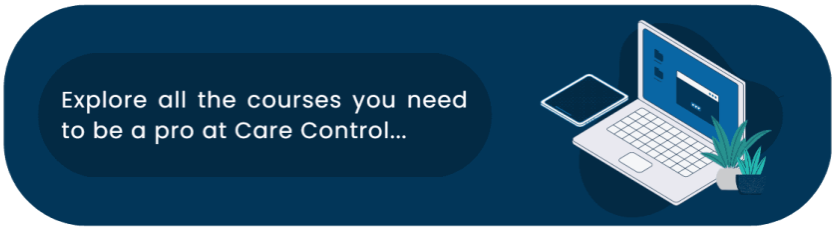
Ordering Job Roles in the Rota

Roster Windows · https://cclearninghub.co.uk/docs/ordering-job-roles-in-the-rota/



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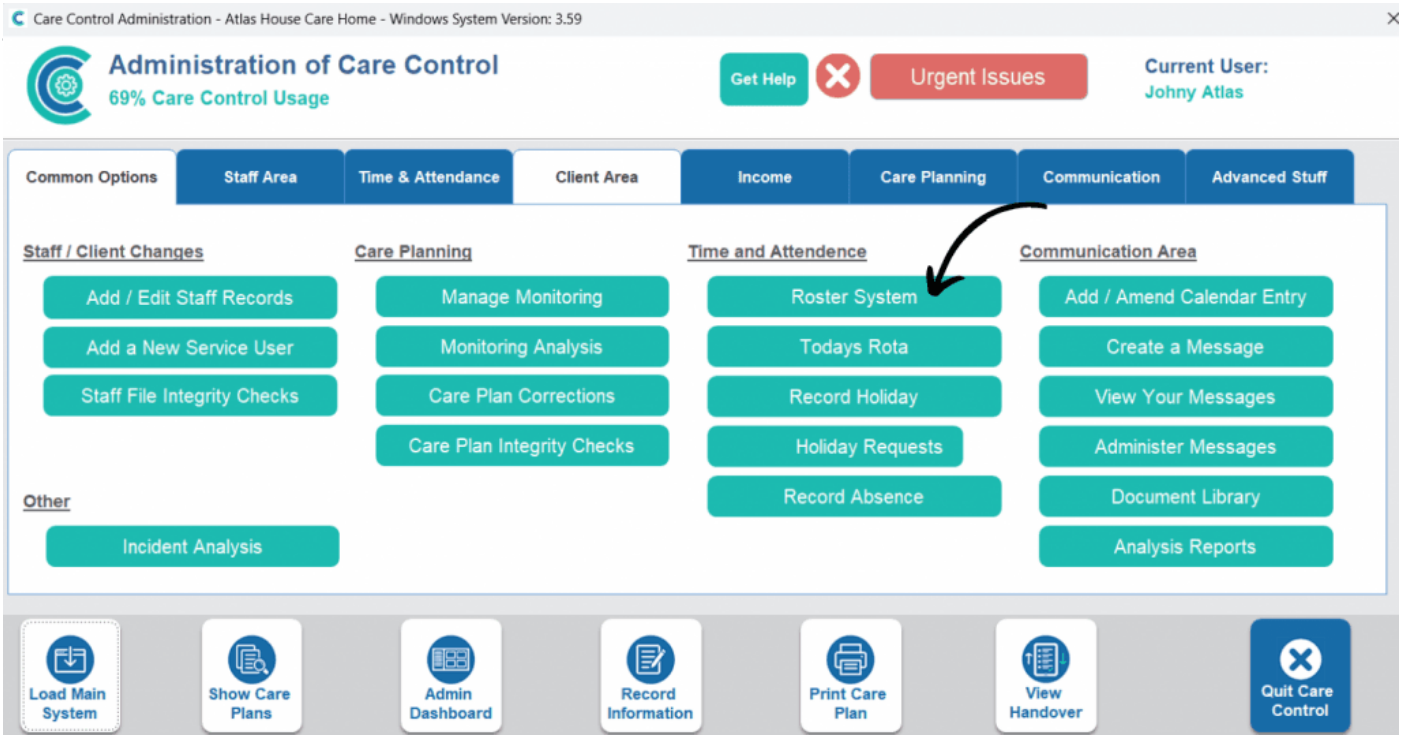
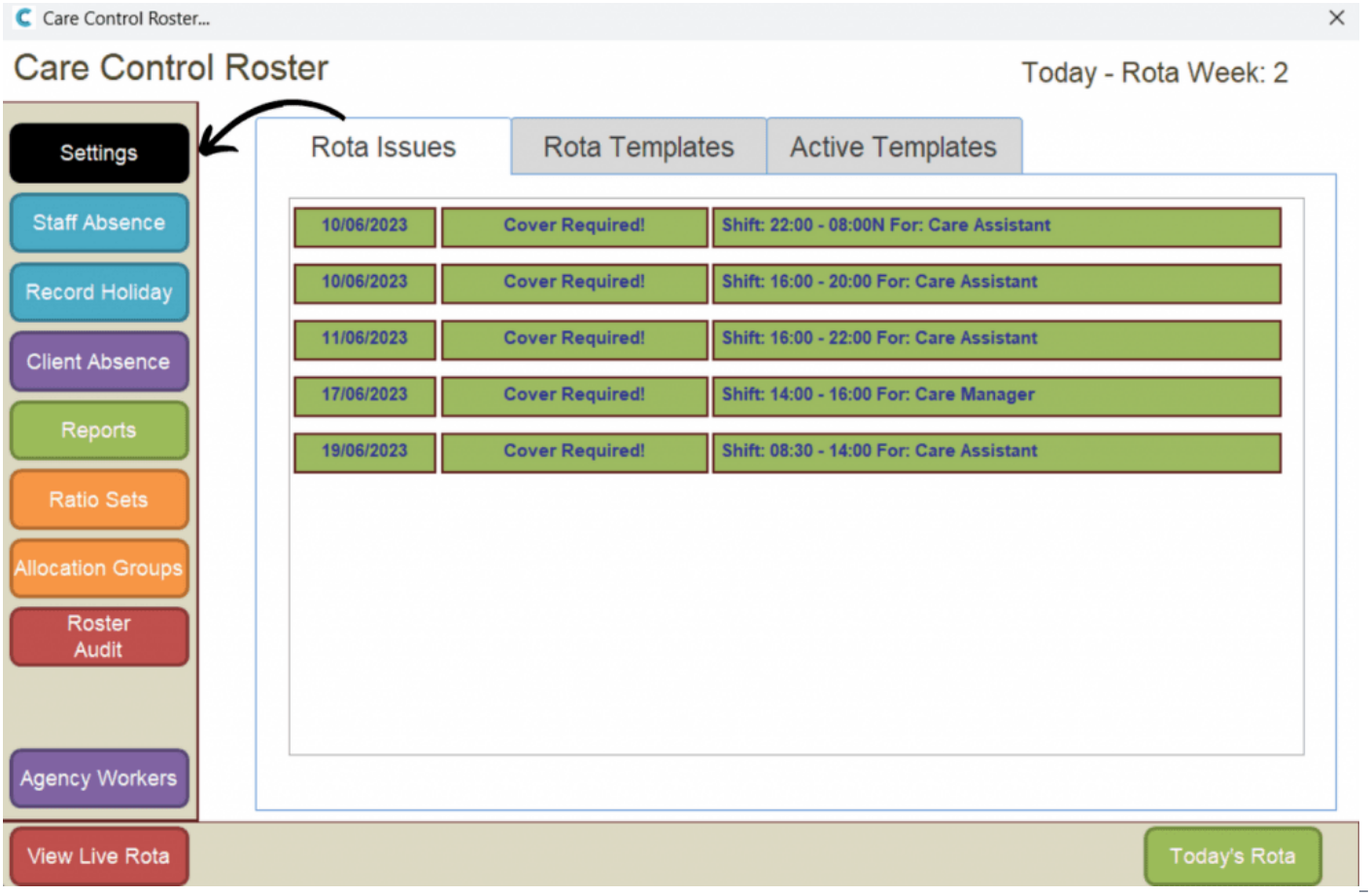
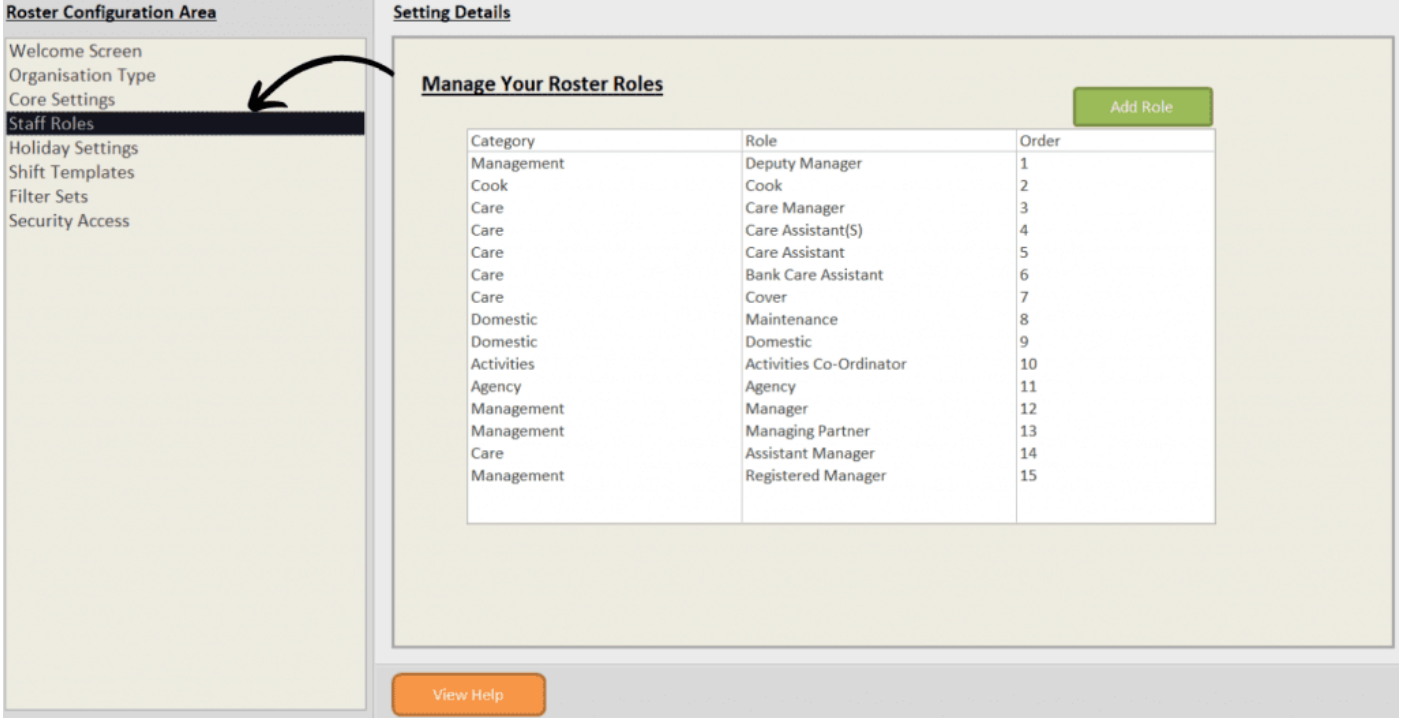


