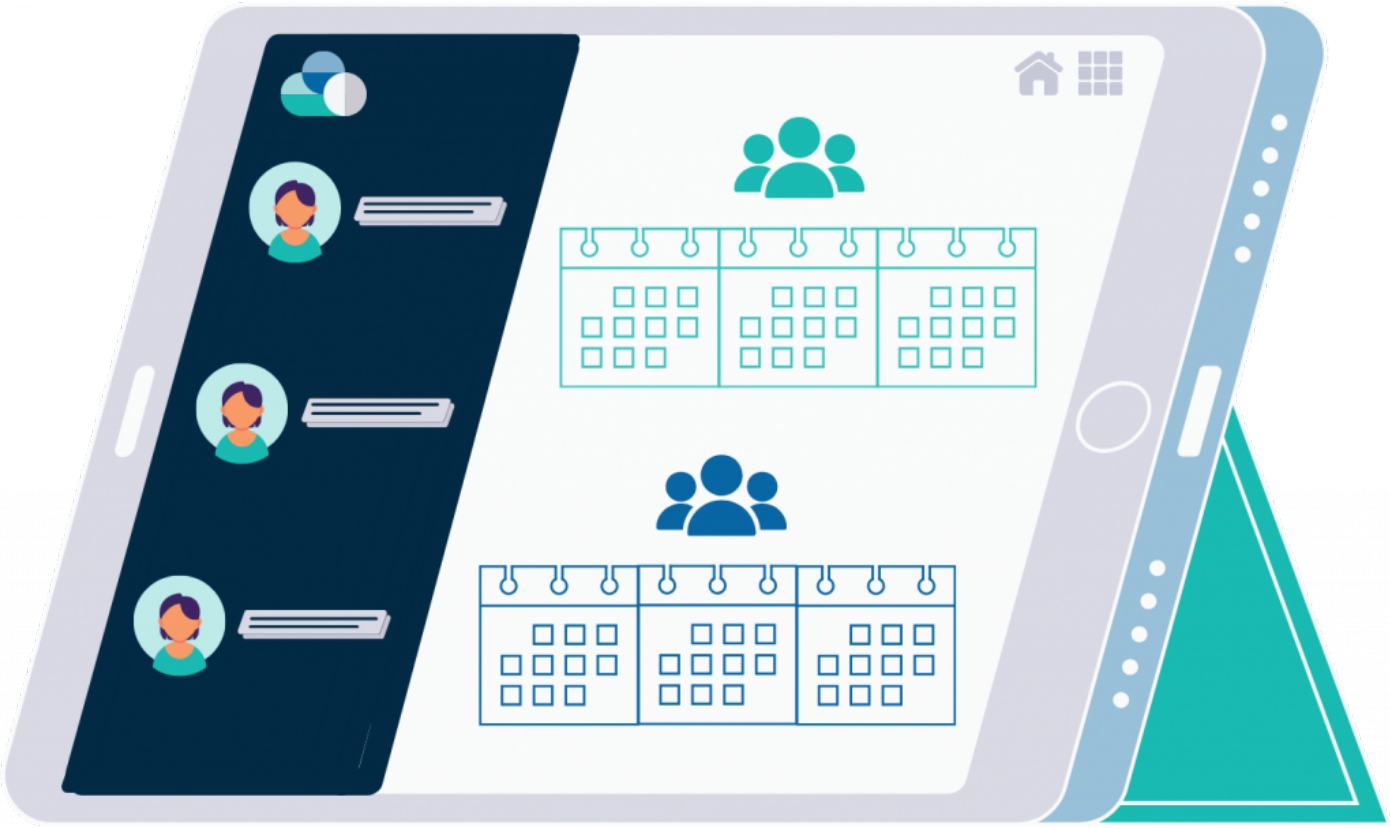
