Individual Settings in Cloud Roster

Roster Cloud · https://cclearninghub.co.uk/docs/individual-settings-in-cloud-roster/

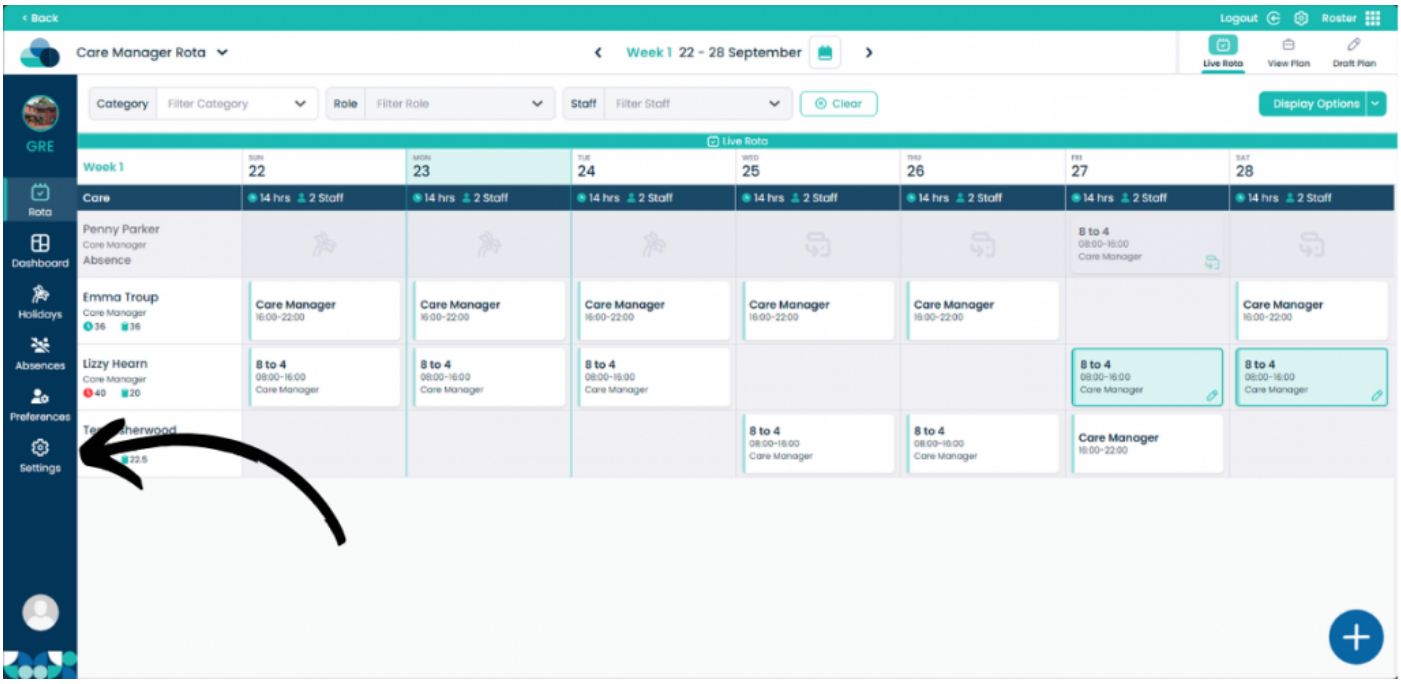
Individual Settings in Cloud Roster

Adding a new view allows you to see multiple rotas at once, this helps you to see what’s important in one view.



Step 1:

