# Marking a Visit as ‘Not Required’

Domiciliary Care Windows · https://cclearninghub.co.uk/docs/marking-a-visit-as-not-required/

## Marking a Visit as 'Not Required'

This guide will cover how to mark a shift or visit on the rota as ‘Not Required’. This can be useful is a client cancels a visit or if a shift is no longer needed. Note: this is per-shift change and will not affect recurring shift patterns.



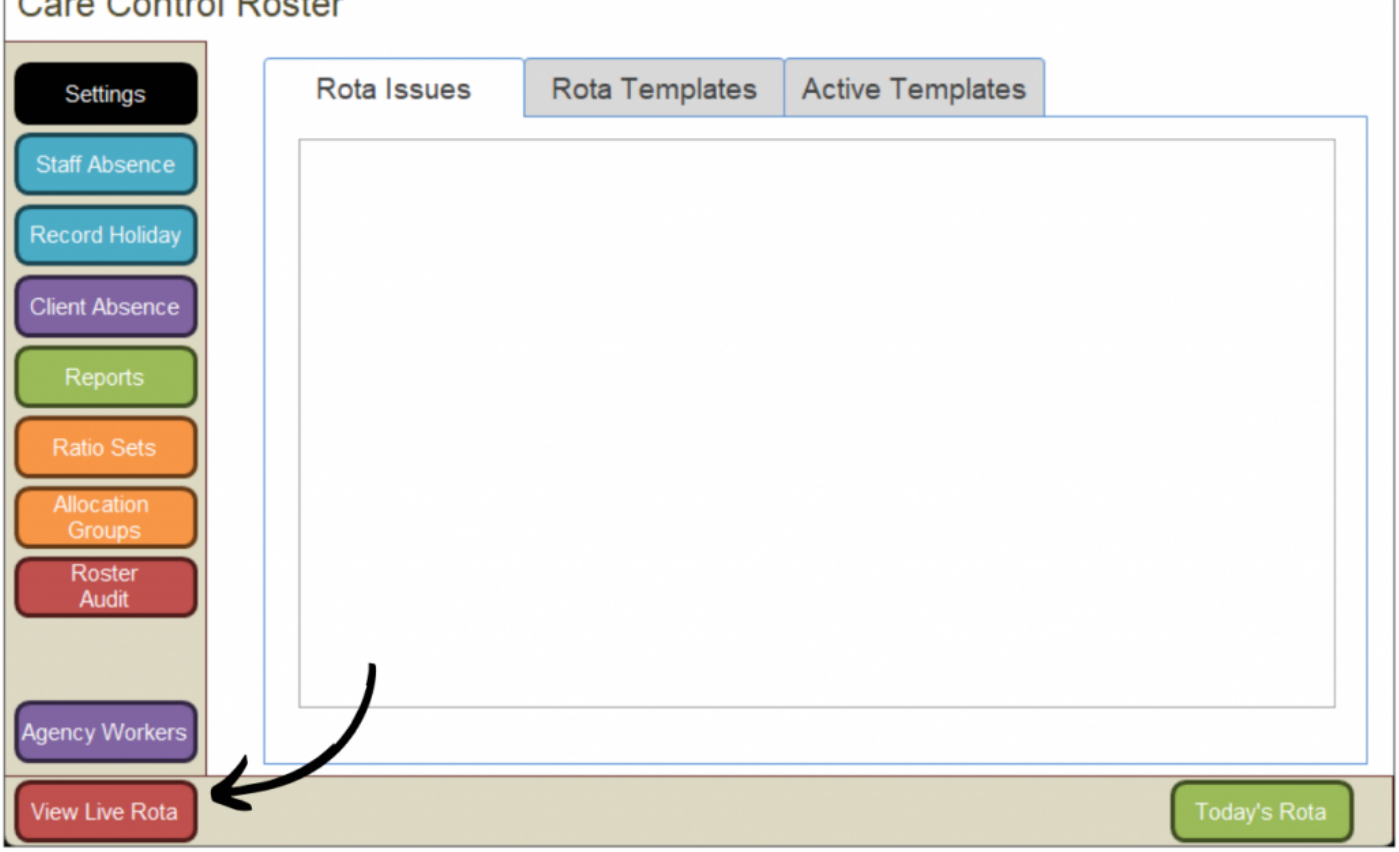


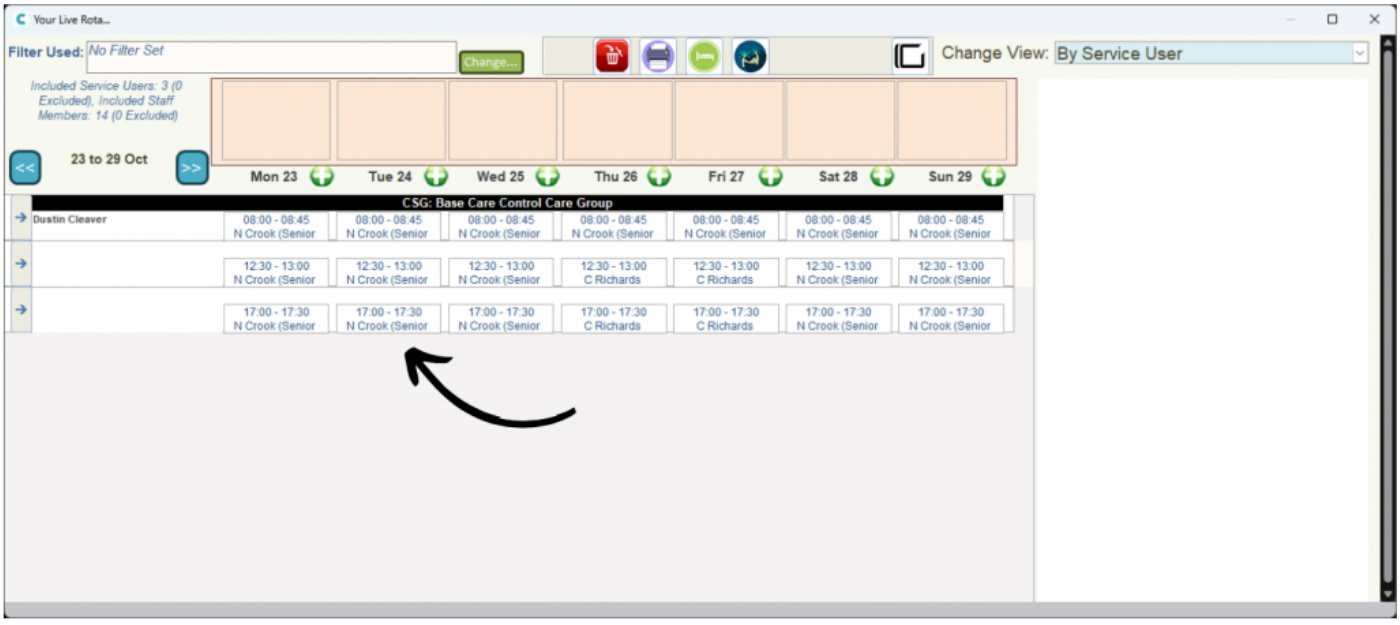

## 1

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, press **View Live Rota** via the button in the bottom left corner.