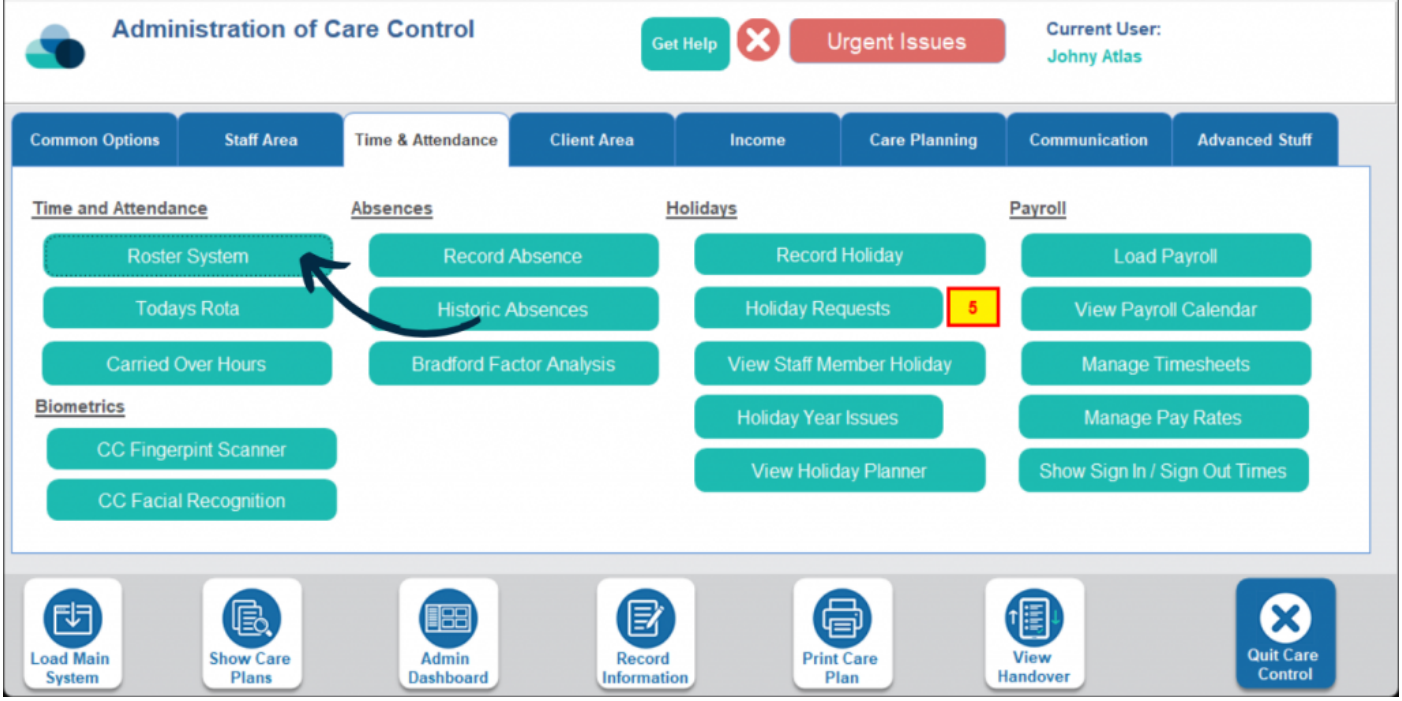
Roster Settings Overview

