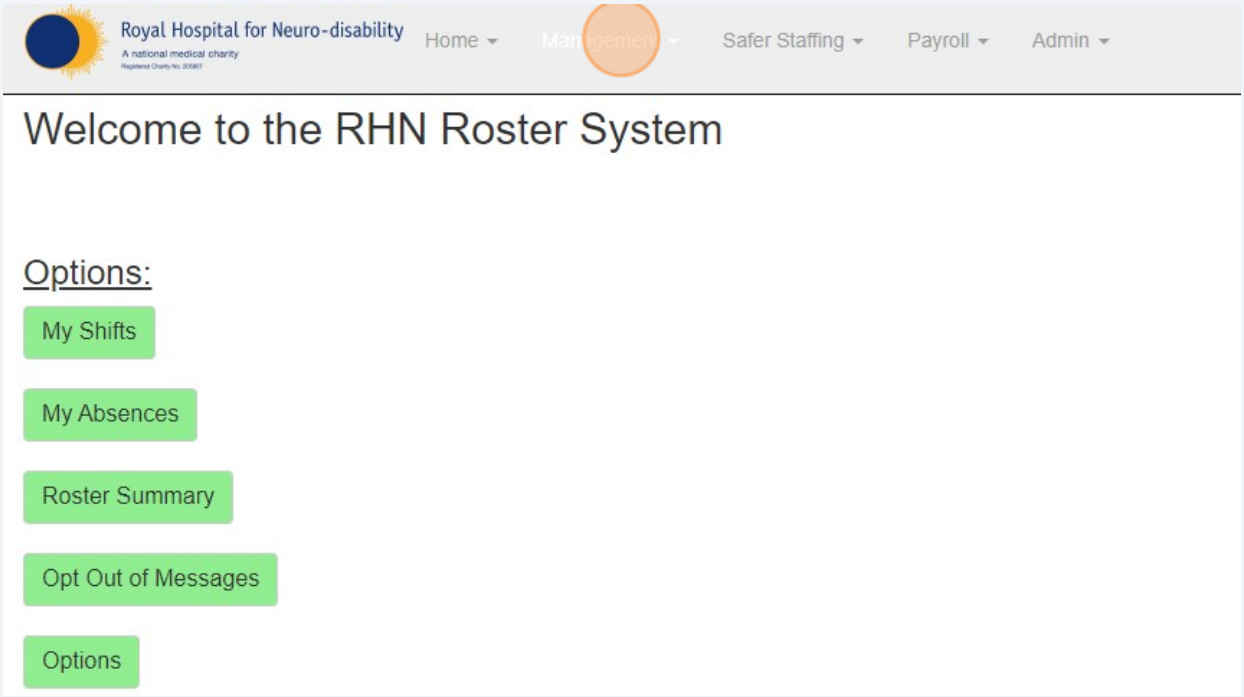
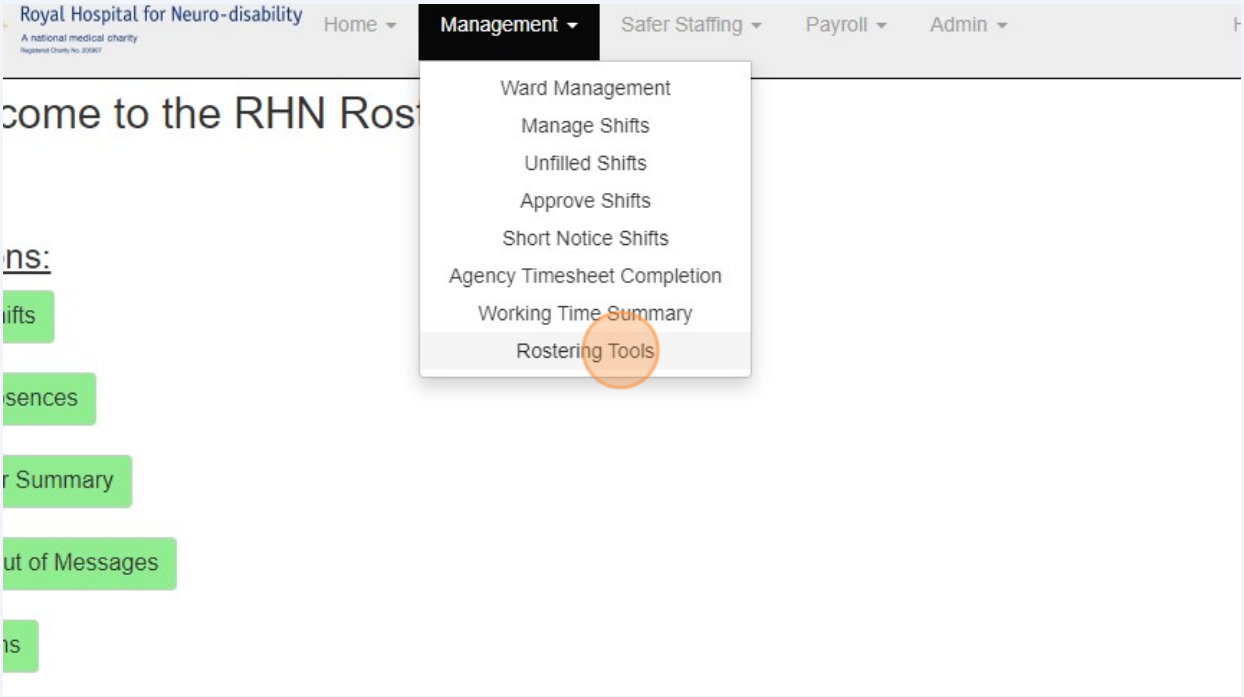
Edit Roster Template