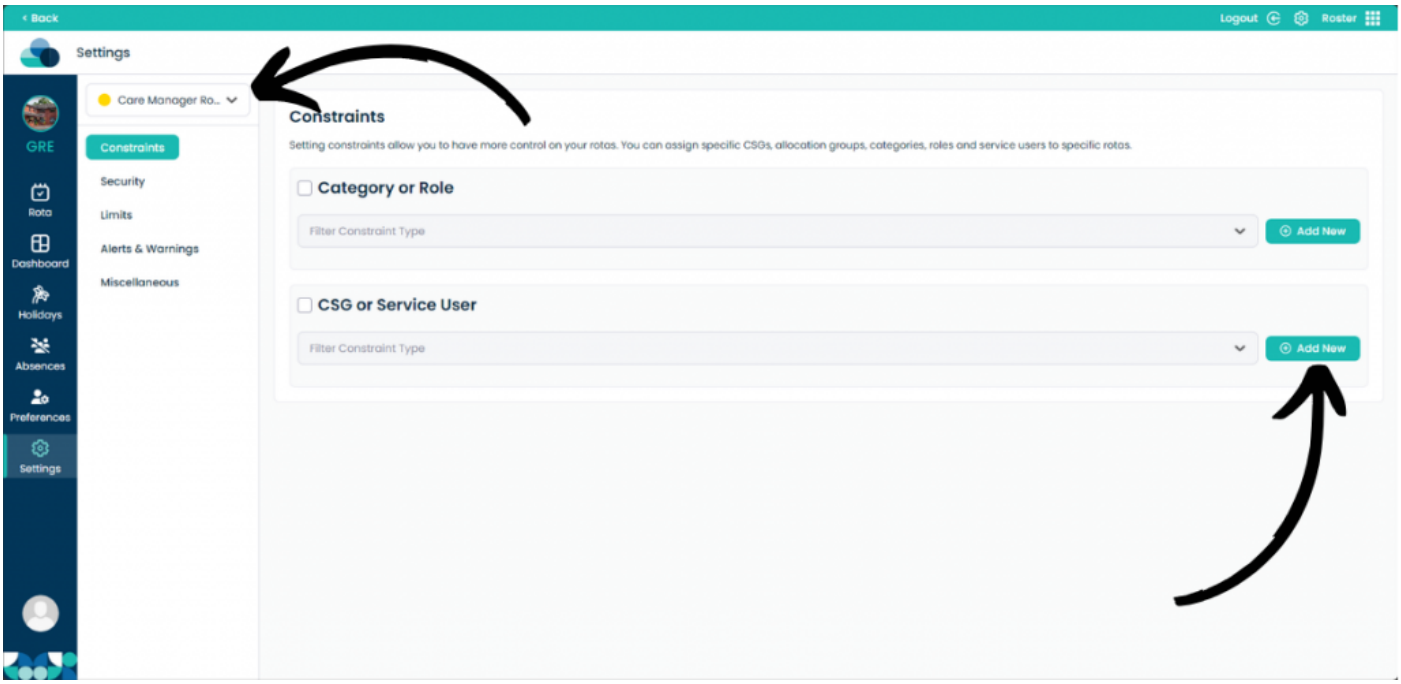
Navigate to the **Settings** page of Roster.



Step 2:

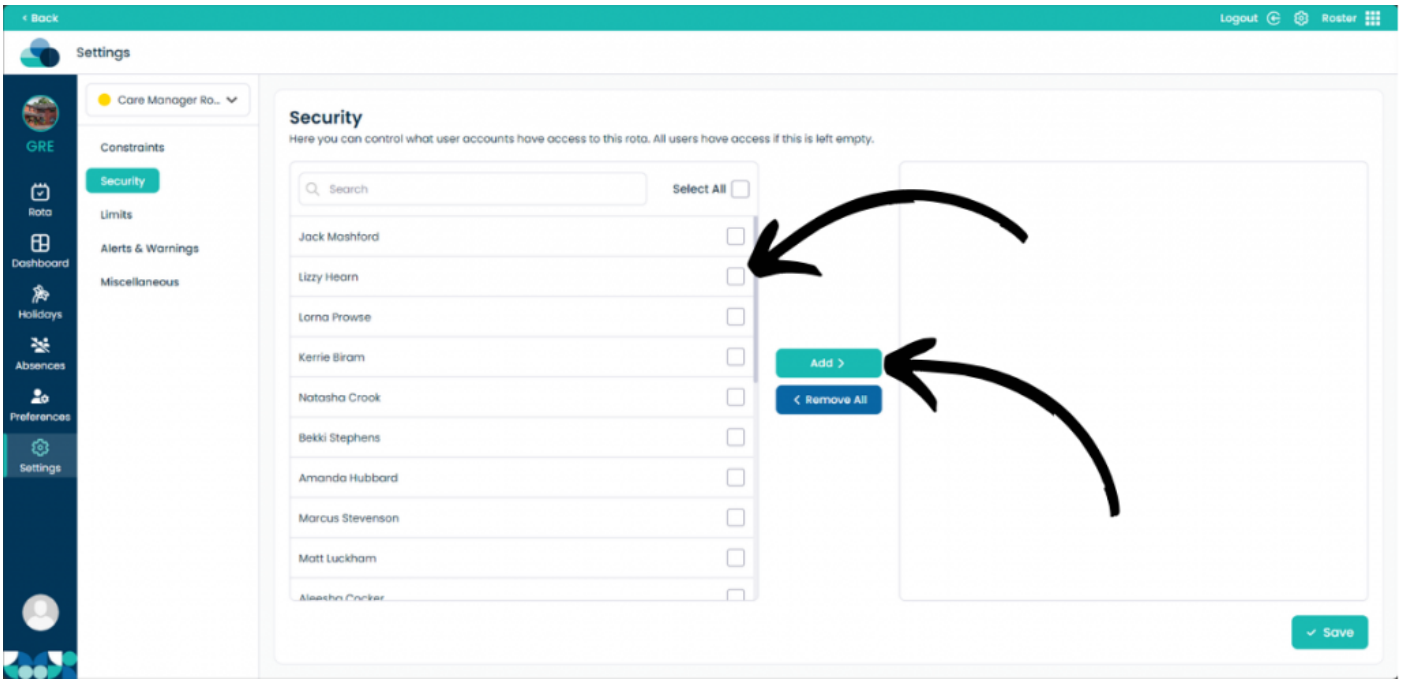
Select which Rota you want to individually manage using the drop down menu in the top left.