1

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





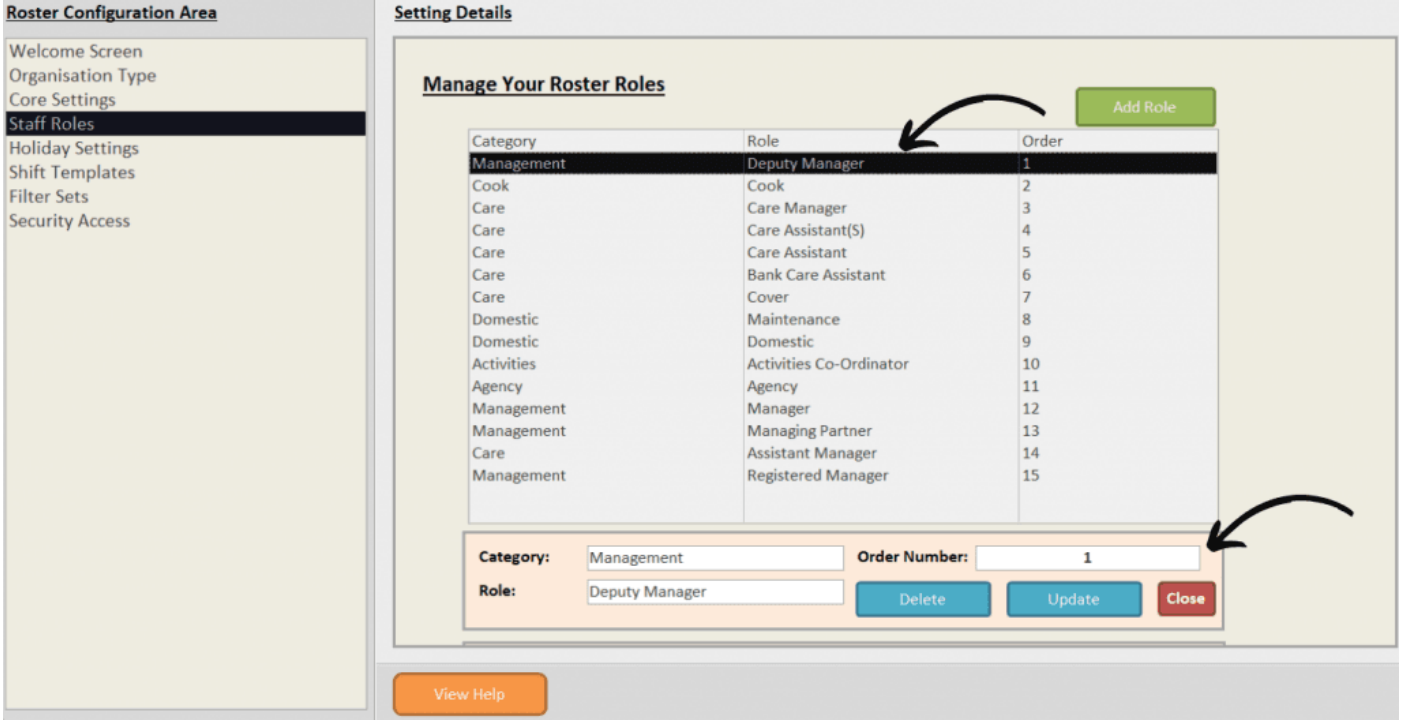
3

Select **Staff Roles** from the options on the left. Here, a list of all the staff roles in your organisation will be displayed, as well as the order in which they are shown on the rota.

4

To edit a role, simply select it. A small box will appear in which you can change the name of the role as well as the **Order Number**.

After making any changes, make sure to press **Update**.


Roster Configuration Area
Welcome Screen
Organisation Type
Core Settings
Staff Roles
Holiday Settings
Shift Templates
Filter Sets
Security Access
Setting Details
Manage Your Roster Roles
Add Role
Category
Role
Order
Management
Deputy Manager
1
Cook
Cook
2
Care
Care Manager
3
Care
Care Assistant(S)
4
Care
Care Assistant
5
Care
Bank Care Assistant
6
Care
Cover
7
Domestic
Maintenance
8
Domestic
Domestic
9
Activities
Activities Co-Ordinator
10
Agency
Agency
11
Management
Manager
12
Management
Managing Partner
13
Care
Assistant Manager
14
Management
Registered Manager
15
Category:
Management
Order Number:
1
Role:
Deputy Manager
Delete
Update
Close
View Help