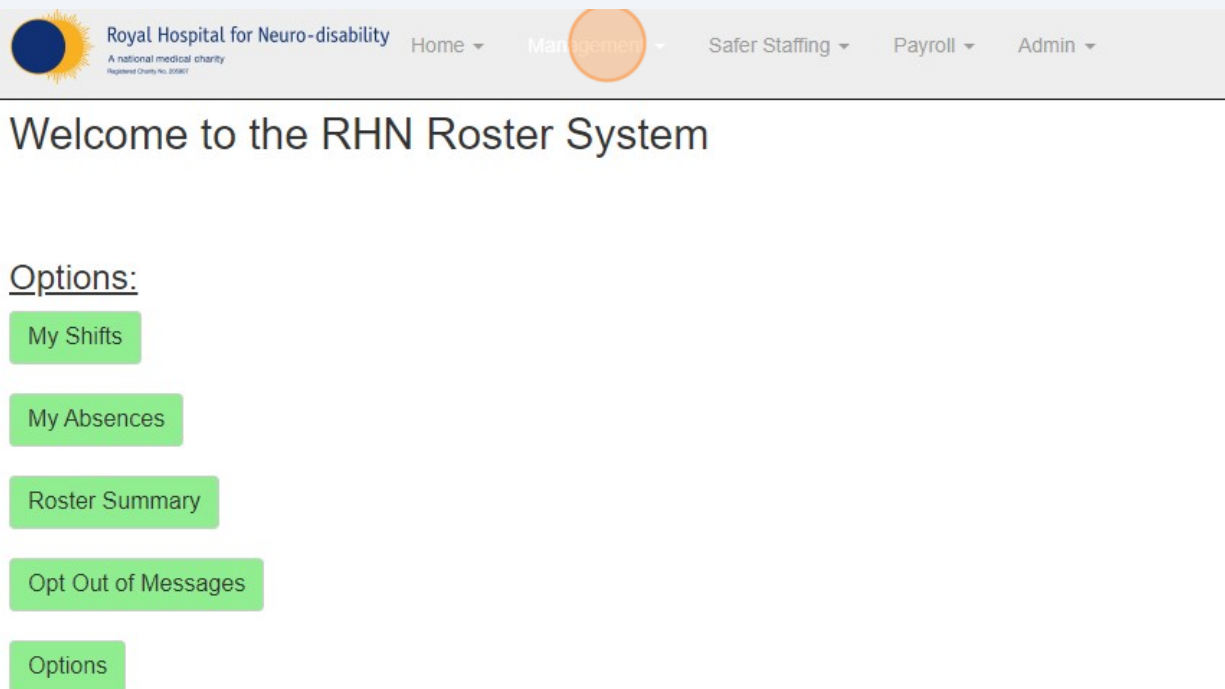


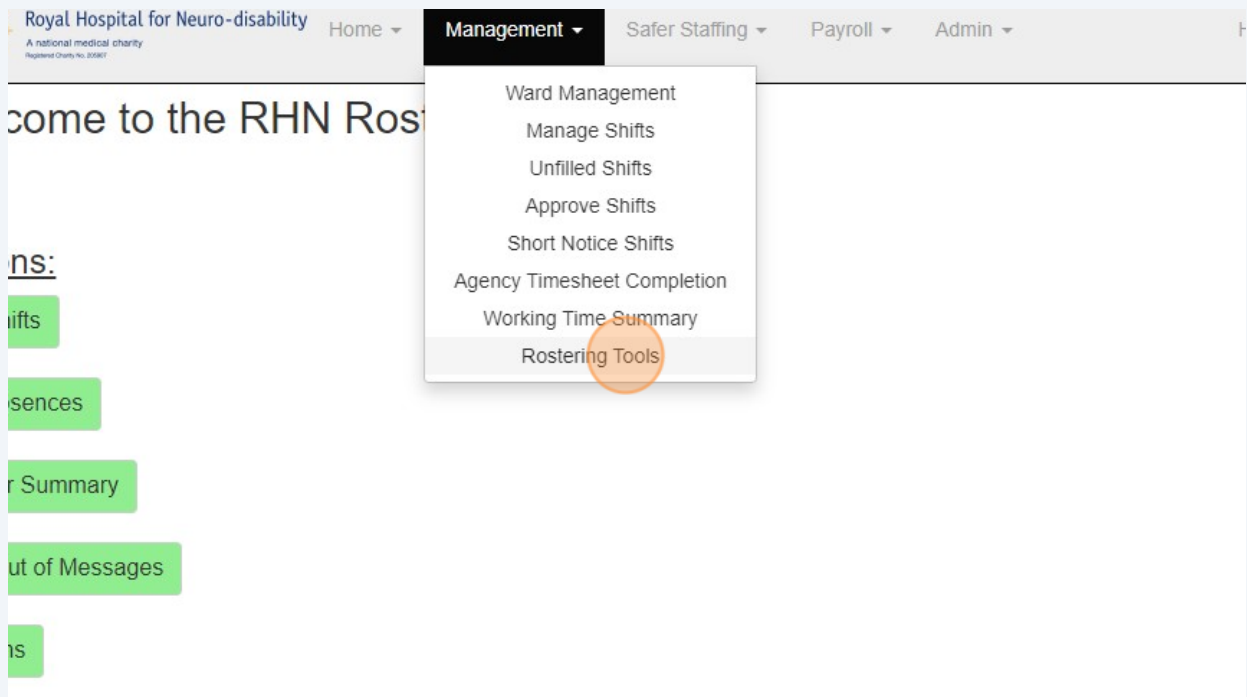
# Edit Roster Template

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

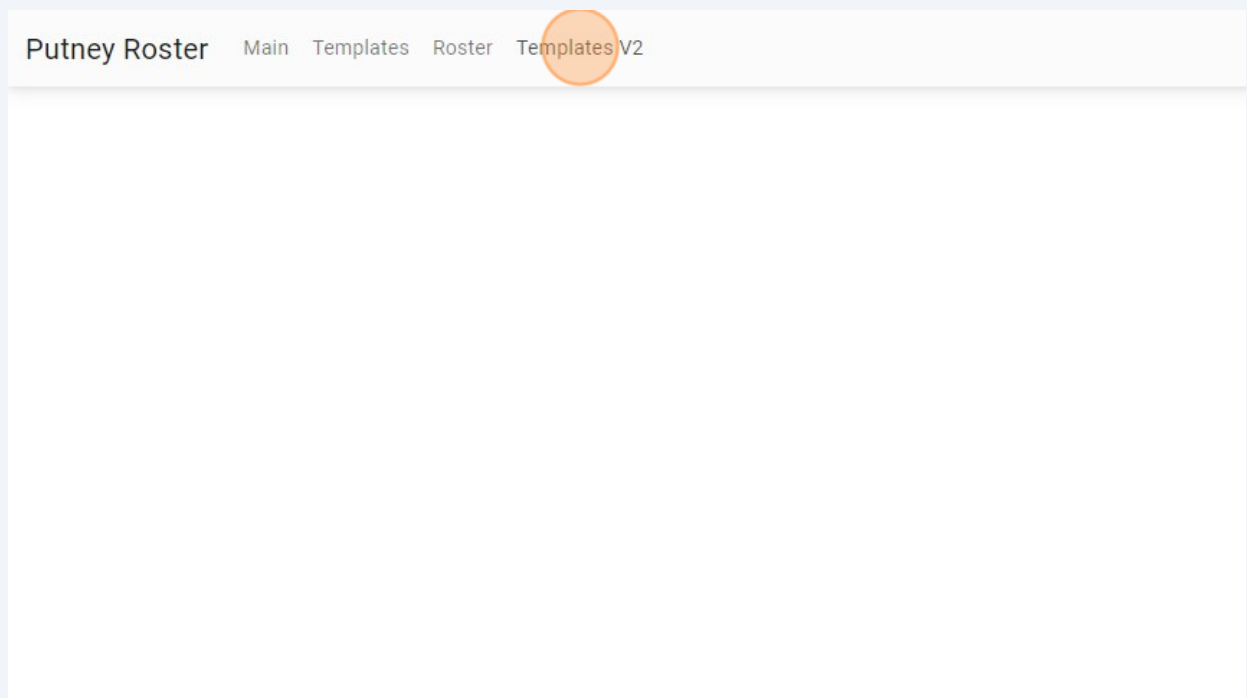
2 Click "Management"



### 3 Click "Rostering Tools"



### 4 Click "Templates V2"



## 5 Select Ward

Putney Roster [Main](#) [Templates](#) [Roster](#) [Templates V2](#)

Ward

Andrew Reed Template SAVE Target Week + PREVIEW

Contracted...	Total Hours
---------------	-------------

Andrew Reed  
Chatsworth  
Clifden (Wellesley Deca  
Coombs  
Devonshire  
Domestic Supervisors  
Domestics  
Drapers

## 6 Click the "Template" field.

Putney Roster [Main](#) [Templates](#) [Roster](#) [Templates V2](#)

Ward

Andrew Reed Template SAVE Target Week + PREVIEW

First Name Last Name Contracted... Total Hours

No records to display

**7** Click "Andrew Reed - 4 Week"

Putney Roster [Main](#) [Templates](#) [Roster](#) [Templates V2](#)

