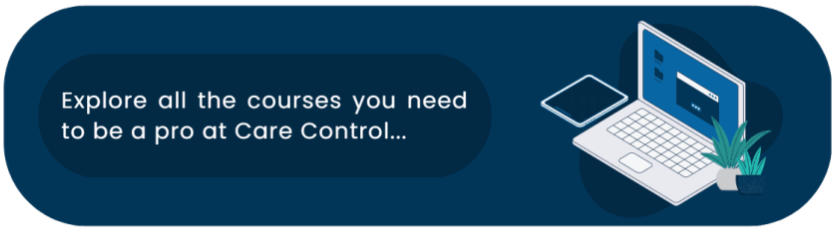
Managing Security Access to the Roster

Roster Windows · https://cclearninghub.co.uk/docs/managing-security-access-to-the-roster/



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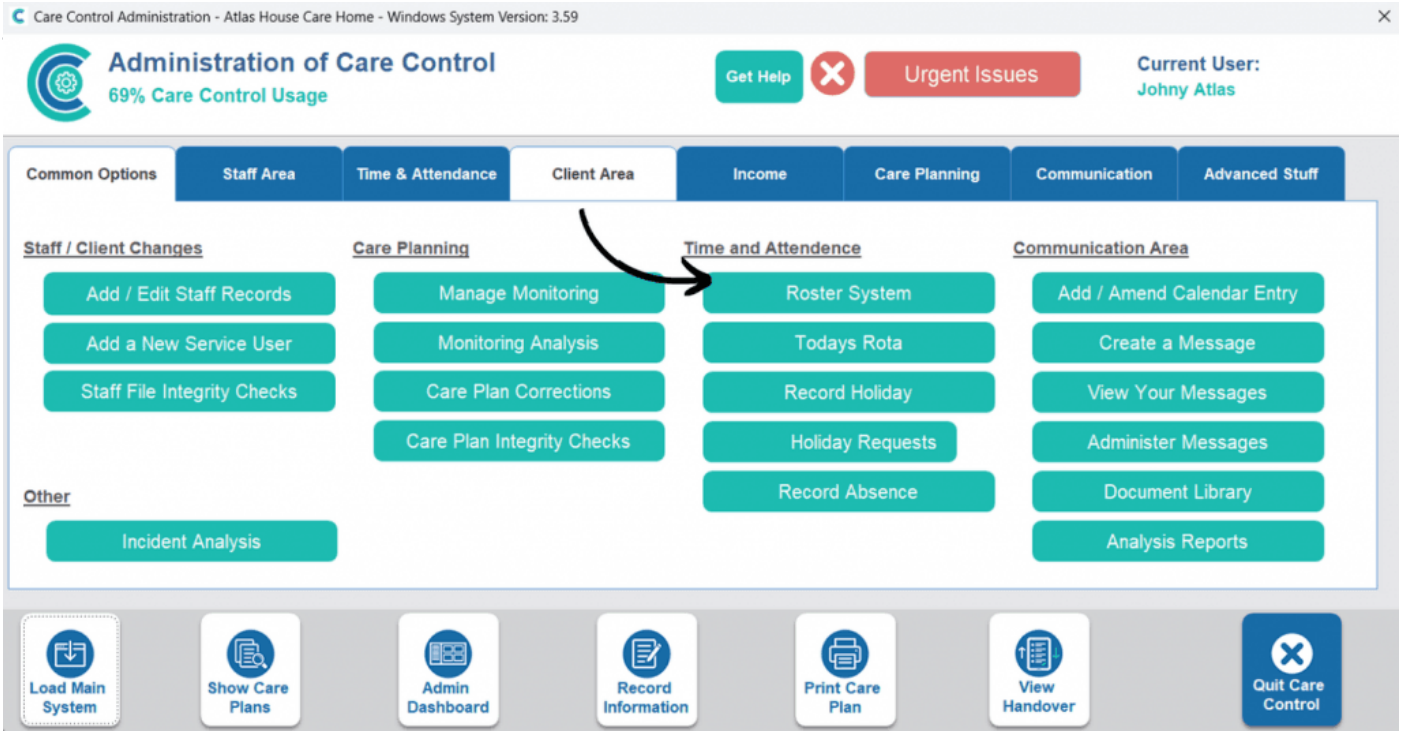
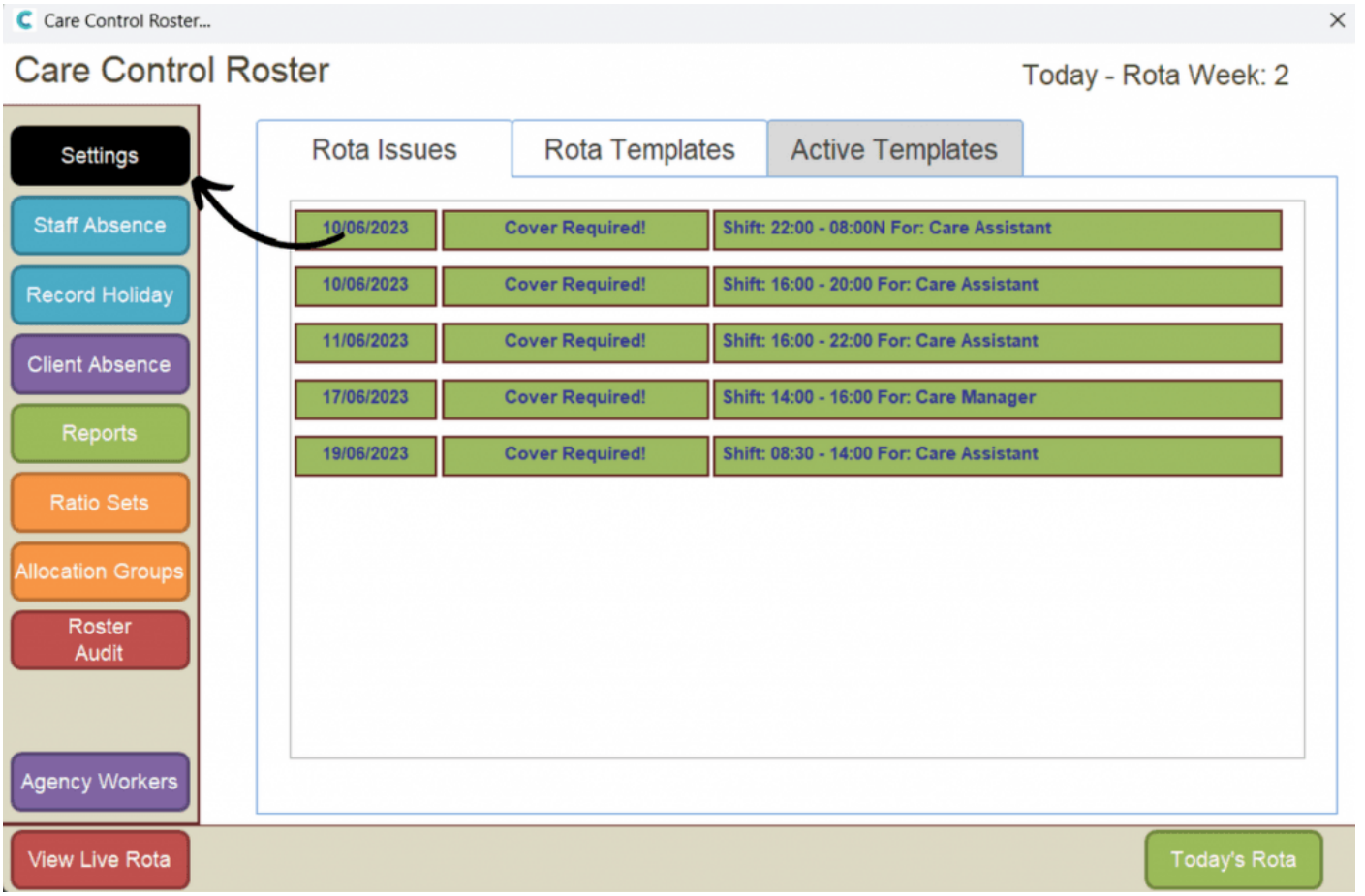
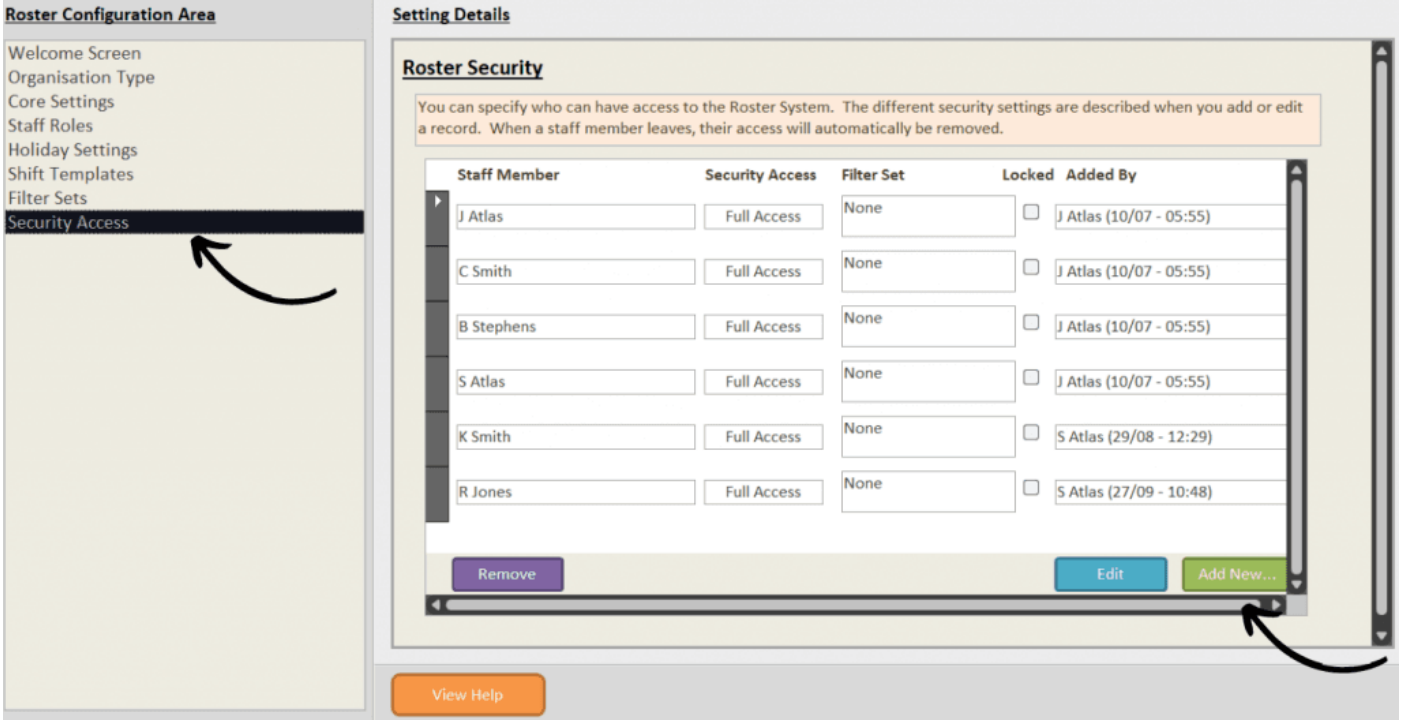


