How to Create a New Run in Cloud

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

How to Create and Manage a Run in Cloud

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Kieran Worth

This feature allows you to create and manage Runs within the Roster app, helping you group visits together in a clear and structured way. By organising visits into dedicated runs, you can plan routes more efficiently and improve oversight of daily schedules.

You can assign a name, colour, and transport mode to each run, allowing the system to calculate travel times accurately and present routes in a way that’s easy to interpret. This supports better time management, clearer visual planning, and improved coordination across your team, while maintaining an organised and auditable schedule.

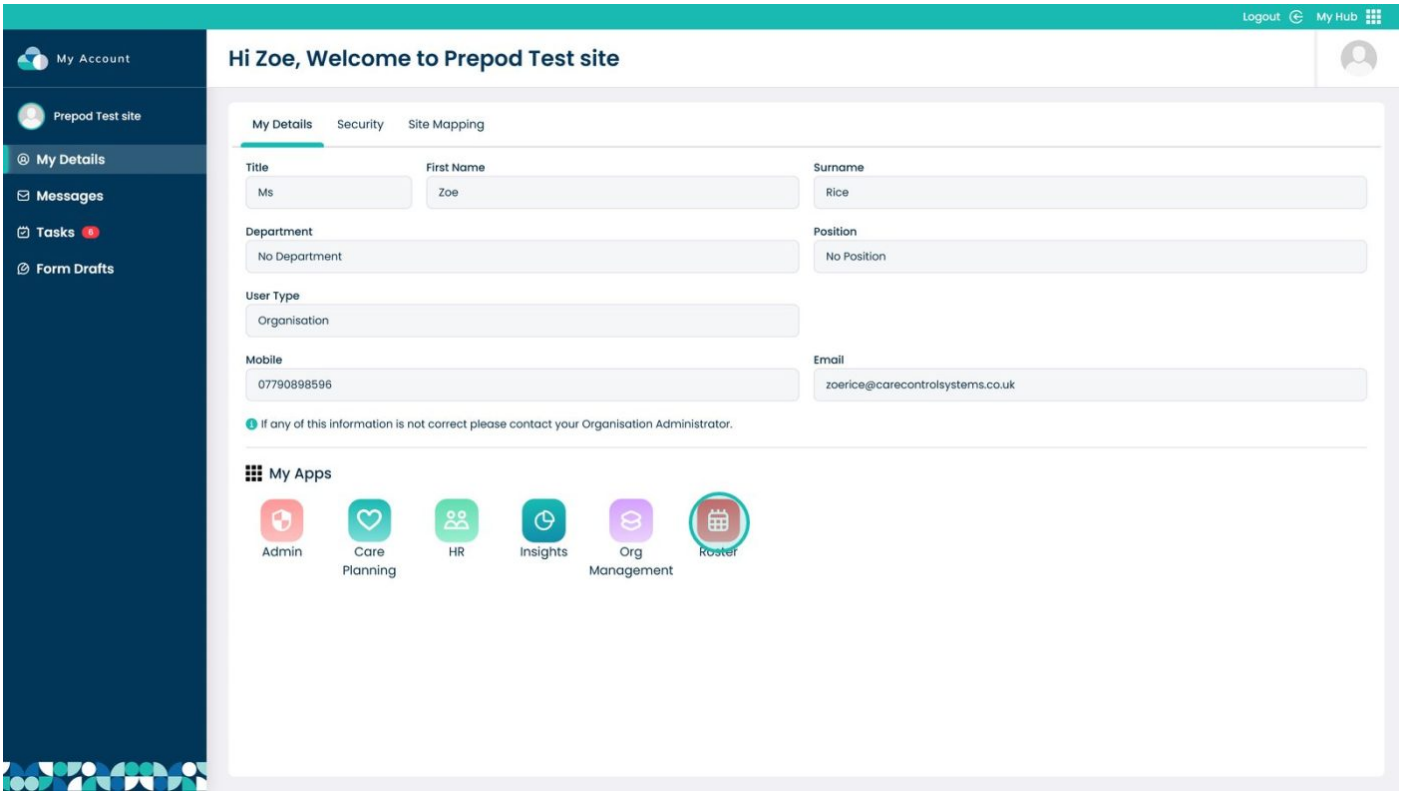
Interactive Guide

Embedded media:

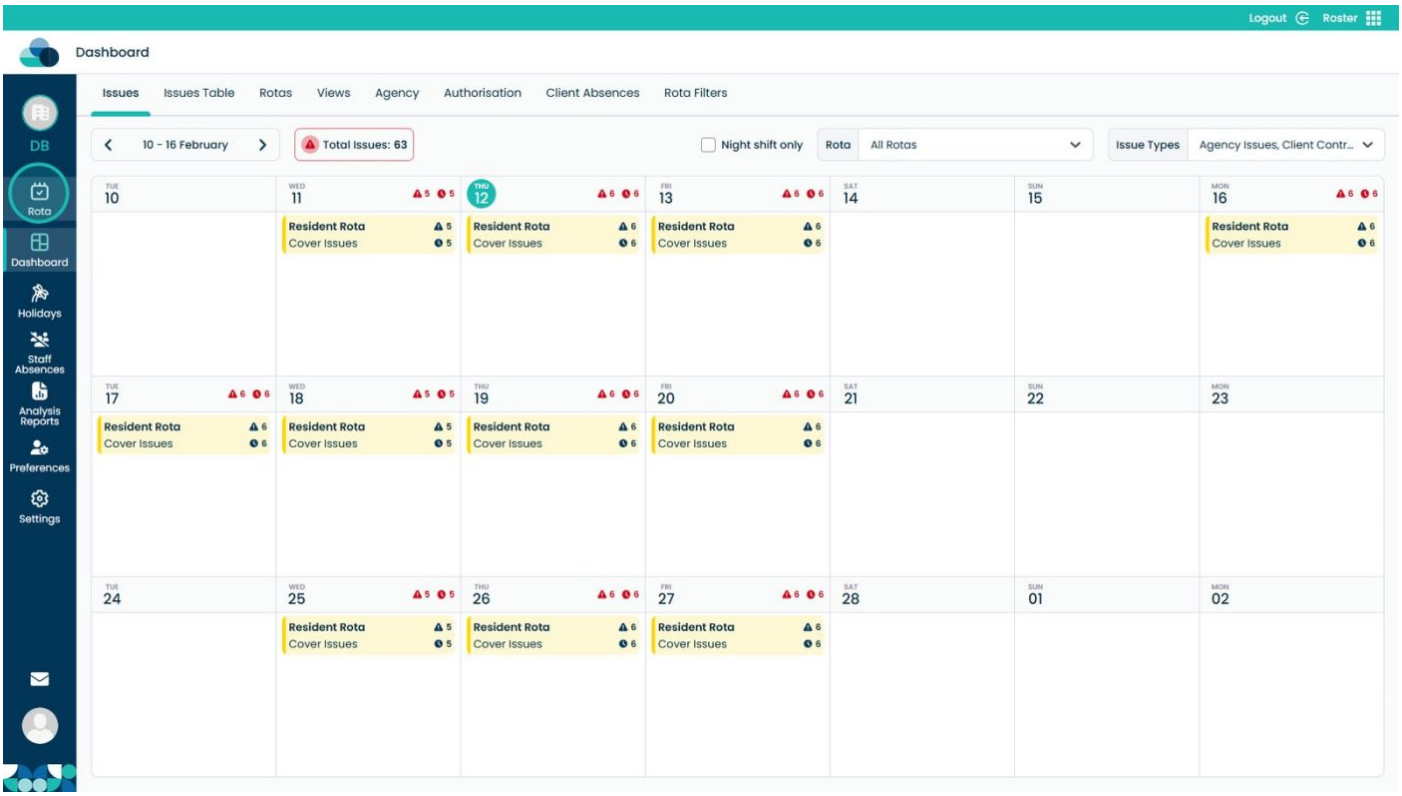
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Text based guide