1 Navigate to https://public.rhn.org.uk/BankRoster/

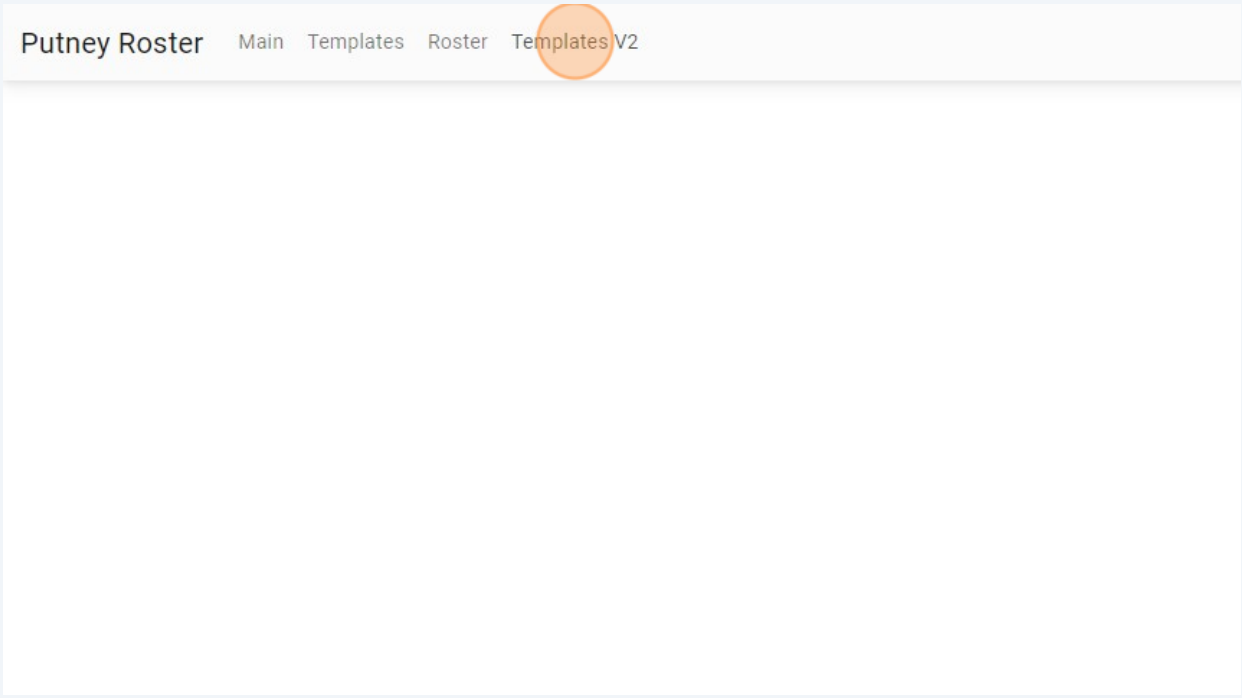
