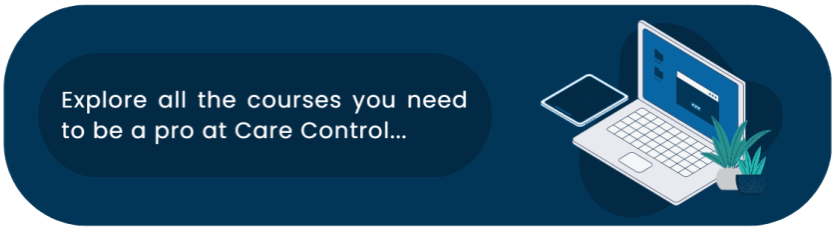
Using CSGs in the Roster

Roster Windows · https://cclearninghub.co.uk/docs/using-csgs-in-the-roster/



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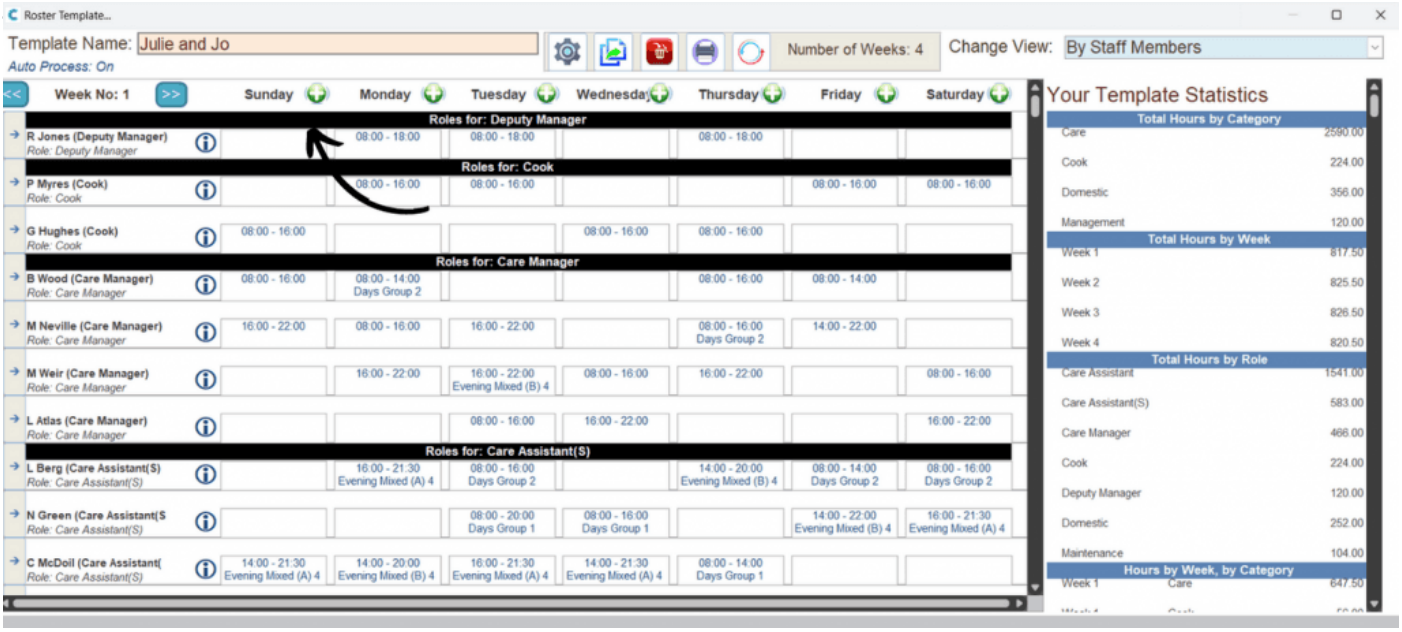
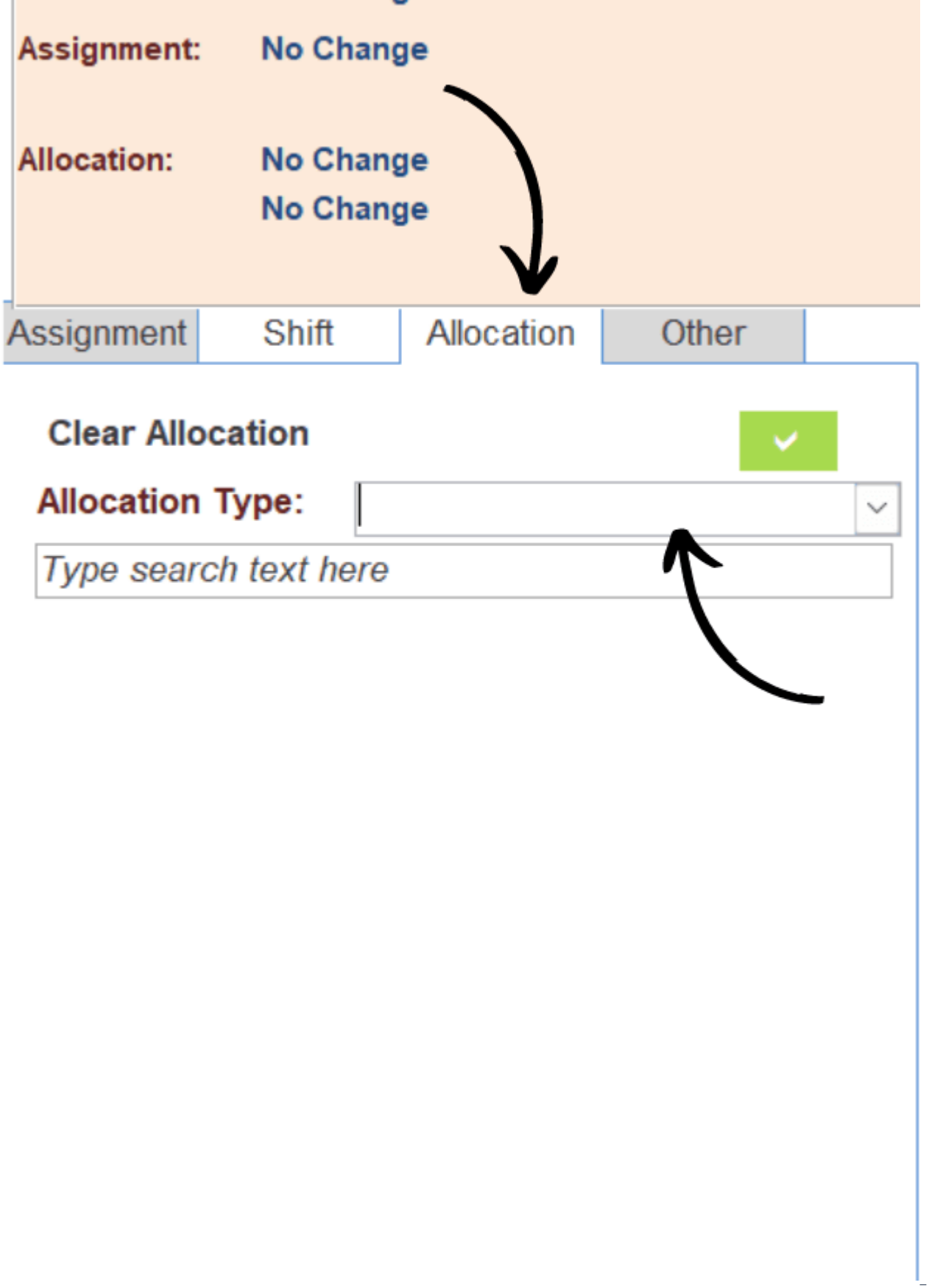


