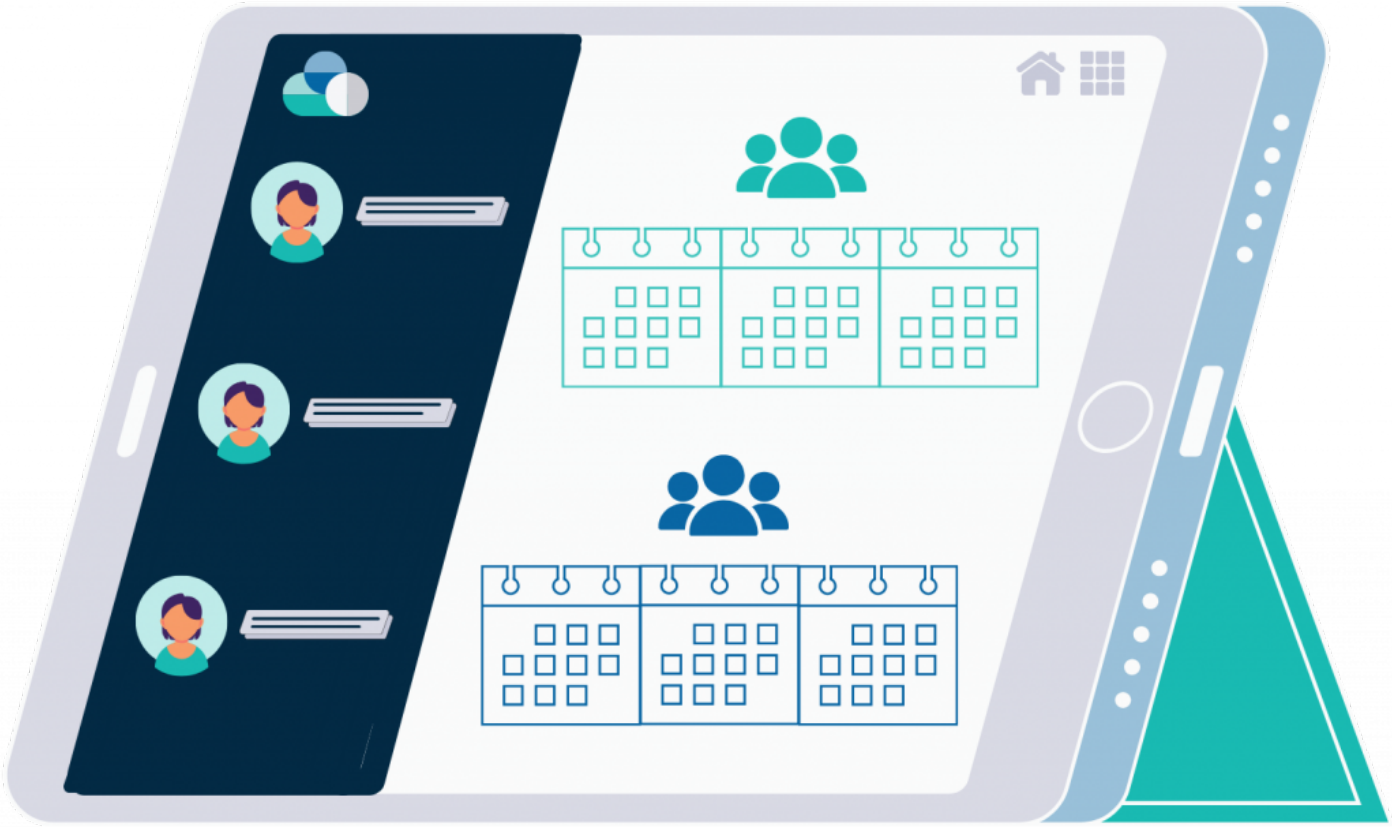