2 Click "Management"



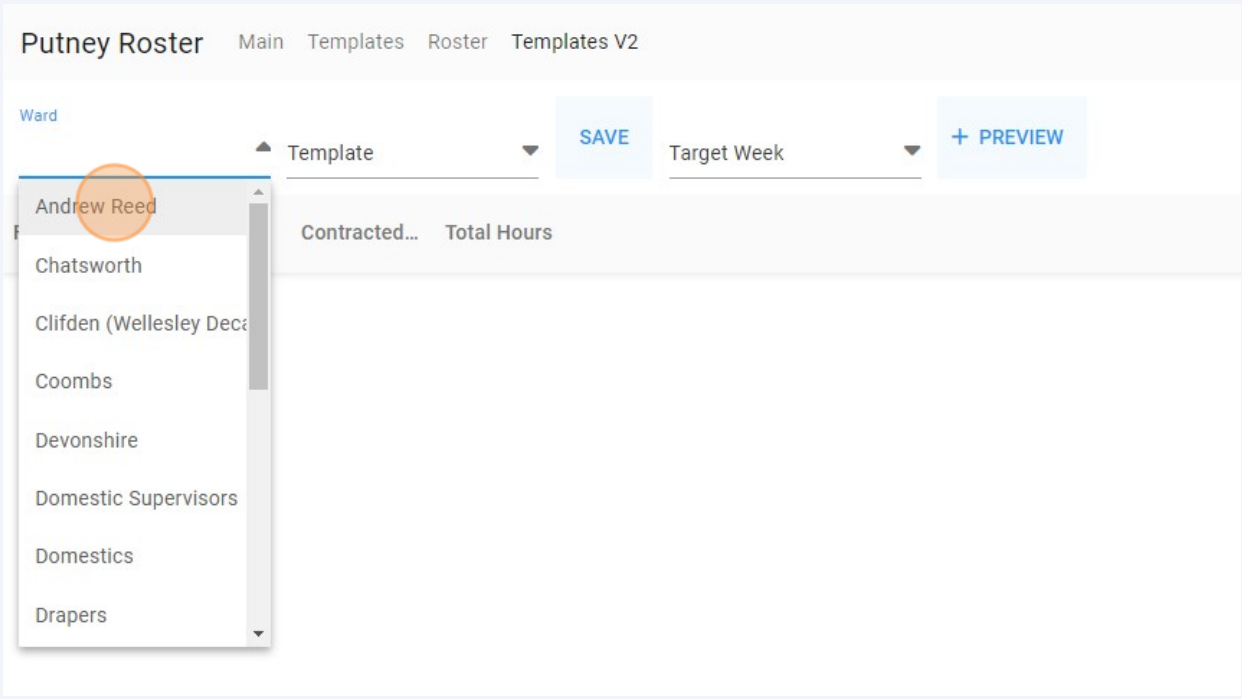
3 Click "Rostering Tools"



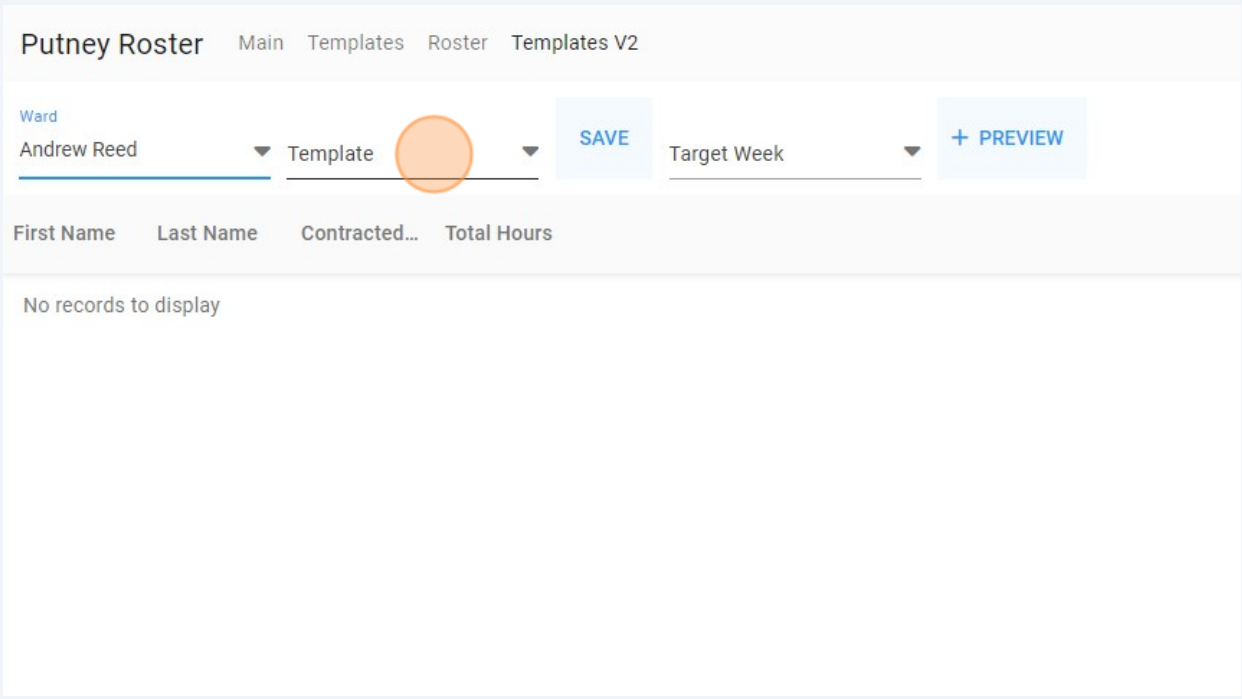
