# How to Modify Auto-Cover Settings in Roster

Roster Cloud · https://cclearninghub.co.uk/docs/how-to-modify-auto-cover-settings-in-roster/



## How to Modify Auto-cover settings in Roster

Learn how to configure Auto-Cover Rules in the Roster settings to control how staff can automatically cover shifts. This guide explains how to match staff by role and choose whether shift warnings should prevent automatic cover.

**Takes 2–3 minutes**

**For: Managers**

**Updated: 2nd November 2026**

### Introduction

Auto-Cover Rules allow you to control how staff shifts are automatically covered within the Roster. These settings help you manage which staff members can cover shifts and whether shift warnings should prevent automatic cover.

In this guide, you'll learn how to access the Auto-Cover Rules settings and adjust the options to suit your organisation's staffing requirements.

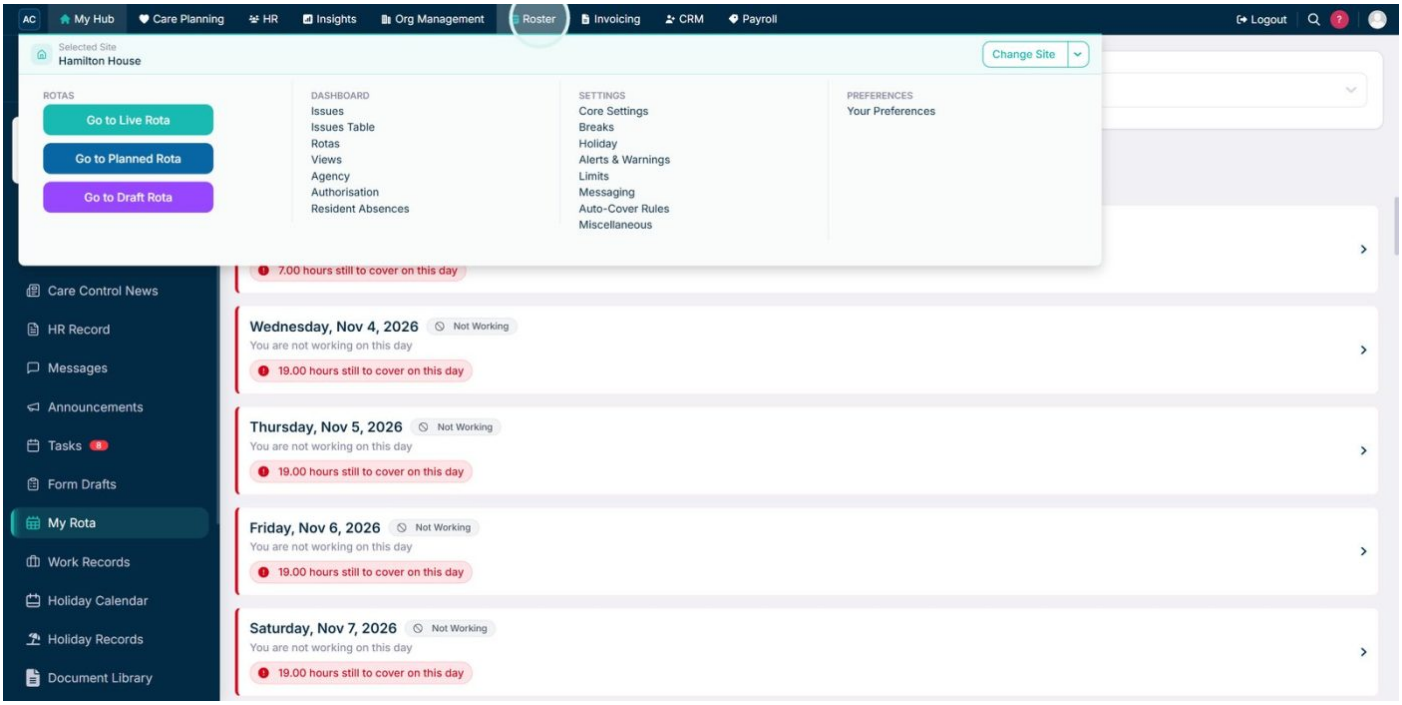
**In this guide, you'll learn how to:**

- Access Auto-Cover Rules from the Roster settings.