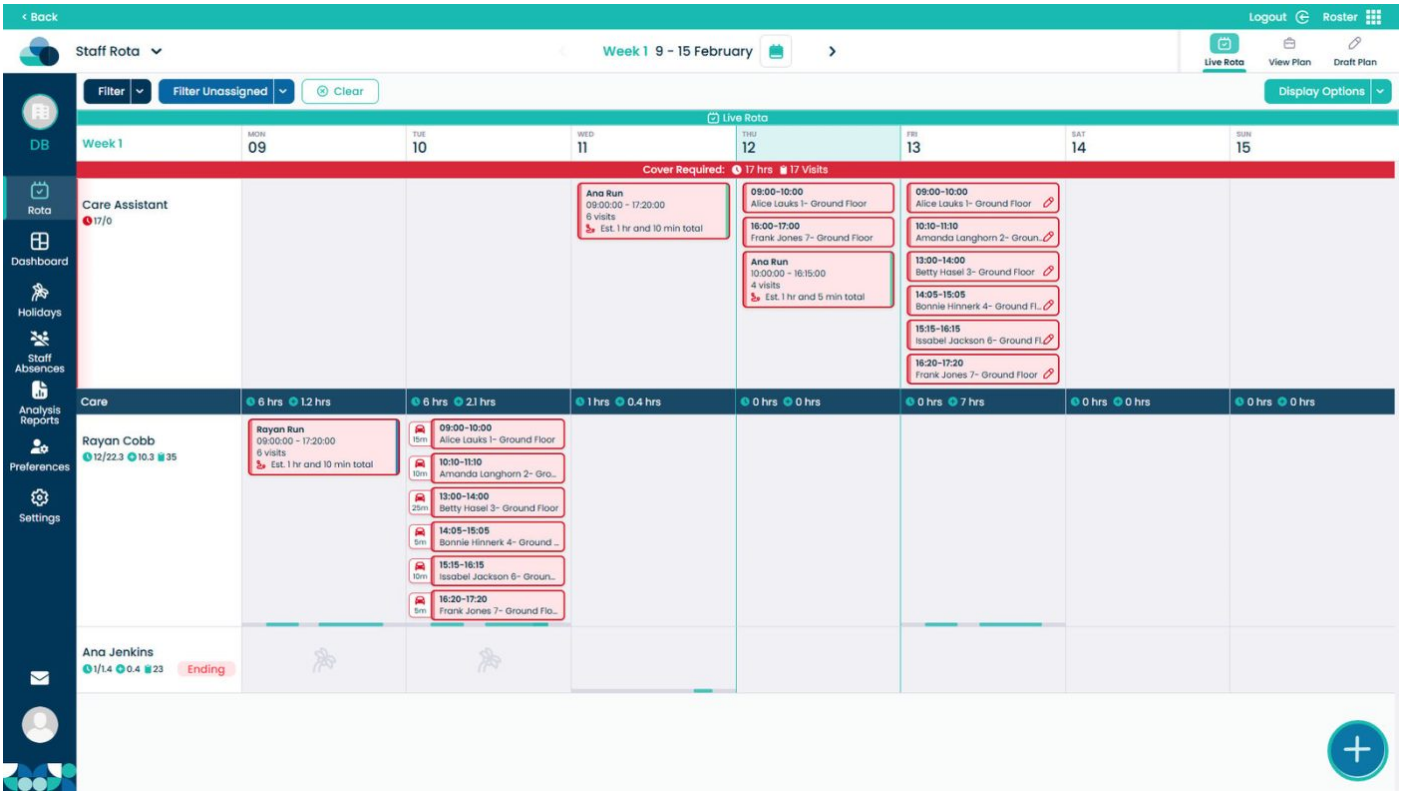
Enter the Roster app



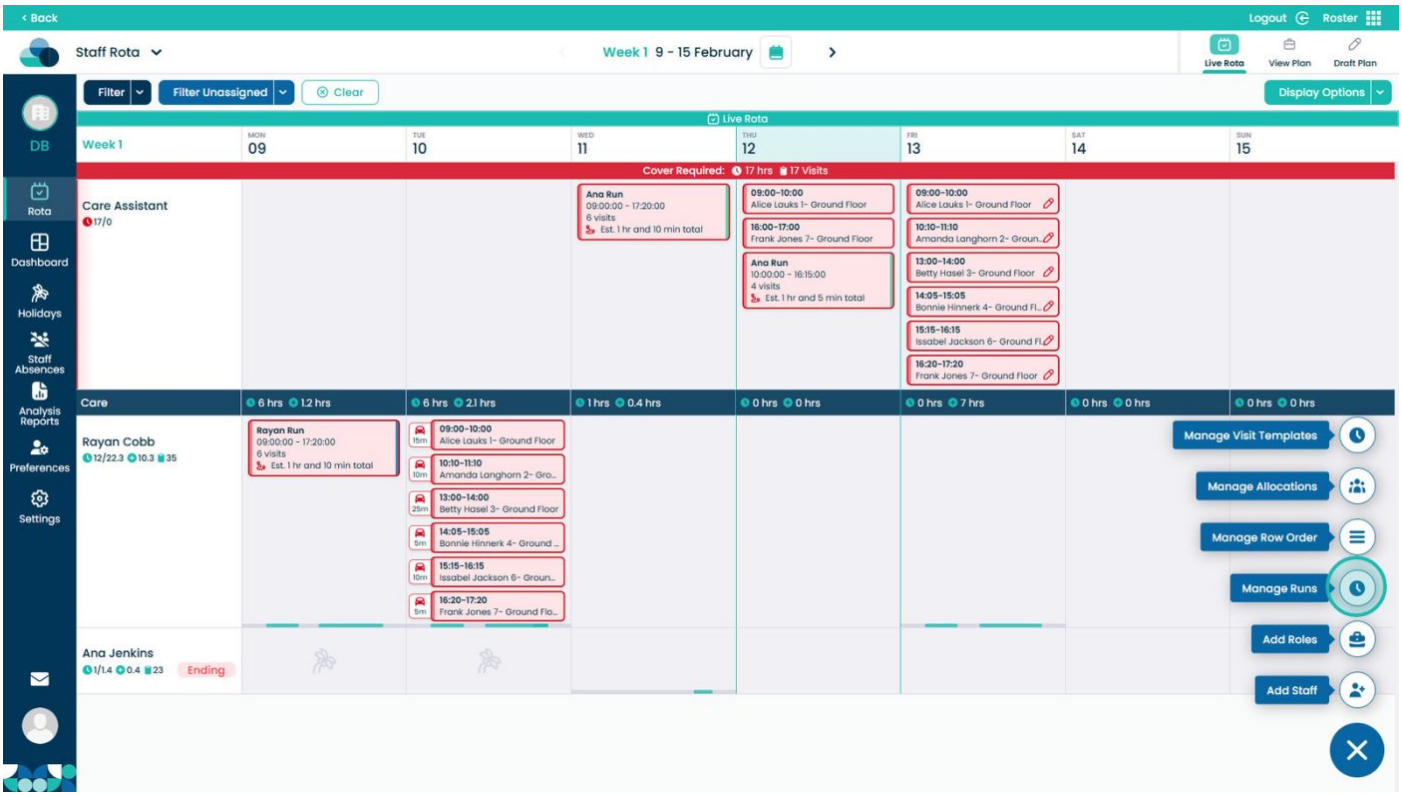
Open the Rota screen



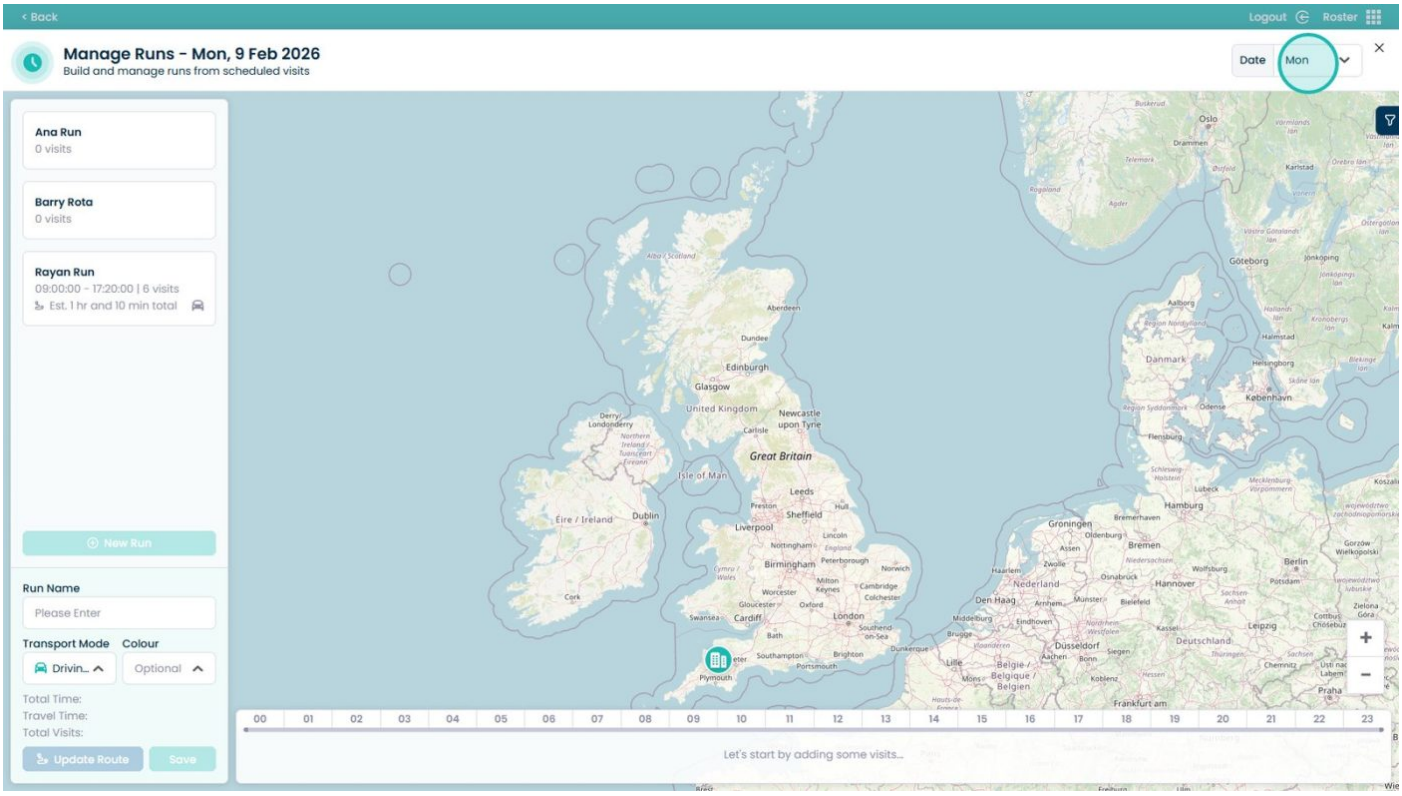
