Managing Availability Templates

Domiciliary Roster · https://cclearninghub.co.uk/docs/managing-availability-templates/

Domiciliary Roster Managing Availability Templates

This guide will cover adding new availability templates

Please follow the interactive guide below, a written guide is also available at the bottom of the page.



Embedded media:

https://demo.arcade.software/A0fTpOnOliy8FDICIM7U?embed&embed_mobile=tab&embed_desktop=inline&show_copy_link

Written guide

1. Select the **Display Options** drop-down.
2. Un-select **Show Visits,** this allows you to see the availability templates.
3. Select the **Availability Templates** icon to open the template tray.
4. Select the **Plus Button.**
5. Enter a name for your template.
6. If required, select a role for the template to coincide with.
7. Enter the **Start** and **End** times.
8. Click the **tick** to confirm the template.