Roster Windows · https://cclearninghub.co.uk/docs/roster-settings-overview/

Roster Settings Overview

This guide will give an overview to the main roster settings within the Roster System on Care Control Windows.



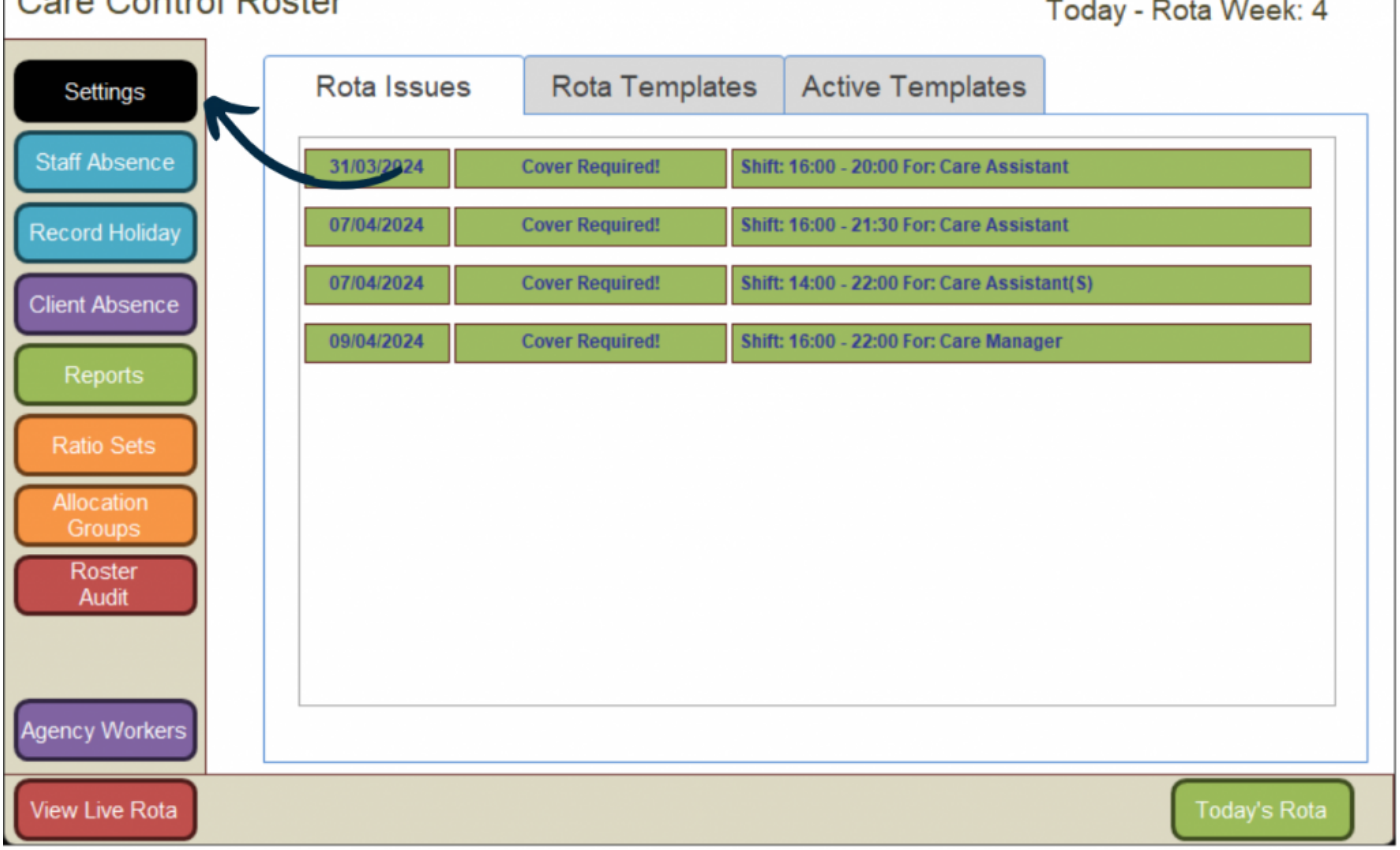