On the **Constraints** page you can gain more control of your rota allowing you to assign specific **CSGs, allocation groups, categories, roles** and **service users** to your specific rota. This allows you to set only **specific Roles and Categories** to your rota as well **specific Service users or CSGs.**



Step 3:

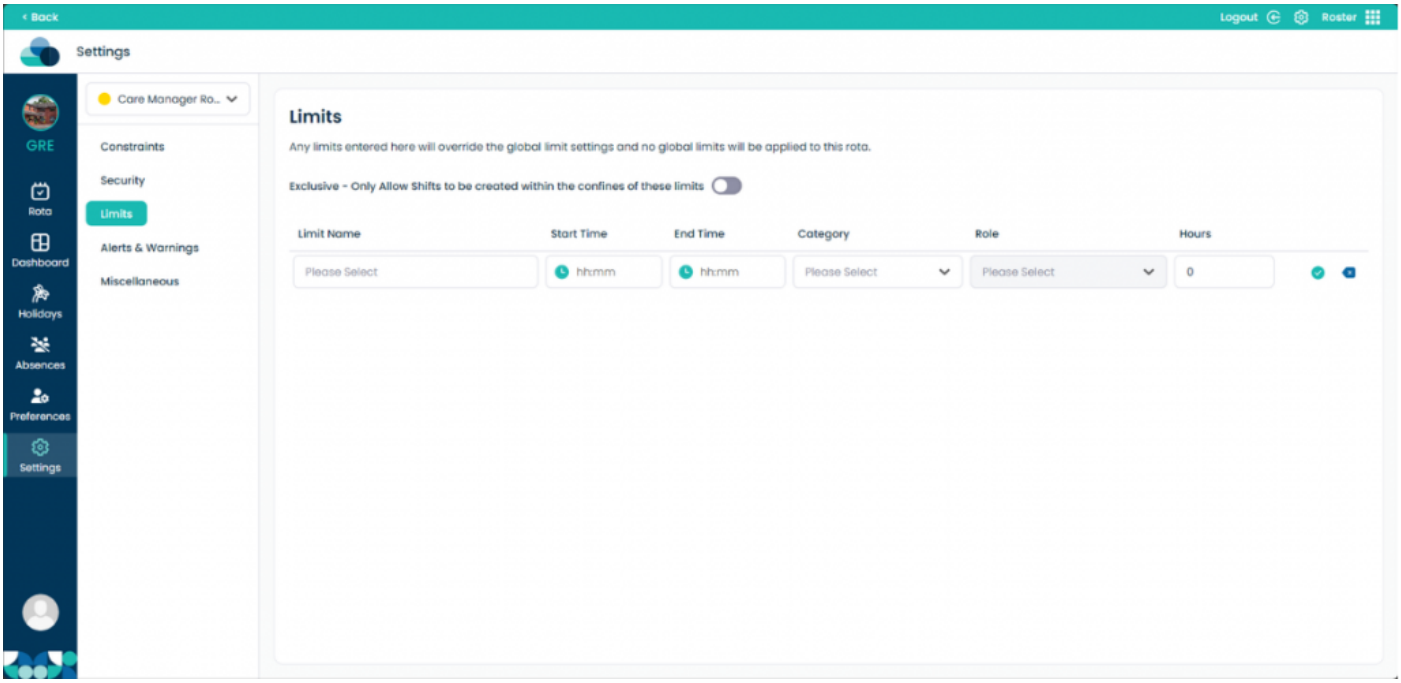
In the **Security** tab you can modify which users have access to viewing the rota. If there are no users selected, all users will have access.