- Enable or disable Staff Role Match to control role-based shift coverage.
- Configure Warnings Prevent Cover to manage how shift warnings affect automatic cover.

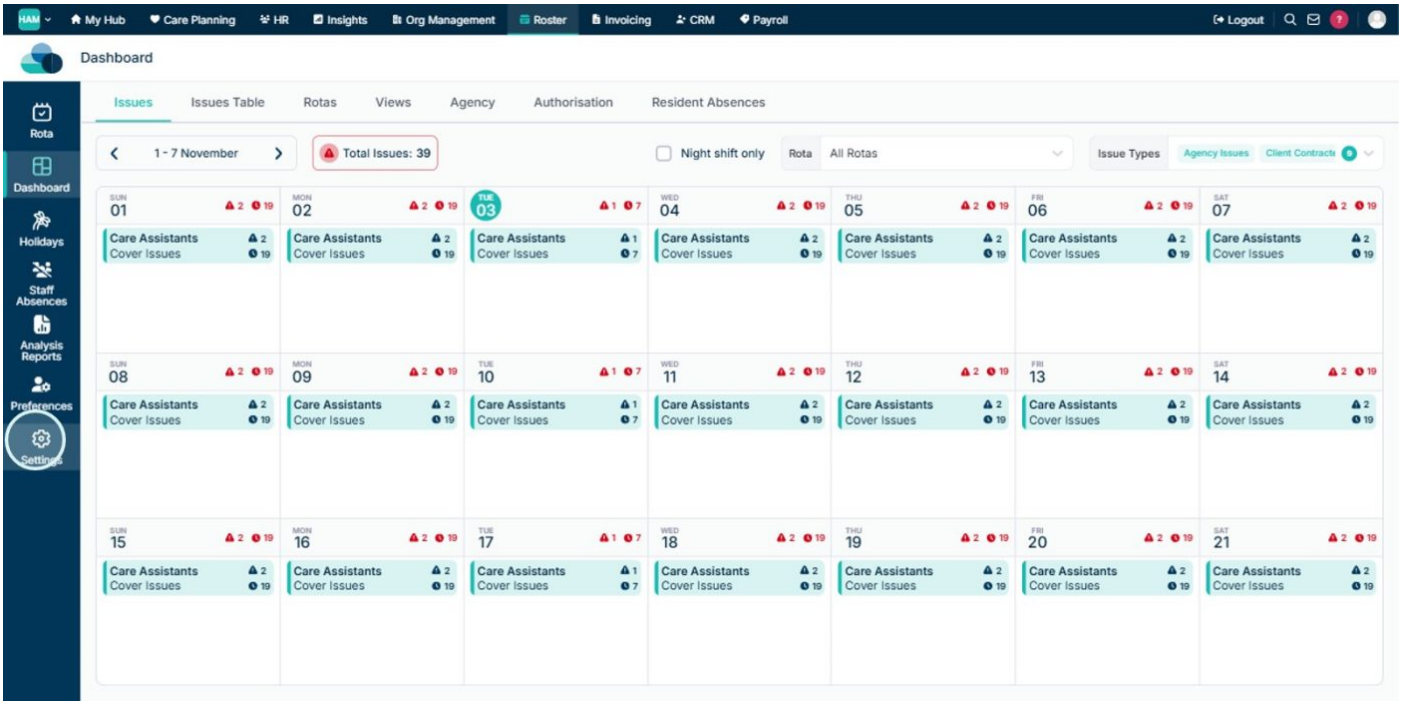
## Open the Roster

Navigate to **Roster** to view staff schedules and identify where shift coverage may be needed.