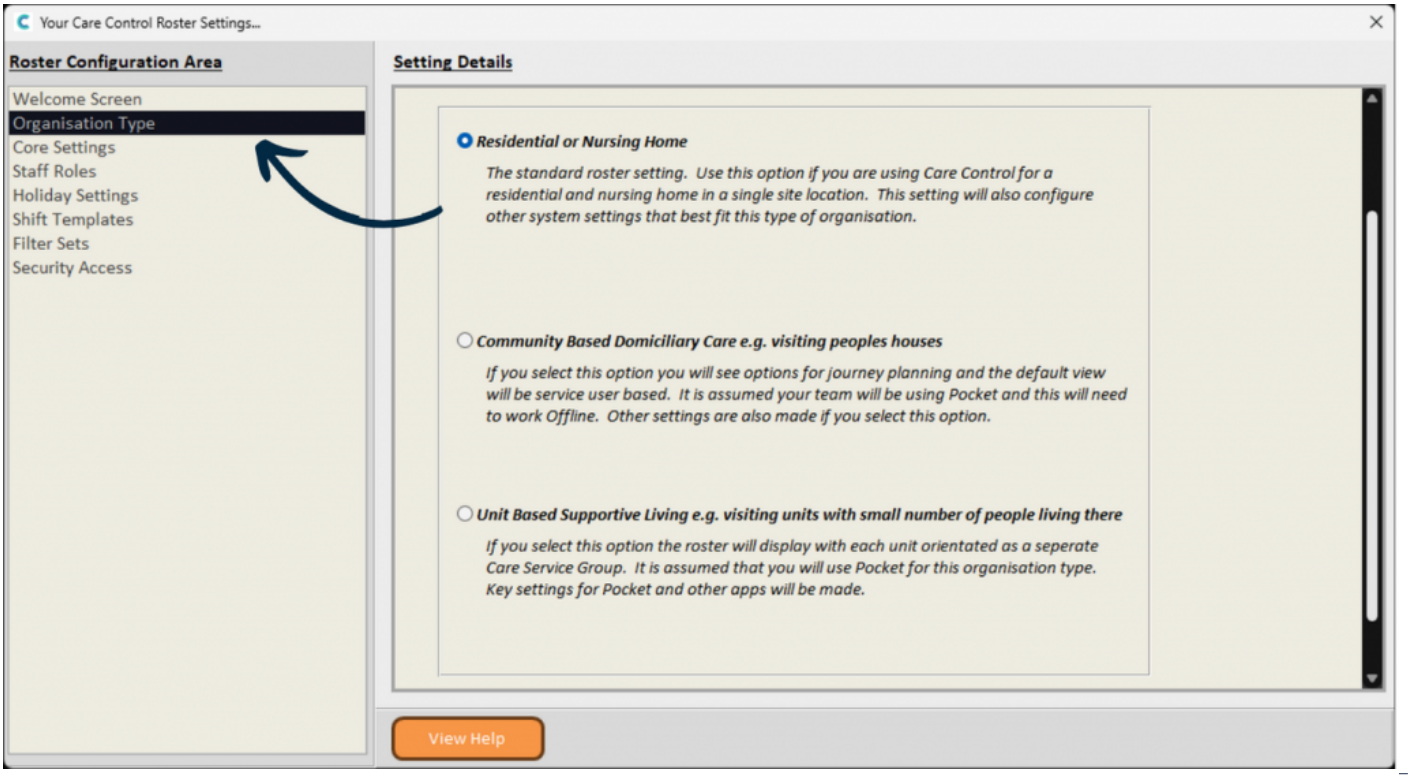
1

In the Administration of Care Control Windows, navigate to the **Roster System** which can be found under the Time & Attendance tab.

2

A new window will open, here, select the **Settings** tool from the options on the left hand side.