Ward: Andrew Reed Template SAVE Target Week + PREVIEW

Andrew Reed - 4 Week

First Name Last Name

No records to display

**8** Double-click on right person and day

Registered Nurse Management - Generic (10)				Long Day 0/0	Long Day 0/0	Long Day 0/0	Long Day 0/0
				Night 0/0	Night 0/0	Night 0/0	Night 0/0
				Early 0/0	Early 0/0	Early 0/0	Early 0/0
				2 0/0	2 0/0	2 0/0	2 0/0
Julieth	Majongwe	150	0				
Registered Nurse - Generic (12)				Long Day 3/4	Long Day 2/4	Long Day 1/4	Long Day 1/4
				Night 1/3	Night 0/3	Night 1/3	Night 1/3
				Early 0/0	Early 0/0	Early 0/0	Early 0/0
				2 0/0	2 0/0	2 0/0	2 0/0
Anna Lyn	Catral	129	129			Long Day	
Billian	Johnson	129	0				
Glenn	Galvez	150	75.25		Long Day		
Hiyasmin	Vinluan	129	107.5	Long Day			Long Day
Hyacynth	Perez	150	129	Night			
mmacolata	Musto	107.6	0				
Jone Eldridge	Lim	150	43				

9 Click here.

				Long Day 0/0	Long Day 0/0	Long Day 0/0	Long Day 0/0	Long
				Night 0/0	Night 0/0	Night 0/0	Night 0/0	Night
				Early 0/0	Early 0/0	Early 0/0	Early 0/0	Early
				? 0/0</th <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> </th></th></th></th>	? 0/0</th <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> </th></th></th>	? 0/0</th <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> </th></th>	? 0/0</th <th>?<!-- 0/0</th--> </th>	? 0/0</th
	Majongwe	150	0					
				Long Day 3/4	Long Day 2/4	Long Day 1/4	Long Day 1/4	Long
				Night 1/3	Night 0/3	Night 1/3	Night 1/3	Night
				Early 0/0	Early 0/0	Early 0/0	Early 0/0	Early
				? 0/0</th <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> </th></th></th></th>	? 0/0</th <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> </th></th></th>	? 0/0</th <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> </th></th>	? 0/0</th <th>?<!-- 0/0</th--> </th>	? 0/0</th
	Catral	129	129			Long Day		Long
	Johnson	129	0					
	Galvez	150	75.25		Long Day			
	Vinluan	129	107.5	Long Day			Long Day	Long
	Perez	150	129	Night				Night
	Musto	107.6	0					
	Lim	150	43					

10 Select shift type

				Long Day 3/4	Long Day 2/4	Long Day 1/4	Long Day 1/4	Long
				Night 1/3	Night 0/3	Night 1/3	Night 1/3	Night
				Early 0/0	Early 0/0	Early 0/0	Early 0/0	Early
				? 0/0</th <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> </th></th></th></th>	? 0/0</th <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> </th></th></th>	? 0/0</th <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> </th></th>	? 0/0</th <th>?<!-- 0/0</th--> </th>	? 0/0</th
	Majongwe	150	0					
				Long Day 3/4	Long Day 2/4	Long Day 1/4	Long Day 1/4	Long
				Night 1/3	Night 0/3	Night 1/3	Night 1/3	Night
				Early 0/0	Early 0/0	Early 0/0	Early 0/0	Early
				? 0/0</th <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> </th></th></th></th>	? 0/0</th <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> </th></th></th>	? 0/0</th <th>?<!-- 0/0</th--> <th>?<!-- 0/0</th--> </th></th>	? 0/0</th <th>?<!-- 0/0</th--> </th>	? 0/0</th
	Catral	129	129			Long Day		Long
	Johnson	129	0					
	Galvez	150	75.25		Long Day			
	Vinluan	129	107.5				Long Day	Long
	Perez	150	129					Night
	Musto	107.6	0					
	Lim	150	43					
	Kloc	150	139.75	Long Day				

# 11 Click "SAVE"

## Putney Roster [Main](#) [Templates](#) [Roster](#) [Templates V2](#)

Ward: Andrew Reed    Template: Andrew Reed - 4 Week    **SAVE**    Target Week:    [+ PREVIEW](#)

First Name	Last Name	Contracted...	Total Hours	Monday Week 1	Tuesday Week 1	Wednesday Week 1	Thursday Week 1
<b>Registered Nurse Management - Generic (10)</b>				Long Day 0/0 Night 0/0 Early 0/0 2.0/0	Long Day 0/0 Night 0/0 Early 0/0 2.0/0	Long Day 0/0 Night 0/0 Early 0/0 2.0/0	Long Day 0/0 Night 0/0 Early 0/0 2.0/0
Julieth	Majongwe	150	0				
<b>Registered Nurse - Generic (12)</b>				Long Day 3/4 Night 1/3 Early 0/0 2.0/0	Long Day 2/4 Night 0/3 Early 0/0 2.0/0	Long Day 1/4 Night 1/3 Early 0/0 2.0/0	Long Day 1/4 Night 1/3 Early 0/0 2.0/0
Anna Lyn	Catral	129	129			Long Day	
Gillian	Johnson	129	0	None			