

ROSTER BUILDER

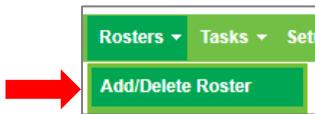
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Simple Roster

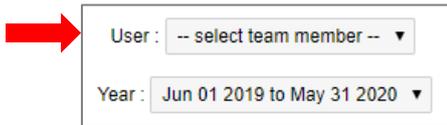
Example used is 11:3 for the entire season

1. Hover on *Rosters* and click *Add/Delete Roster*:

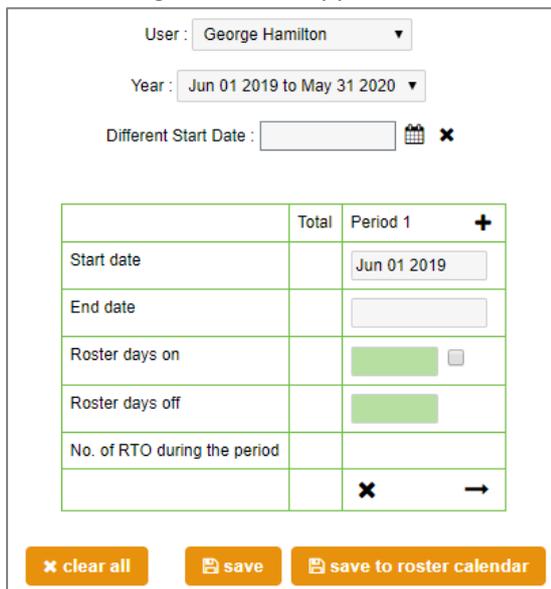


2. Select the team member:

NB: the current season will be displayed



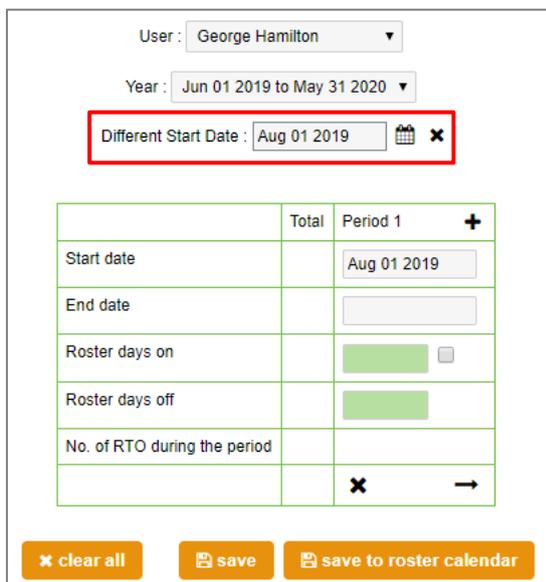
The following screen will appear:



A screenshot of the roster configuration screen. It shows a 'User:' dropdown set to 'George Hamilton' and a 'Year:' dropdown set to 'Jun 01 2019 to May 31 2020'. Below these is a 'Different Start Date:' field with a calendar icon and a close button. A table is displayed with columns for 'Total' and 'Period 1'. The table has rows for 'Start date', 'End date', 'Roster days on', 'Roster days off', and 'No. of RTO during the period'. The 'Start date' is set to 'Jun 01 2019'. At the bottom, there are three buttons: 'clear all', 'save', and 'save to roster calendar'.

	Total	Period 1	+
Start date		Jun 01 2019	
End date			
Roster days on		<input type="checkbox"/>	
Roster days off		<input type="checkbox"/>	
No. of RTO during the period			
		✕	→

3. If the team member's first day on for the season is 01/06, skip this step. If the team member's first day on for the season is not 01/06, enter in a *Different Start Date*, as shown below (i.e. if George has an 11:3 Roster but his first day on was on 01/08, the *Different Start Date* would be 01/08):



A screenshot of the roster configuration screen, similar to the previous one, but with the 'Different Start Date:' field set to 'Aug 01 2019'. A red box highlights this field. The 'Start date' in the table is also set to 'Aug 01 2019'. The rest of the interface is identical to the previous screenshot.