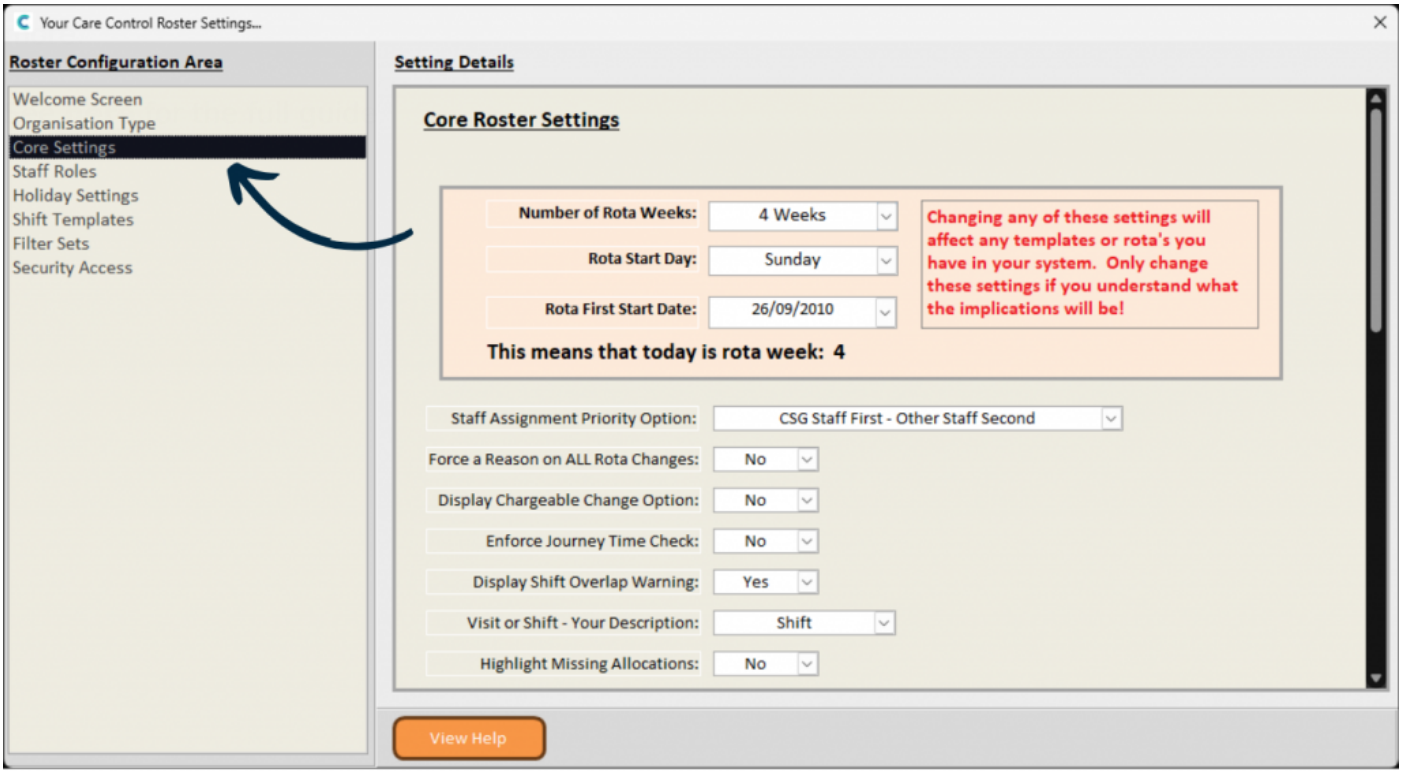
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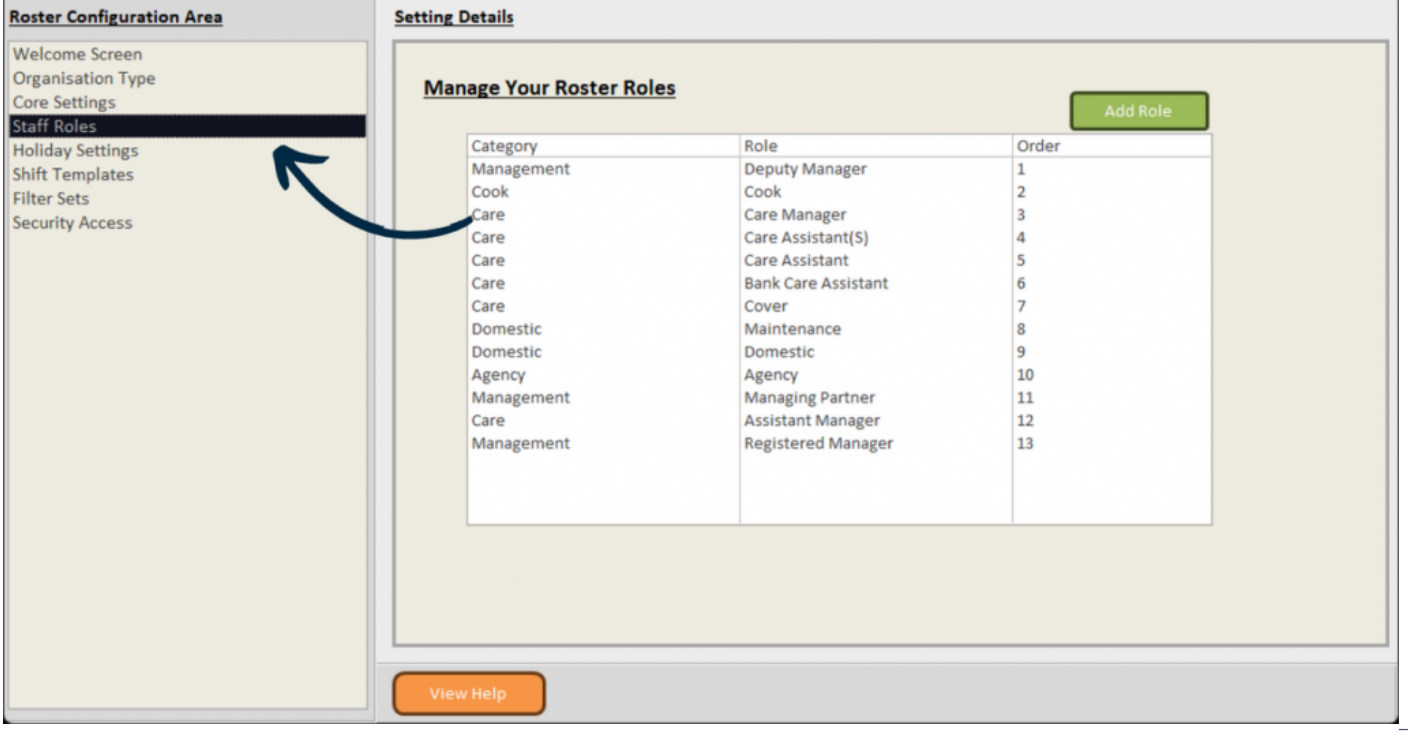
The roster system settings are broken down into 7 main sections, which can be seen on the left.