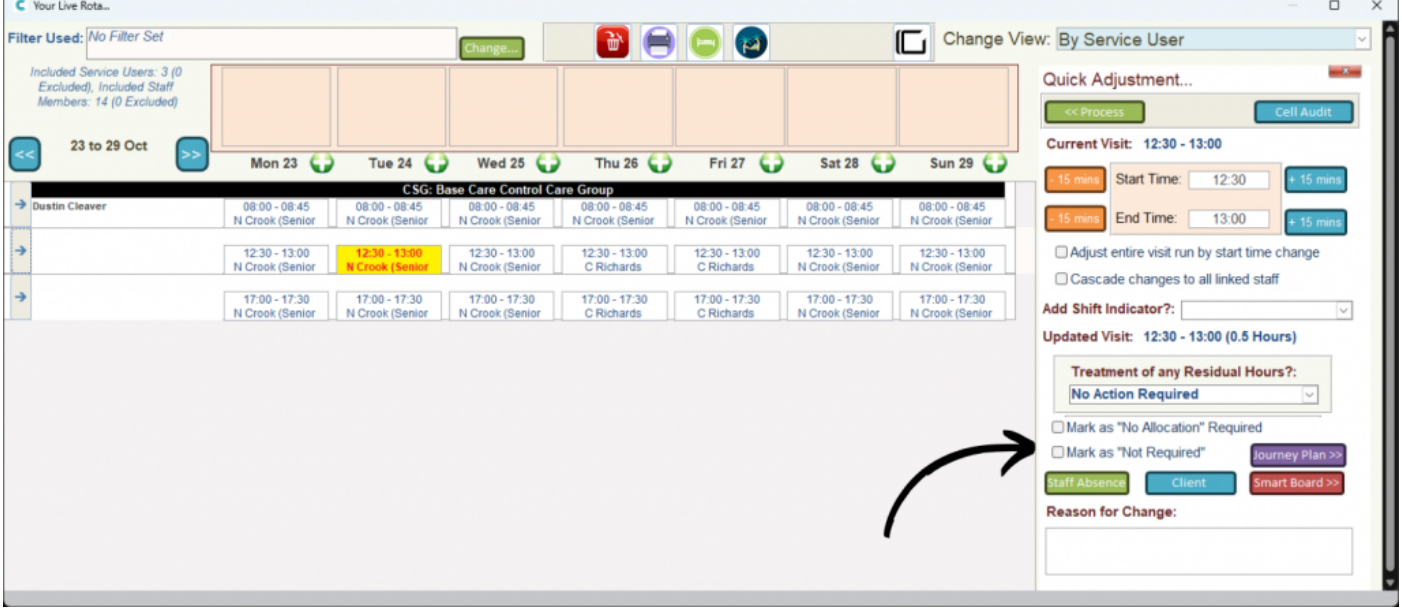



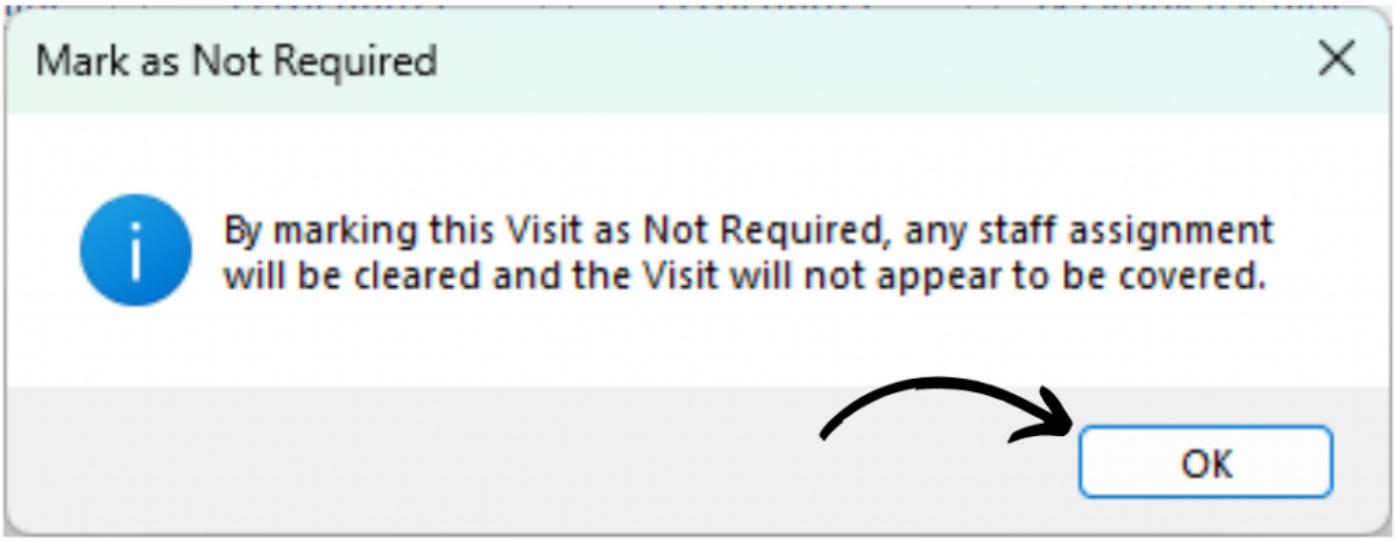

## 3

Find the shift you wish to mark as ‘Not Required’ and click on it.