	Total	Period 1	+
Start date		Aug 01 2019	
End date			
Roster days on		<input type="checkbox"/>	
Roster days off		<input type="checkbox"/>	
No. of RTO during the period			
		✕	→

4. If you entered in a *Different Start Date*, ensure it flowed down to the *Start Date* field:
NB: If it didn't flow down to the Start Date field, refresh your screen and repeat Step 3

User : George Hamilton

Year : Jun 01 2019 to May 31 2020

Different Start Date : Aug 01 2019  

	Total	Period 1	+
Start date		Aug 01 2019	
End date			
Roster days on		<input type="text" value=""/>	<input type="checkbox"/>
Roster days off		<input type="text" value=""/>	
No. of RTO during the period			
			

 clear all  save  save to roster calendar

5. Enter in the first period of the Roster, i.e. 11:3:

User : George Hamilton

Year : Jun 01 2019 to May 31 2020

Different Start Date : Aug 01 2019  

	Total	Period 1	+
Start date		Aug 01 2019	
End date		Aug 14 2019	
Roster days on	11	<input type="text" value="11"/>	<input type="checkbox"/>
Roster days off	3	<input type="text" value="3"/>	
No. of RTO during the period	3.00	3	
			

 clear all  save  save to roster calendar

6. Click the arrow icon to carry this roster over the entire season:

User : George Hamilton

Year : Jun 01 2019 to May 31 2020

Different Start Date : Aug 01 2019  

	Total	Period 1	+
Start date		Aug 01 2019	
End date		Aug 14 2019	
Roster days on	11	<input type="text" value="11"/>	<input type="checkbox"/>
Roster days off	3	<input type="text" value="3"/>	
No. of RTO during the period	3.00	3	
			

 clear all  save  save to roster calendar

The following screen will appear:

NB: You will see the roster of 11:3 is carried through to 31/05 of the following year

Annual Roster Roster Calendar

User: George Hamilton

Year: Jun 01 2019 to May 31 2020

Different Start Date: Aug 01 2019

	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14
Start date		Aug 01 2019	Aug 15 2019	Aug 29 2019	Sep 12 2019	Sep 26 2019	Oct 10 2019	Oct 24 2019	Nov 07 2019	Nov 21 2019	Dec 05 2019	Dec 19 2019	Jan 02 2020	Jan 16 2020	Jan 30 2020
End date		Aug 14 2019	Aug 28 2019	Sep 11 2019	Sep 25 2019	Oct 09 2019	Oct 23 2019	Nov 06 2019	Nov 20 2019	Dec 04 2019	Dec 18 2019	Jan 01 2020	Jan 15 2020	Jan 29 2020	Feb 12 2020
Roster days on	242	11	11	11	11	11	11	11	11	11	11	11	11	11	11
Roster days off	63	3	3	3	3	3	3	3	3	3	3	3	3	3	3
No. of RTO during the period	63.00	3	3	3	3	3	3	3	3	3	3	3	3	3	3

clear all save save to roster calendar

7. Click Save to Roster Calendar:

Annual Roster Roster Calendar

User: George Hamilton

Year: Jun 01 2019 to May 31 2020

Different Start Date: Aug 01 2019

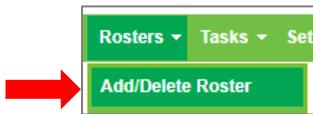
	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14
Start date		Aug 01 2019	Aug 15 2019	Aug 29 2019	Sep 12 2019	Sep 26 2019	Oct 10 2019	Oct 24 2019	Nov 07 2019	Nov 21 2019	Dec 05 2019	Dec 19 2019	Jan 02 2020	Jan 16 2020	Jan 30 2020
End date		Aug 14 2019	Aug 28 2019	Sep 11 2019	Sep 25 2019	Oct 09 2019	Oct 23 2019	Nov 06 2019	Nov 20 2019	Dec 04 2019	Dec 18 2019	Jan 01 2020	Jan 15 2020	Jan 29 2020	Feb 12 2020
Roster days on	242	11	11	11	11	11	11	11	11	11	11	11	11	11	11
Roster days off	63	3	3	3	3	3	3	3	3	3	3	3	3	3	3
No. of RTO during the period	63.00	3	3	3	3	3	3	3	3	3	3	3	3	3	3

clear all save save to roster calendar

Alternating Roster

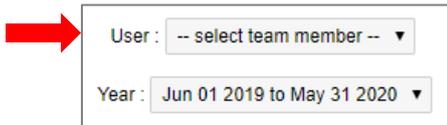
Example used is 7:2 7:2 7:3 for the entire season

