Undo Changes in Cloud Roster

Roster Cloud · https://cclearninghub.co.uk/docs/undo-changes-in-cloud-roster/

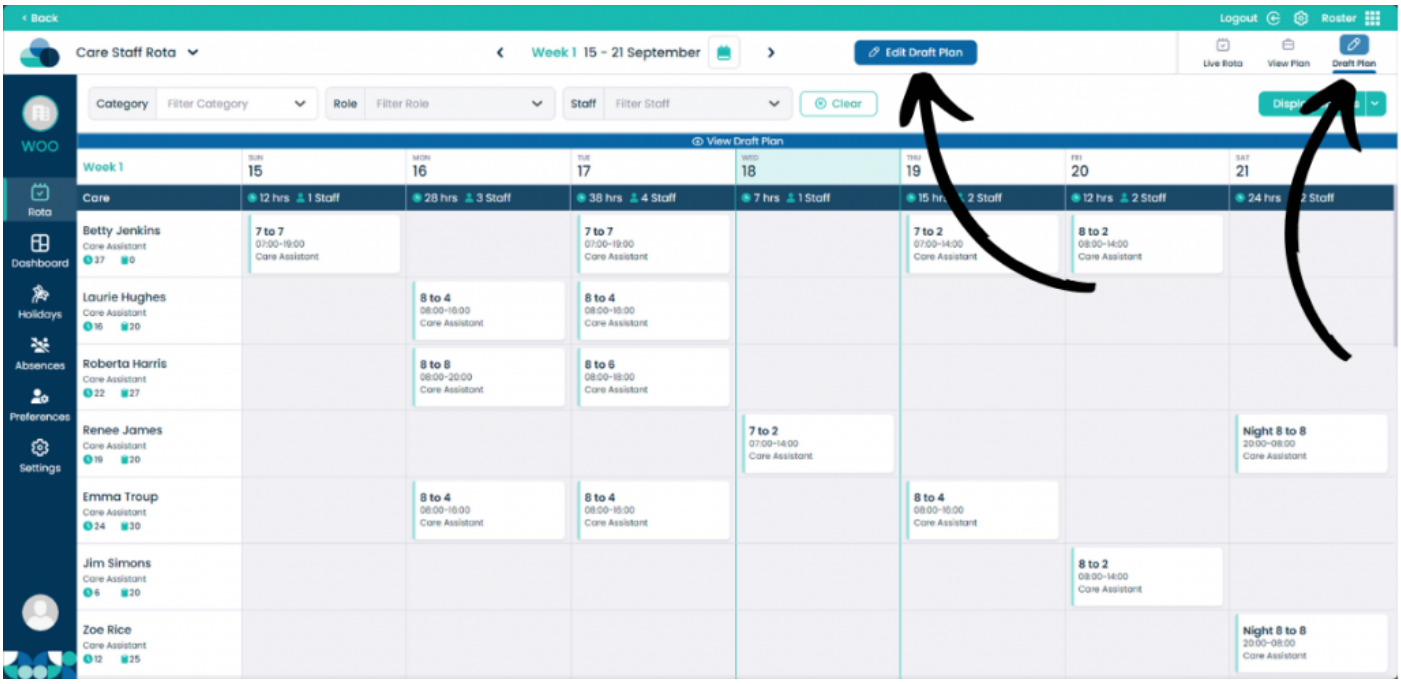
Undo changes in Cloud Roster

Moving shifts in Roster Cloud is easy and fast allowing you to easily cover shifts and move them between days.



Step 1:

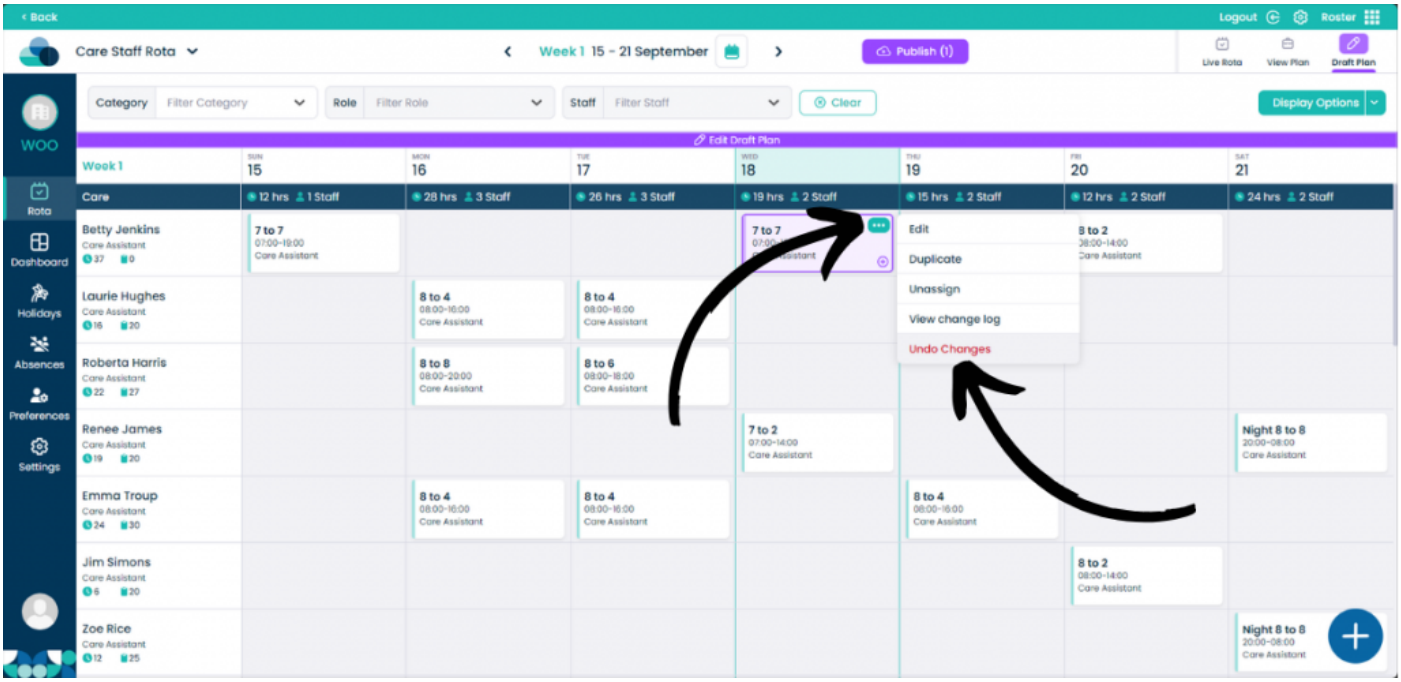
When on your rota screen, select **Draft Plan** and then **Edit Draft Plan**.



Step 2:

Over a shift, click the **3 dots** in the top right of the shift. Then click **Undo Changes** to remove the shift from the cell.

In order for **Undo Changes** to be within this menu, you must have made a change to the shift before clicking **Publish.**



Step 3:

If the shift has been removed with the **Undo Changes** it will now appear crossed out. This is to easily show that the shift has been undone. In order to remove the shift fully, click **Publish** and then click **Publish to Plan.**