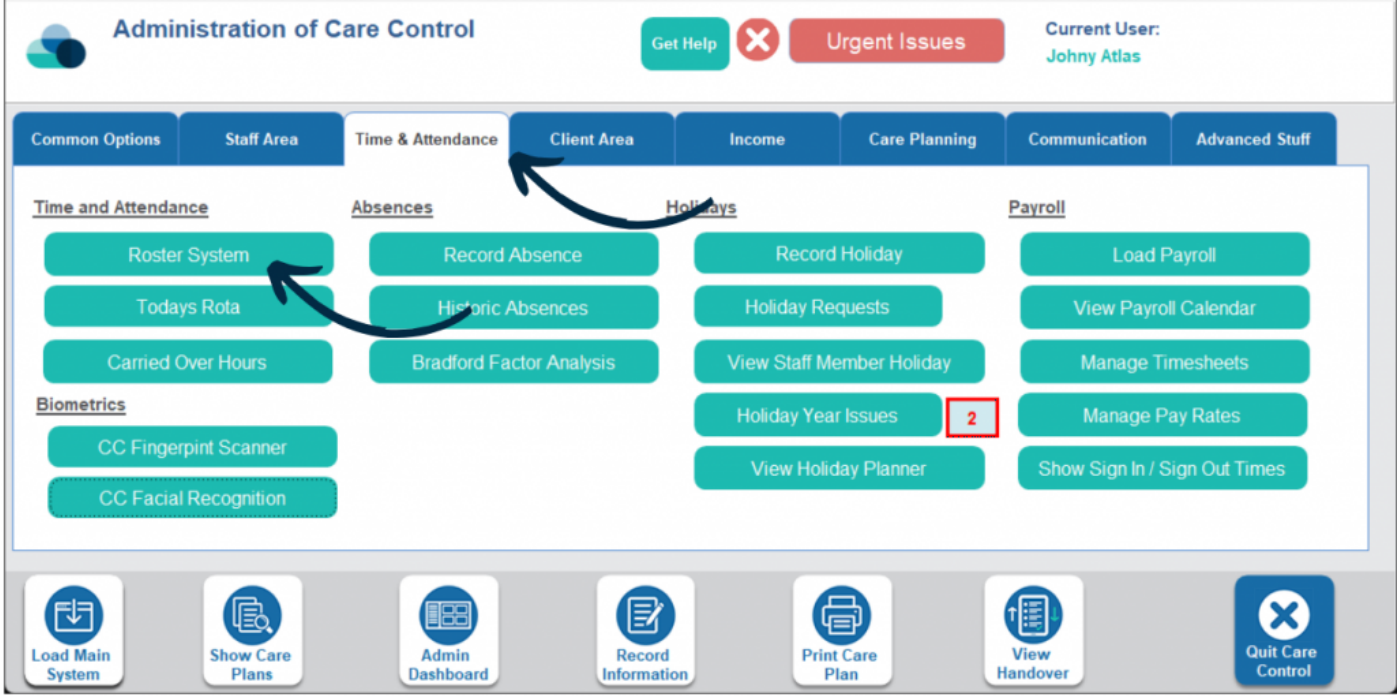
Creating a Blank Rota Template

