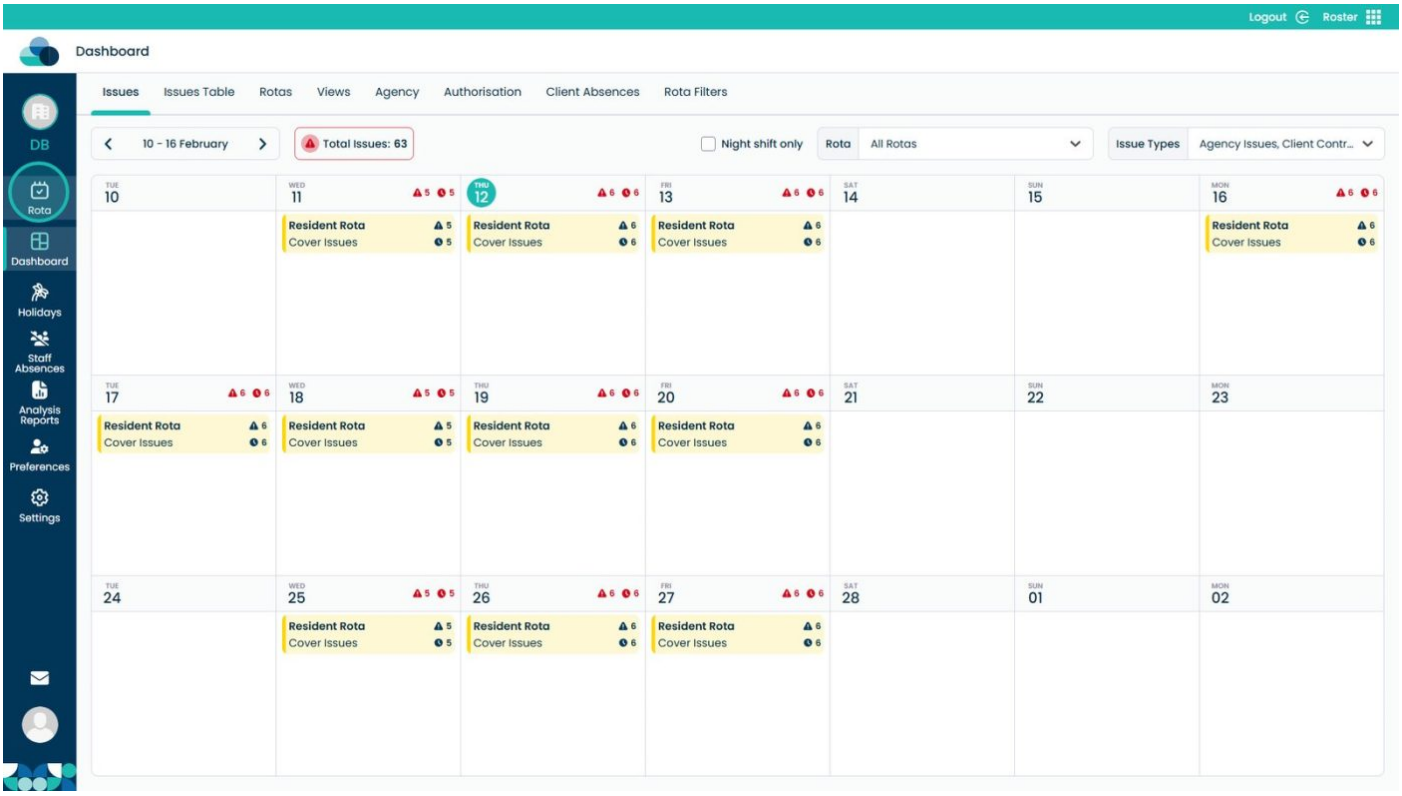
https://demo.arcade.software/mt4r0FhC55d2LjatI6nb?embed&embed_mobile=tab&embed_desktop=inline&show_copy_link