Step 4:

On the **Limits** page you can set limits for the staff members. Here you can set the limit for how long a shift can be for a **category** and **role.** You can also set them as **Exclusive** which will mean that shifts can only be created within these limits.

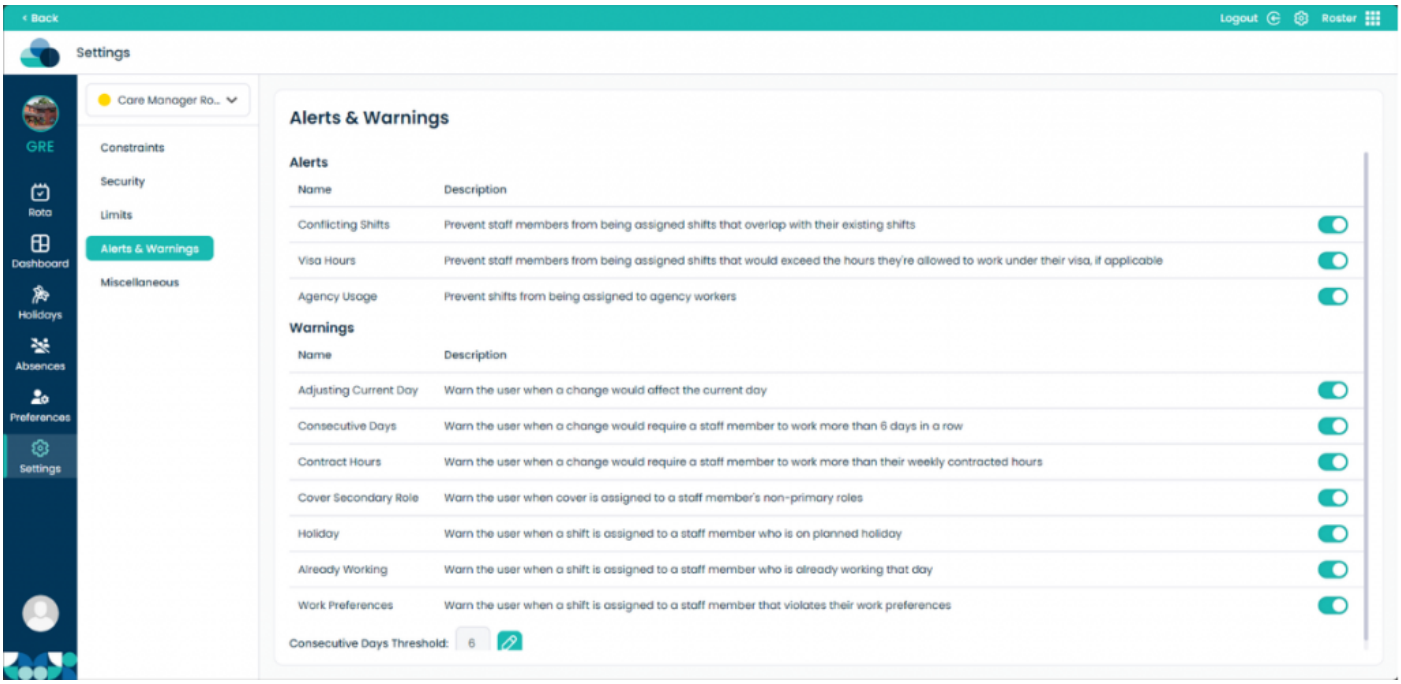
If a staff member tries to exceed these limits it will have to be confirmed by a higher staff member later on. These limits will override the global limits.



