

# printing your rota

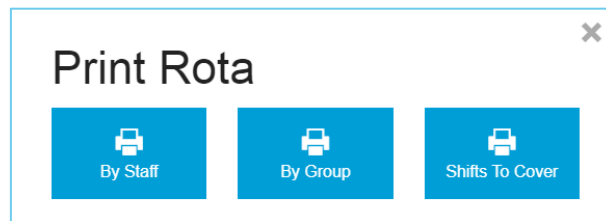
## printing the rota

Whilst the software version of the rota is dynamic and therefore up to date with the last rota changes, it is possible to print the rota.

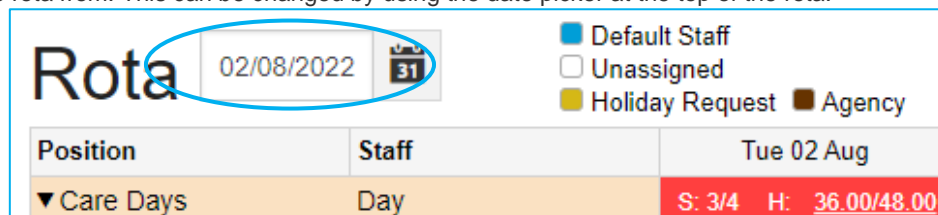
- Click the print button from the rota view
- Choose the report output type you require



The results will be displayed in a new window which you can print if required.



Please note: the printed version of the rota will always display 4 weeks' worth of rotas, the first day being the date you are viewing the rota from. This can be changed by using the date picker at the top of the rota.



## print rota by staff

This will show all working staff in a home, including pool and agency staff. When you print the rota by staff, if a staff member is planned to work at another home as pool you will be able to distinguish which shifts are at which home.

Full Name	Position	Shift Group	Hrs	Mon 15/02/2021
Andrew Williams	Cook	Kitchen	0:00	
	Cook	Kitchen (Caring East)	0:00	

Pool staff can be identified by having Pool- at the start of their name.

Pooja Betty Mallett	Grounds Keeper	P	50:30	22:15-06:40
Pool-Columcille, Cola...	Home Manager	P	0:00	
Pool-Daniel Mathews	Home Manager	P	10:00	
Pool-Mark Walkers Si...	Care Manager	P	12:30	
Pool-Philips Francis	Grounds Keeper	Elderly Residential	7:06	
Pool-Tina Warner	Home Manager	P	20:00	06:30-16:30
R Lynn Russell	Senior Carer	P	13:33	10:01-14:32

As for agency staff, each agency company will have a row on the table and the staff who will be working the shift will be shown below the shift time itself.

Victoria Terry	Senior Carer	89	24:51	11.25-14.58	11.25-14.58	11.25-14.58	11.25-14.58	11.25-14.58	11.25-14.58	11.25-14.58
Zelena Garcia	Grounds Keeper	99	40:50	09:00-14:50	09:00-14:50	09:00-14:50	09:00-14:50	09:00-14:50	09:00-14:50	09:00-14:50
AB Agency for Care-A...	Care Manager	99	19:00	08:00-17:30		08:00-17:30 Maz Simon				
Man Care Agency	Care Manager	88	9:30	13:00-22:30						
	Front of House	88	4:12	09:59-14:11 Alex Dean						
Nursing staff Agency	Senior Nurse	99	9:00	08:30-17:30						
Agency	Front of House	88	4:12			09:59-14:11				
	Care Manager	89	9:30				14:00-23:30			
	Care Manager	88	9:30					13:00-22:30		

## print rota by group

This will split the printed rota up into the individual shift groups you have on the rota, broken down week by week. The name of each shift group will be displayed above each week.

Care Days				H: Holiday, A: Absence, T: Training						
				Week 2 09/08/2022 - 15/08/2022						
Full Name	Position	Hours		Tue 09/08/2022	Wed 10/08/2022	Thu 11/08/2022	Fri 12/08/2022	Sat 13/08/2022	Sun 14/08/2022	Mon 15/08/2022
Amanda Becker	Care Assistant	48:00			07:00-19:00	07:00-19:00	07:00-19:00			07:00-19:00
Amelia Watson	Senior Carer	48:00		07:00-19:00	07:00-19:00	07:00-19:00				07:00-19:00
Courtney Wheeler	Care Assistant	48:00			07:00-19:00	07:00-19:00	07:00-19:00			07:00-19:00
Nadine Khan	Senior Carer	36:00					07:00-19:00	07:00-19:00	07:00-19:00	
Nora Harris	Care Assistant	36:00		07:00-19:00				07:00-19:00	07:00-19:00	
Pool-Katie McGrath	Care Assistant	0:00								
Sarah Olson	Care Assistant	0:00								
Vicky Scorer	Care Assistant	36:00		07:00-19:00				07:00-19:00	07:00-19:00	
West Yorkshire Agency Care	Care Assistant	0:00								

## shifts to cover

This option will show any shifts on the rota that are unassigned and require a staff member to cover them.

Shift Group Name	Position	Day Period	Shift Start Date	Shift Time	Staff Name and Signature
Care Days	Care Assistant	Day	02/08/2022	07:00 - 19:00	
Care Days	Care Assistant	Day	06/08/2022	07:00 - 19:00	
Care Days	Care Assistant	Day	07/08/2022	07:00 - 19:00	