1. Hover on *Rosters* and click *Add/Delete Roster*:

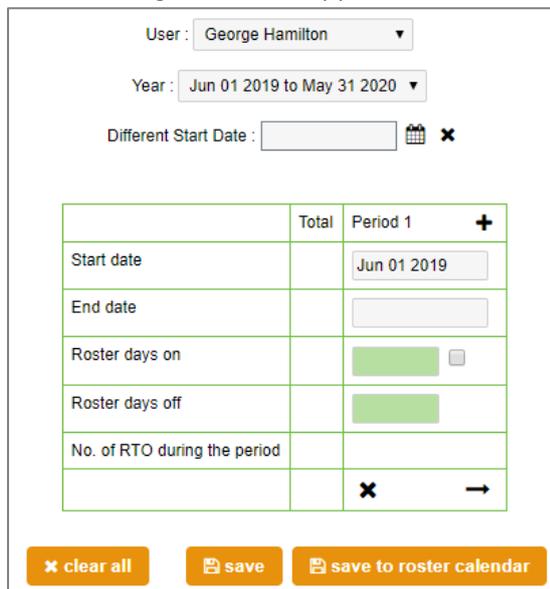


2. Select the team member:

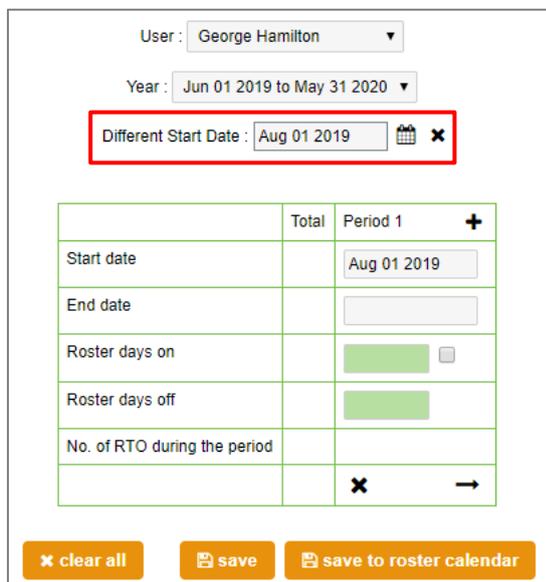
NB: the current season will be displayed



The following screen will appear:

A screenshot of the roster configuration screen. The 'User' field is set to 'George Hamilton' and the 'Year' field is set to 'Jun 01 2019 to May 31 2020'. The 'Different Start Date' field is empty. Below this is a table with columns 'Total' and 'Period 1'. The table has rows for 'Start date', 'End date', 'Roster days on', 'Roster days off', and 'No. of RTO during the period'. The 'Start date' field is set to 'Jun 01 2019'. At the bottom, there are three buttons: 'clear all', 'save', and 'save to roster calendar'.

3. If the team member's first day on for the season is 01/06, skip this step. If the team member's first day on for the season is not 01/06, enter in a *Different Start Date*, as shown below (i.e. if George has an 11:3 Roster but his first day on was on 01/08, the *Different Start Date* would be 01/08):

A screenshot of the roster configuration screen, similar to the previous one, but with the 'Different Start Date' field set to 'Aug 01 2019'. The 'Start date' field in the table is also set to 'Aug 01 2019'. The 'Different Start Date' field is highlighted with a red box. At the bottom, there are three buttons: 'clear all', 'save', and 'save to roster calendar'.

4. If you entered in a *Different Start Date*, ensure it flowed down to the *Start Date* field:
NB: If it didn't flow down to the Start Date field, refresh your screen and repeat Step 3

User : George Hamilton

Year : Jun 01 2019 to May 31 2020

Different Start Date : Aug 01 2019  

	Total	Period 1 
Start date		Aug 01 2019
End date		
Roster days on		<input type="text" value=""/>
Roster days off		<input type="text" value=""/>
No. of RTO during the period		
		 

 clear all  save  save to roster calendar

5. Enter in the first period of the Roster, i.e. 7:2:

User : George Hamilton

Year : Jun 01 2019 to May 31 2020

Different Start Date : Aug 01 2019  

	Total	Period 1 
Start date		Aug 01 2019
End date		Aug 09 2019
Roster days on	7	<input type="text" value="7"/> <input type="checkbox"/>
Roster days off	2	<input type="text" value="2"/>
No. of RTO during the period	2.00	2
		 