Step 5:

Alerts & Warnings page will display what warnings will be shown on the **Dashboard** . You can toggle each of the individual **Alerts** or **Warnings** using the toggle on the right hand side.

You can also set the **Consecutive Days Threshold** which will warn you if a staff member has worked for x amount of days.

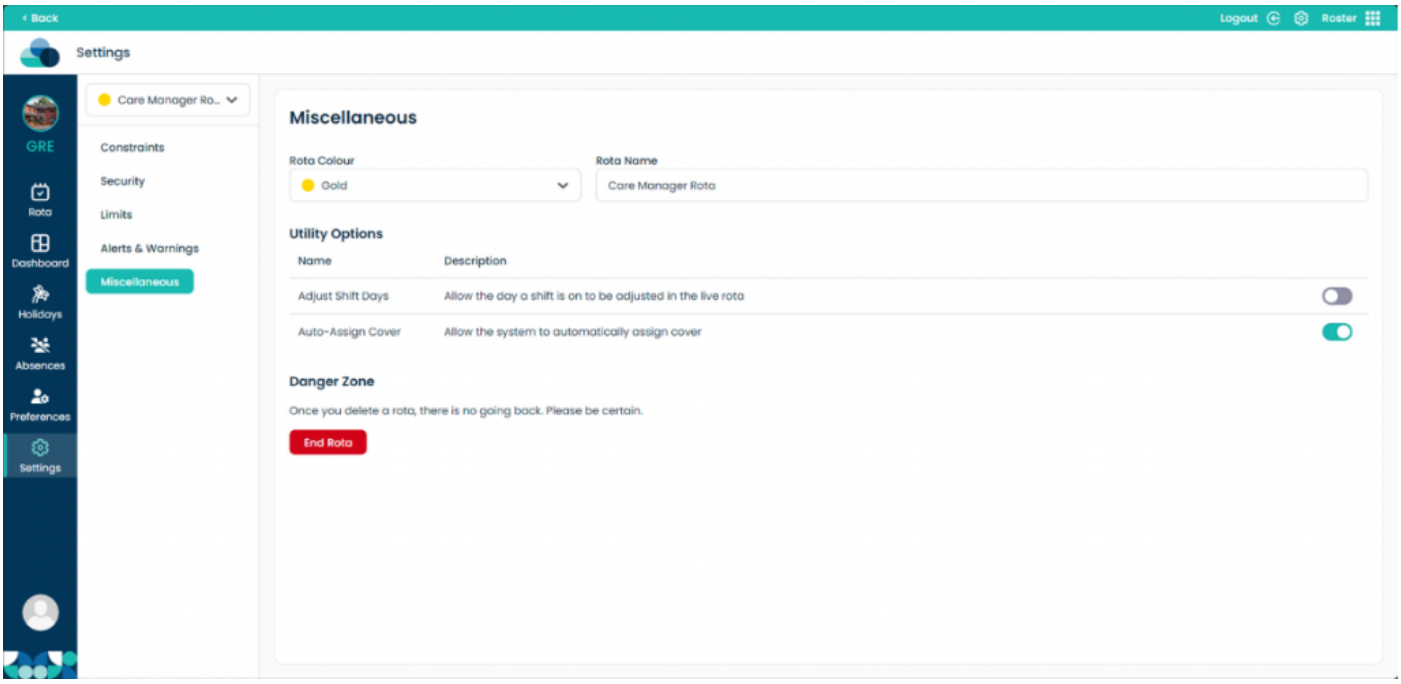


Step 6:

In the **Miscellaneous** tab you can modify two different options that can help with covering shifts and modifying shifts on the day the rota is being modified.

You can also change the **Rota Colour** and the **Rota Name** from this tab.

The **End Rota** option is also available on this page if you would like to delete the rota.


Back
Logout
Roster
Settings
GRE
Rota
Dashboard
Holidays
Absences
Preferences
Settings
Care Manager Ro...
Constraints
Security
Limits
Alerts & Warnings
Miscellaneous
Miscellaneous
Rota Colour
Gold
Rota Name
Care Manager Rota
Utility Options
Name
Description
Adjust Shift Days
Allow the day a shift is on to be adjusted in the live rota
Auto-Assign Cover
Allow the system to automatically assign cover
Danger Zone
Once you delete a rota, there is no going back. Please be certain.
End Rota