Roster Windows · https://cclearninghub.co.uk/docs/creating-a-blank-rota-template/

Creating a Blank Rota Template

This guide will cover how to create a blank rota template and assign shifts / visits to it on Care Control Windows. Please note, this requires admin and roster access.



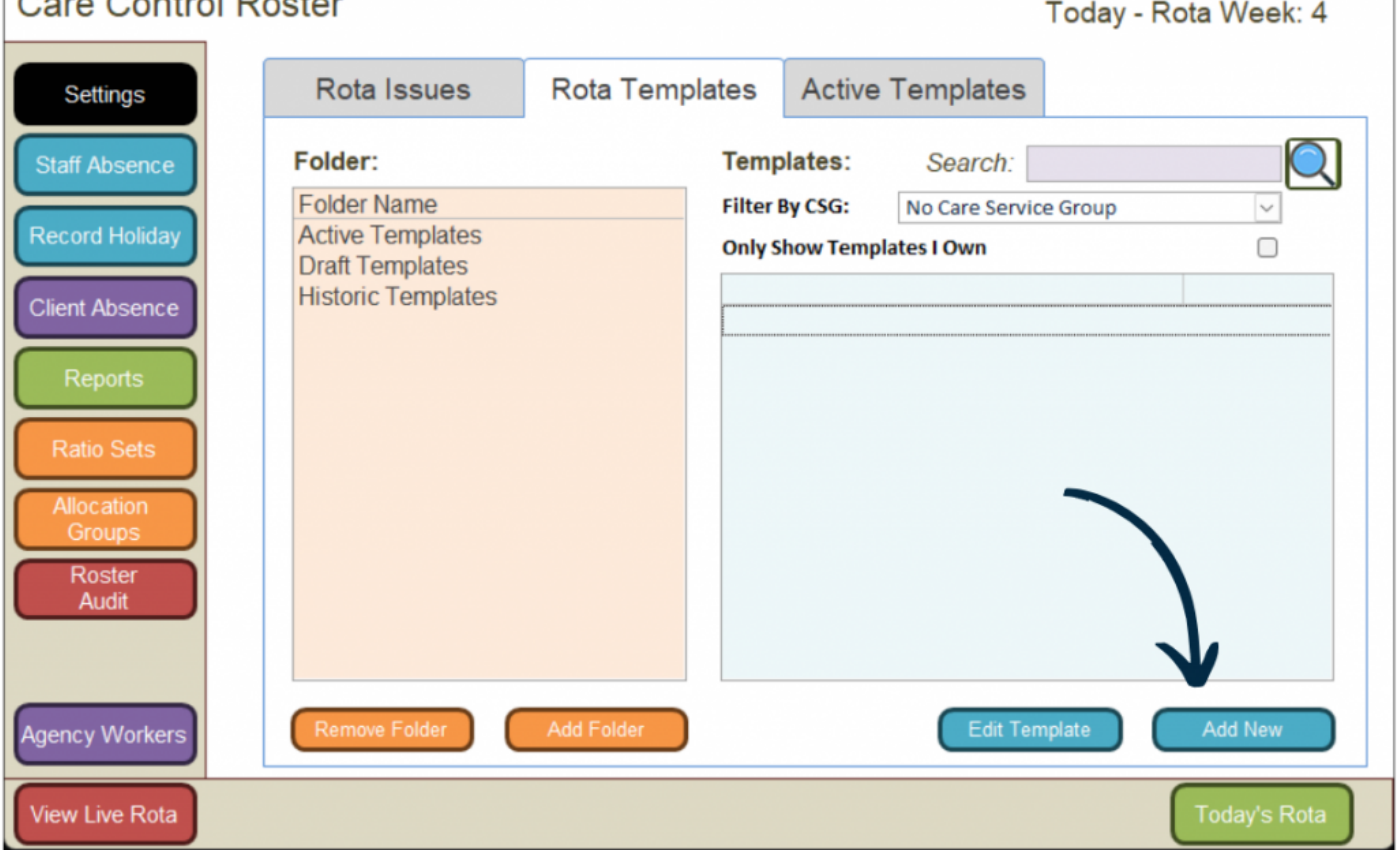


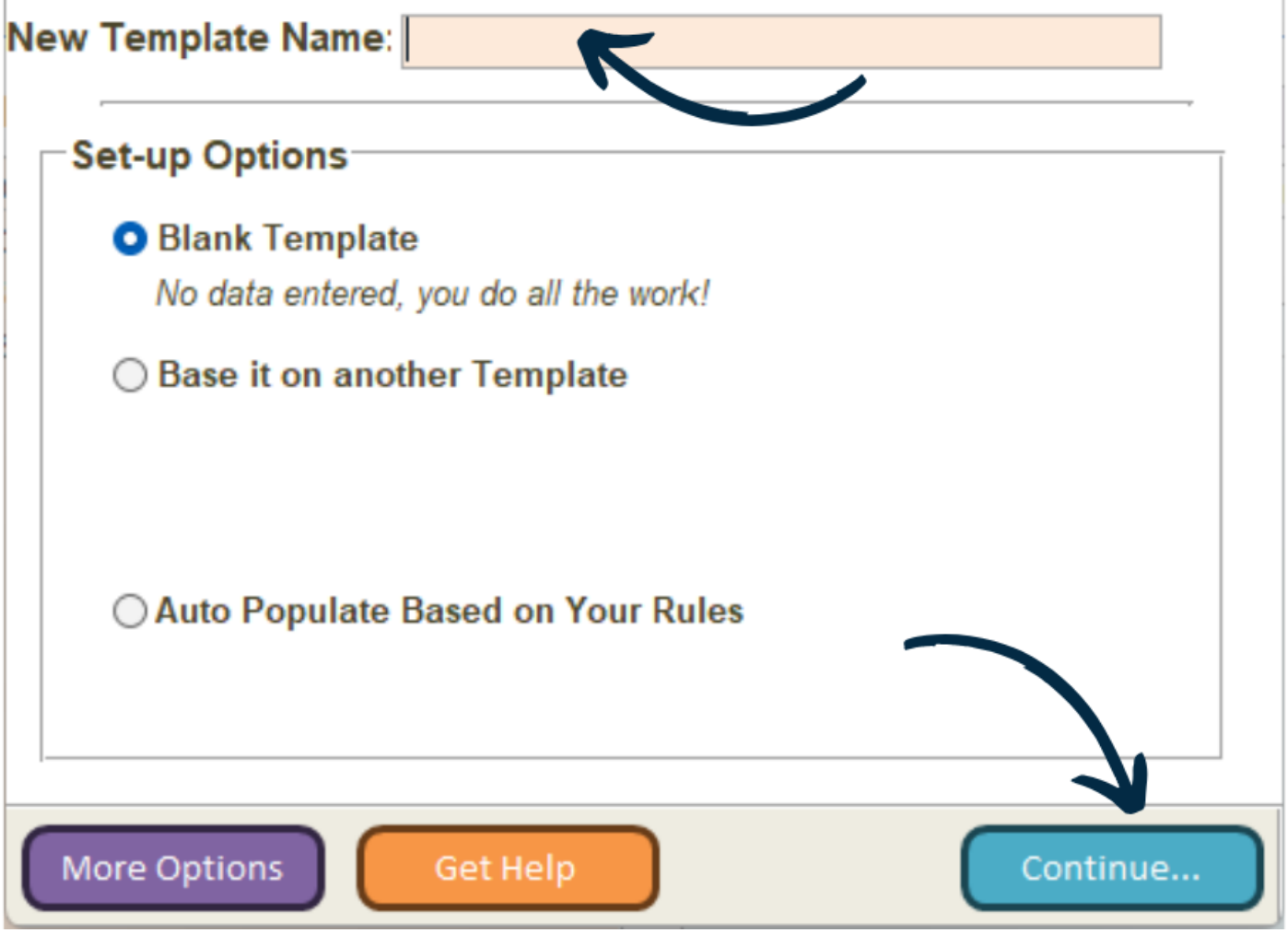
1

In the Administration of Care Control Windows, navigate to the **Roster System**, which can be found under the Time & Attendance tab.

2

A new window will open. Here, select **Add New** under the **Rota Templates** tab.


Care Control Roster
Today - Rota Week: 4
Settings
Staff Absence
Record Holiday
Client Absence
Reports
Ratio Sets
Allocation Groups
Roster Audit
Agency Workers
View Live Rota
Rota Issues
Rota Templates
Active Templates
Folder:
Folder Name
Active Templates
Draft Templates
Historic Templates
Templates:
Search:
Filter By CSG:
No Care Service Group
Only Show Templates I Own
Remove Folder
Add Folder
Edit Template
Add New
Today's Rota