## 4

The shift will open on the right hand side. Simply tick the **Mark as ‘Not Required’** checkbox.



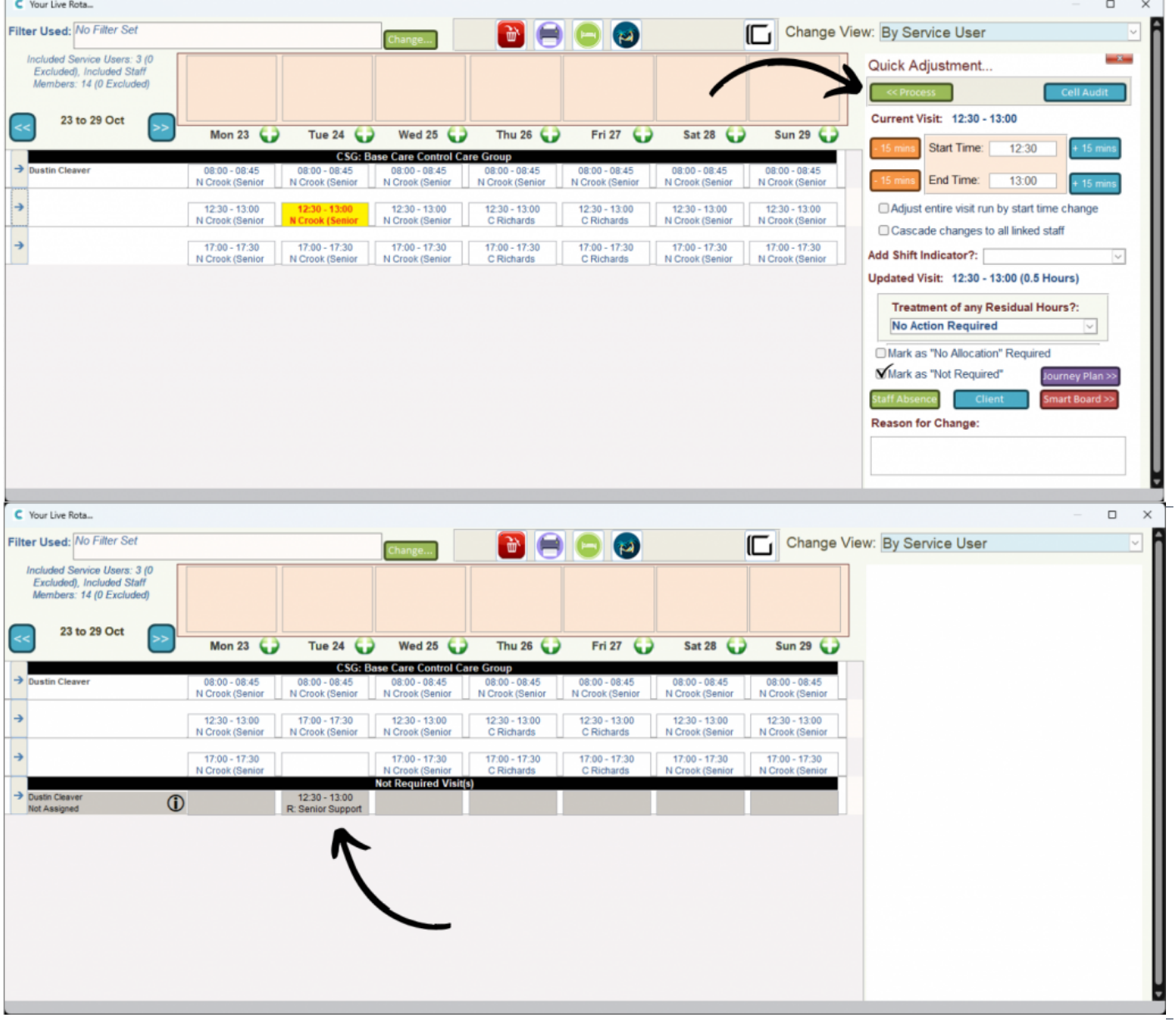




## 5

You will be warned that doing this will remove the staff assignment and not require cover. Press **OK**.

## 6

Press the green **Process** button to complete the change.







## 7

The shift will move into its own section, titled ‘Not Required’.