Click the plus button



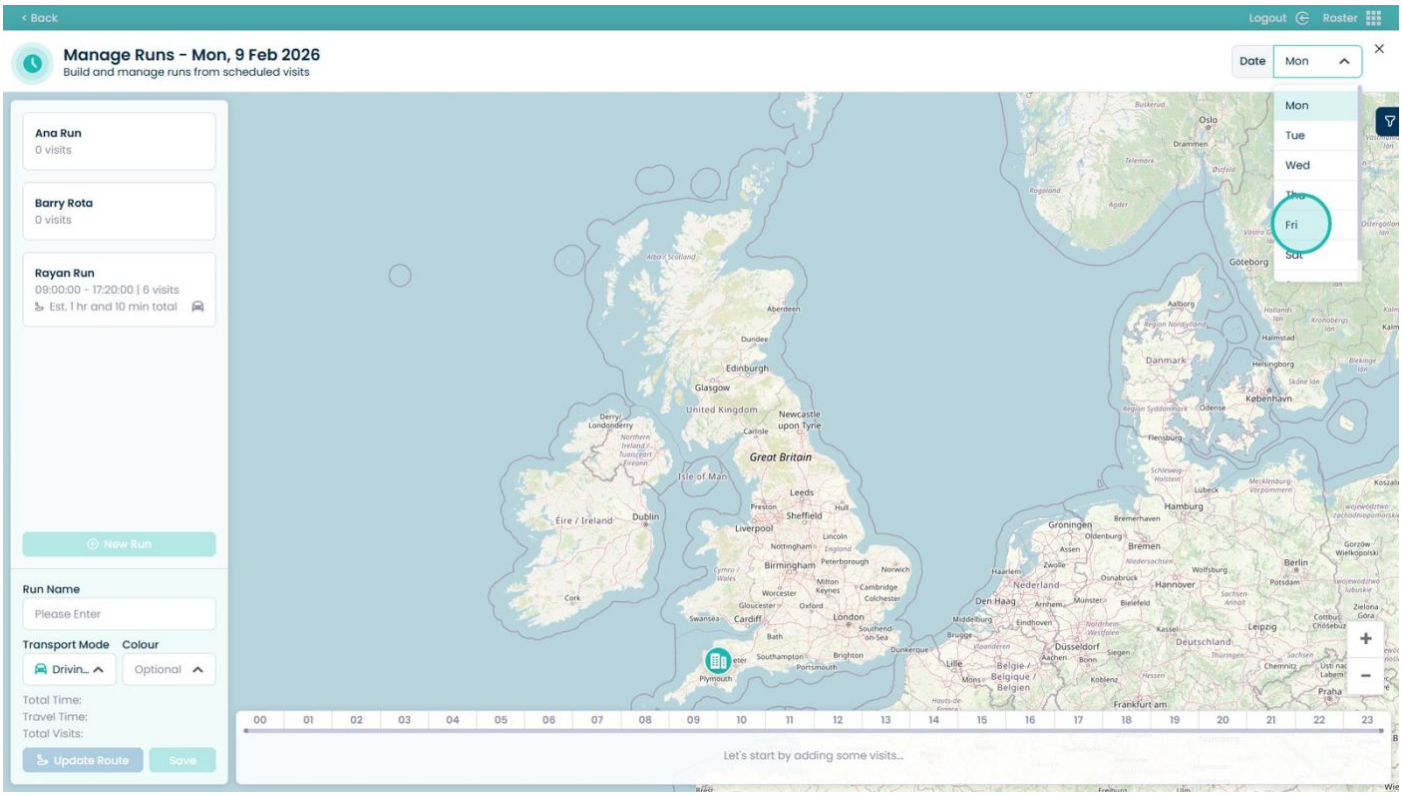
Select Manage Runs



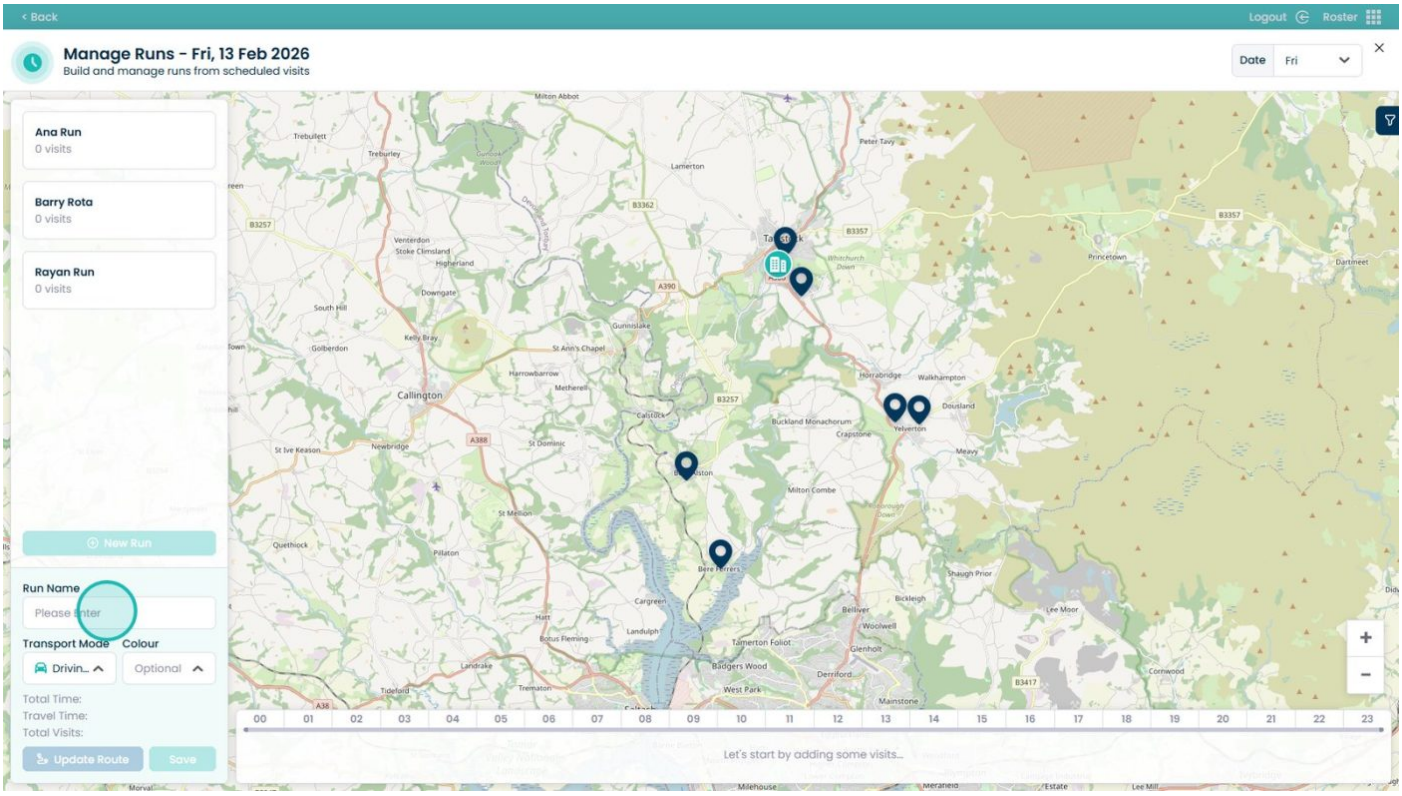
Choose the day of the run in the top right