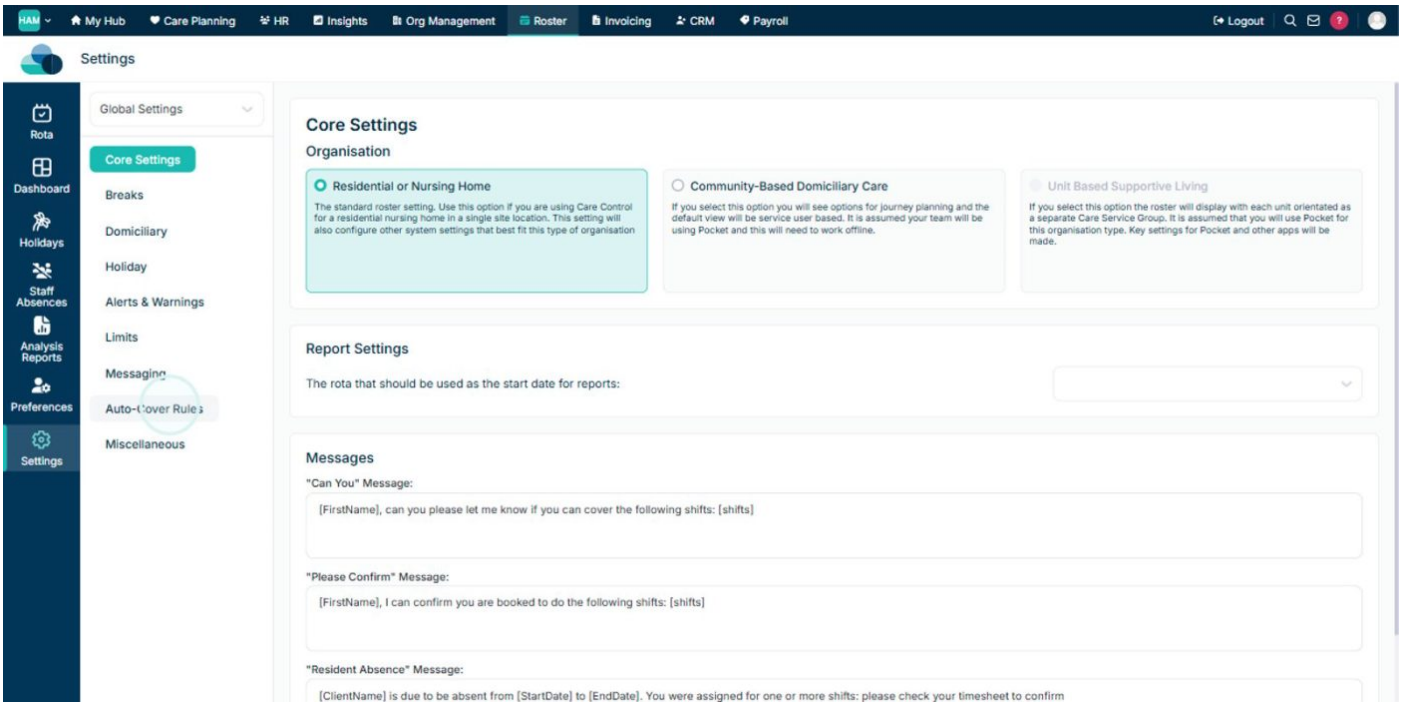

## Open Settings

Select **Settings** to access the options for configuring your rota rules.