4 Click "Templates V2"



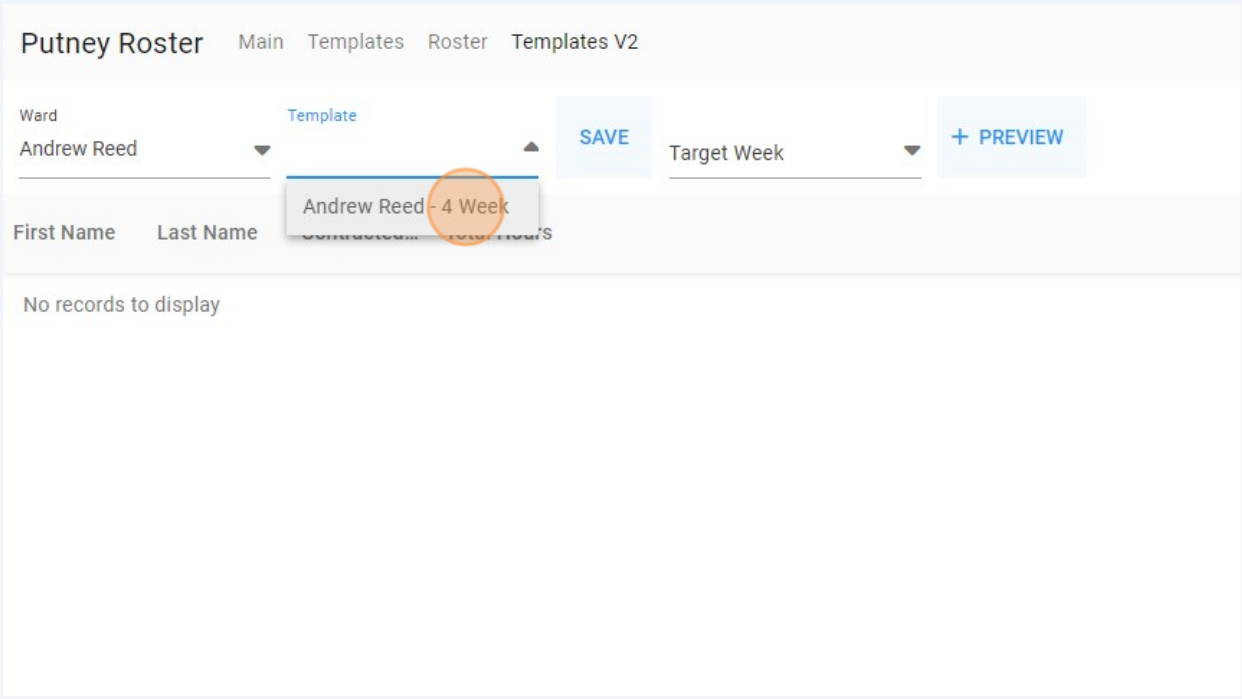
5 Select Ward