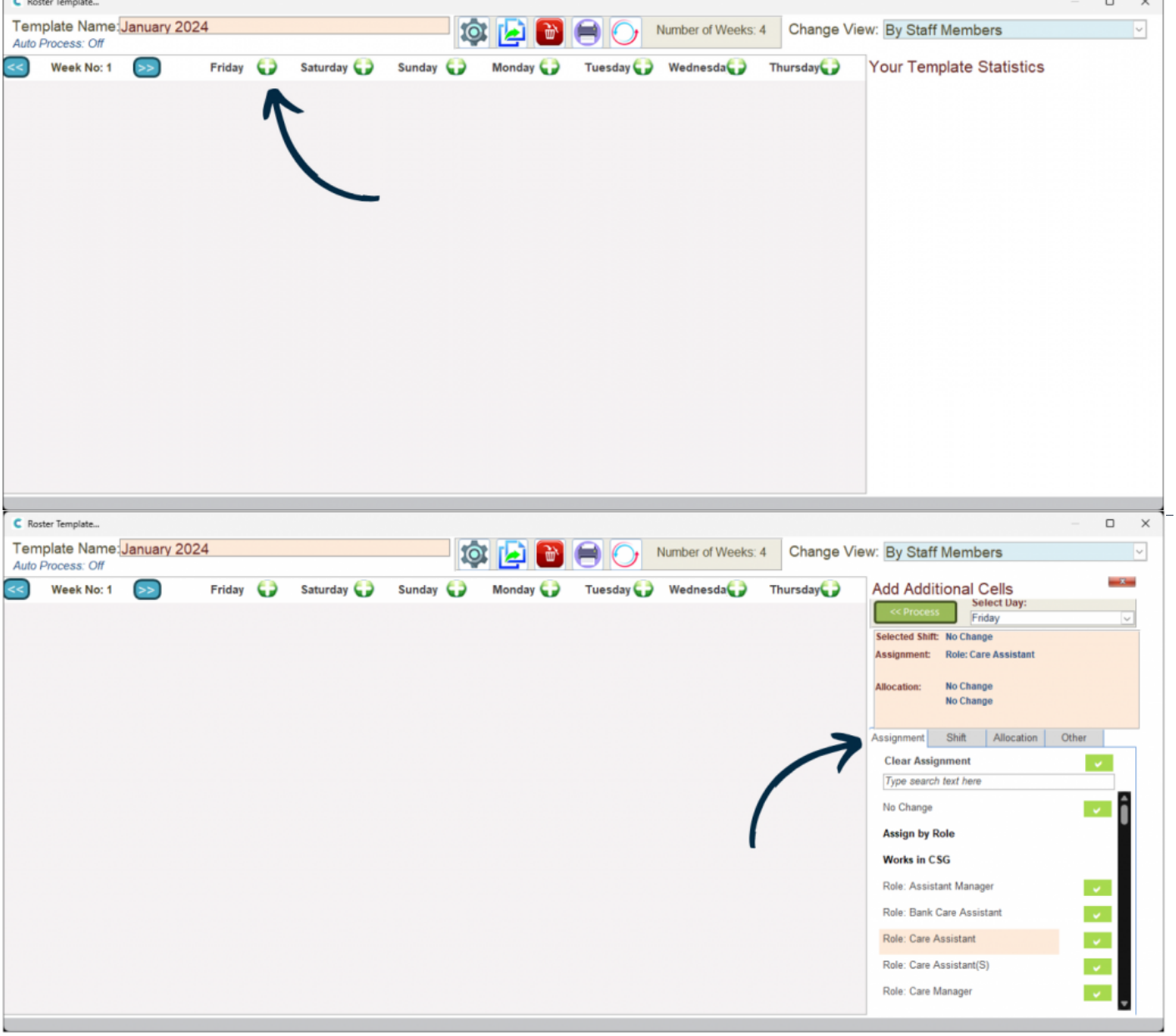
3

Enter a **Name** for your new template and select **Blank Template** from the set-up options. Then, press **Continue**.

4

Your blank rota template will open. Here, you can build your shifts and visits for each day of the week.

We will first add a **shift** – press the **green +** icon next to a day of the week.