The first section, **Organisation Type**, is where you can select what kind of business you work in. The different types have slightly different core settings for the roster.

4

Next, the **Core Settings**, contains lots of key options related to rota weeks, feature toggles and





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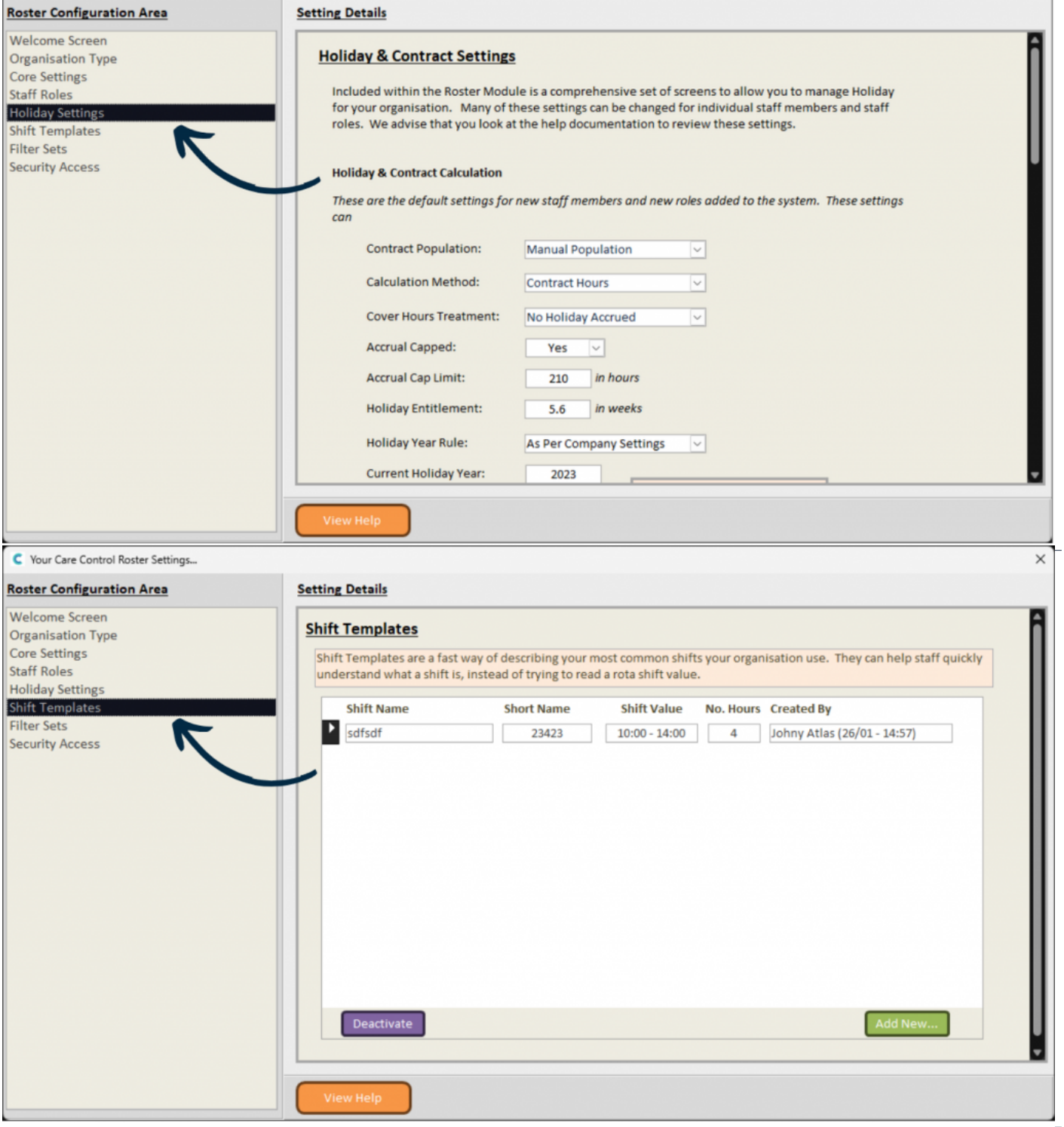
The **Staff Roles** section is where the category and roles are stored for your organisation. A staff role is the job role for a staff member, for example a *Care Assistant*. A staff category is the type of role, for example *Care* or *Management*.

