



# Krota Studio

A quick guide for building, sharing, and managing your rota.

Daily dashboard	Weekly planner	Staff and roles
Open shifts	Locations and budgets	Exports and print

## Start Here

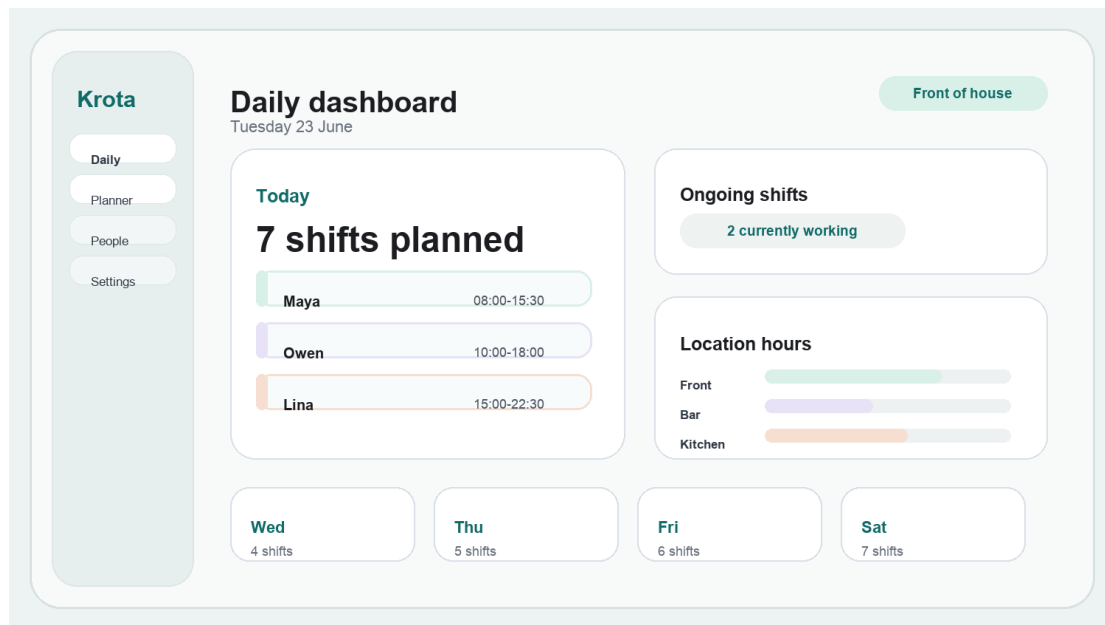
### 1. Sign in and choose your workspace

- Use the login screen to sign in or create an account.
- Admins can invite users from Settings, then set each person as admin, manager, or view only.
- Each admin workspace is separate, so a new business or rota can run in its own space.

### 2. Set the basics

- Open Settings and add your workplace name, first day of the week, theme, appearance, and font.
- Add locations such as Front of house, Bar, Kitchen, or any work area you need.
- Give each location a colour, daily budget hours, and weekly budget hours if you want budget tracking.

# Daily Dashboard



Daily view: today is larger, ongoing shifts are visible, and location hours show budget progress.