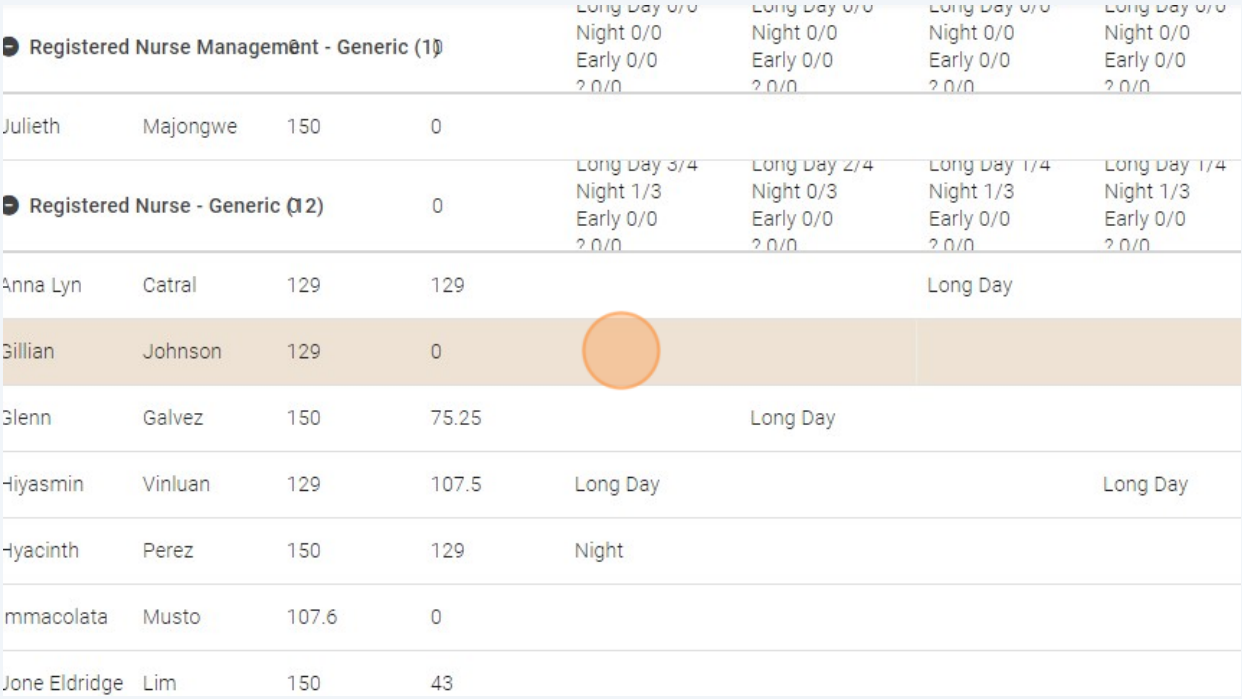
6 Click the "Template" field.



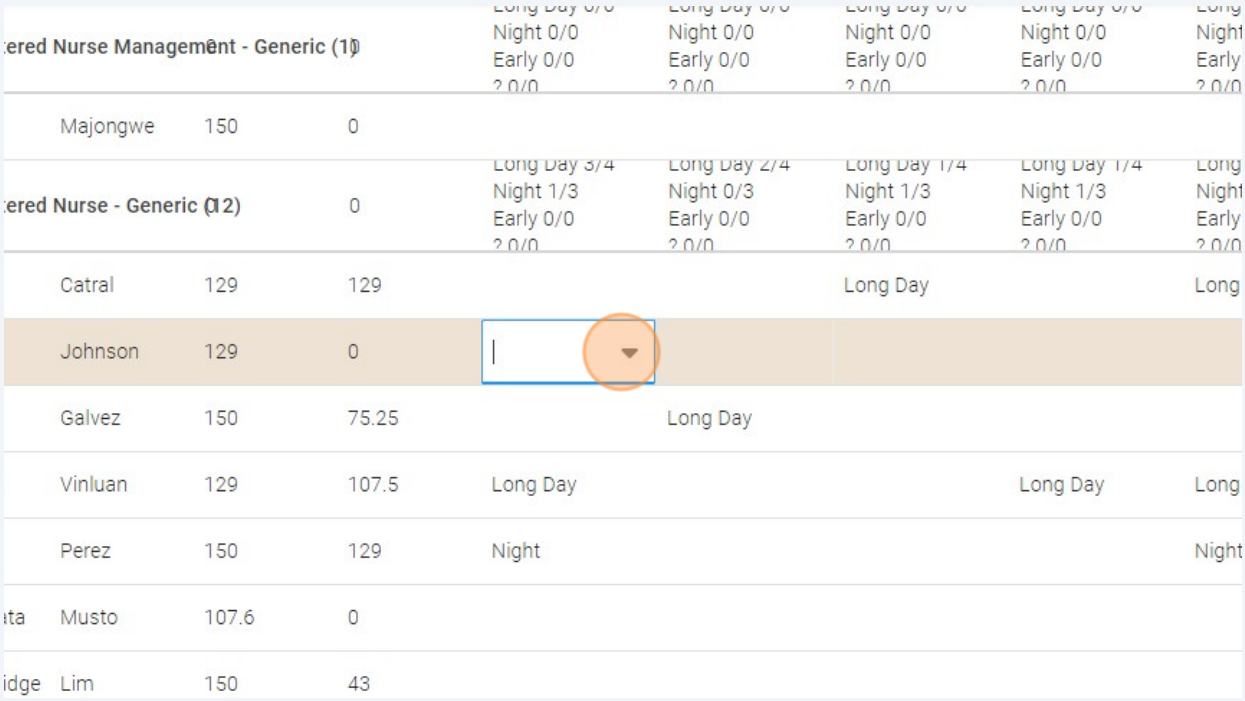