The **Order** number shows what order these roles will appear on the rota. For example, if *Care Assistant* is set as *1*, all the *Care Assistant* shifts will appear at the top of the rota. See **here** for the full guide.

6

The **Holiday Settings** contains organisation wide options for holiday booking and calculations. This includes how holiday allowance is generated.

See **here** for the full guide.



7

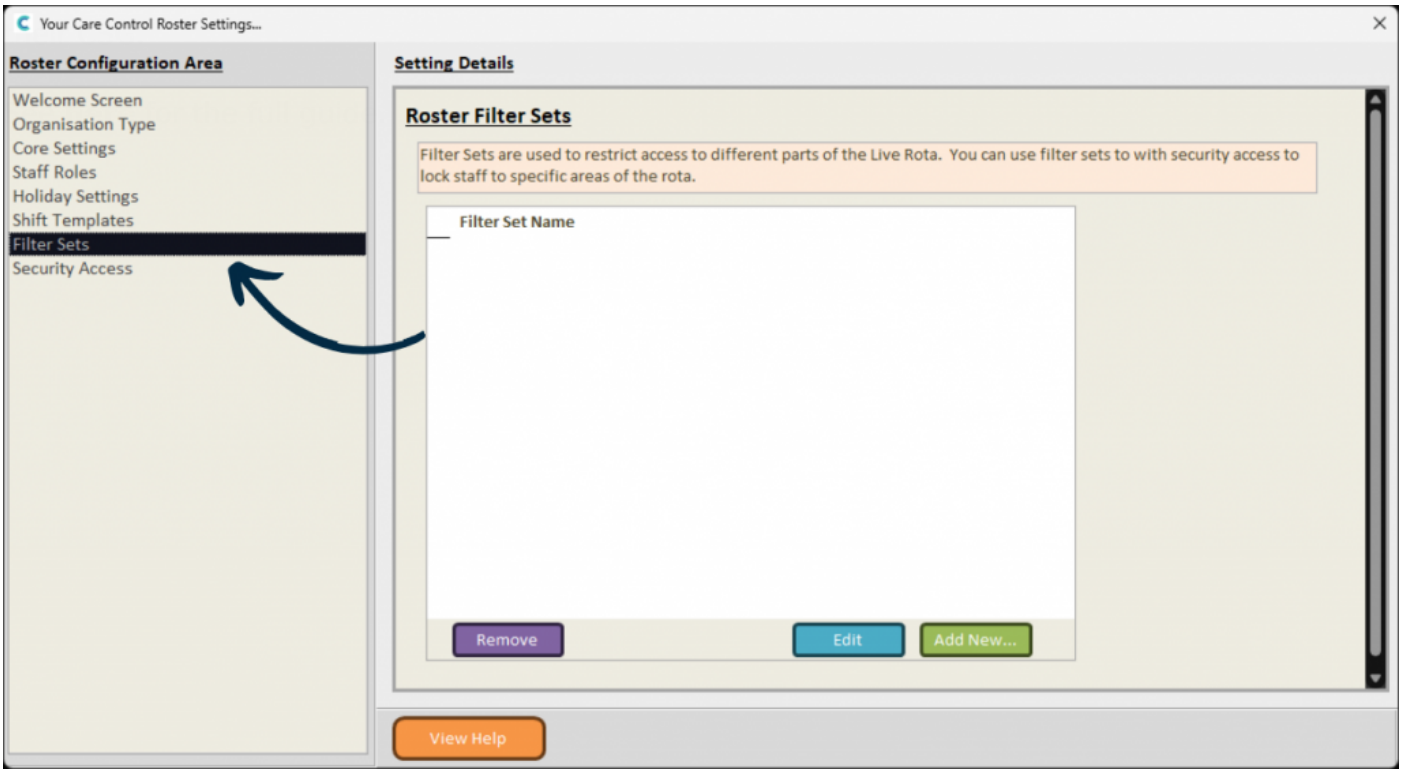
The **Shift Template** section is where you can define commonly worked shifts in your organisation. For example, a *Morning Shift* could be *08:00-12:00*.