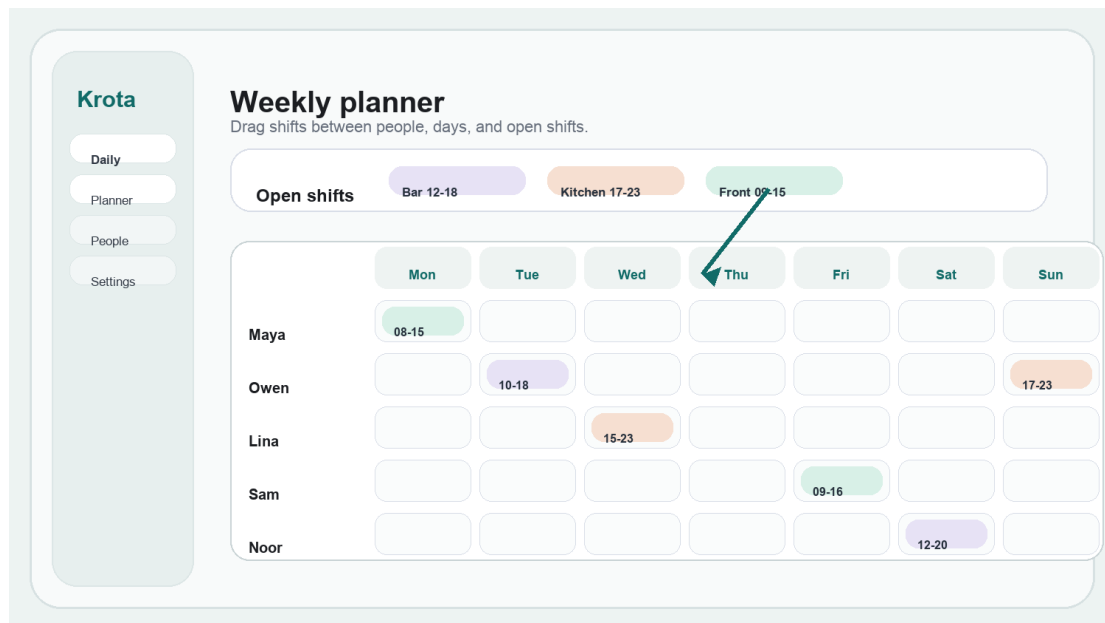
## Use the daily page first

- The app opens on Daily so you can see today quickly.
- Today is shown larger than the other days, with shifts, paid hours, budget use, and ongoing shifts.
- Use the location selector to focus the dashboard on one location.

## Ongoing shifts

- Ongoing shifts appear in the sidebar and on Daily when the setting is turned on.
- Turn ongoing shifts off from Settings if you want a cleaner sidebar.
- Open any ongoing item to jump to that shift and edit it.

# Weekly Planner



Planner view: open shifts sit above the week, and shifts can be moved across staff and days.

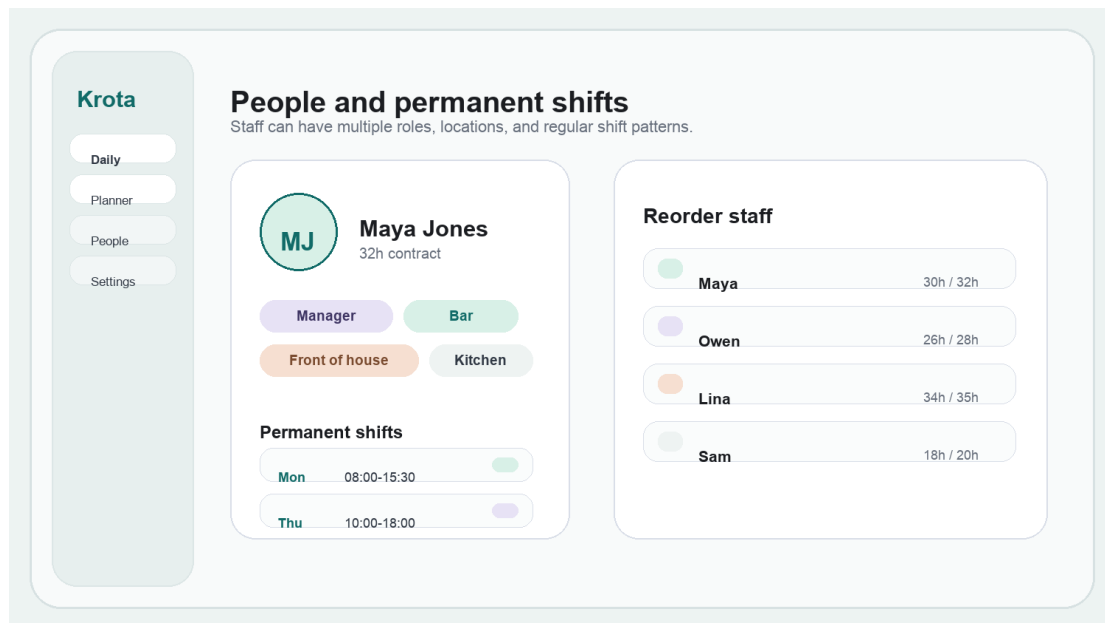
## Build the rota

- Use the week arrows or date picker to move between weeks.
- Select a location to show staff who belong to that location.
- Click an empty cell to add a shift, or click an existing shift to edit time, break, location, role, or comments.
- Staff names show contracted hours against planned hours for the week.

