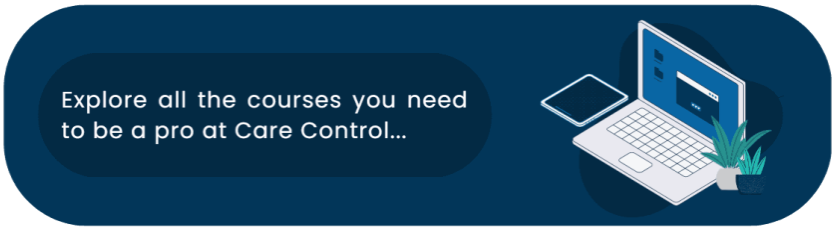
Deactivating Live Rota Template

Roster Windows · https://cclearninghub.co.uk/docs/deactivating-live-rota-template/

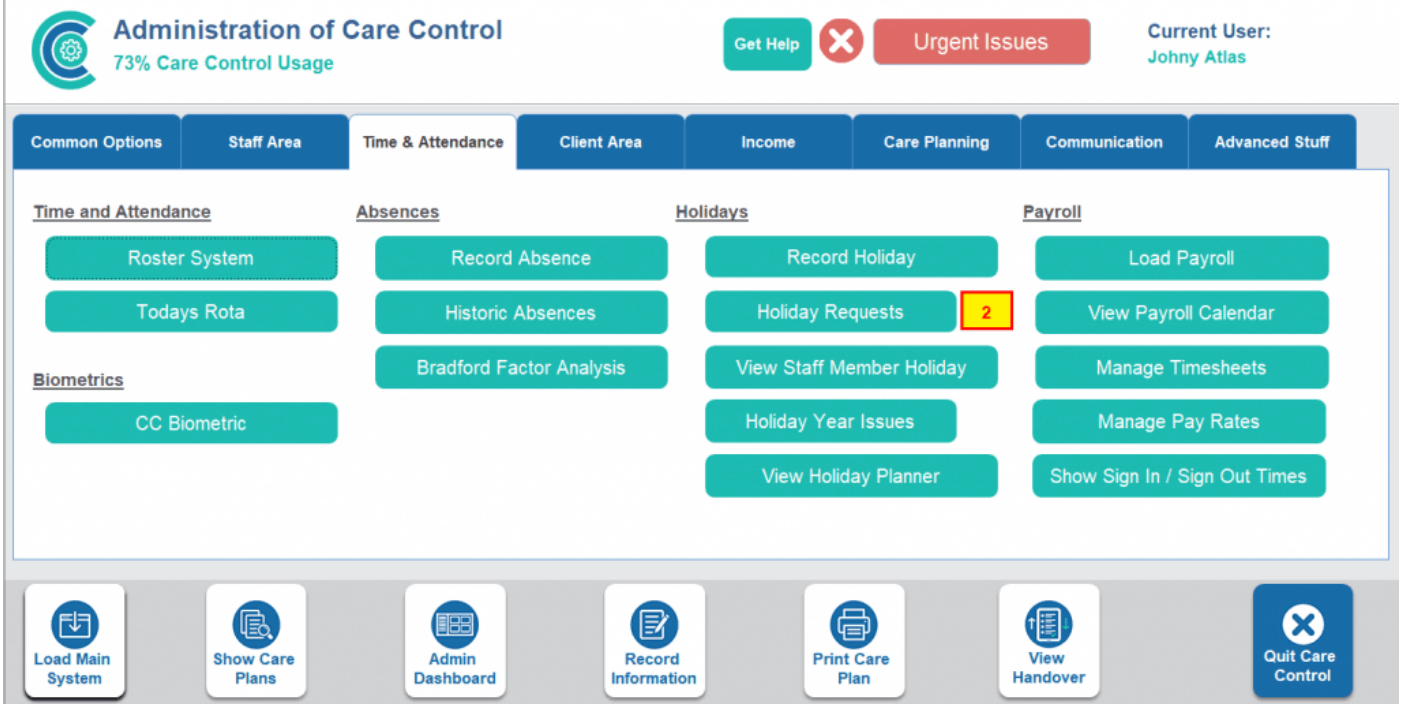


Deactivating Rota Template & Clearing the Live Rota

Sometimes a rota template becomes outdated and needs deactivating to make way for an updated one. The first part of this guide will cover how this can be done.