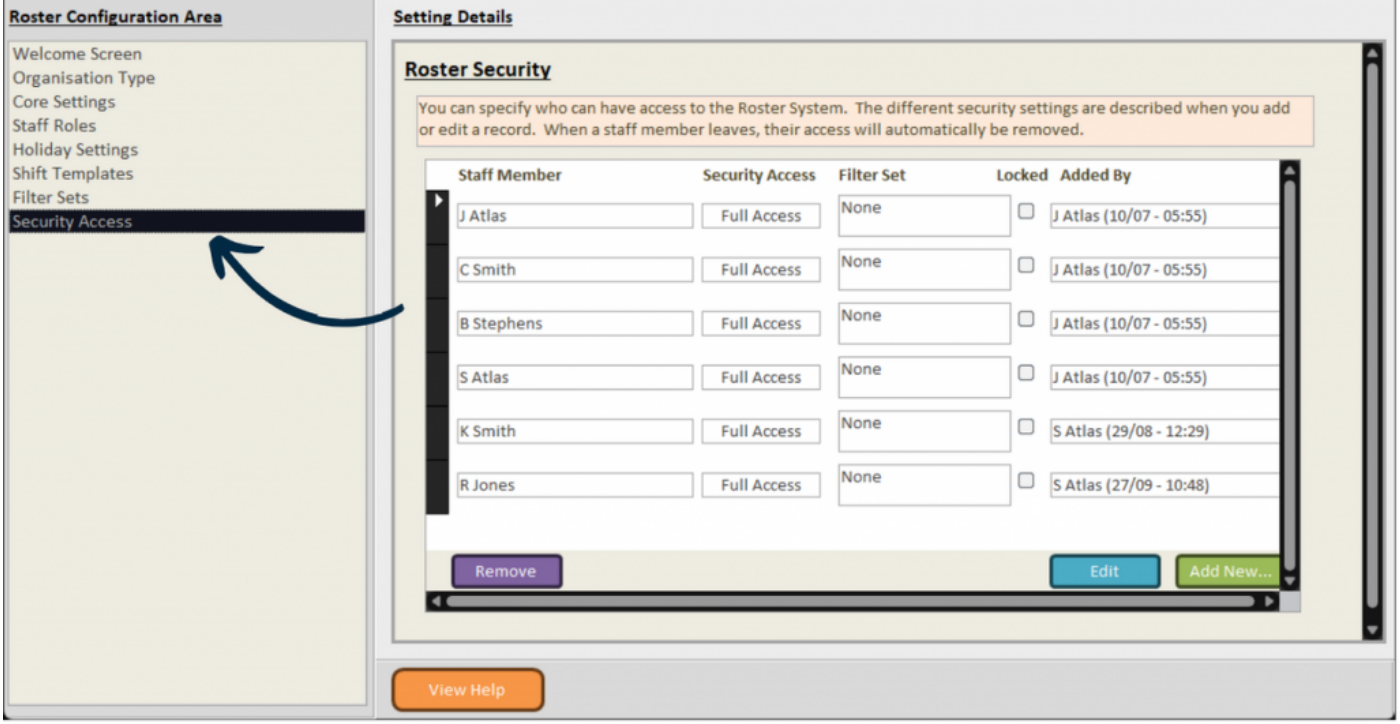
These can be handy when building a rota template to quickly add commonly recurring shifts. See **here** for the full guide.

8

The **Filter Sets** section is where you can control which staff members have access to certain parts of the rota.

For example, you could set certain staff members to only be able to see the rota and shifts for





9

Finally, the **Security Access** section controls which staff members have access to the **Roster System** within Care Control Windows.

See **here** for the full guide.