Text based guide

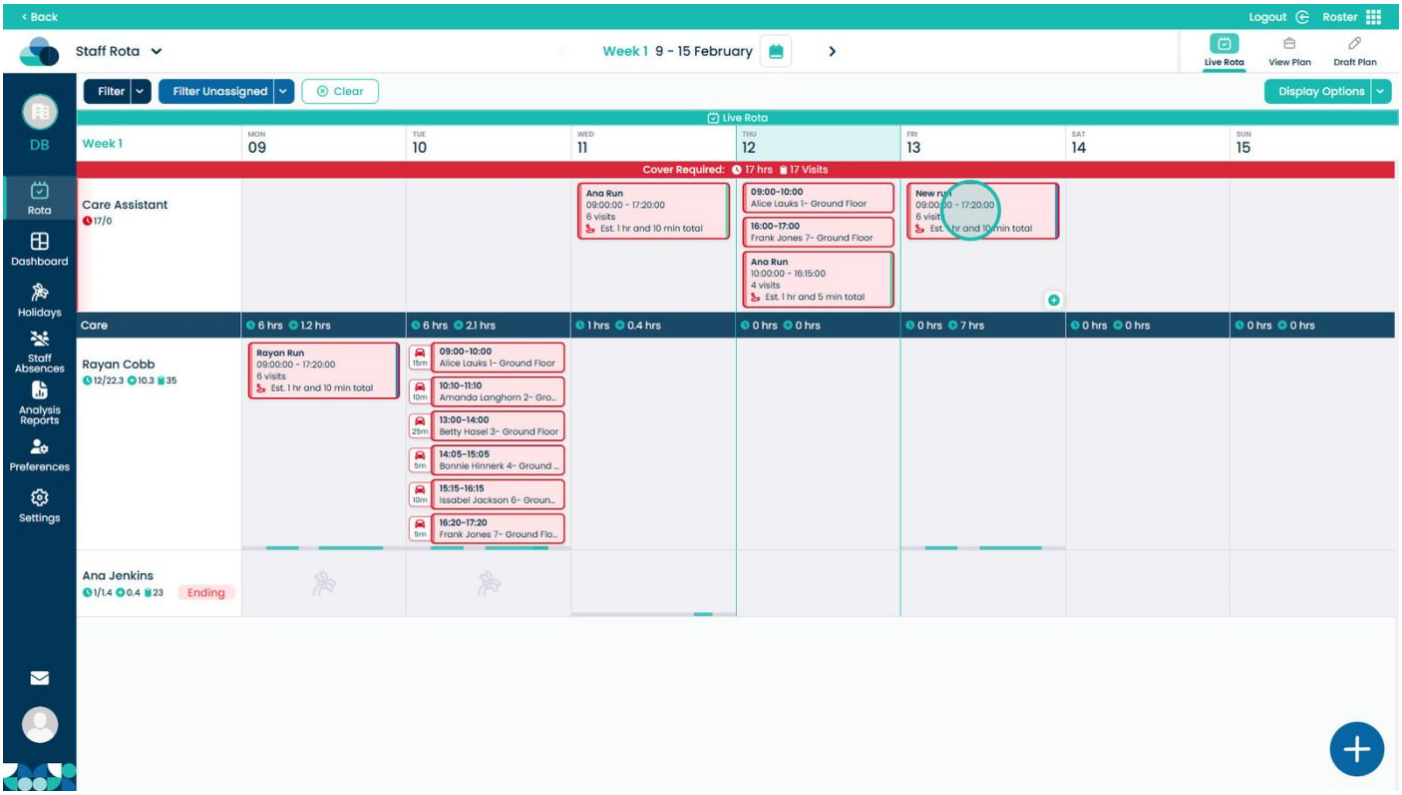
Enter the Roster app



Open the Rota screen

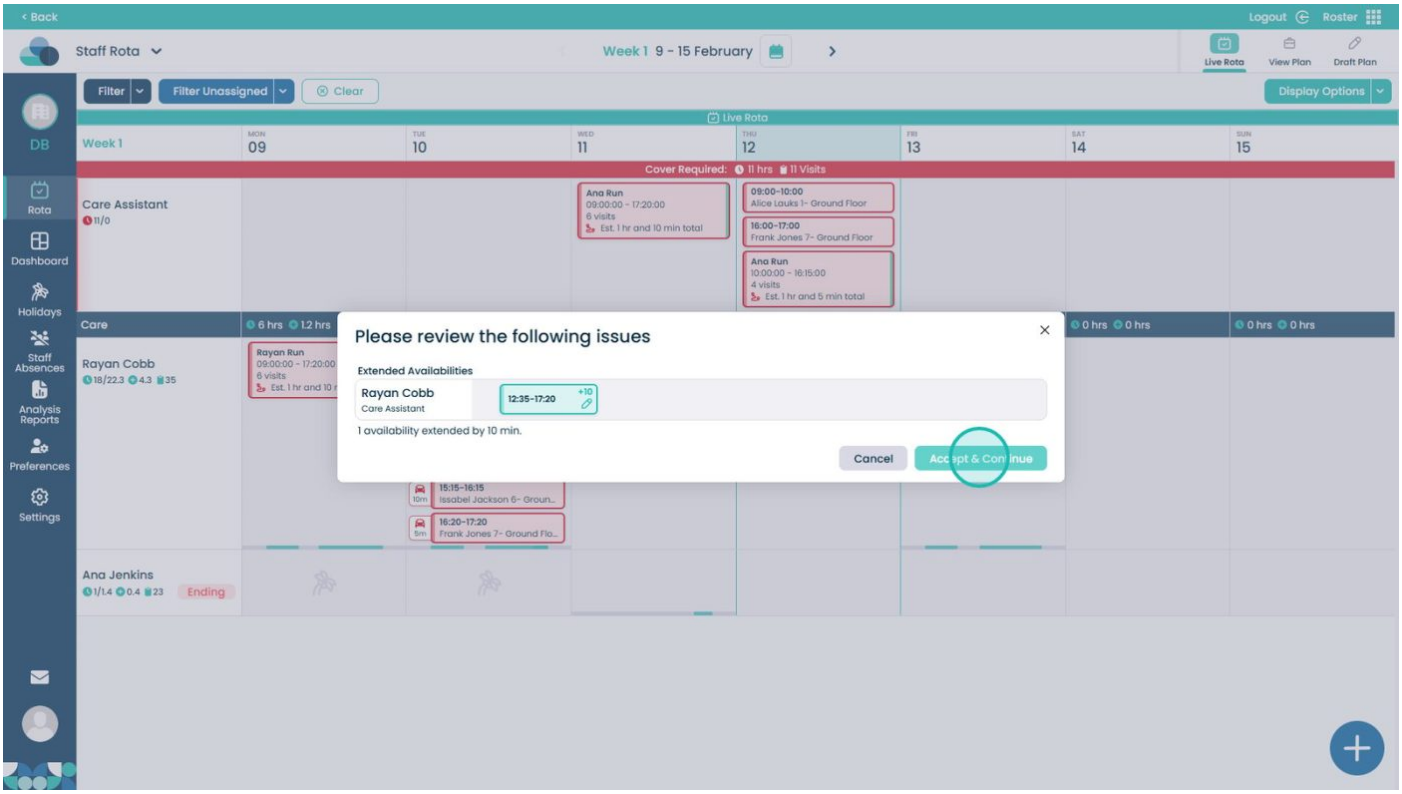


Click and hold the run, then drag and drop it onto the staff member you want to assign it to



If prompted, confirm the availability extension to continue

Sometimes you will see a box appear showing that the availability will need to be extended, you can accept and continue for the availability to automatically update



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- Sad

Table of Contents

↑ Top