It can also be useful to clear the live rota so that a new template can be processed onto it. This can help avoid issues where information from an existing template remains after deactivating it. The second part of this guide will cover how this can be done.

Embedded media:
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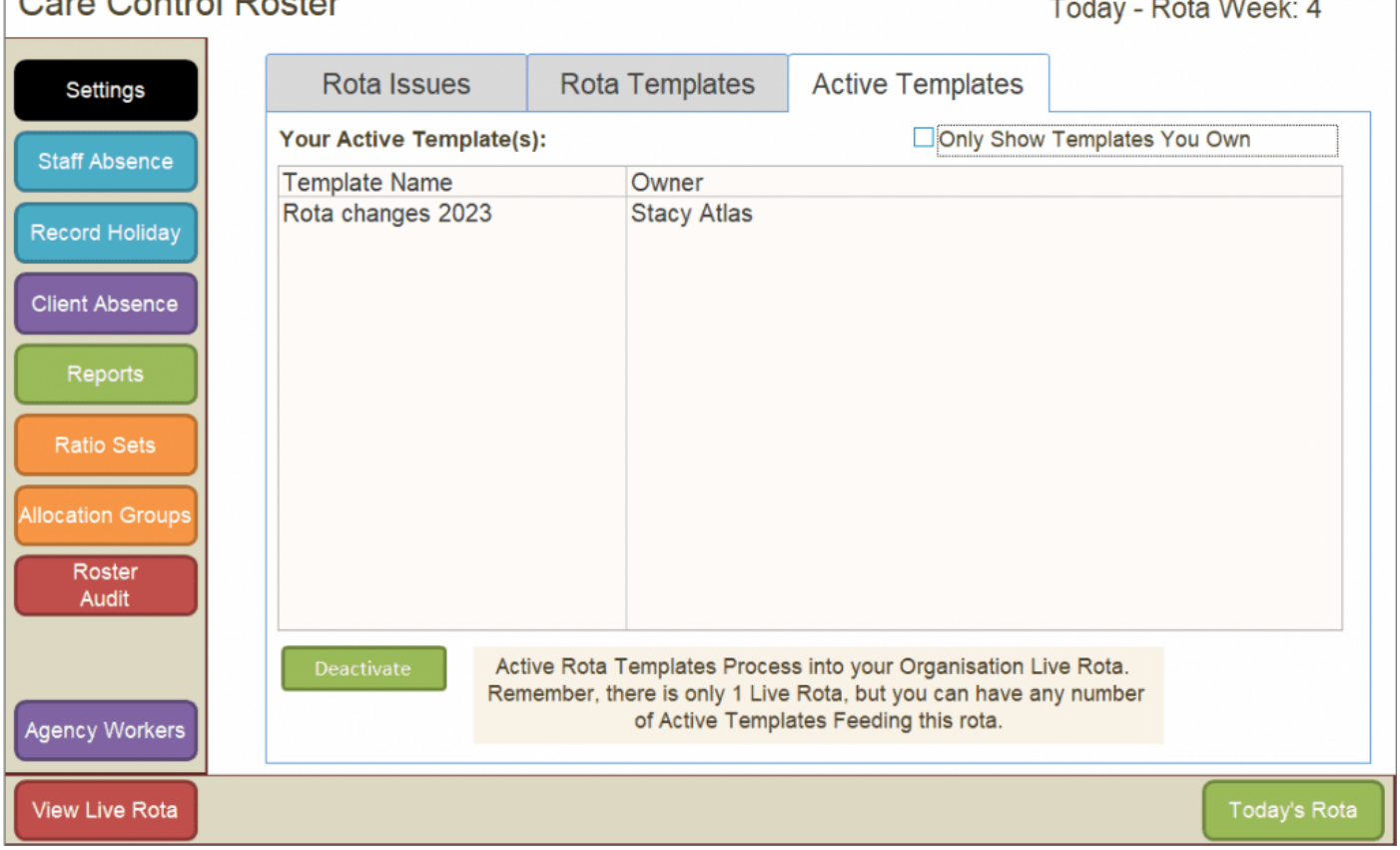