## Move shifts

- Drag shifts between staff and days to move them cleanly.
- Drag an open shift into the planner to assign it.
- Drag a planner shift back to Open shifts when it still needs covering.

# People, Roles, And Permanent Shifts



Staff profiles can show roles, locations, contracted hours, reorder order, and permanent shifts.

## Add and organise staff

- Open People to add staff, reorder them, and set contracted hours.
- A staff member can have multiple roles and can belong to multiple locations.
- Use Exclude from totals when someone's hours should not count towards total planned hours.

## Permanent shifts

- Open a staff profile and add permanent shifts for their regular working pattern.
- Permanent shifts can have a fixed day, shift type, and permanent location.
- The planner will show these automatically unless you edit or remove them for that week.

# Open Shifts And Shift Types

## Use open shifts

- Add open shifts when you know the cover needed but not the person yet.
- Keep open shifts at the top of the planner for day-to-day allocation.
- Open shifts are hidden when printing so the printed rota stays tidy.

## Manage shift types

- Settings calls templates Shifts so regular patterns are easy to find.
- Each shift type can include start time, end time, break length, colour, and how many people can work it.
- Auto fill uses shift types, contracted hours, availability, previous rotas, and required staff numbers.

# Time Off, Breaks, Comments, And Locations

## Time off

- Use Time Off to block holiday, appointments, training, or unavailable periods.
- The planner marks unavailable days so shifts are less likely to be added by mistake.
- Weekly time off is also visible in the planner side information.

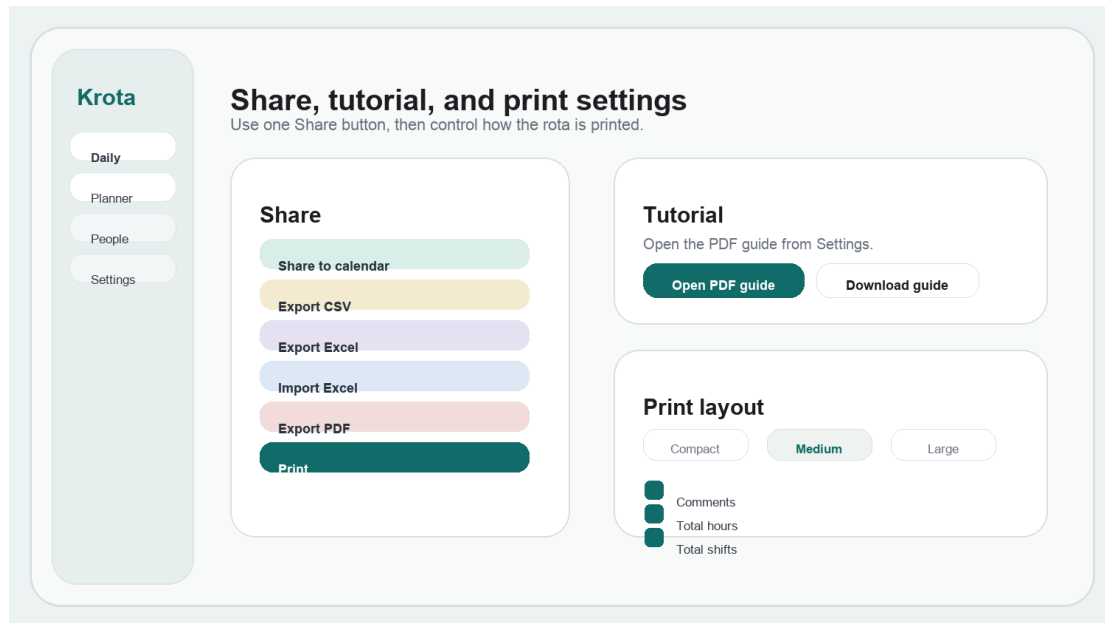
## Breaks and comments

- Break minutes reduce paid hours for each shift.
- Comments can be added to shifts for handover notes, cover details, or reminders.
- Settings lets you turn shift comments and roles on or off in the planner and print view.

