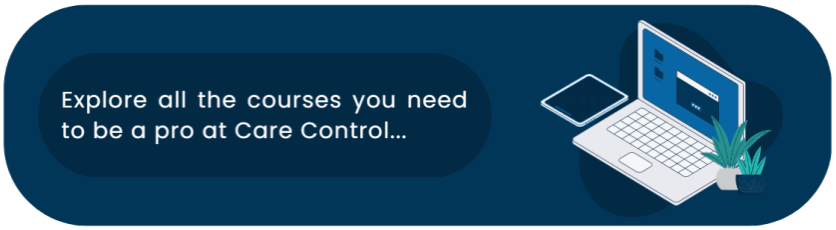
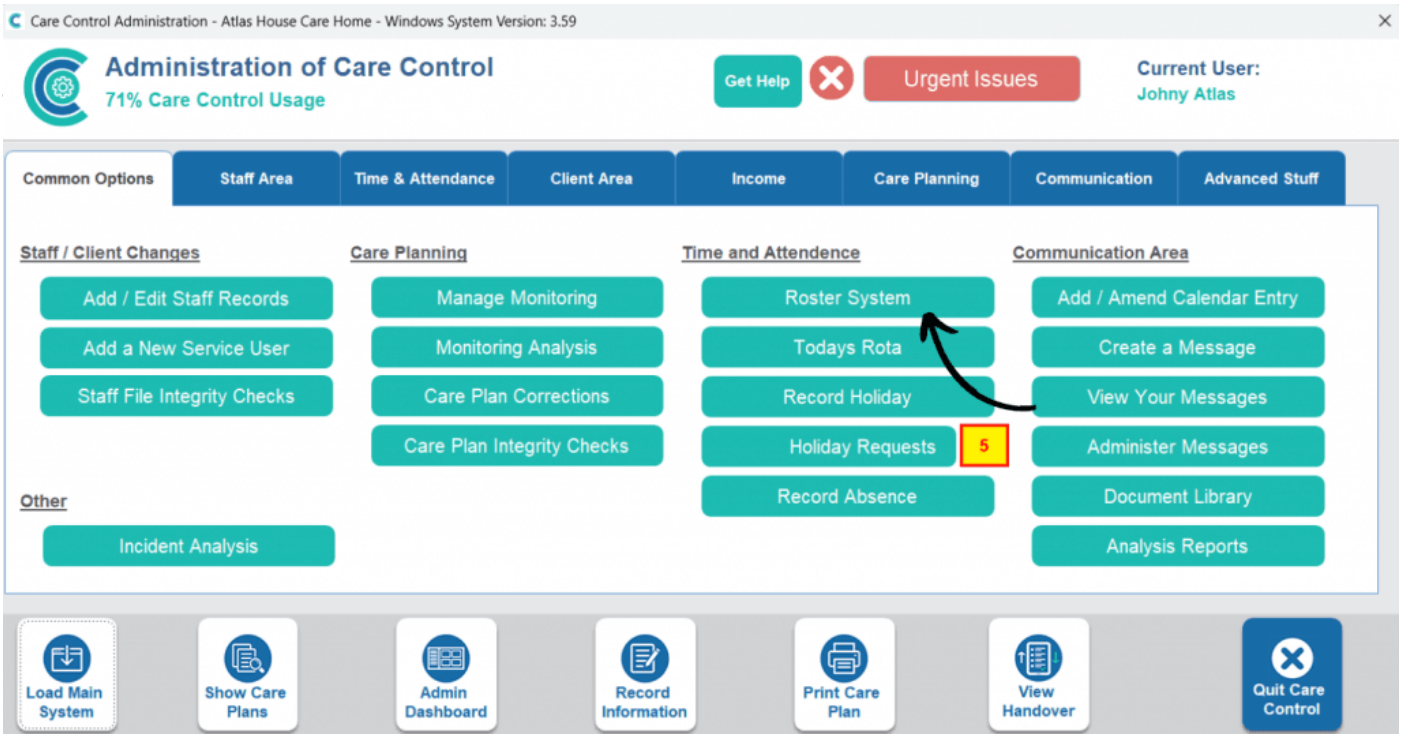
Updating a Templates Settings

