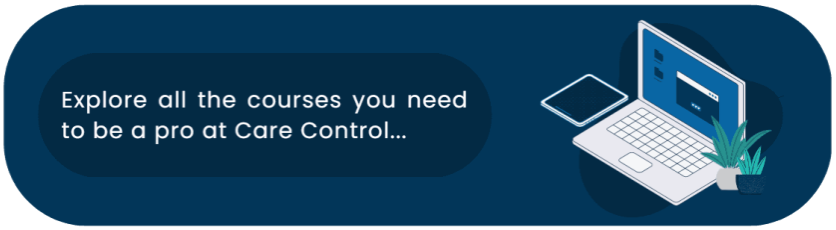
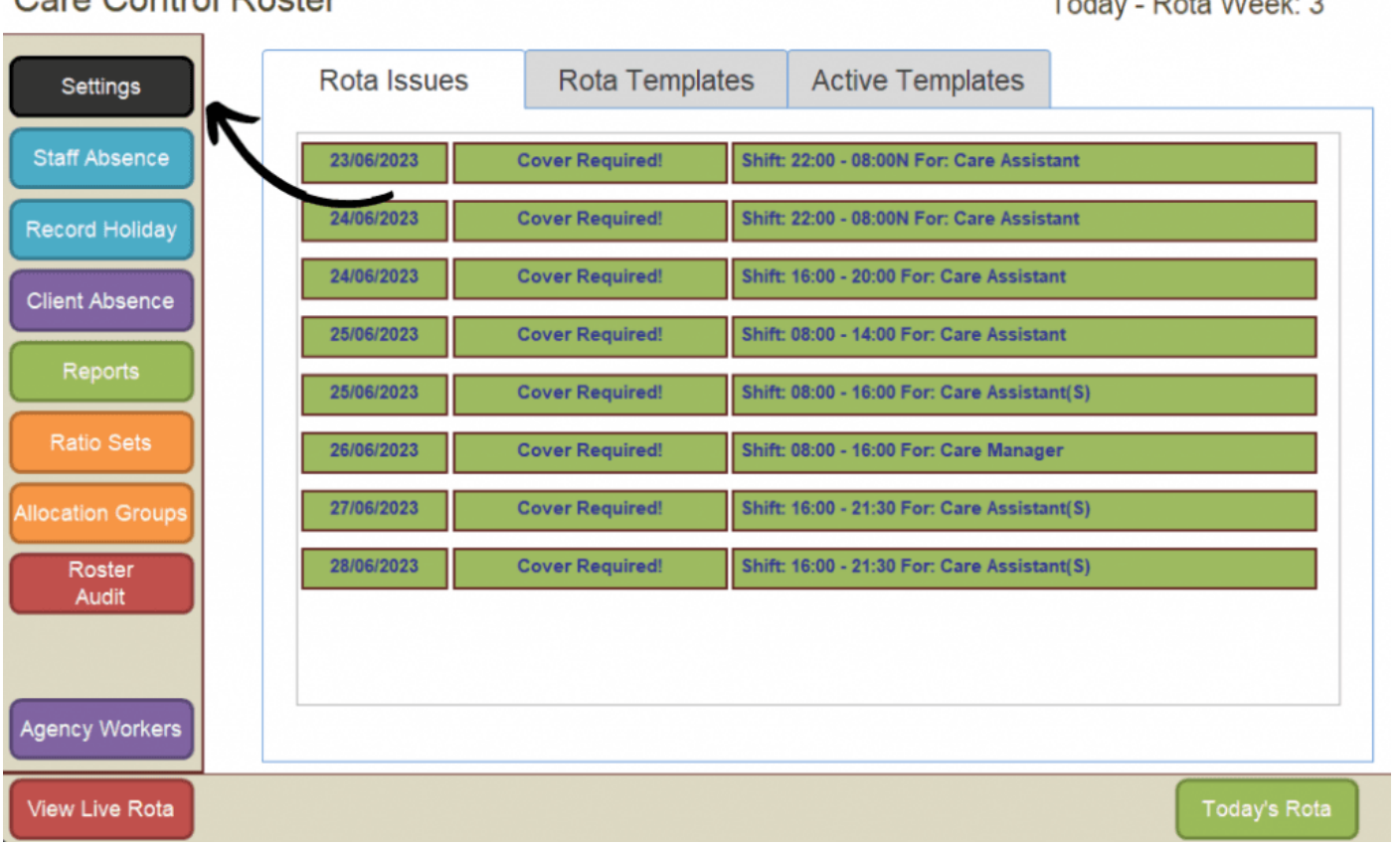
Roster Filter Sets

Roster Windows · https://cclearninghub.co.uk/docs/roster-filter-sets/



Roster Filter Sets

This guide covers how to access and amend Roster Filter Sets. The **Roster System** has a feature in which you can allow a member of staff to access the rotas based on certain parameters such as **Care Service Groups**. You can view, add and amend these **Filter Sets** by going into the **Roster System** and clicking **Settings**.