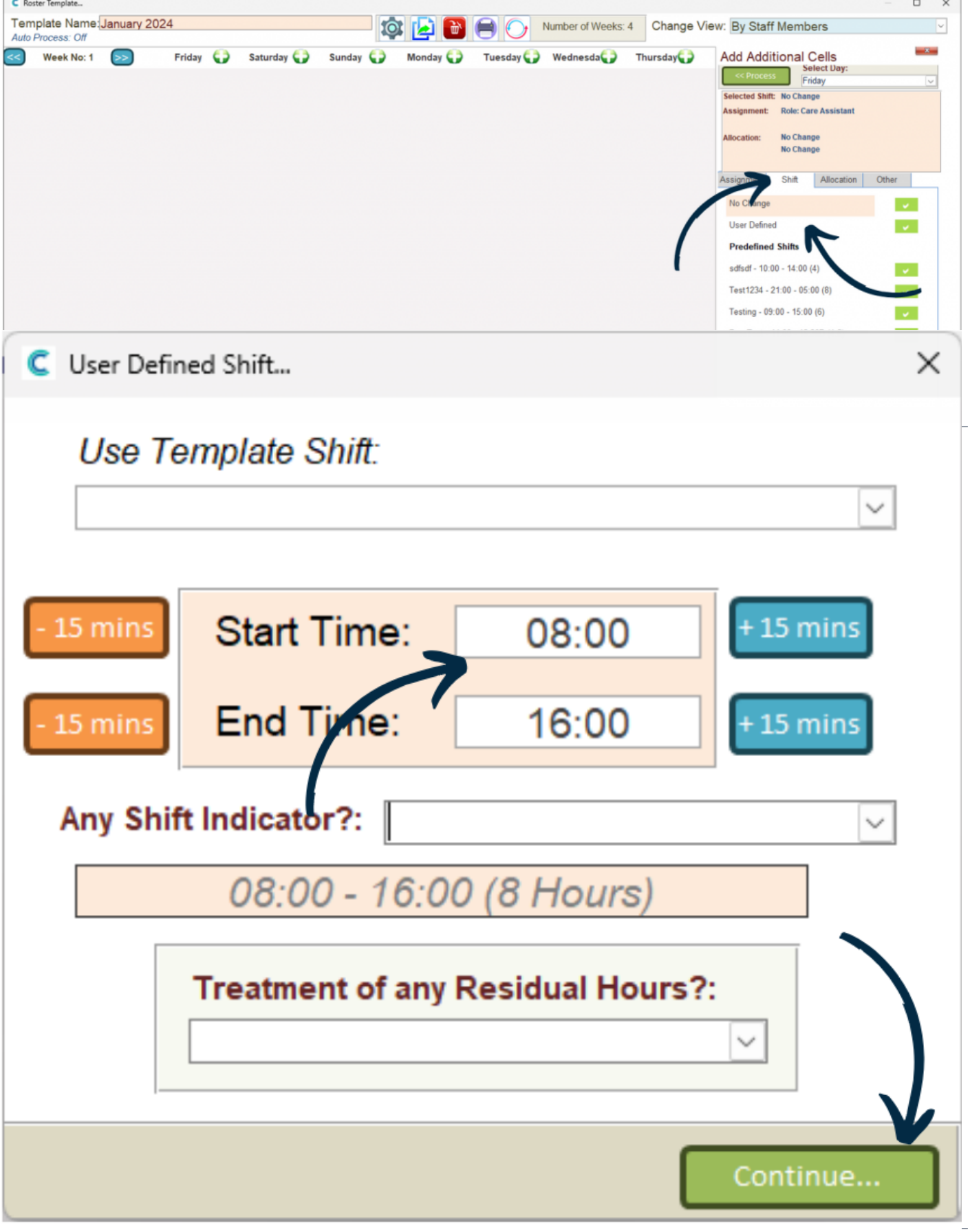


5

Some options will appear on the right hand side. Begin by choosing an **Assignment**, this can be by **role** or by **staff member**.

