

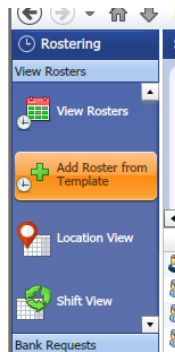
STANDARD OPERATING PROCEDURE	
Title	Add Roster from Template
Purpose	In order to create a roster you must load a Roster/Demand Template into the live roster calendar.
Aim	To enable staff to make requests and Roster Creators to create a roster.

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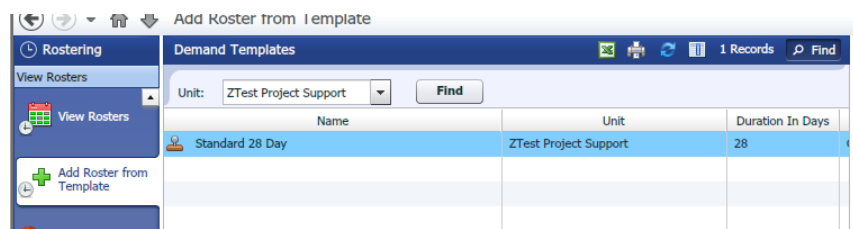
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A) Add Roster From Template

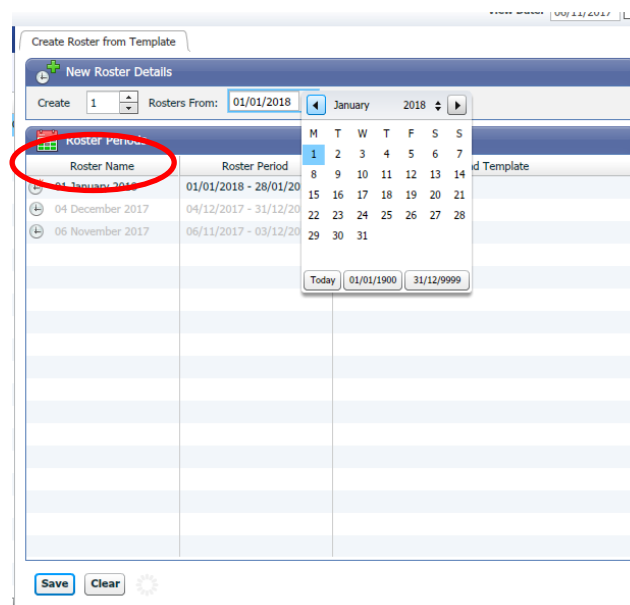
- Select the Rostering master group and the 'View Roster' task group.
- Click on the 'Add Roster From Template' shortcut (below)



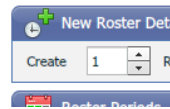
- Select your ward/unit from the drop down list and click on find.



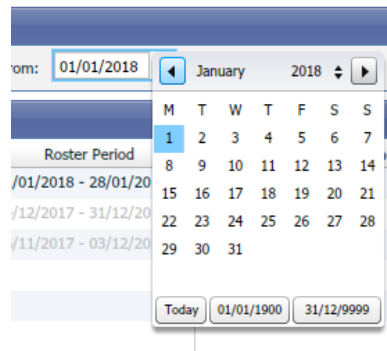
- A list of available Templates will be displayed. (You will usually only see one option)
- Click on the Template to highlight.
- The 'Create Roster from Template' form will open to the right of the screen.



- Select the number of rosters you wish to create or how many Templates you wish to load using the up/down arrows.



- Select the roster start date using the calendar



- **Note: The date will default to the next available date for the roster to start. This helps to ensure that duplicate rosters are not created. Make sure the start date of the next roster to be created is the actual start date.**
- A new roster will be listed, click Save.
- The saved Roster Templates will now show in 'View Rosters' and staff can start to make requests.