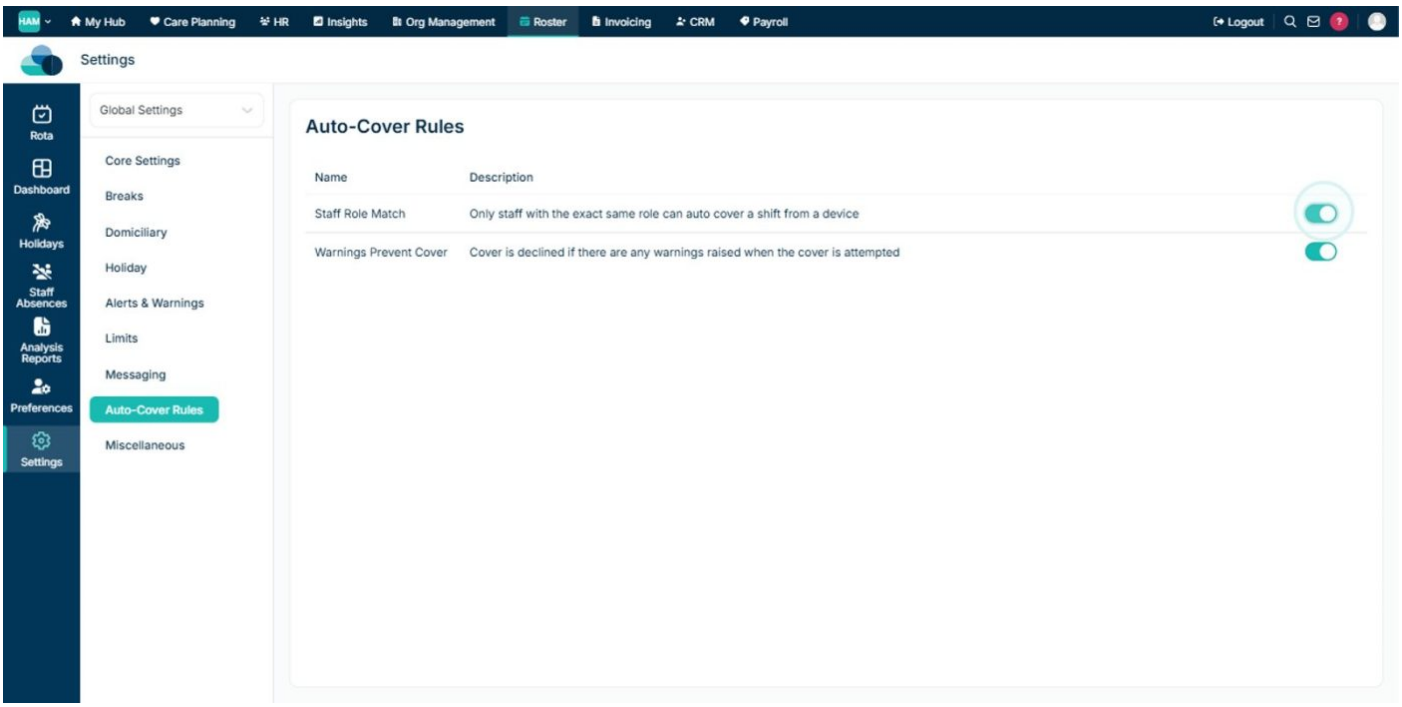
## Open Auto-Cover Rules

Under **Preferences**, select **Auto-Cover Rules**. This section allows you to control how automatic shift coverage works for your staff.




## Find the Staff Role Match Setting

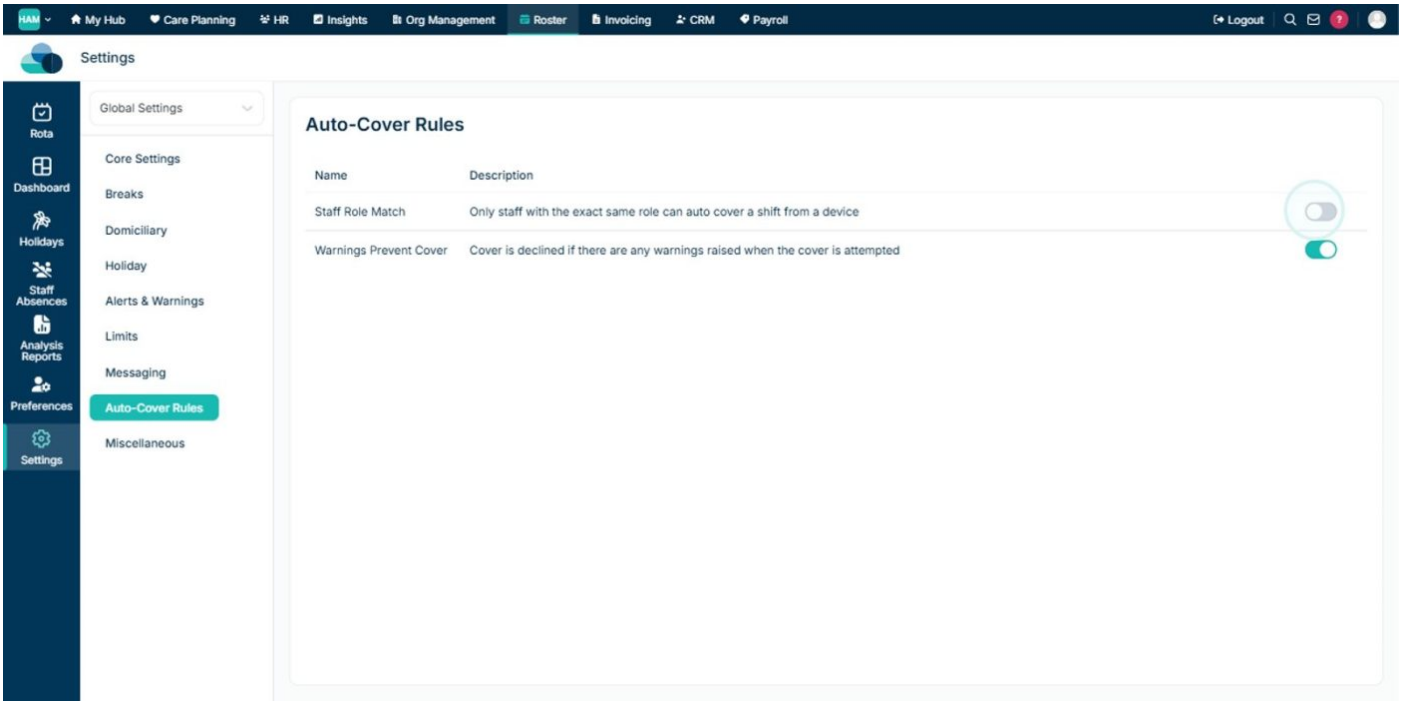
Locate **Staff Role Match**. This setting controls whether staff must have identical roles to automatically cover each other's shifts.