6

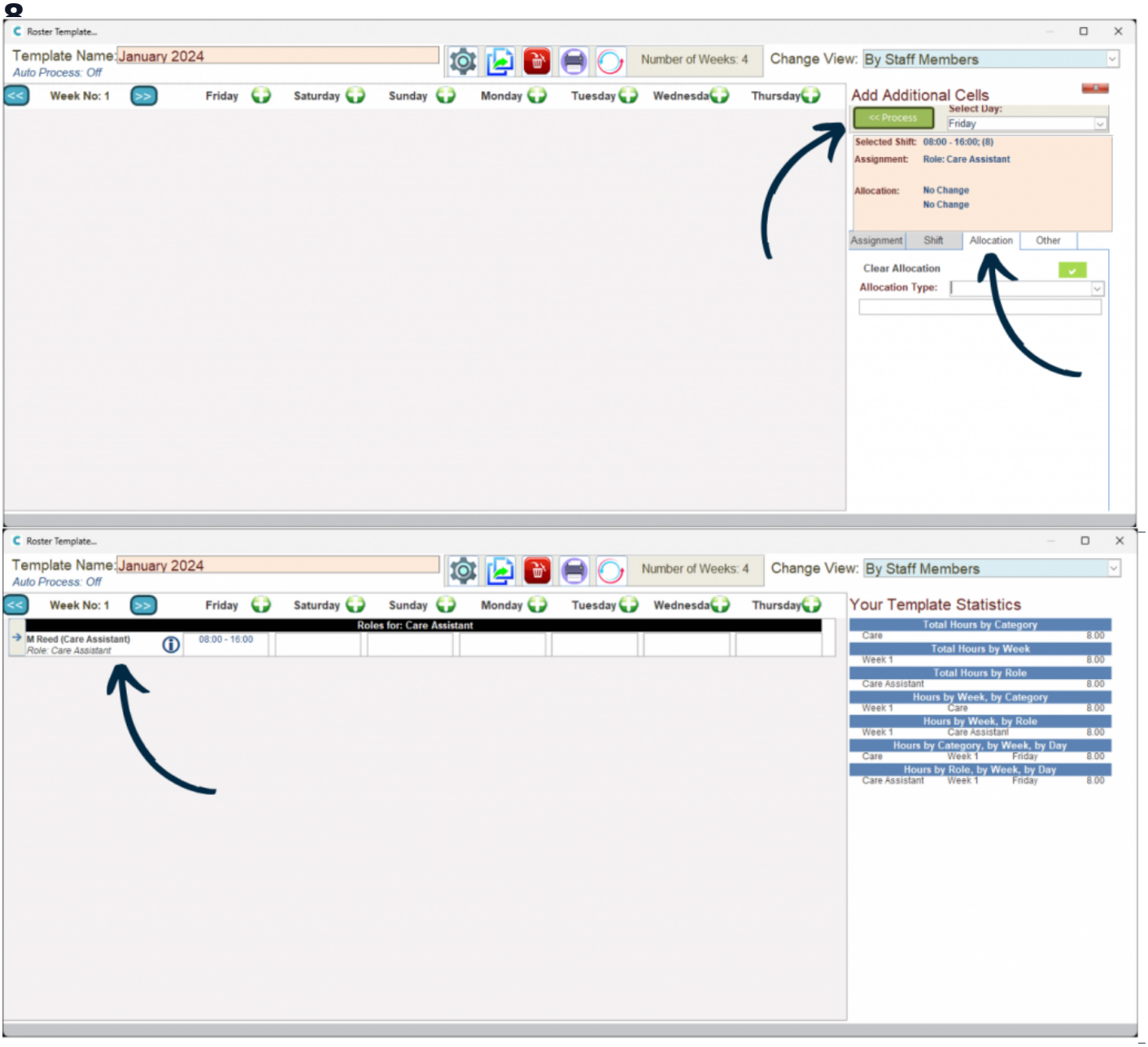
Then, under the **Shift** tab, we can set the times of the shift. Press **User Defined**.


Roster Template...
Template Name: January 2024
Auto Process: Off
Number of Weeks: 4
Change View: By Staff Members
Week No: 1
Friday
Saturday
Sunday
Monday
Tuesday
Wednesda
Thursday
Add Additional Cells
<< Process
Select Day:
Friday
Selected Shift: No Change
Assignment: Role: Care Assistant
Allocation: No Change
No Change
Assignment
Shift
Allocation
Other
No Change
User Defined
Predefined Shifts
sdfsdf - 10:00 - 14:00 (4)
Test1234 - 21:00 - 05:00 (8)
Testing - 09:00 - 15:00 (6)
User Defined Shift...
Use Template Shift:
- 15 mins
Start Time:
08:00
+ 15 mins
- 15 mins
End Time:
16:00
+ 15 mins
Any Shift Indicator?:
08:00 - 16:00 (8 Hours)
Treatment of any Residual Hours?:
Continue...

7

A small window will pop-up. Here, enter a **Start** and **End Time**. Add a **Shift Indicator** if necessary, then press **Continue**.