7 Click "Andrew Reed - 4 Week"



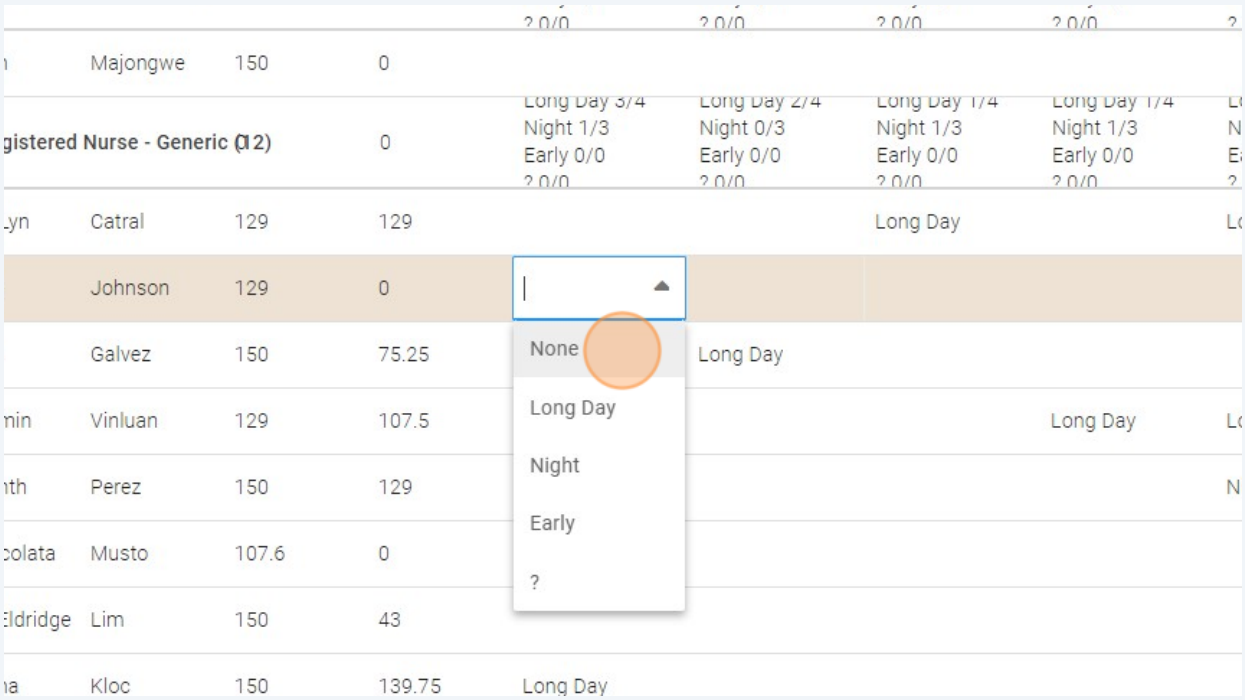
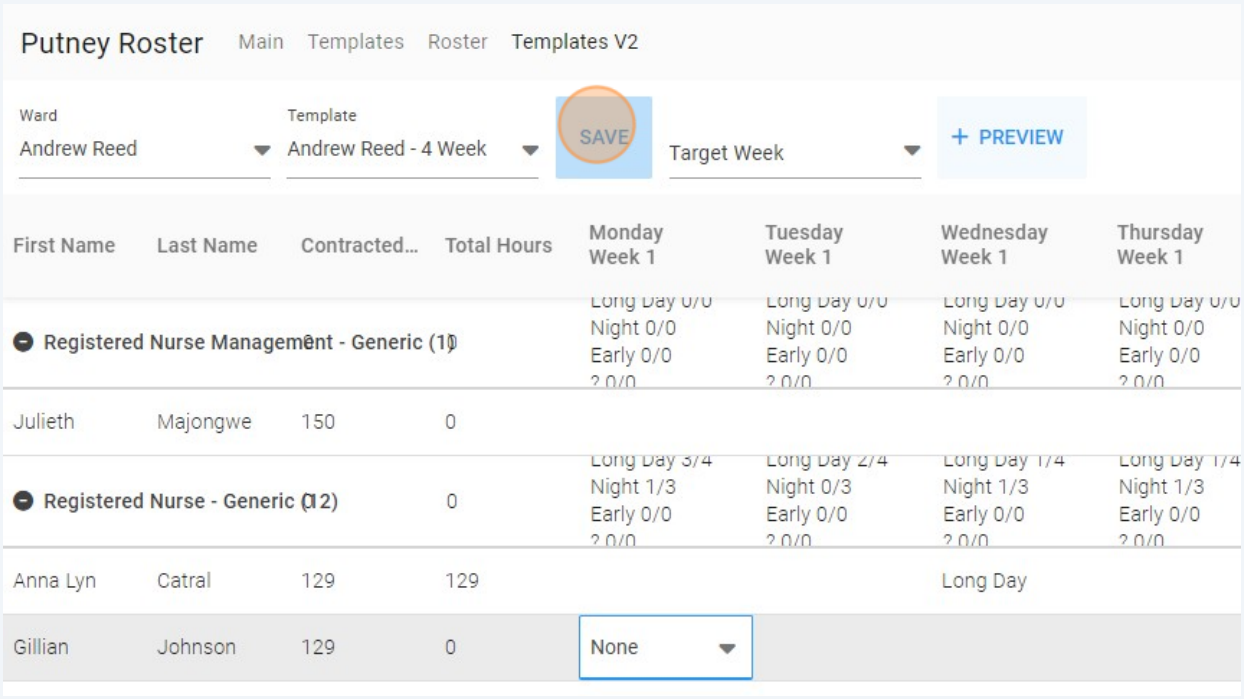
8 Double-click on right person and day



9 Click here.



10 Select shift type



11 Click "SAVE"