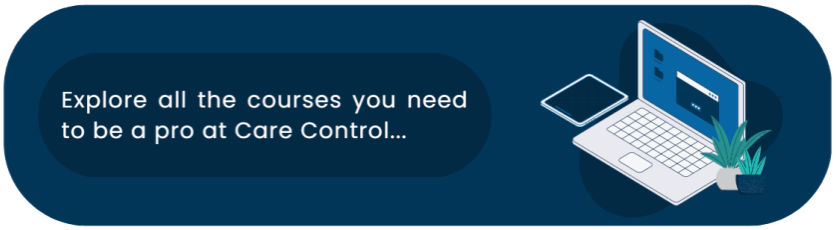
How to Build a Shift Template

HR Windows · https://cclearninghub.co.uk/docs/how-to-build-a-shift-template/



How to Build a Shift Template

This guide introduces the Care Control roster system on Care Control Windows. It covers how to create a shift template to add to a rota template.

Embedded media:
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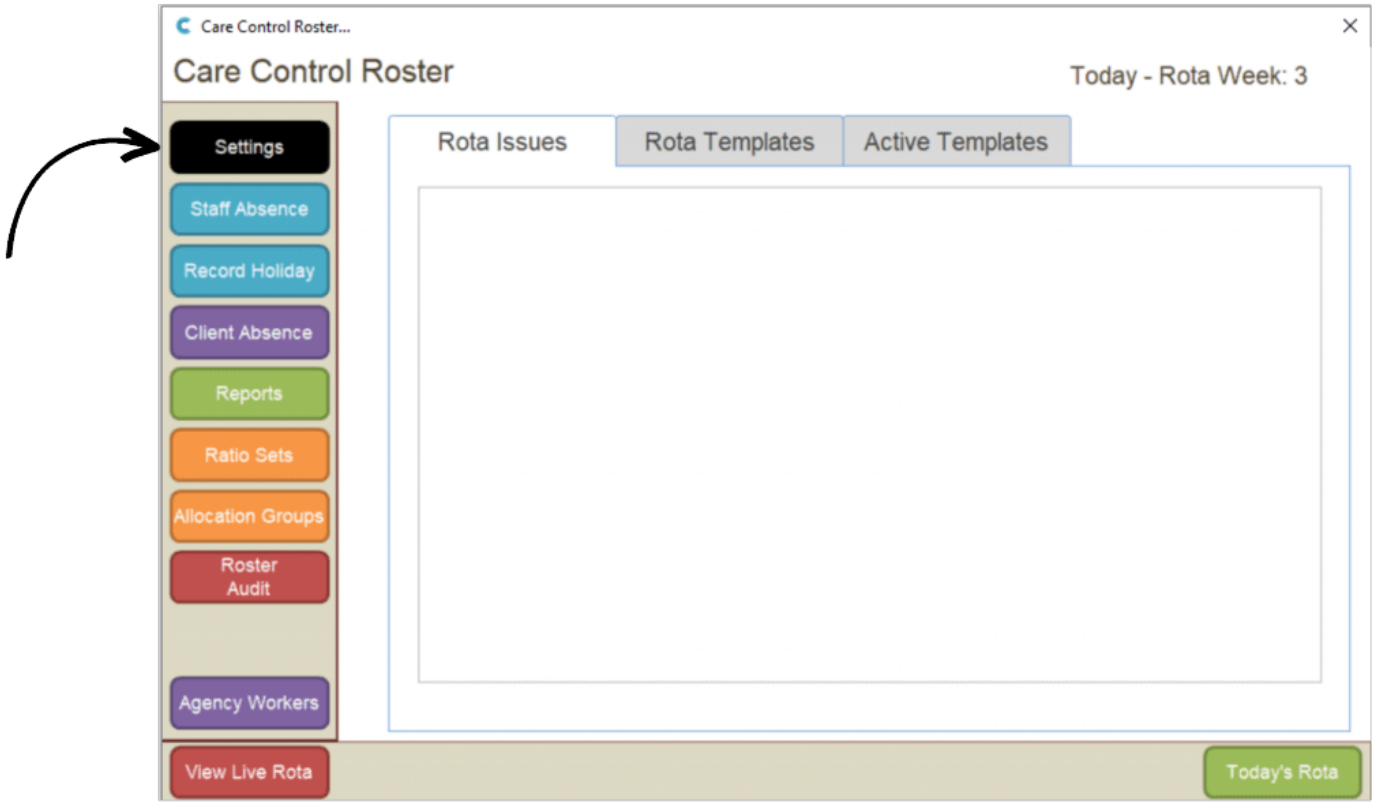
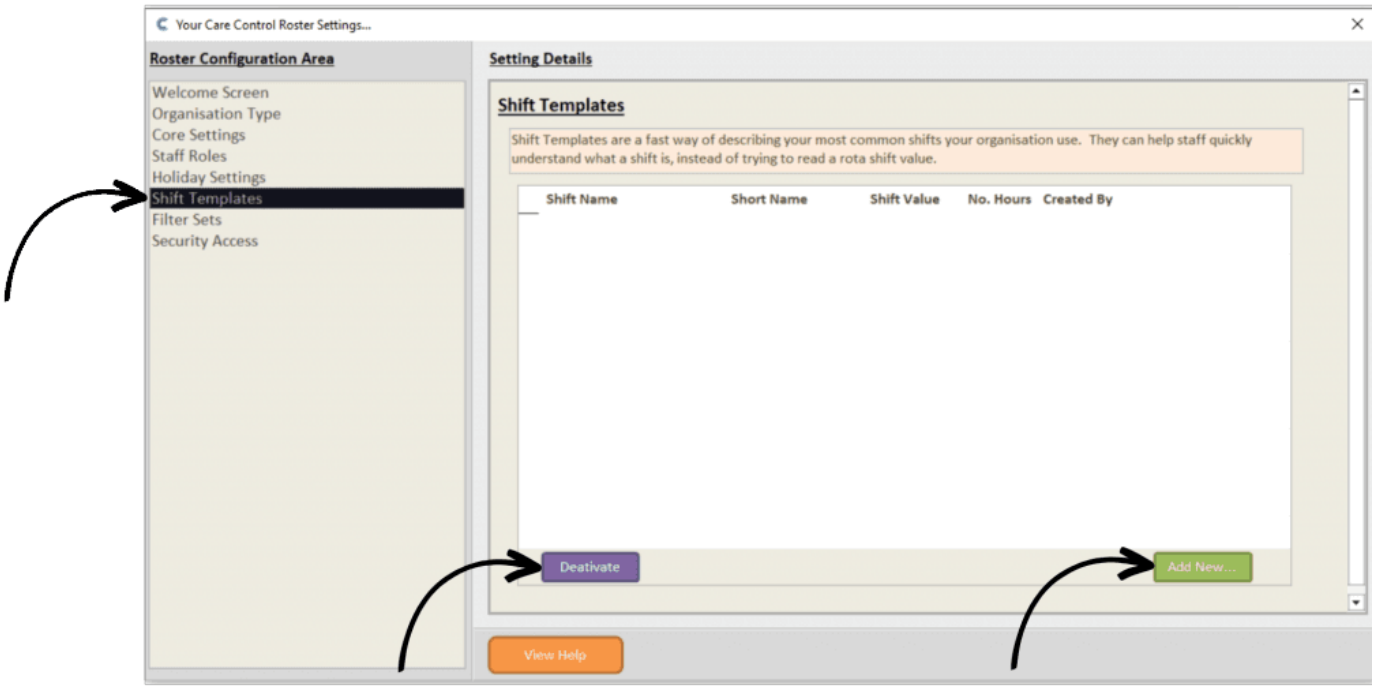
1

In the **Administration of Care Control** Windows, navigate to the **Roster System** which can be found in the **Common Options** and **Time and Attendance** tabs.

2

In the **Roster System**, select **Settings** from the menu on the left-hand side.


Care Control Roster...
Care Control Roster
Today - Rota Week: 3
Settings
Staff Absence
Record Holiday
Client Absence
Reports
Ratio Sets
Allocation Groups
Roster Audit
Agency Workers
Rota Issues
Rota Templates
Active Templates
View Live Rota
Today's Rota



3

In the **Roster System Settings**, select **Shift Templates** from the menu on the left-hand side. Here you can **Add New** and **Deactivate** using the corresponding buttons. In this guide, we are going to create a **new shift template**.

4

Selecting **Add New** will open a window containing a blank form for your new shift template:

- **Shift Name** – a name for the shift – for example, Care Assistant Day
- **Short Name** – this is what is displayed on the rota – for example, CA Day
- **Shift Value** – the hours of the shift – for example, 08:00-18:00
- **Shift Indicator** – this is a pay indicator for the shift – for information on creating shift indicators, please see the relevant guide. If unsure, select No Indicator for now.

Finally, select **Add Template** to save the form.