## Location hours

- Different locations use different colours across shifts and dashboard cards.
- The dashboard can show planned hours by location.
- Budget bars show whether a location is within its daily or weekly budget hours.

# Edit, Share, Print, And Backup



Settings includes the tutorial guide and print layout controls. Share keeps exports and print in one place.

## Edit menu

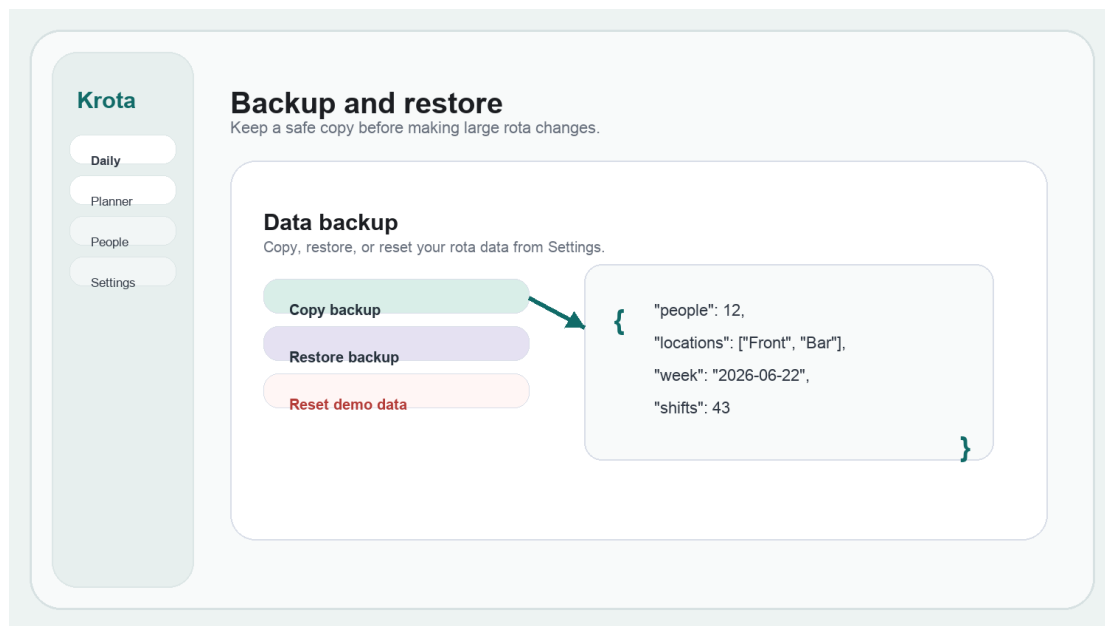
- Use Edit to clear the week, copy a week, copy staff shifts, move staff to another location, or run Auto fill.
- Auto fill compares contracted hours, availability, previous rota patterns, and shift staffing levels.
- Use clear week carefully because it removes assigned and open shifts for the selected week.

## Share and export

- Use Share for calendar sharing, CSV export, Excel export, Excel import, PDF export, and printing.
- Calendar sharing creates a calendar file for staff, locations, or the whole rota.
- Excel import is useful when you want to bring exported rota data back into the app.

## Print layout

- Settings includes print layout options for compact, medium, and large rotas.
- Choose whether printed rotas include comments, total hours, total shifts worked, and print notes.
- Open shifts stay visible on screen but are hidden from print when that option is active.



Backup and restore: copy a backup before large edits, then restore it later if you need to roll back.

## Backup

- Use Copy backup to keep a safe copy of your rota data.
- Use Restore backup to load a previous backup.
- Use Reset demo data only when you want to return to the sample rota.