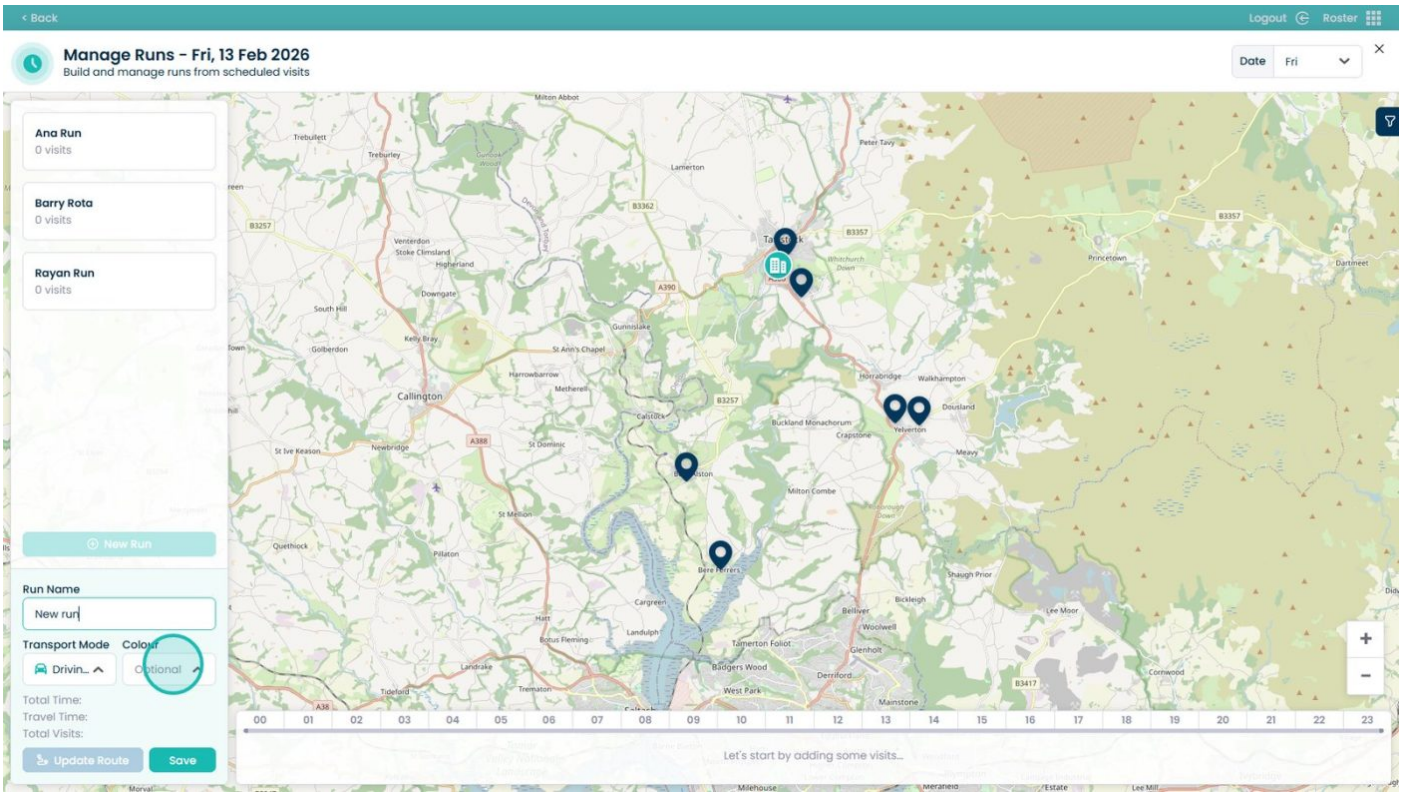
Select the day from the drop-down



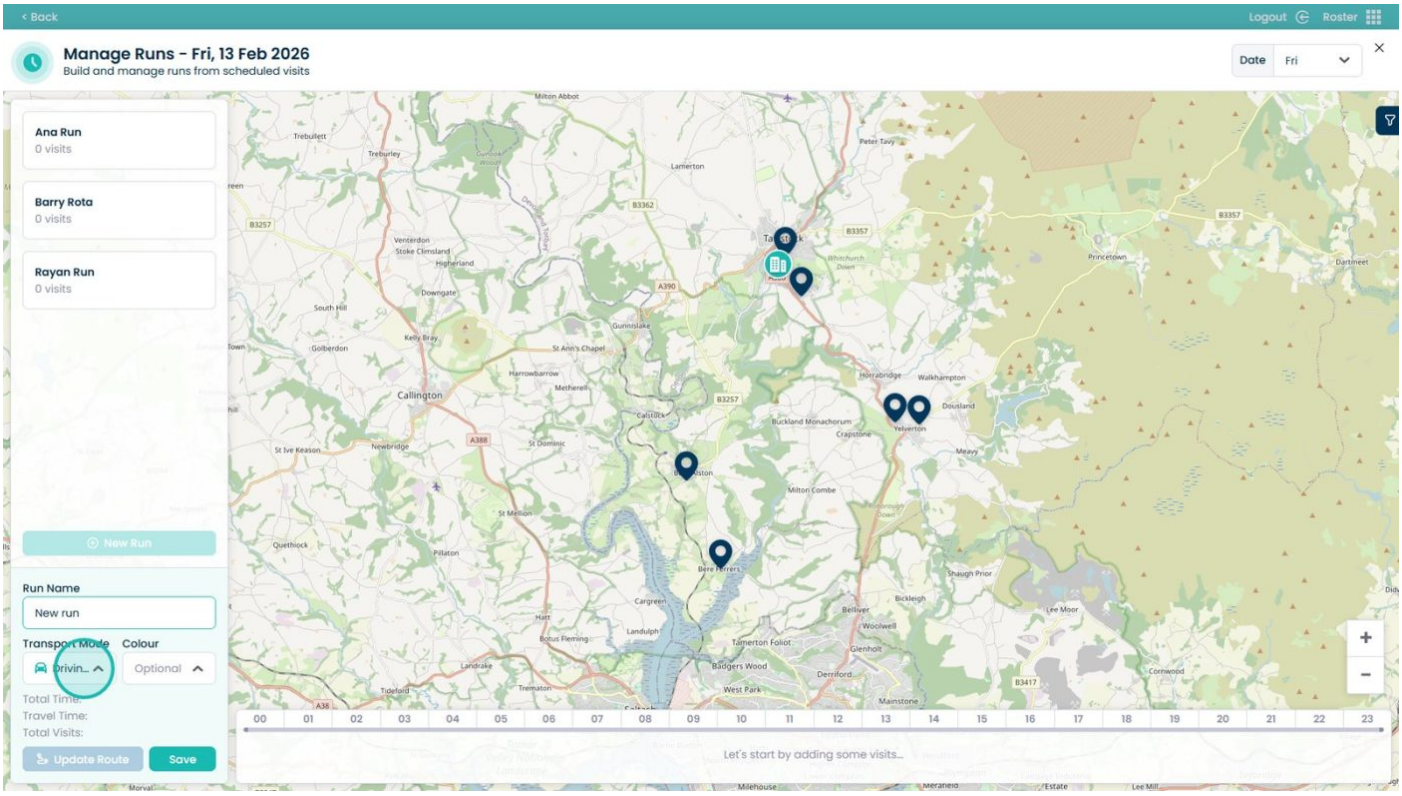
Enter the name of the run



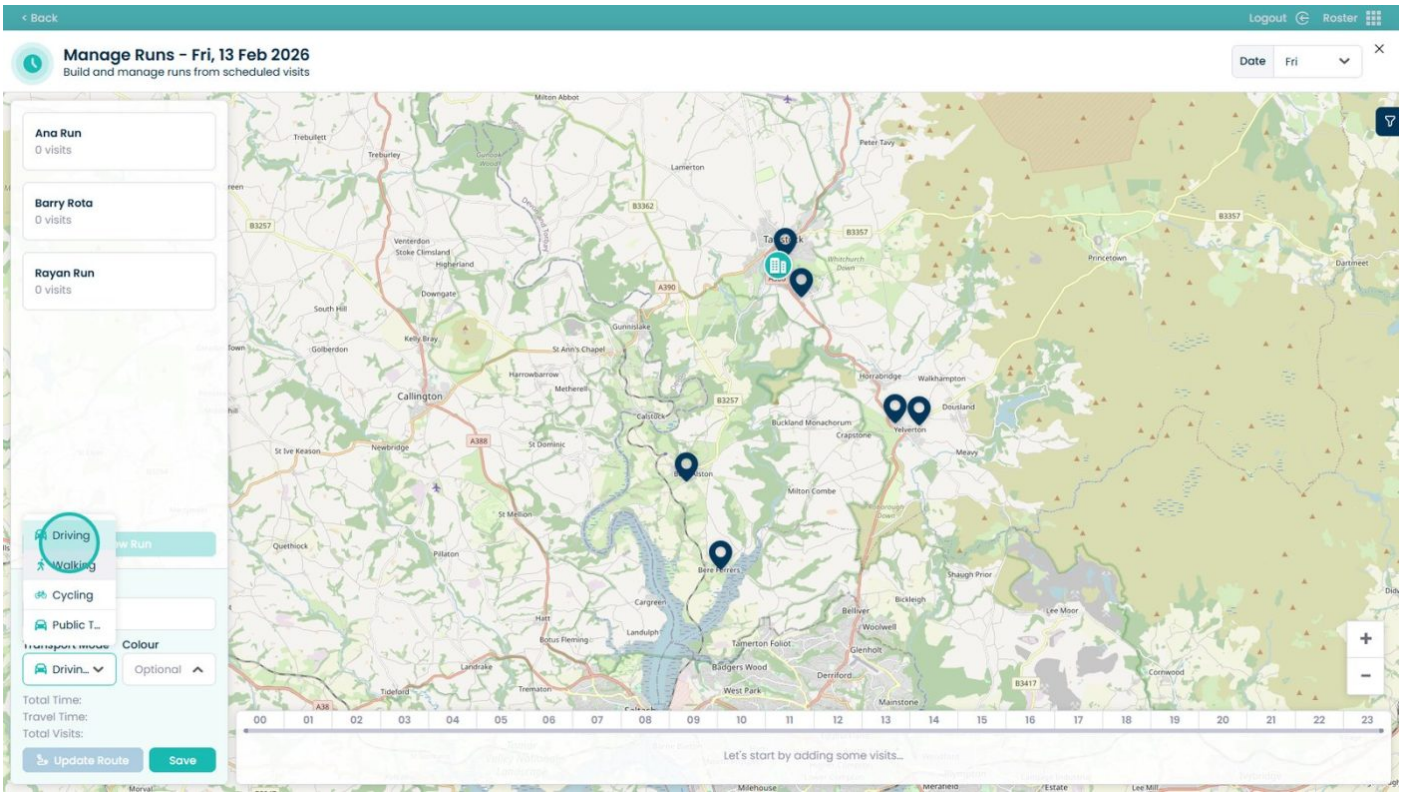
Choose a colour to help differentiate runs