## Enable or Disable Staff Role Match

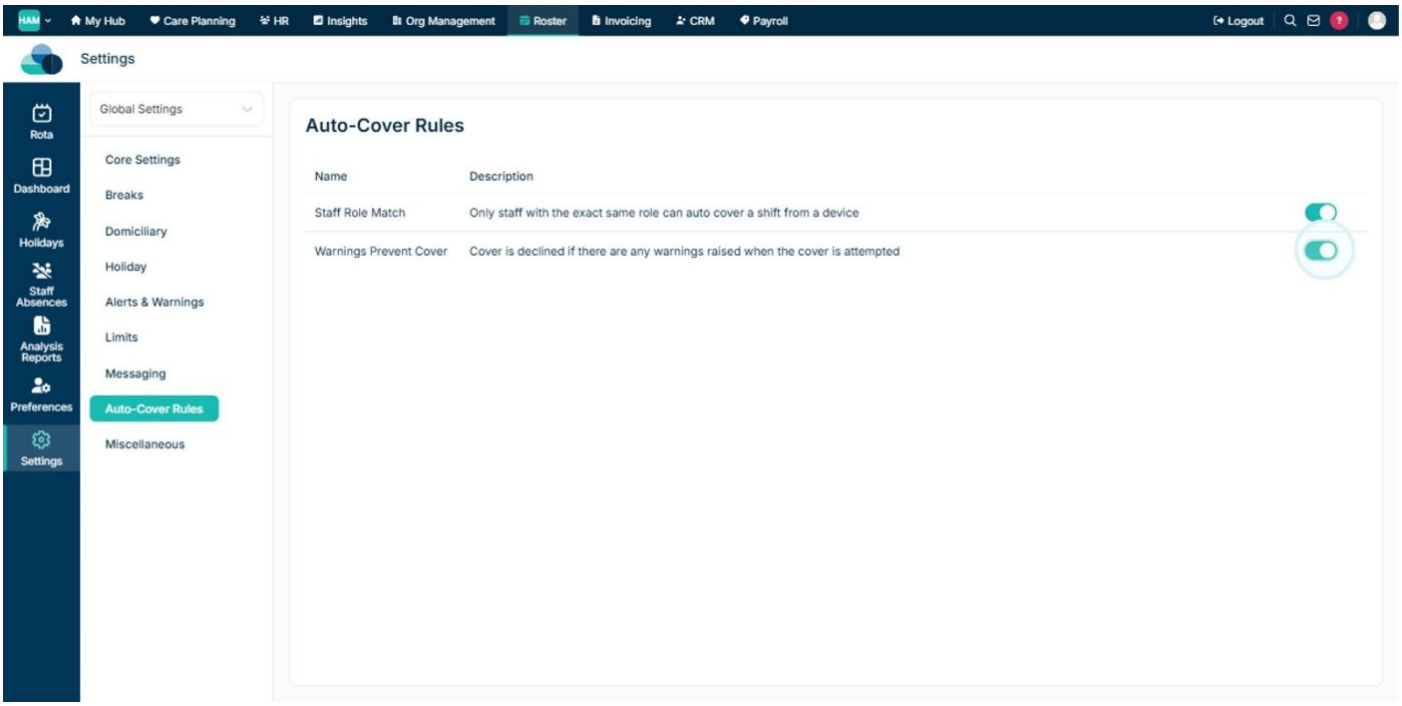
Use the **Staff Role Match** toggle to turn this rule on or off.