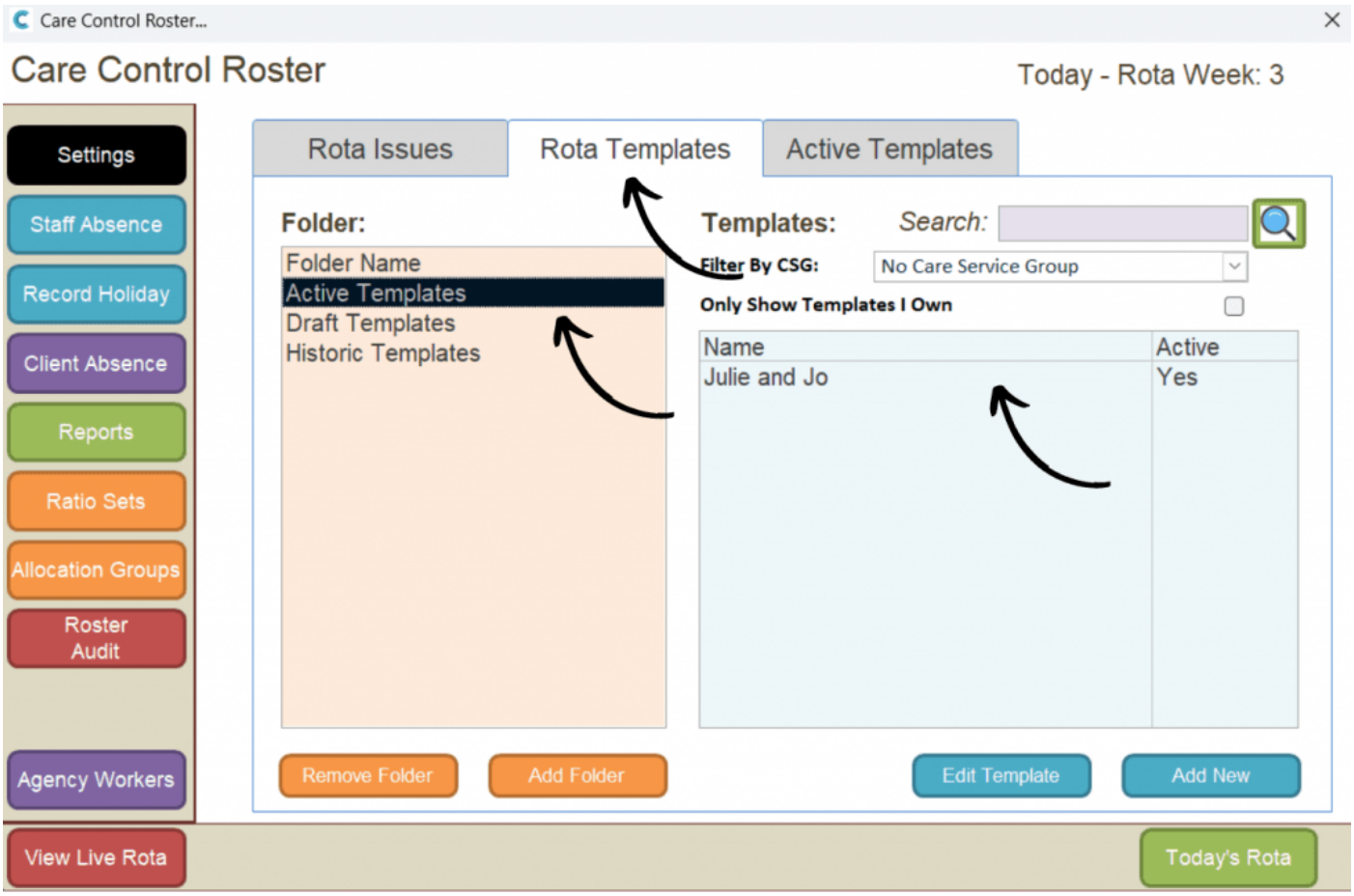
Roster Windows · https://cclearninghub.co.uk/docs/updating-a-templates-settings/