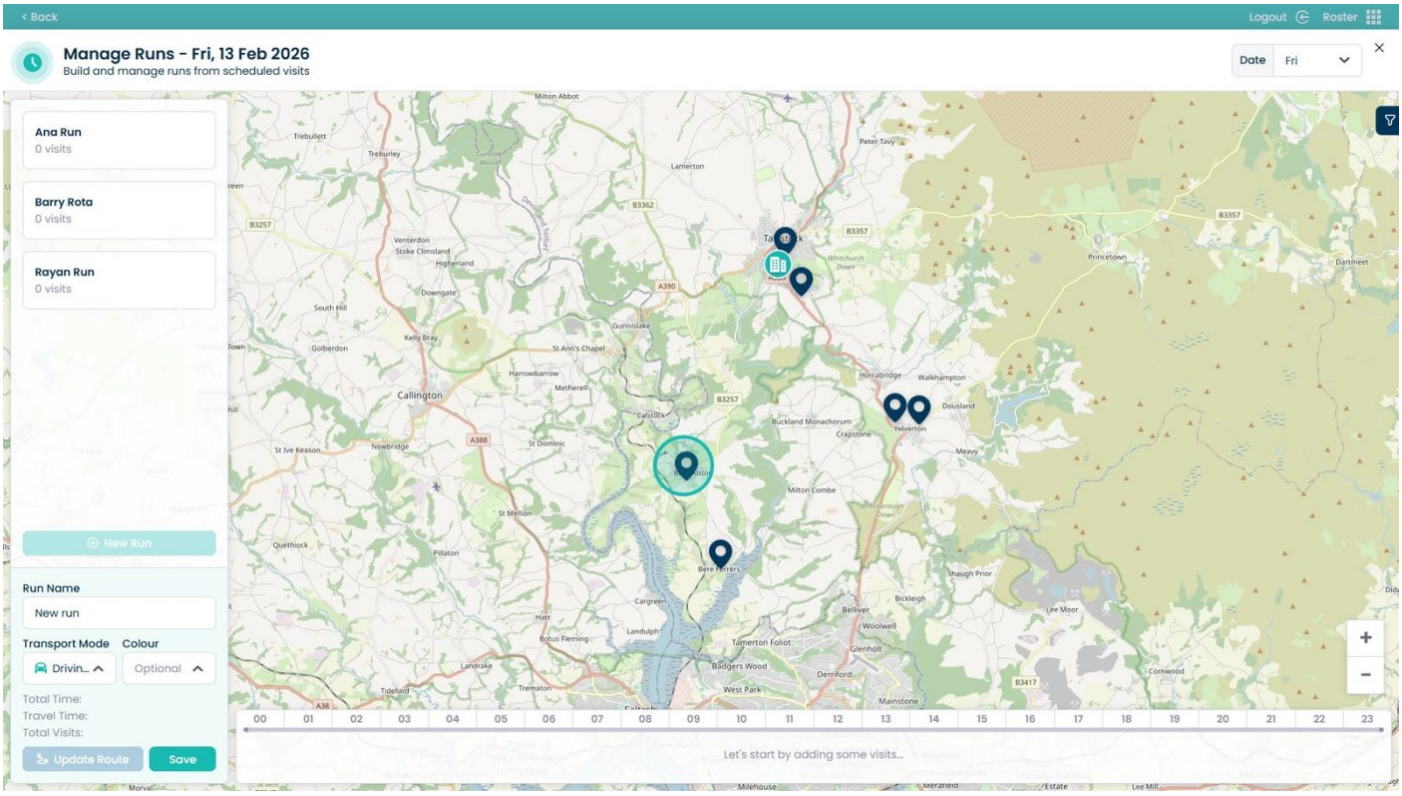
Open the Transport mode drop-down



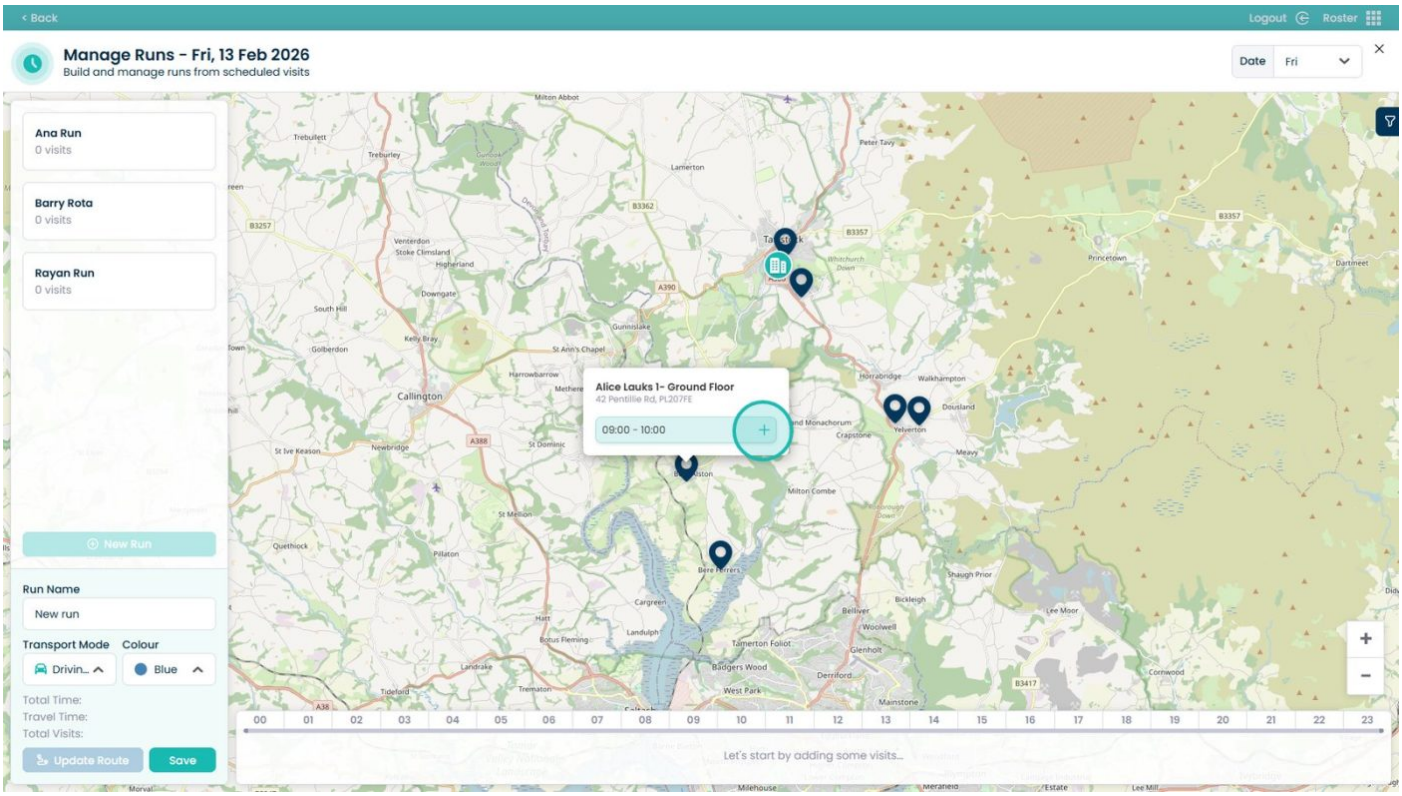
Choose the mode of transport (this affects travel time calculations)