When enabled, staff can only automatically cover shifts for other staff members with identical roles. When disabled, automatic cover is not restricted by this role-matching rule.




## Find the Warnings Prevent Cover Setting

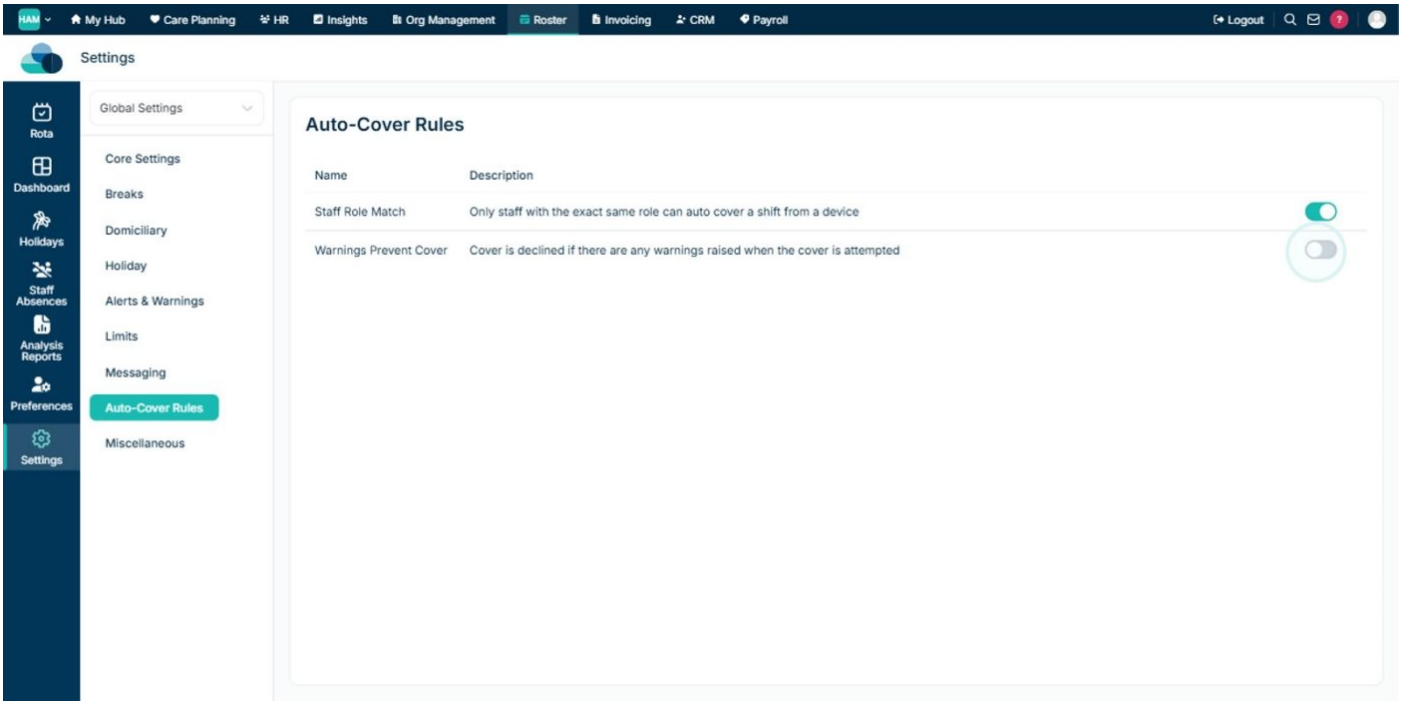
Locate **Warnings Prevent Cover**. This setting determines whether shift warnings should stop automatic cover from taking place.