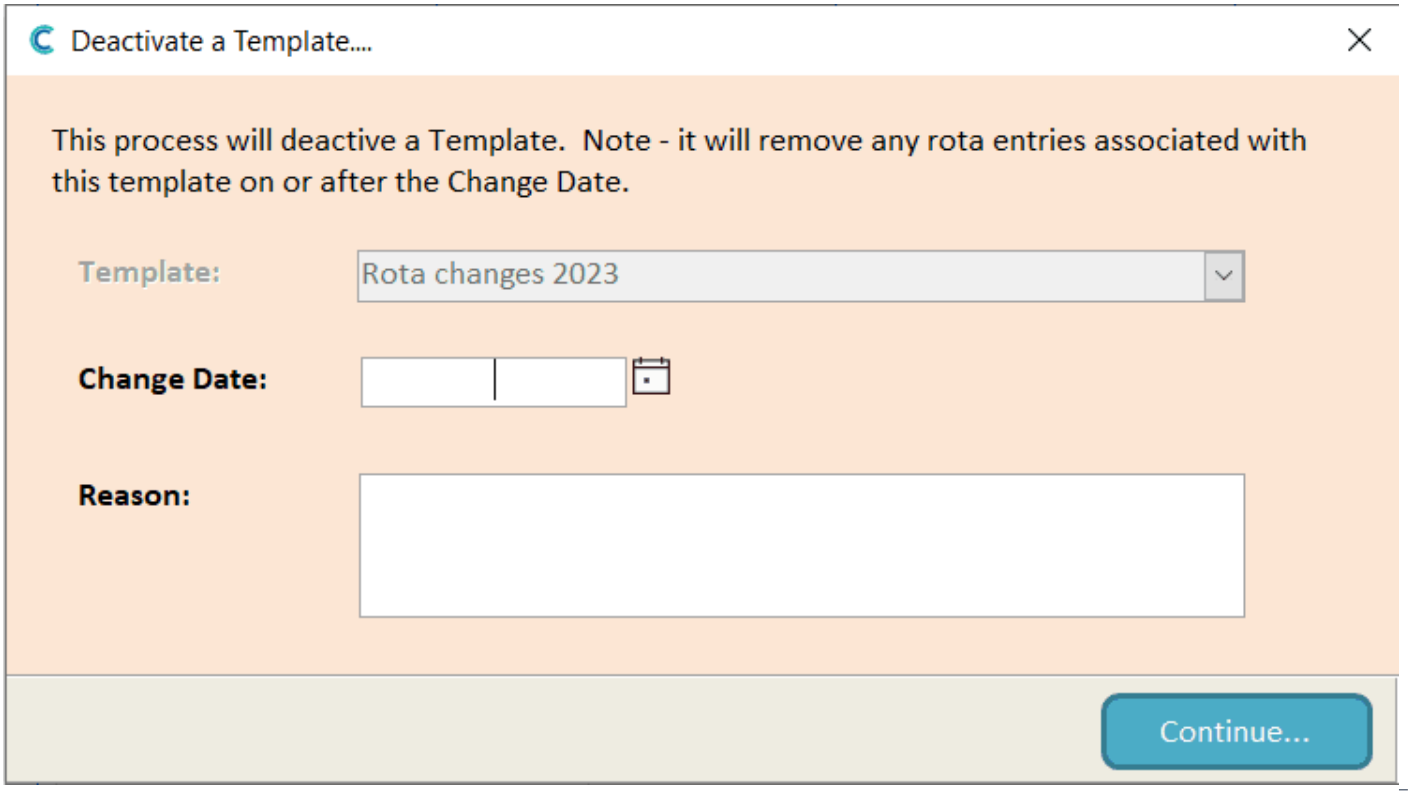
1

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

2

Find the active template you wish to deactivate by selecting **Active Templates**, and then the template in question. Finally, press **Deactivate**.





