Quick Adjust Shift in Cloud Roster

Roster Cloud · https://cclearninghub.co.uk/docs/quick-adjust-shift-in-cloud-roster/

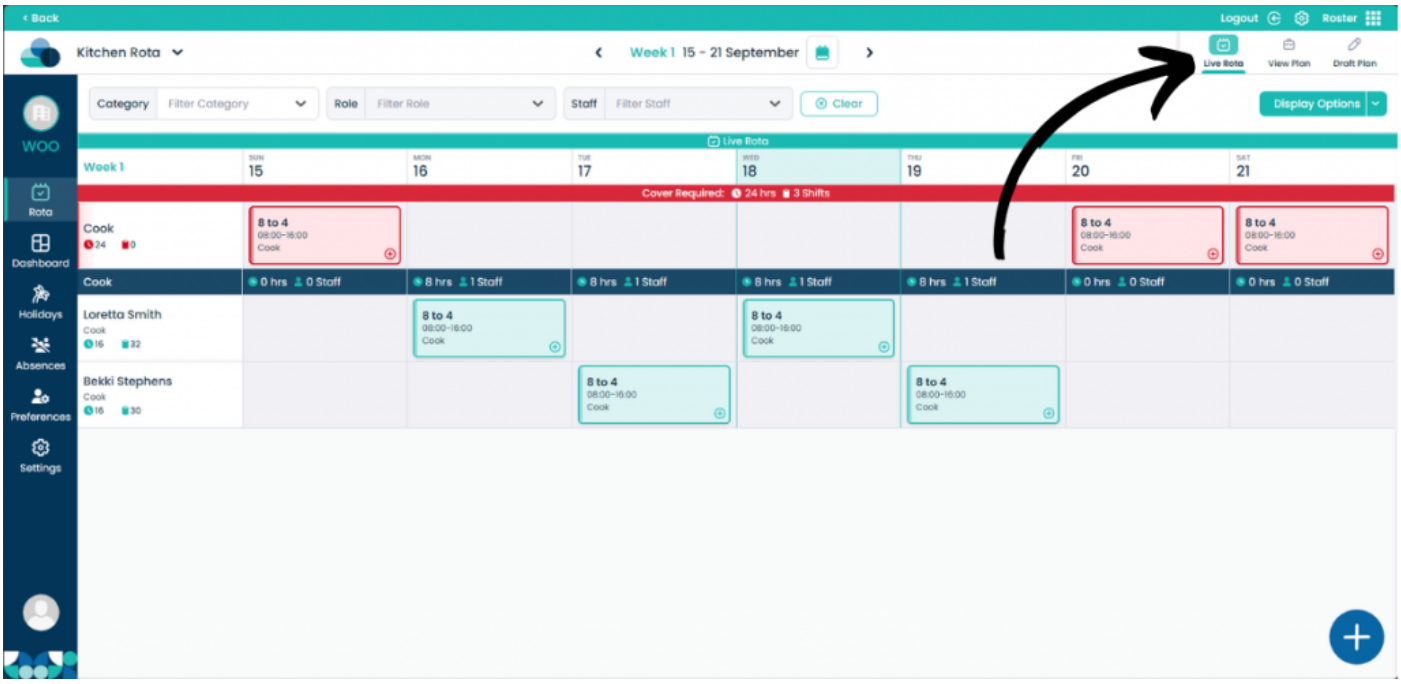
Quick adjust shift in Cloud Roster

Quick adjusting can help manage your shifts if staff need to leave early or can cover further hours.