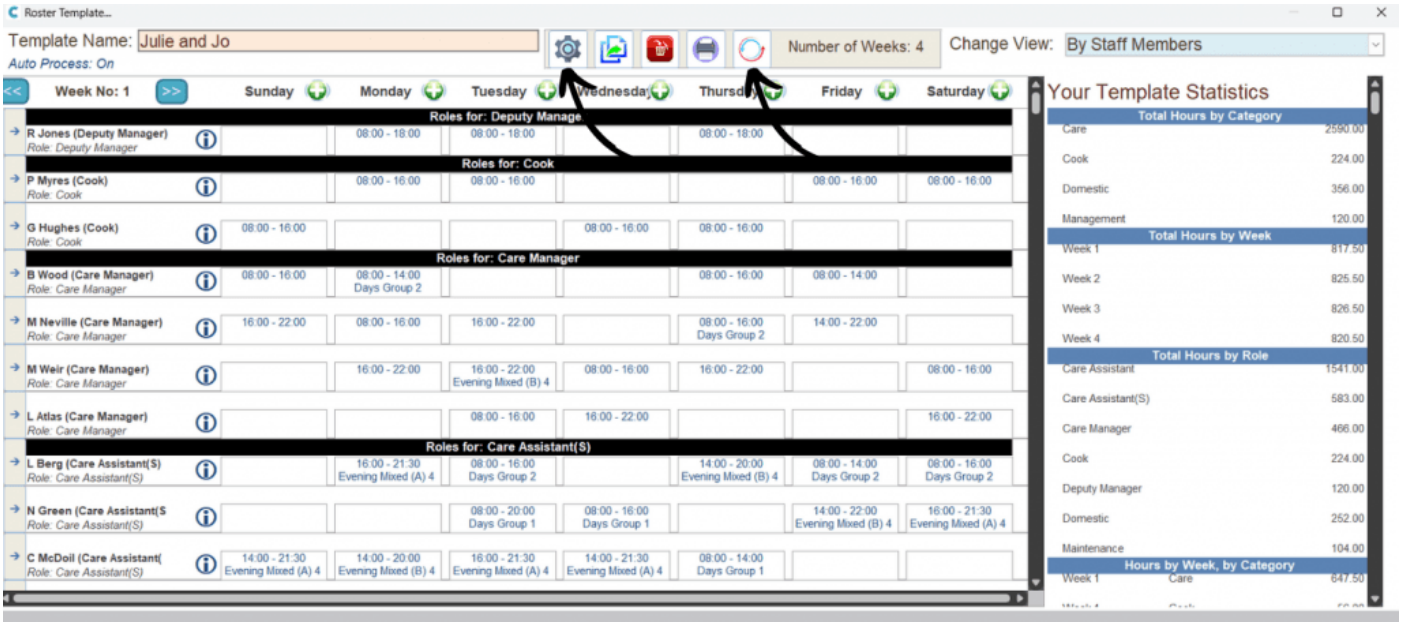




1

In the Administration of Care Control Windows, open the **Roster System**, which can be found under the **Common Options** and **Time & Attendance** tabs.


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
View Live Rota
Rota Issues
Rota Templates
Active Templates
Folder:
Folder Name
Active Templates
Draft Templates
Historic Templates
Templates:
Search:
Filter By CSG:
No Care Service Group
Only Show Templates I Own
Name
Active
Julie and Jo
Yes
Remove Folder
Add Folder
Edit Template
Add New
Today's Rota


Roster Template...
Template Name: Julie and Jo
Auto Process: On
Number of Weeks: 4
Change View: By Staff Members
Week No: 1
Sunday
Monday
Tuesday
Wednesday
Thursday
Friday
Saturday
Roles for: Deputy Manager
R Jones (Deputy Manager)
Role: Deputy Manager
Roles for: Cook
P Myres (Cook)
G Hughes (Cook)
Roles for: Care Manager
B Wood (Care Manager)
M Neville (Care Manager)
M Weir (Care Manager)
L Atlas (Care Manager)
Roles for: Care Assistant(S)
L Berg (Care Assistant(S))
N Green (Care Assistant(S
C McDoil (Care Assistant(
Your Template Statistics
Total Hours by Category
Total Hours by Week
Total Hours by Role
Hours by Week, by Category