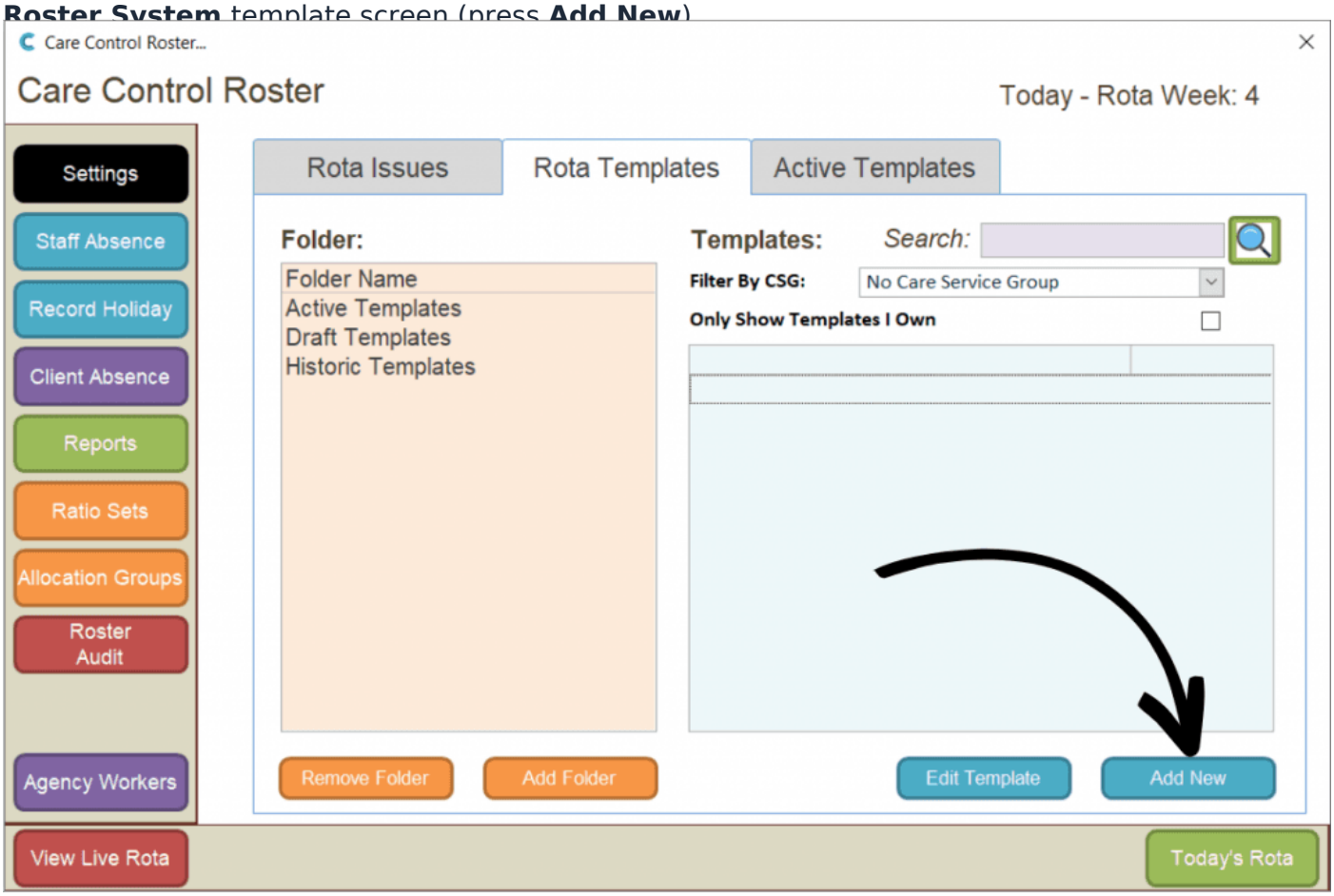
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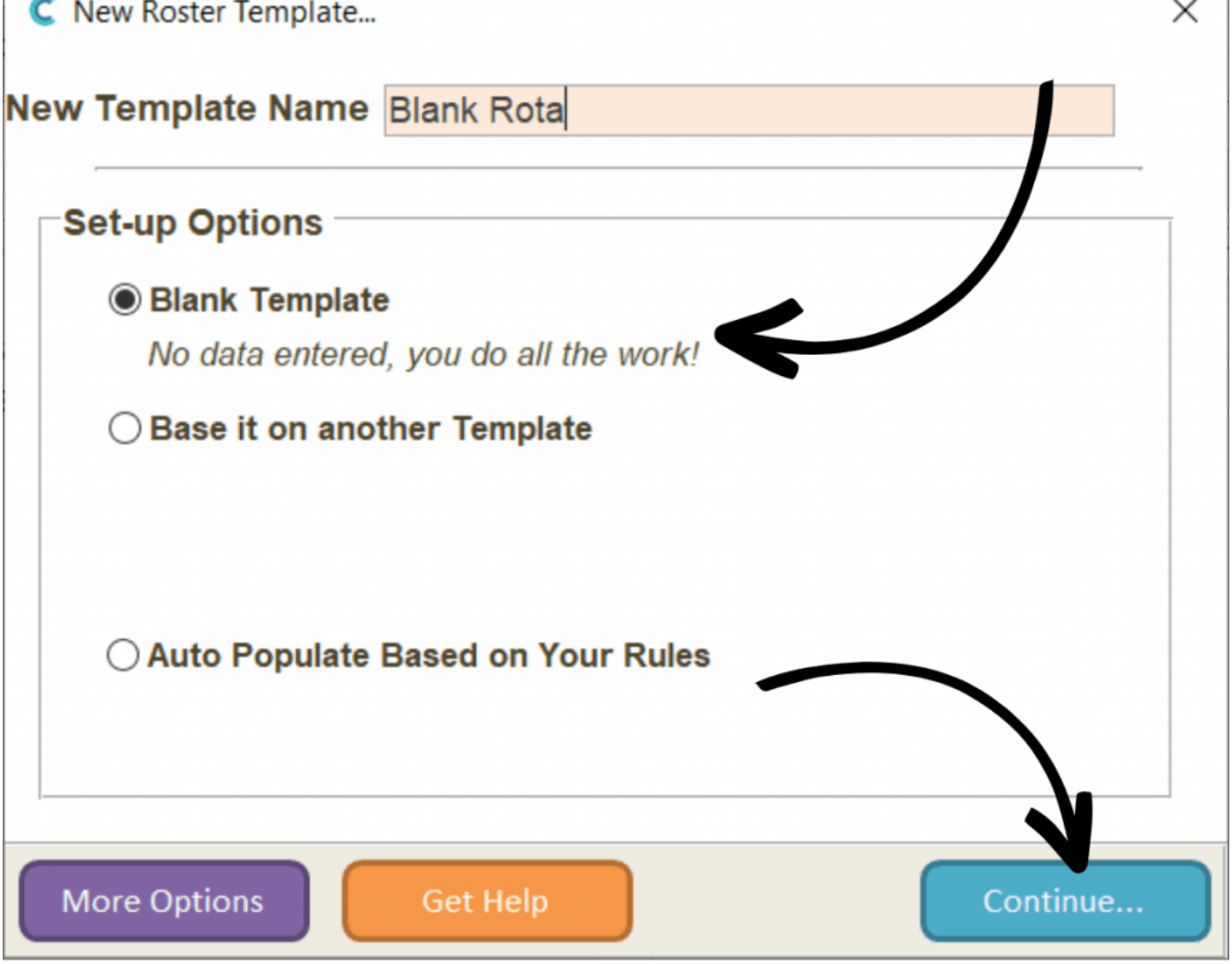
This will open a new window. Here, enter the date that this rota template is due to end (can be in the past or future). Also, enter a reason for this template end. Finally, select **Continue**.