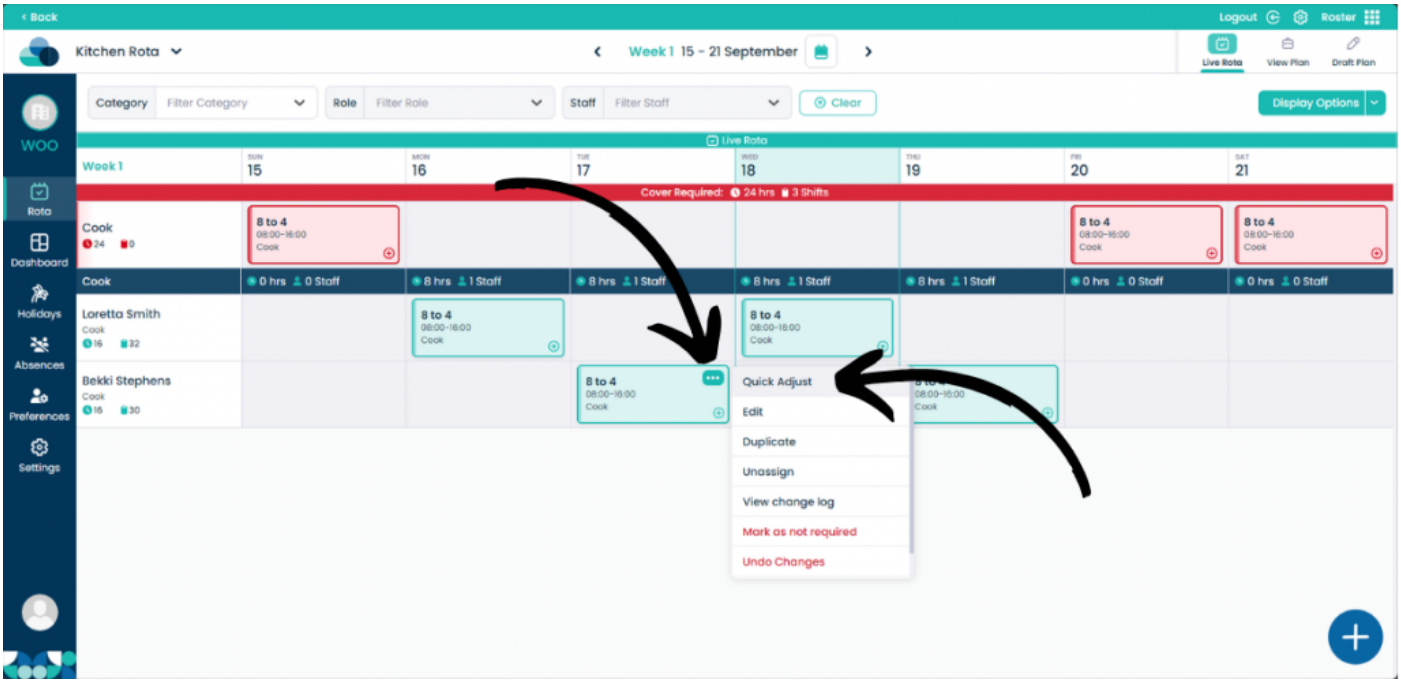
Step 1:

Navigate to the **Live Rota.**



Step 2:

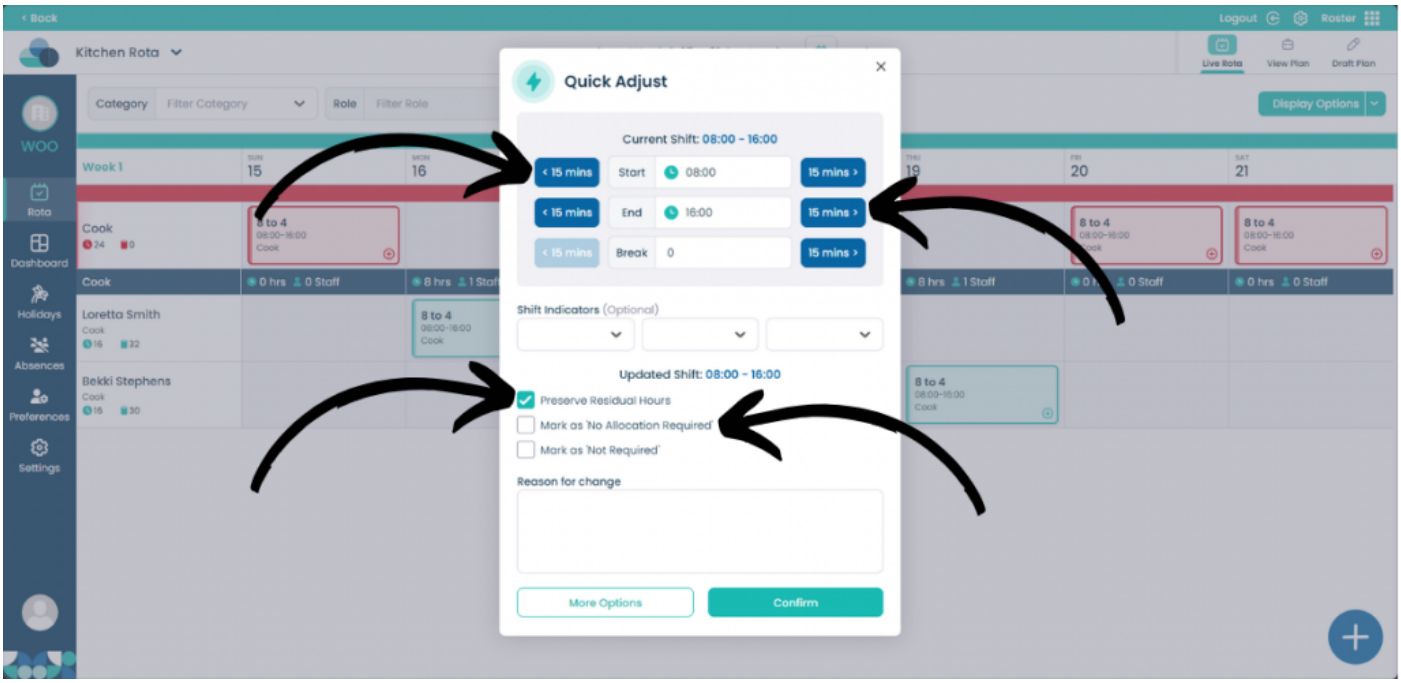
On a shift, click the **three dots** in the top right of a shift. Then click **Quick Adjust.**