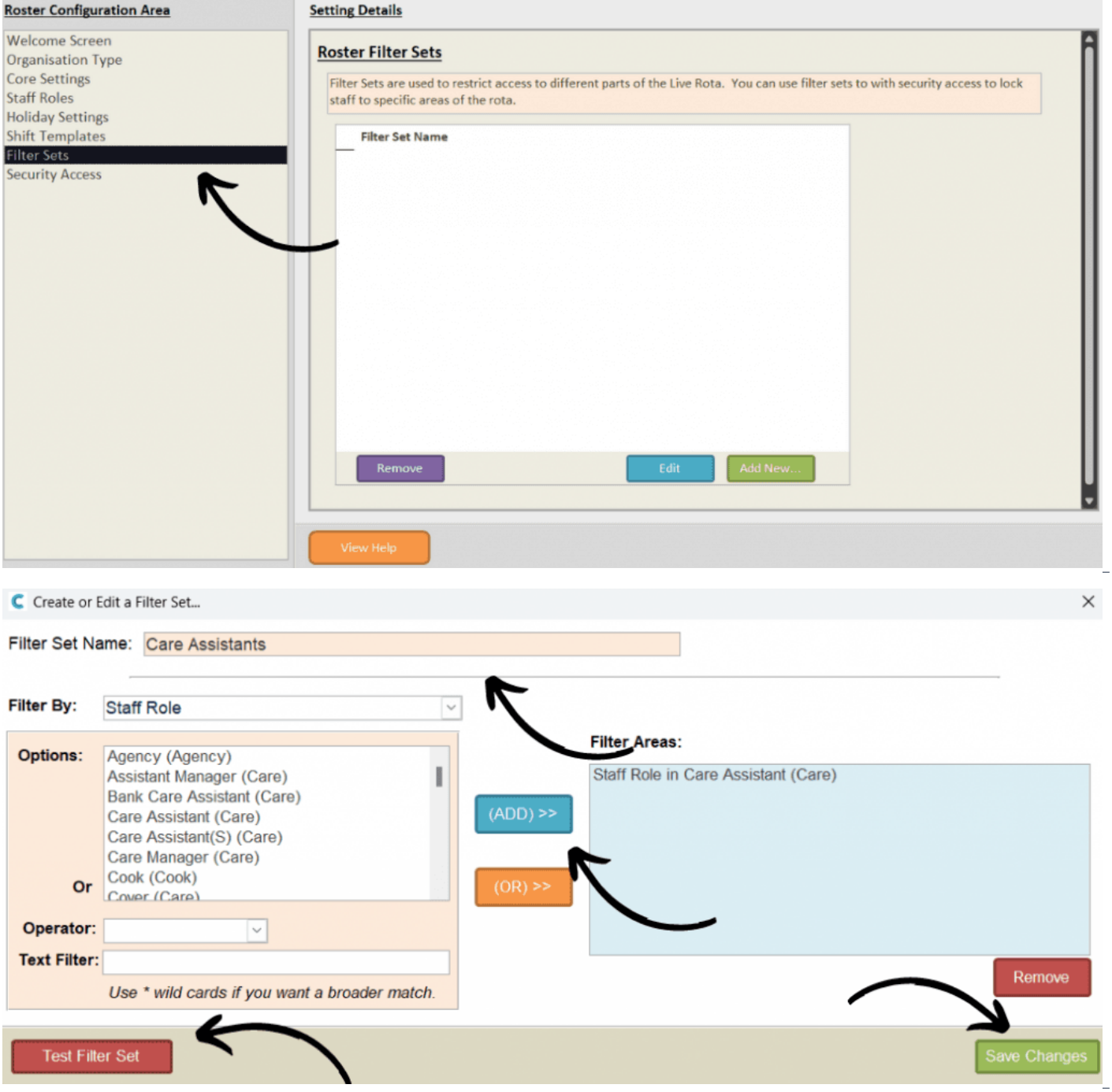


1

Open the **Settings** in the **Roster System.**

2

Select **Filter Sets** from the options on the left hand side of the window, then press **Add New**.



3

First, enter the name for the filter set. Then, select the parameter you wish to filter the roster by (e.g Staff Role).

You can then select the specific filter option from the list and press **Add**. Finally, press **Save Changes** and then **Test Filter Set**.

4

A new window will open displaying which service users and staff members will or won't be shown