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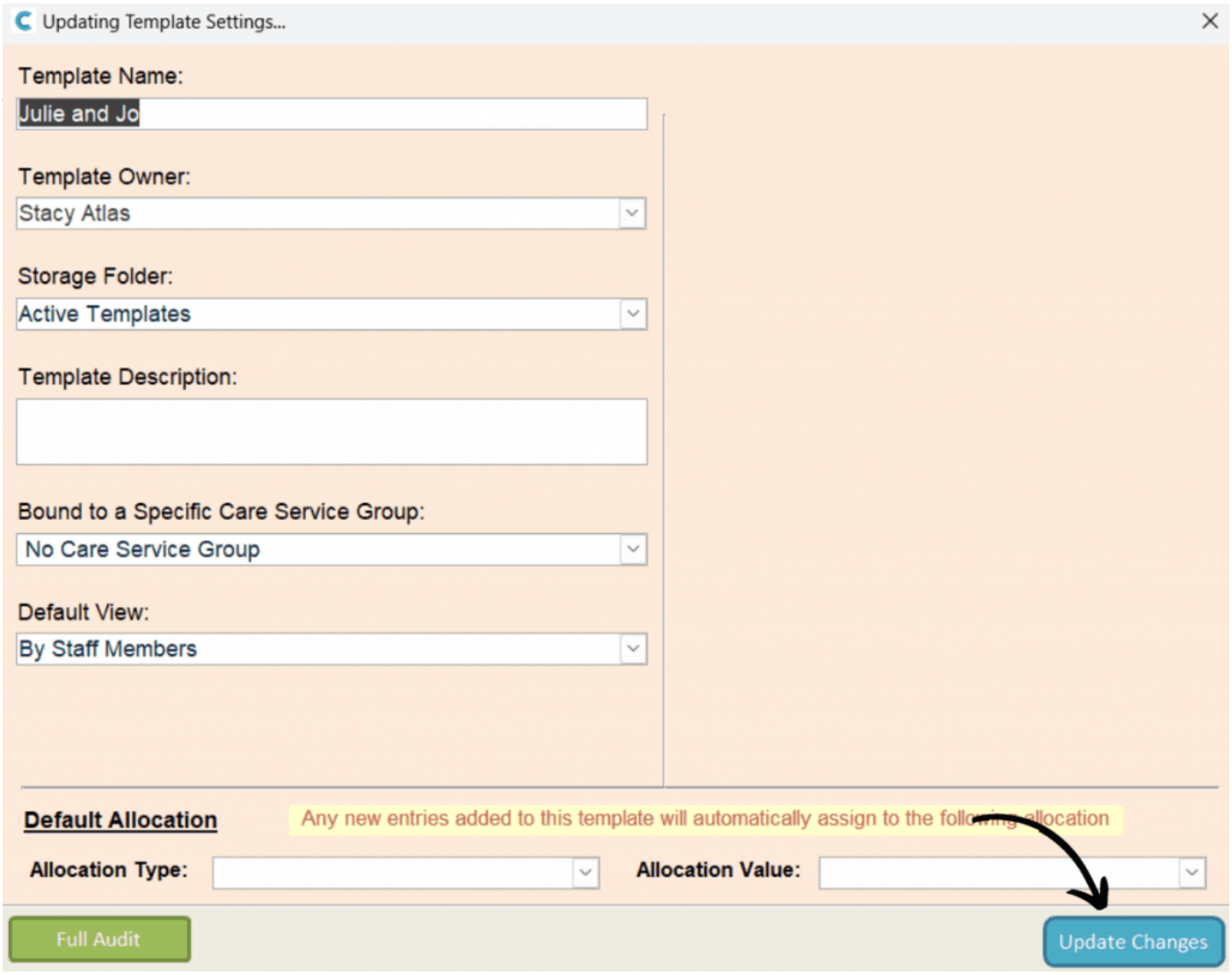
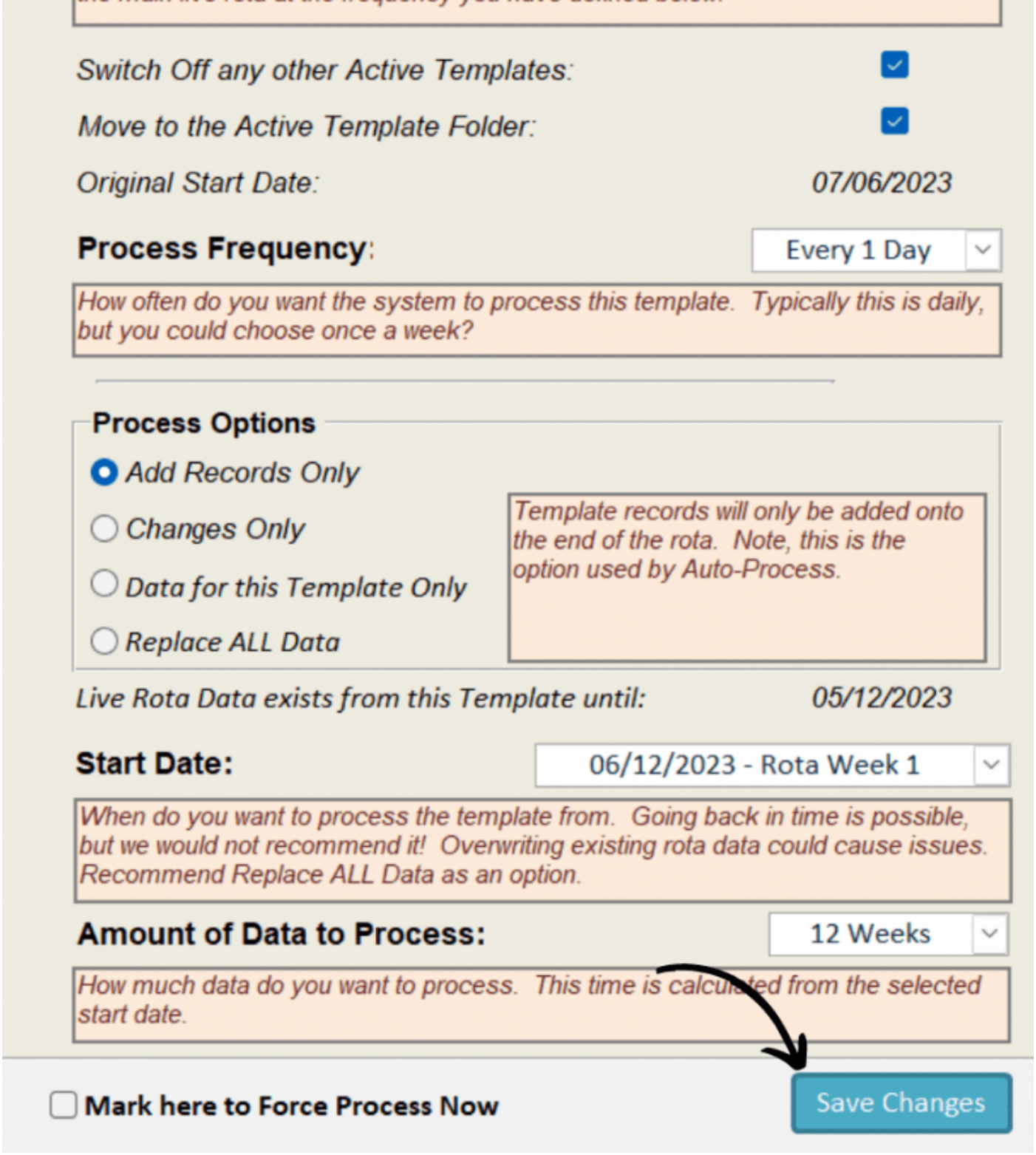
The rota template will open, here, click on the **settings cog** or **refresh arrows** (blue & red) icons at the top of the window.




Switch Off any other Active Templates:
Move to the Active Template Folder:
Original Start Date: 07/06/2023
Process Frequency: Every 1 Day
How often do you want the system to process this template. Typically this is daily, but you could choose once a week?
Process Options
Add Records Only
Changes Only
Data for this Template Only
Replace ALL Data
Template records will only be added onto the end of the rota. Note, this is the option used by Auto-Process.
Live Rota Data exists from this Template until: 05/12/2023
Start Date: 06/12/2023 - Rota Week 1
When do you want to process the template from. Going back in time is possible, but we would not recommend it! Overwriting existing rota data could cause issues. Recommend Replace ALL Data as an option.
Amount of Data to Process: 12 Weeks
How much data do you want to process. This time is calculated from the selected start date.
Mark here to Force Process Now
Save Changes

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The refresh arrows will open the processing settings for the template. For more information on template processing options, see the following guide:

Processing a Rota Template – Care Control Learning Hub (cclearninghub.co.uk)