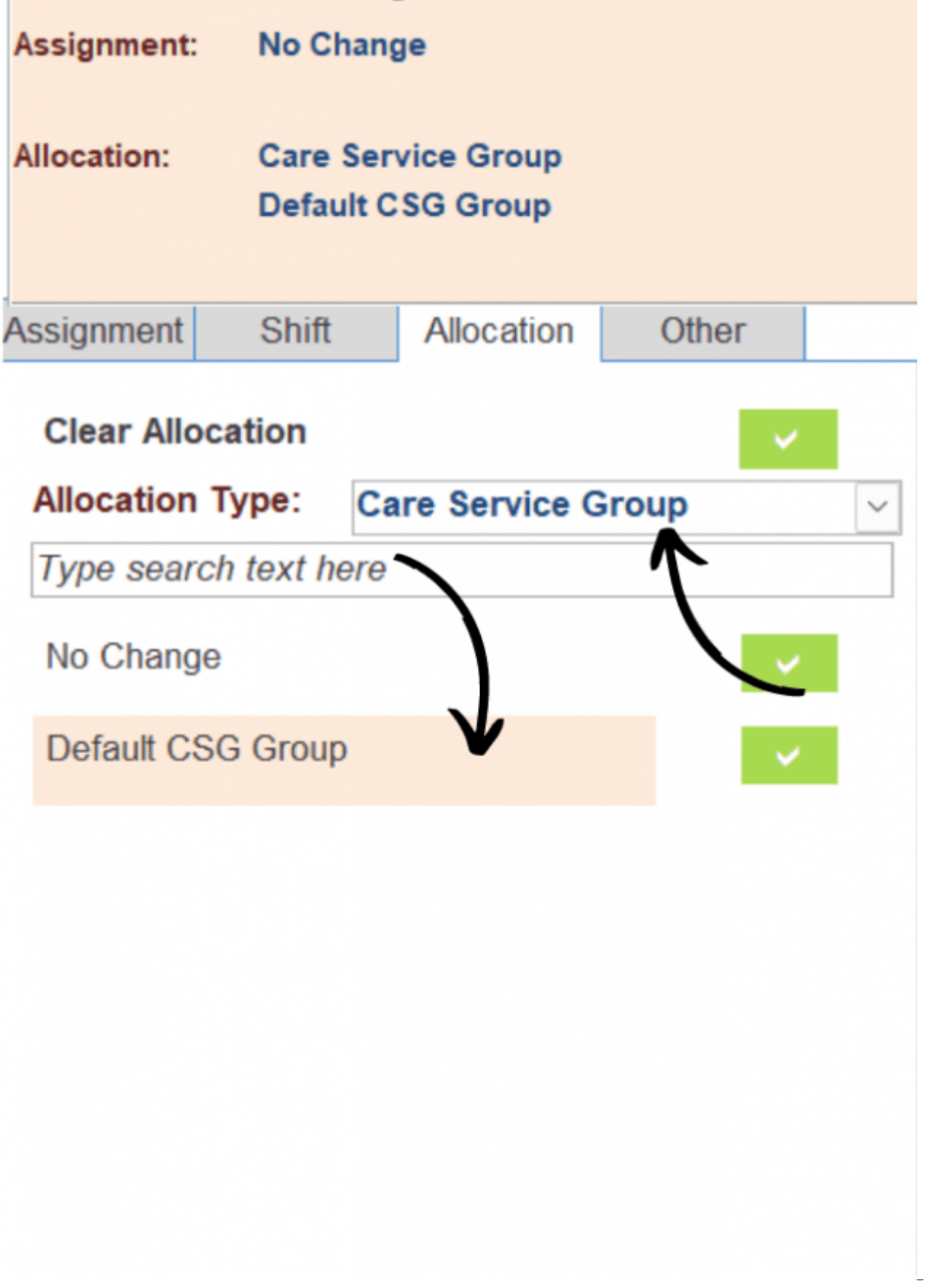
1

Open your active roster template or the live rota. Begin by adding a new shift via the **green +** symbol.

2

The shift creation section will open on the right-hand side of the window. Here, navigate to the **Allocation Tab**.


Assignment: No Change
Allocation: No Change
No Change
Assignment
Shift
Allocation
Other
Clear Allocation
Allocation Type:
Type search text here


Assignment: No Change
Allocation: Care Service Group
Default CSG Group
Assignment
Shift
Allocation
Other
Clear Allocation
Allocation Type:
Care Service Group
Type search text here
No Change
Default CSG Group

3

From the **Allocation Type** drop-down list, select **Care Service Group** and select the CSG you wish to assign the shift to.

4

You can then proceed to complete the other sections of the shift (hours, staff member etc.). From the staff selection, staff members who can support the CSG will be shown.

D Harris (Care Assistant)

J Hughes (Care Assistant)

M Jenkins (Care Assistant)

S Manlow (Care Assistant)

K Smith (Care Assistant)

M Stiles (Care Assistant)

C Thomas (Care Assistant)

Other Available Staff - Same Role

Supports Different CSG