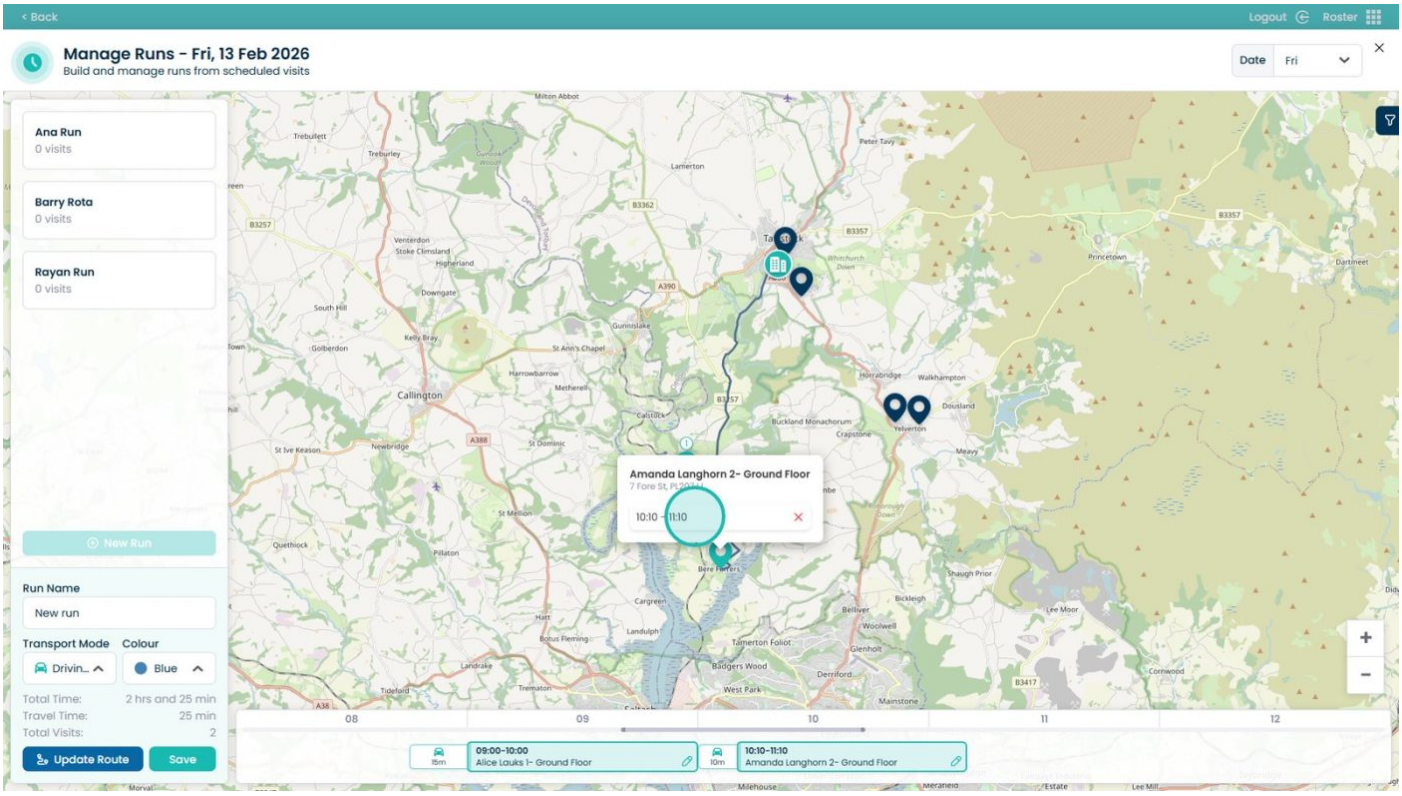
Hover over the visit pin to view visit times



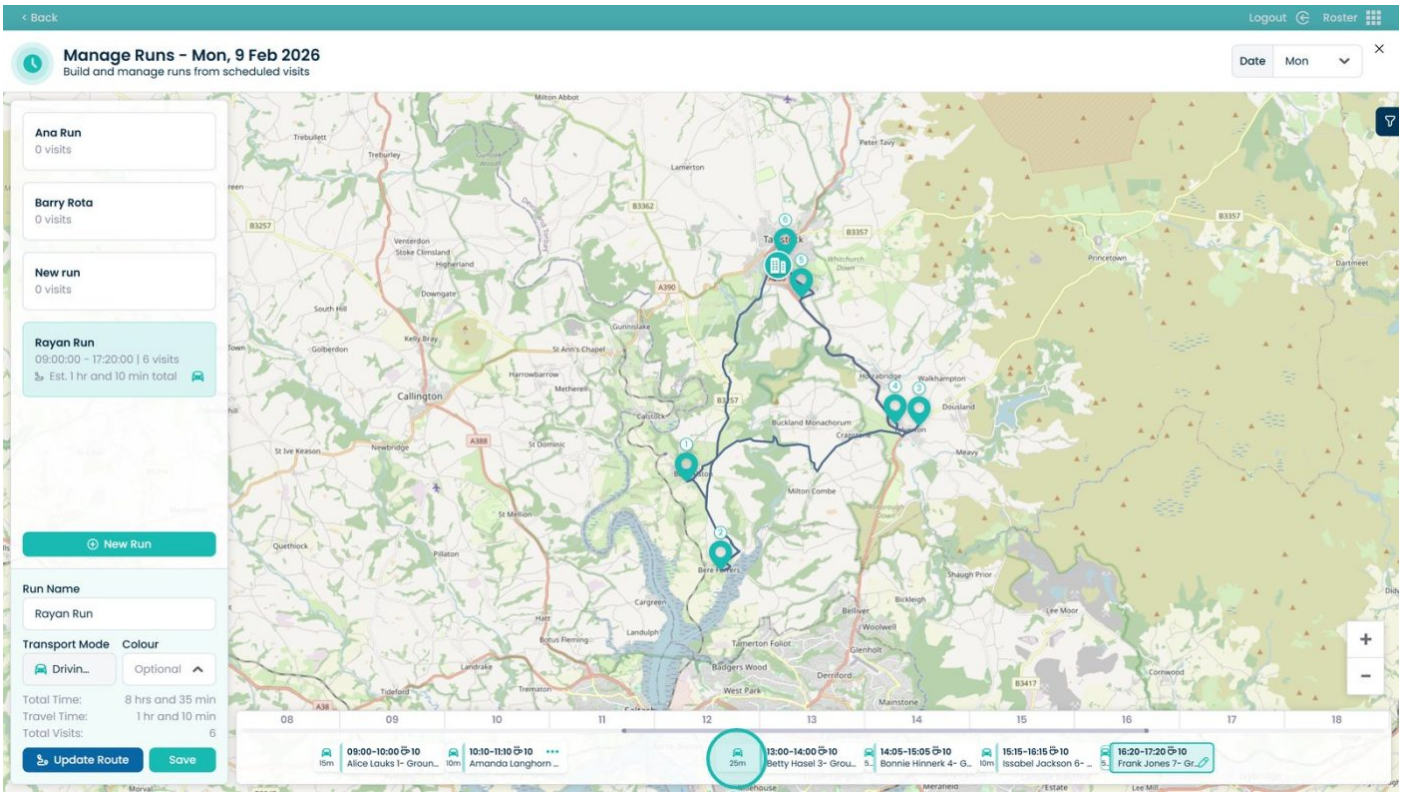
Select the plus button on a visit to add it to the run



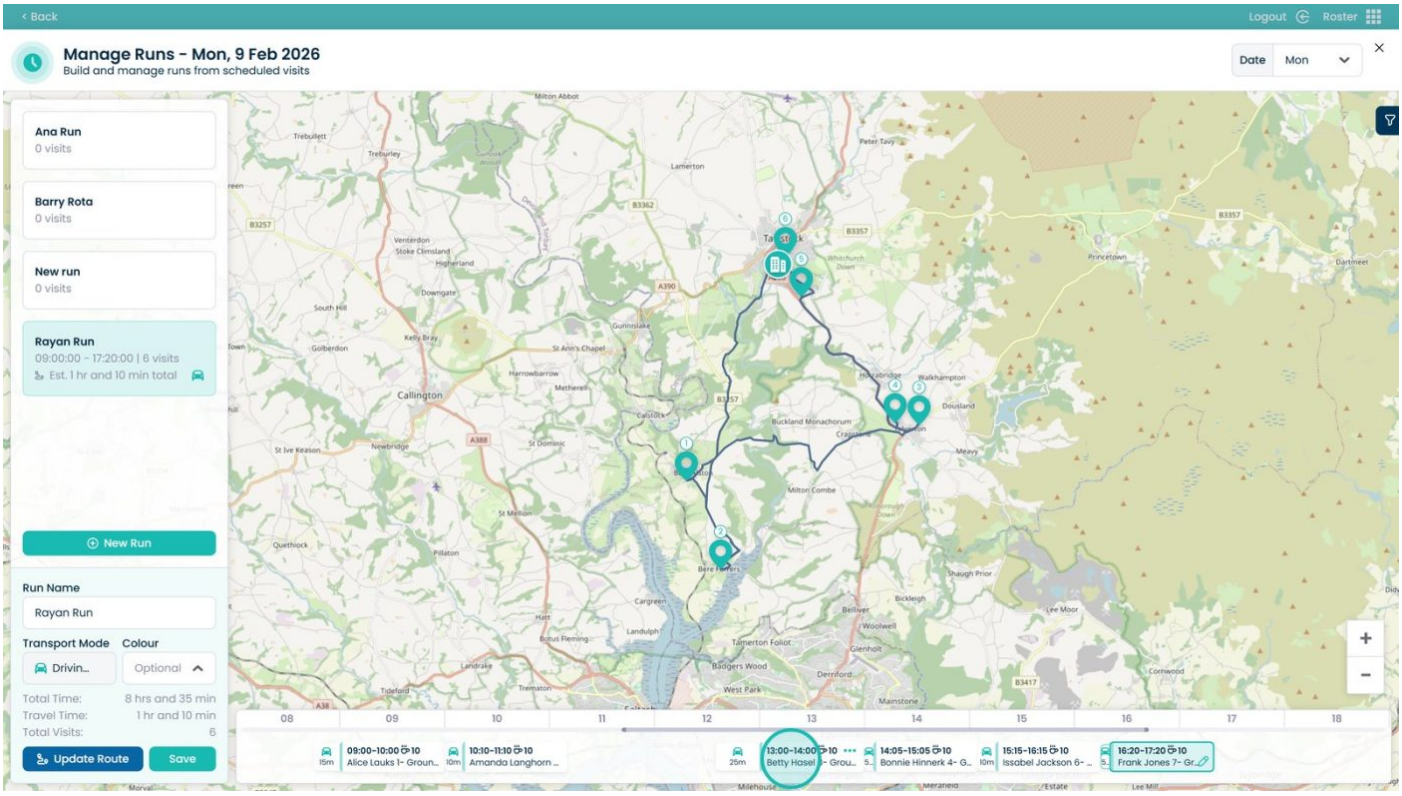
Repeat for all visits you want included in the run