1

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





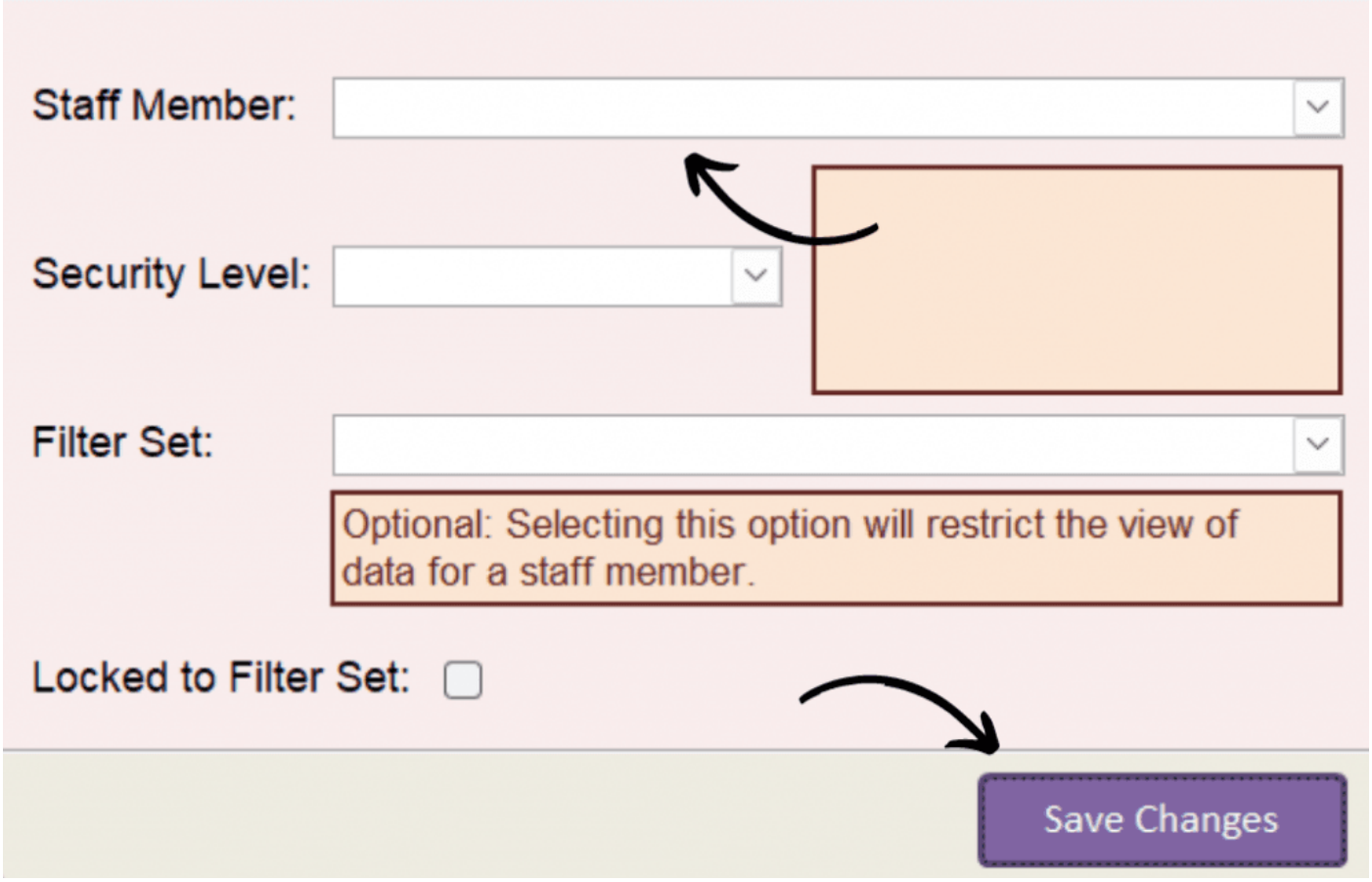
3

Open **Security Access** settings. Here a list of staff members with access to the roster system will be displayed.

You can give permissions to a new staff member by pressing **Add New**, or you can manage an existing staff members permissions by selecting them and pressing **Edit**.

4

A new window will open. Here, select the **Staff Member**, **Security Level** and **Filter Set** if required. A description of each access level is described below:



Security Level	Areas Allowed to Access
Full Access	Access to all areas including settings, security and filter sets.
Full Administrator	Change all data set, you just can't change any settings.
Template Administrator	Change all template data, including processes templates. Also Rota Admin!
Rota Administrator	You can't amend or edit Templates, but you can do everything with Rotas.
Rotas Only	Access to the Rota to add, amend or remove shifts. Some bulk operations are switched off.
Simple	Easy access on CC Mobile and Windows to adjust shifts if needed. Great for senior team members.