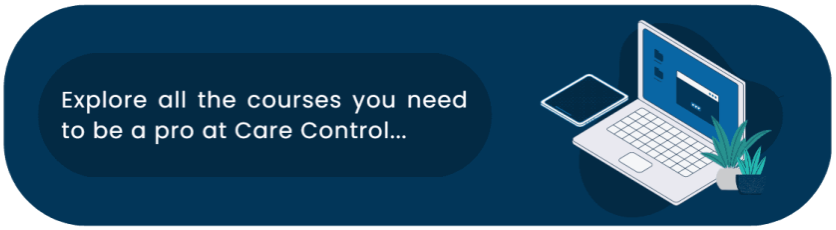
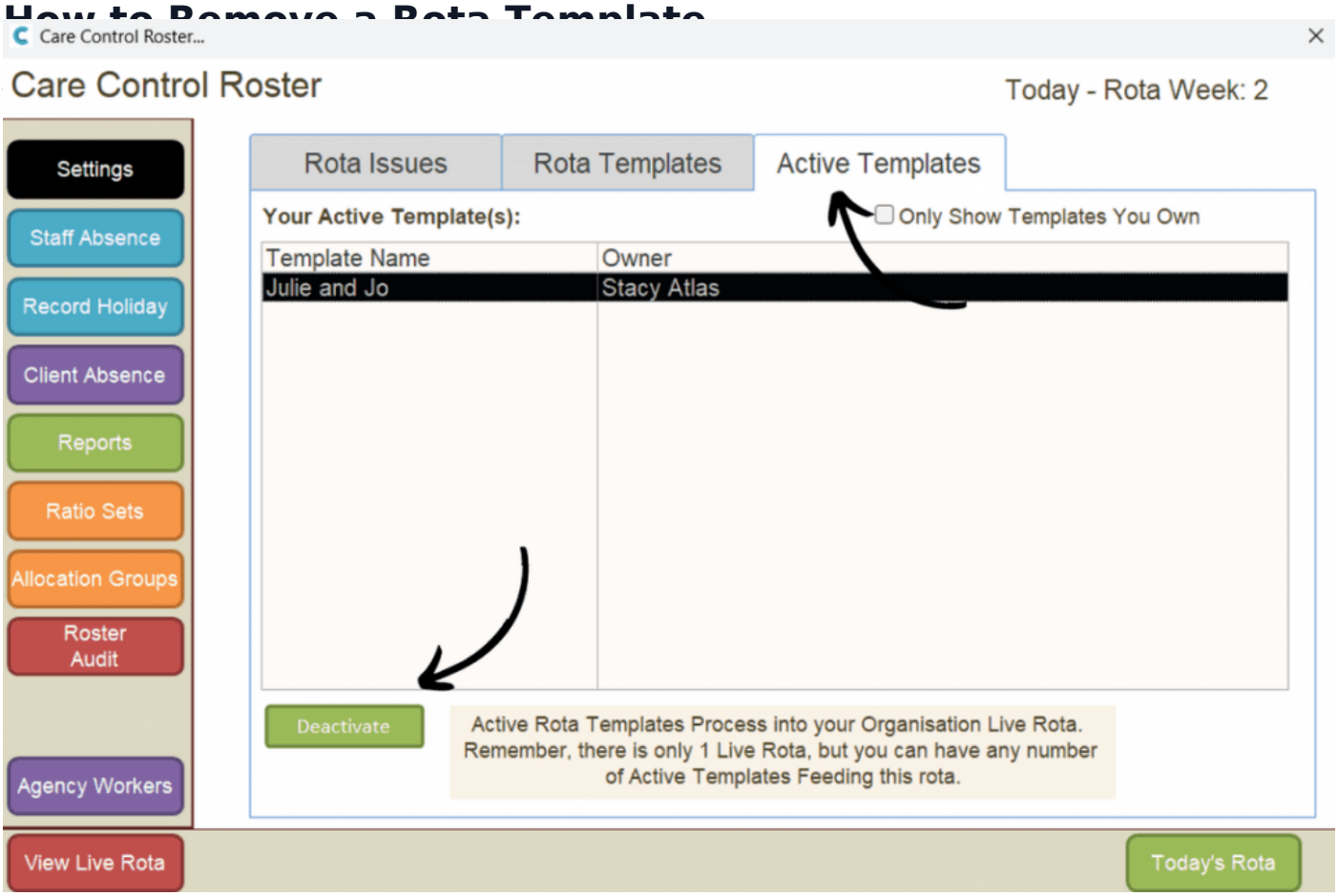
How to Remove a Rota Template