## Enable or Disable Warnings Prevent Cover

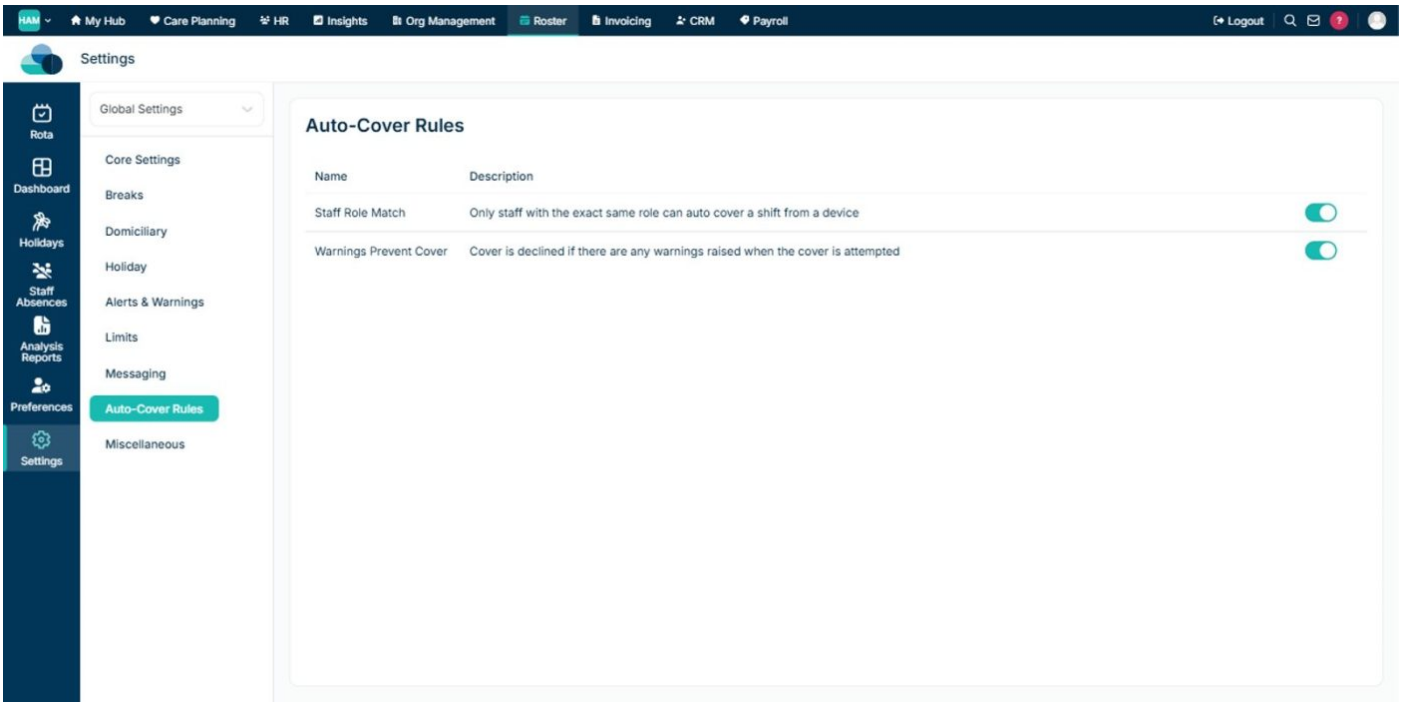
Use the **Warnings Prevent Cover** toggle to turn this rule on or off.

When enabled, automatic cover is prevented if shift warnings are detected. When disabled, shift warnings will not automatically block cover through this rule.




## Review Your Auto-Cover Rules

Review the **Auto-Cover Rules** settings to check that **Staff Role Match** and **Warnings Prevent Cover** are configured according to your organisation's requirements.



### Top tip

Before changing your Auto-Cover Rules, consider how they will affect shift coverage. Enabling Staff Role Match restricts automatic cover to staff with identical roles, while enabling Warnings Prevent Cover stops automatic cover when shift warnings are detected.

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