Step 3:

On the **Quick Adjust** menu you can manage both the **Start** and **End** times from this page. You can type specific hours in to the box or remove or add 15 minute increments. You can also manage the **Breaks** of the staff member.

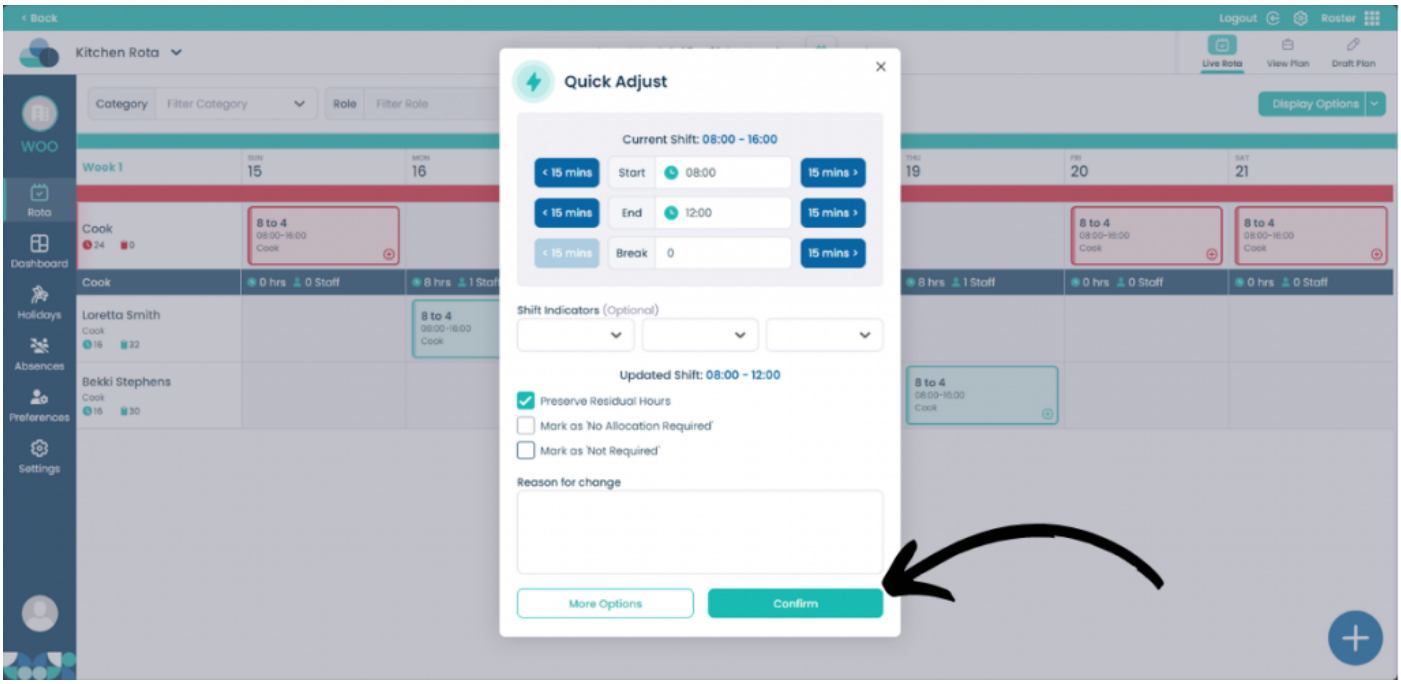
If you click **Preserve Residual Hours,** if extra hours are left over, a new shift will be created to cover it. You can also **Mark as No Allocation Required** or mark the shift as **Not Required.**



Step 4:

You can also add a **Reason for change** in the text box.

When you click **Confirm** the shift will now be modified.



Step 5:

Now you can see the shift has been changed to **08:00-12:00** and the remaining shift of **12:00-16:00** is now in the **Role** row.