Roster Windows · https://cclearninghub.co.uk/docs/how-to-remove-a-rota-template/



How to Remove a Rota Template

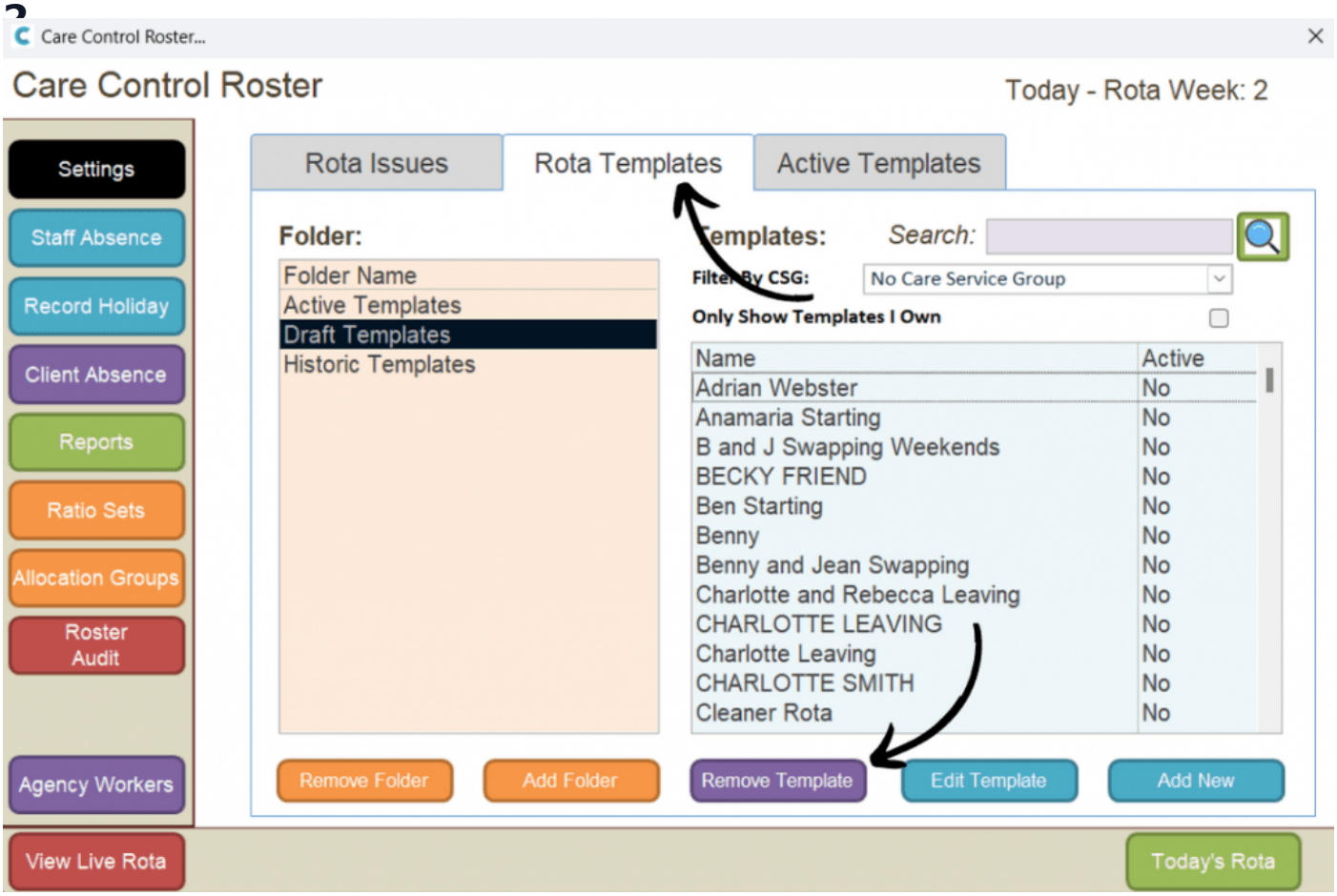


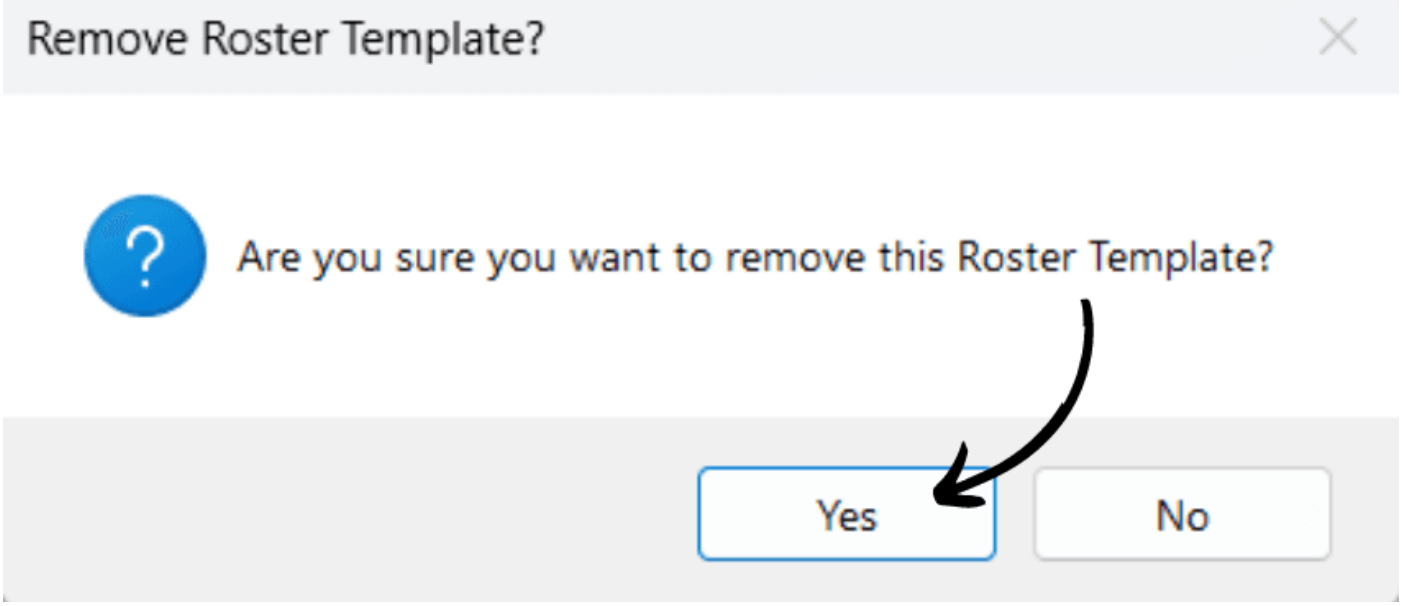
1

In the **Roster System**, select the **Active Templates** tab and select the template you wish to deactivate. Then, press **Deactivate.**

Skip this step if you wish to remove an inactive template.

2





3

You will be prompted to confirm the change, press **Yes**.