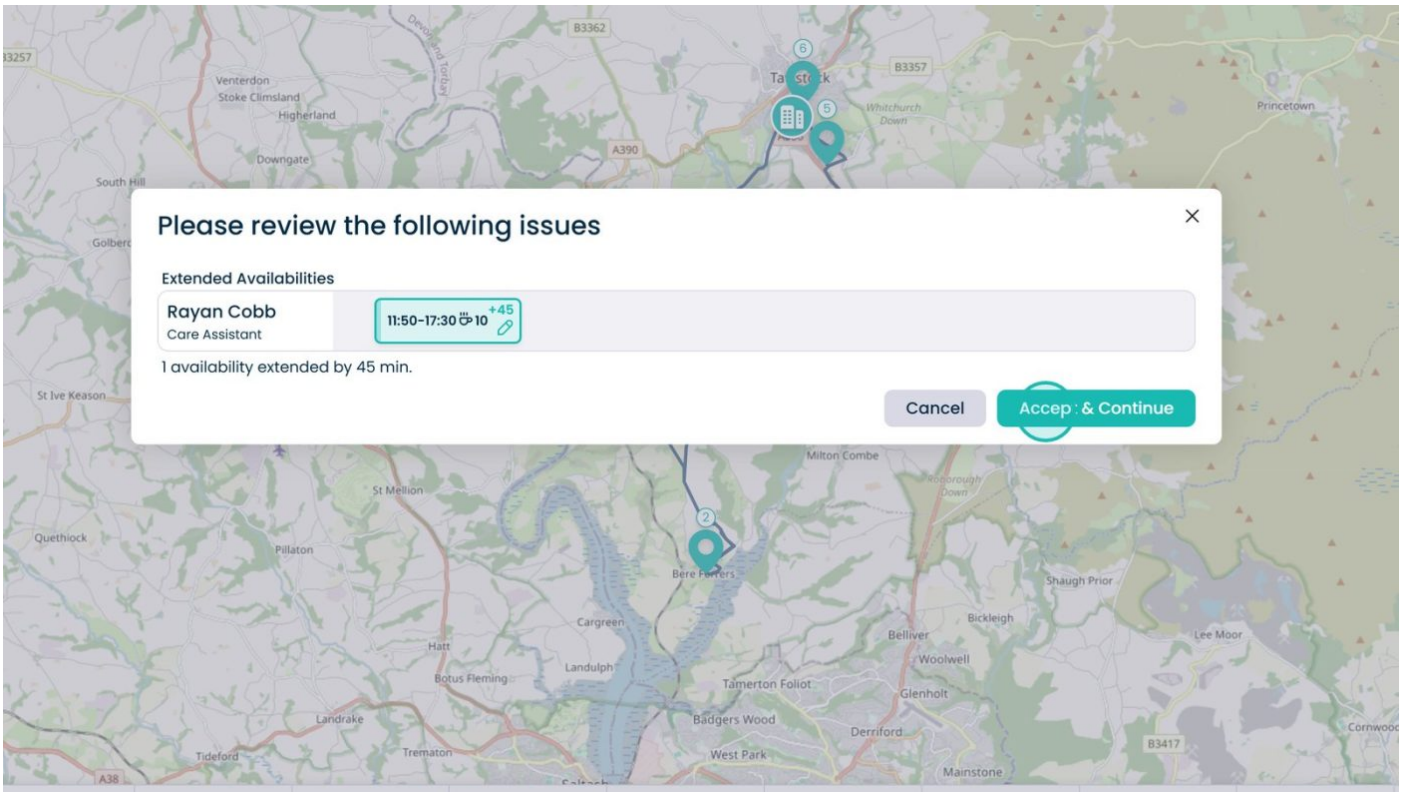
Hover over the transport symbol to view distance and travel time



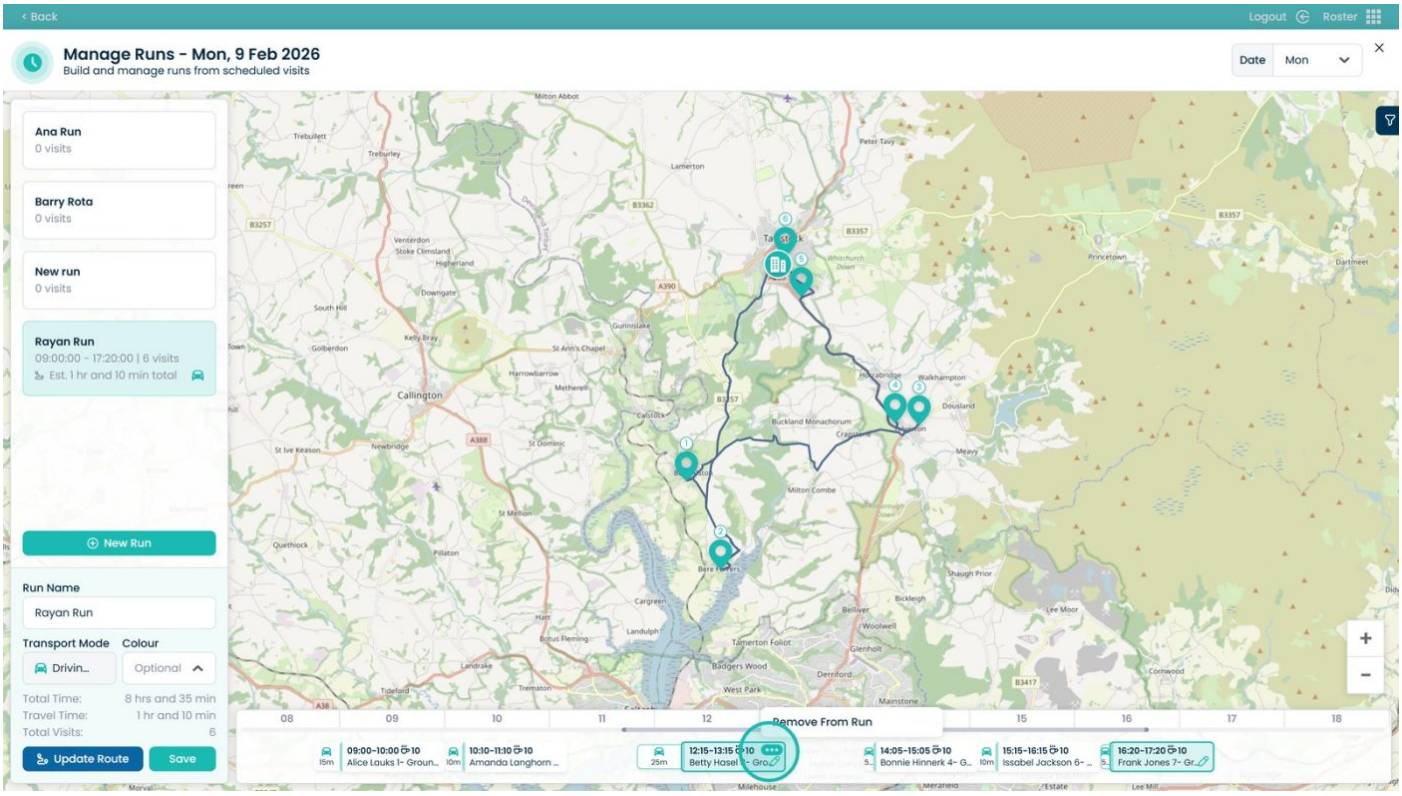
Click and drag a visit to change its time



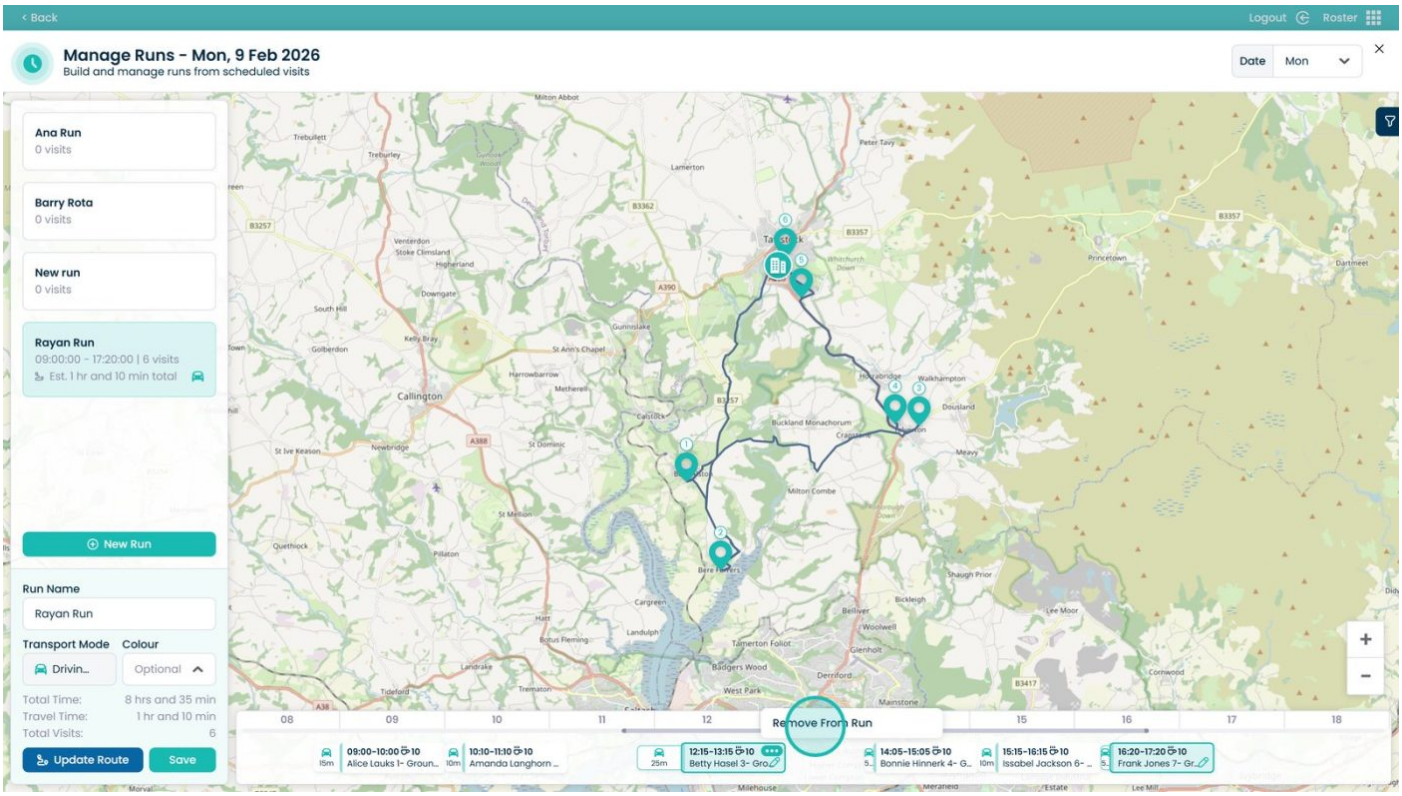
If prompted, confirm availability changes from within the run screen



