

# printing your rota from coolcare.

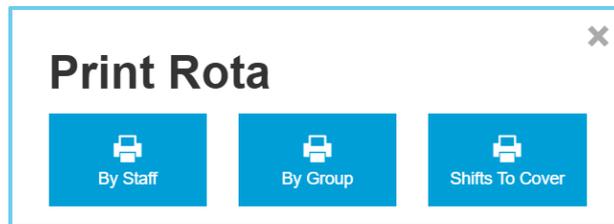
Whilst your rota within CoolCare is dynamic and therefore up to date with any changes you make, it is possible to print the rota to display for your staff to see.

## printing the rota.

The print button can be found in the top right corner of your rota page:



You have 3 options for printing the rota: By Staff, By Group and Shifts to Cover.



**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. By default, this will be today's date, but this can be changed by using the date picker at the top of the rota. It's recommended to select this start date to be a Monday, that way the printed rota will display each week Monday-Sunday.



## 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 11/08/2025	Tue 12/08/2025	Wed 13/08/2025	Thu 14/08/2025	Fri 15/08/2025	Sat 16/08/2025	Sun 17/08/2025
Amelia Watson	Senior Carer	Care Days (Rota Demo)	12:00						08:00-20:00	
	Senior Carer	Care Days	36:00		07:00-19:00	07:00-19:00	07:00-19:00			

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

Pool-Bernie Doyle	Care Assistant	Care Days	12:00						07:00-19:00
Sharon Clay			0:00				T		

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.

Iris Agency Care	Care Assistant	Care Days	12:00	07:00-19:00 Angela
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## 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 1 11/08/2025 - 17/08/2025		
Full Name	Position	Hours	Mon 11/08/2025	Tue 12/08/2025	Wed 13/08/2025	Thu 14/08/2025	Fri 15/08/2025	Sat 16/08/2025	Sun 17/08/2025			
Amelia Watson	Senior Carer	36.00		07:00-19:00	07:00-19:00	07:00-19:00						
Hilda Connors	Care Assistant	36.00			07:00-19:00	07:00-19:00	07:00-19:00					
Iris Agency Care	Care Assistant	0.00										
Julia Strong	Care Assistant	0.00	H									
Nadine Khan	Senior Carer	36.00		07:00-19:00			07:00-19:00	07:00-19:00	07:00-19:00			
Nora Harris	Care Assistant	48.00	07:00-19:00	07:00-19:00				07:00-19:00	07:00-19:00			
Pool-Bernie Doyle	Care Assistant	12.00		07:00-19:00								
Vicky Scorer	Care Assistant	36.00			07:00-19:00	07:00-19:00	07:00-19:00					

## 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	11/08/2025	07:00 - 19:00	
Care Days	Care Assistant	Day	11/08/2025	07:00 - 19:00	
Care Days	Care Assistant	Day	13/08/2025	07:00 - 19:00	