Your template will now be deactivated.

4

To blank the rota so that any existing live rota is removed, simply create a new template from the **Roster System** template screen (press **Add New**)



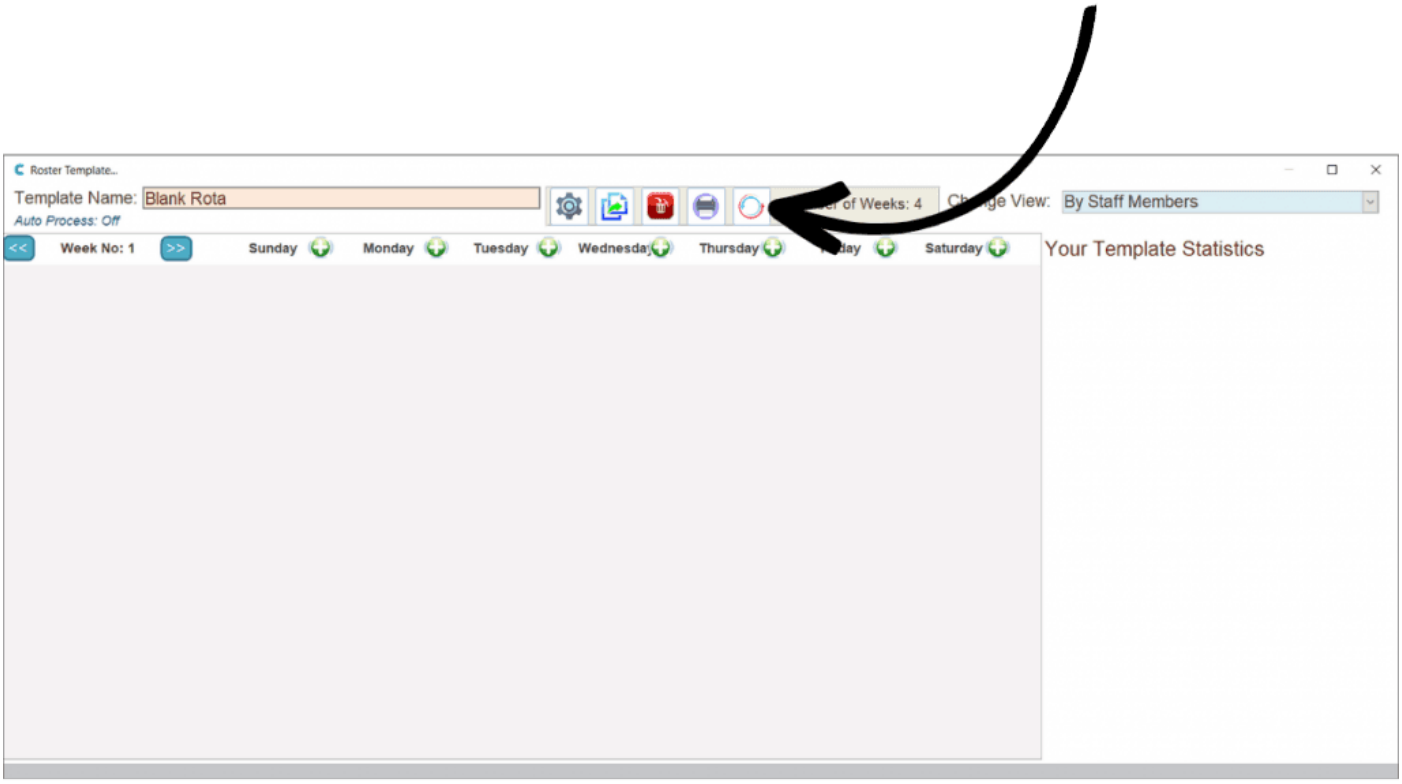


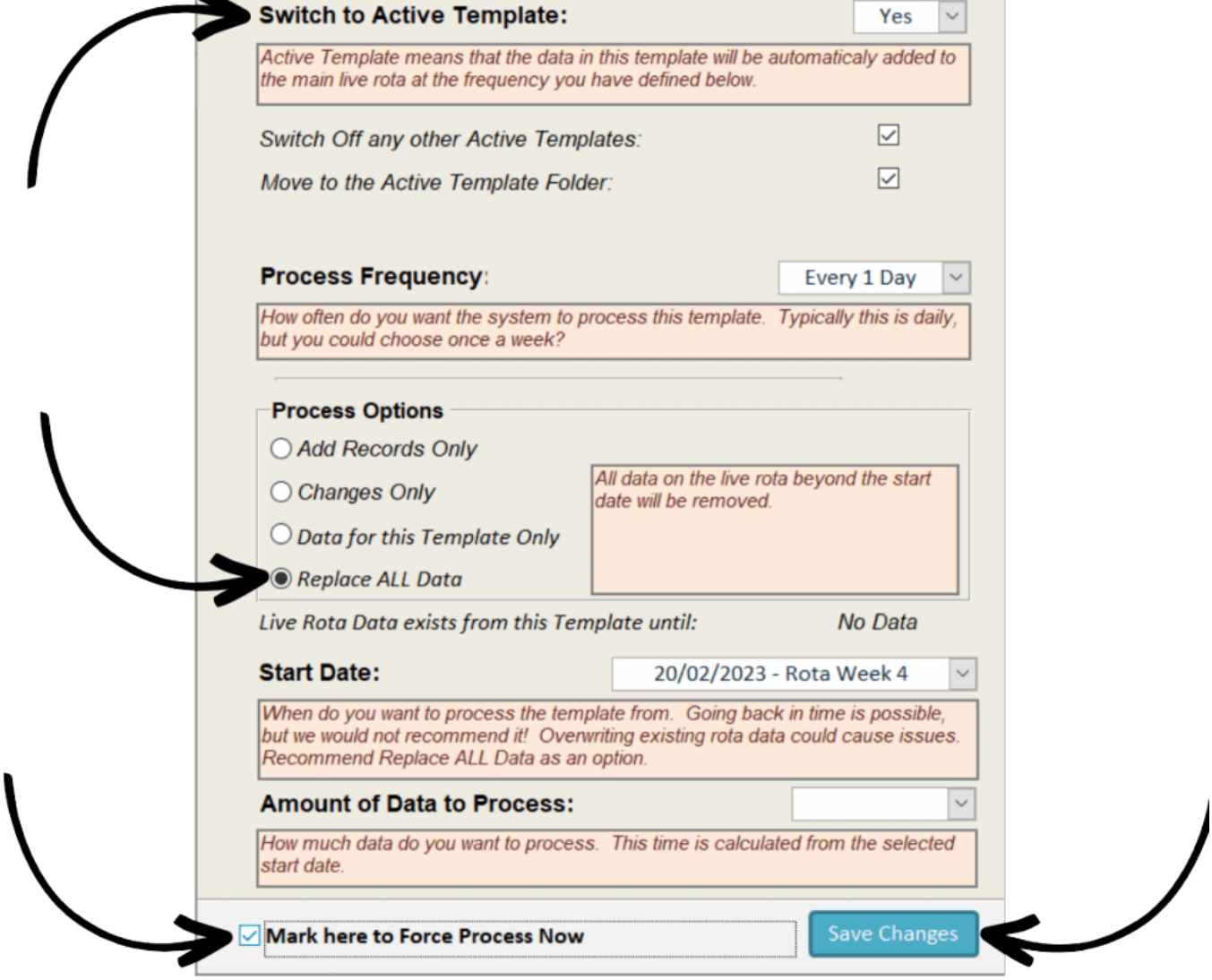
5

Choose the **Blank Template** option, give it a name, and select **Continue**.

6

The blank template will open. Select the **red & blue arrows** from the tool bar at the top. This will open the processing window.


Roster Template..
Template Name:
Blank Rota
Auto Process: Off
Change View:
By Staff Members
Week No: 1
Sunday
Monday
Tuesday
Wednesday
Thursday
Saturday
Your Template Statistics



7

- Set Switch to **Active Template** to **Yes**
- Set the process option as **Replace ALL Data**
- Set the start date from which you want to clear the rota
- Set the number of weeks to process
- Select **Mark Here to Force Process Now**
- Press **Save Changes**