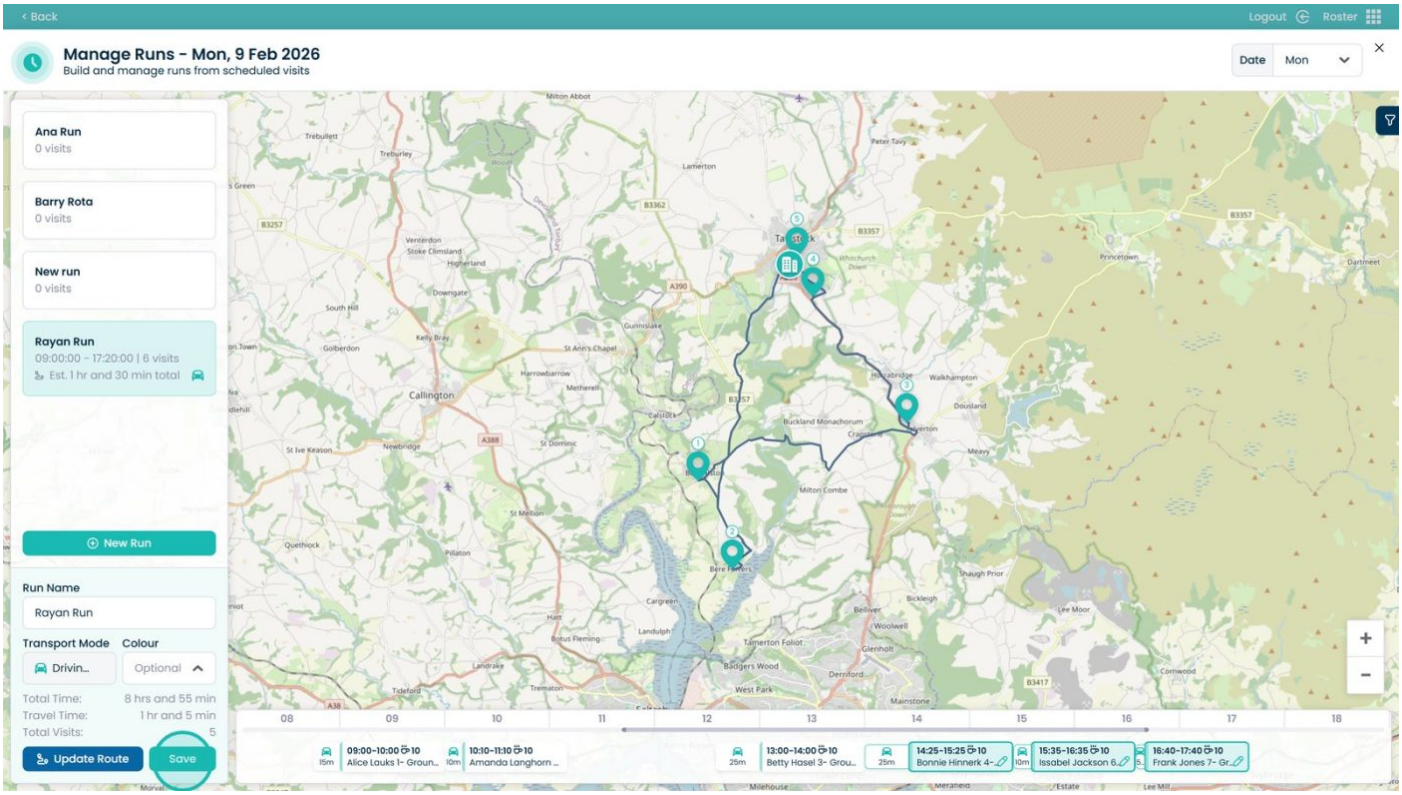
Select the three dots on the visit



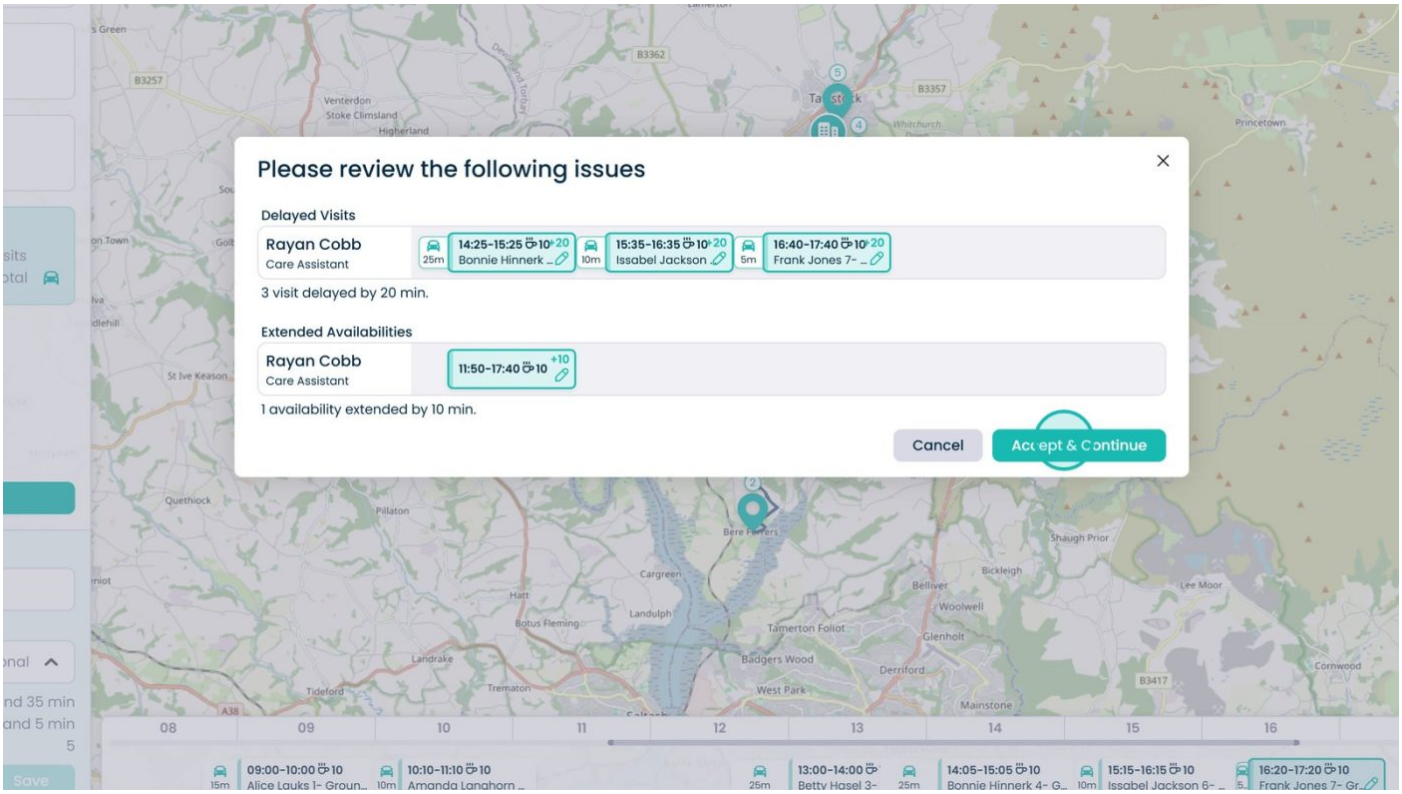
Remove the visit from the run if required



Click Save when finished



Review any issues and click Accept & Continue to approve changes



Was it helpful ?

- Happy
- Normal
- Sad

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