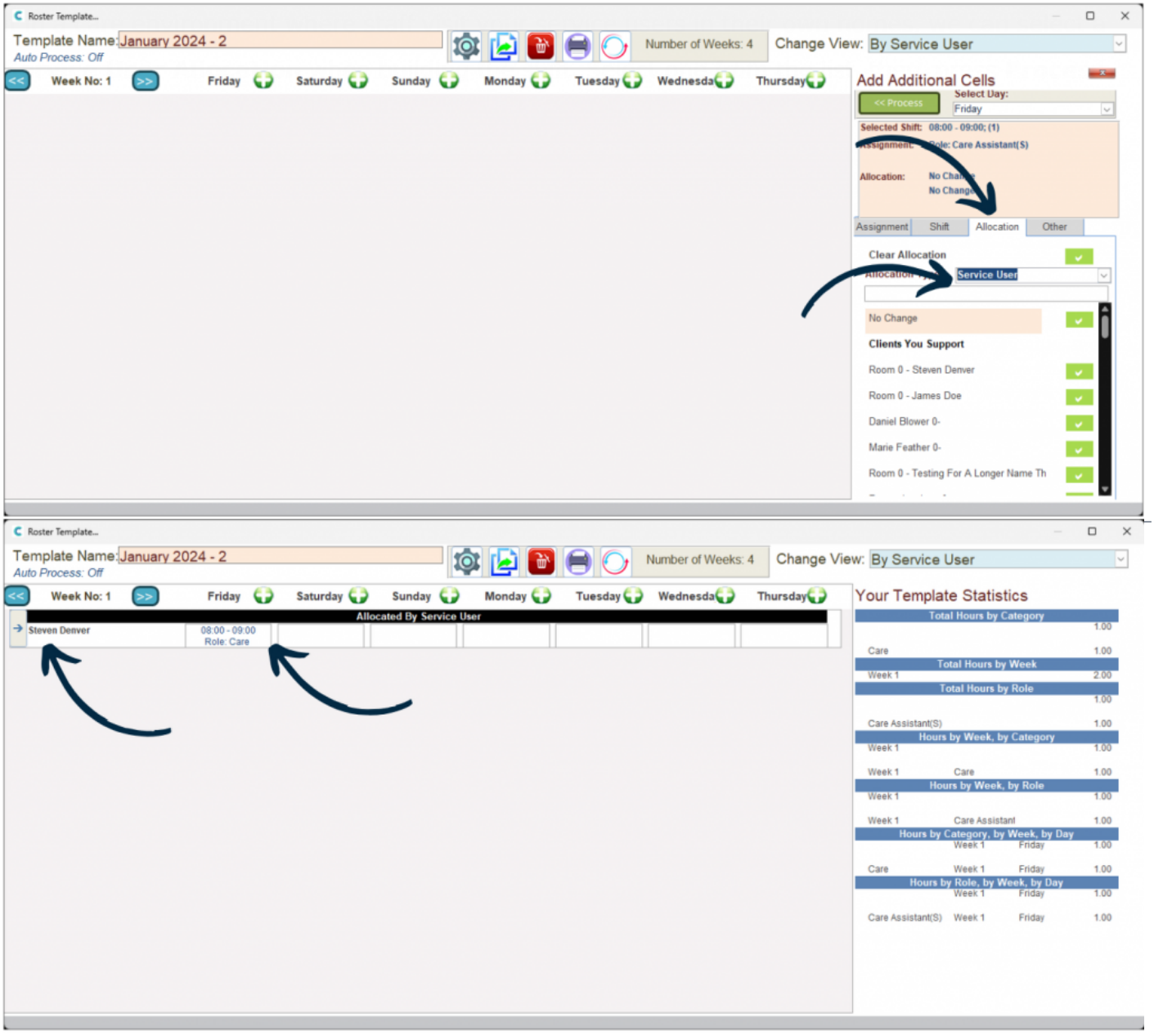
8



9

Your new shift will appear on the left hand rota. This is sorted in rows per staff member.

10



11

Your visit will be added to the template. Notice how our rota is sorted by service user rows, and a staff members visit is shown on each day.