 clear all  save  save to roster calendar

6. Click the *Repeat Roster* icon:

User : George Hamilton

Year : Jun 01 2019 to May 31 2020

Different Start Date : Aug 01 2019  

	Total	Period 1 
Start date		Aug 01 2019
End date		Aug 09 2019
Roster days on	7	<input type="text" value="7"/> <input checked="" type="checkbox"/>
Roster days off	2	<input type="text" value="2"/>
No. of RTO during the period	2.00	2
		 

 clear all  save  save to roster calendar

7. Click the *arrow* icon:

User : George Hamilton

Year : Jun 01 2019 to May 31 2020

Different Start Date : Aug 01 2019

	Total	Period 1	+
Start date		Aug 01 2019	
End date		Aug 09 2019	
Roster days on	7	7 <input checked="" type="checkbox"/>	
Roster days off	2	2	
No. of RTO during the period	2.00	2	
		✘	→

✘ clear all 📄 save 📄 save to roster calendar

The following screen will appear:

NB: You will see the roster of 7:2 has been carried through to 31/05 of the following year

User : George Hamilton

Year : Jun 01 2019 to May 31 2020

Different Start Date : Aug 01 2019

	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8
Start date		Aug 01 2019	Aug 10 2019	Aug 19 2019	Aug 28 2019	Sep 06 2019	Sep 15 2019	Sep 24 2019	Oct 03 2019
End date		Aug 09 2019	Aug 18 2019	Aug 27 2019	Sep 05 2019	Sep 14 2019	Sep 23 2019	Oct 02 2019	Oct 11 2019
Roster days on	238	7 <input checked="" type="checkbox"/>	7 <input type="checkbox"/>						
Roster days off	67	2	2	2	2	2	2	2	2
No. of RTO during the period	67.00	2	2	2	2	2	2	2	2
		→	→	→	→	→	→	→	→

✘ clear all 📄 save 📄 save to roster calendar

8. To set up the 7:2 7:2 7:3 Roster, keep *Period 1* and *Period 2* as is, but change *Period 3* from 7:2 to 7:3:

Period 1	Period 2	Period 3
Aug 01 2019	Aug 10 2019	Aug 19 2019
Aug 09 2019	Aug 18 2019	Aug 28 2019
7 <input checked="" type="checkbox"/>	7 <input type="checkbox"/>	7 <input type="checkbox"/>
2	2	3
2	2	3
→	→	→

9. Tick the *Repeat Roster* box in *Period 2* and *Period 3*, so all three periods are ticked:

Period 1	Period 2	Period 3
Aug 01 2019	Aug 10 2019	Aug 19 2019
Aug 09 2019	Aug 18 2019	Aug 28 2019
7 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>
2	2	3
2	2	3

10. Click the *arrow* icon in *Period 3*:

Period 1	Period 2	Period 3
Aug 01 2019	Aug 10 2019	Aug 19 2019
Aug 09 2019	Aug 18 2019	Aug 28 2019
7 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>
2	2	3
2	2	3
	→	→

The Roster now displays your 7:2 7:2 7:3 Roster for the entire season:

User: George Hamilton
 Year: Jun 01 2019 to May 31 2020
 Different Start Date: Aug 01 2019

	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13
Start date		Aug 01 2019	Aug 10 2019	Aug 19 2019	Aug 29 2019	Sep 07 2019	Sep 16 2019	Sep 26 2019	Oct 05 2019	Oct 14 2019	Oct 24 2019	Nov 02 2019	Nov 11 2019	Nov 21 2019
End date		Aug 09 2019	Aug 18 2019	Aug 28 2019	Sep 06 2019	Sep 15 2019	Sep 25 2019	Oct 04 2019	Oct 13 2019	Oct 23 2019	Nov 01 2019	Nov 10 2019	Nov 20 2019	Nov 29 2019
Roster days on	231	7 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	7 <input type="checkbox"/>									
Roster days off	74	2	2	3	2	2	3	2	2	3	2	2	3	2
No. of RTO during the period	74.00	2	2	3	2	2	3	2	2	3	2	2	3	2

clear all save save to roster calendar

11. Click *Save to Roster Calendar*:

User: George Hamilton
 Year: Jun 01 2019 to May 31 2020
 Different Start Date: Aug 01 2019

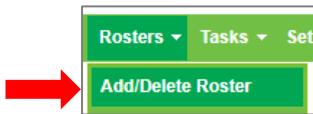
	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13
Start date		Aug 01 2019	Aug 10 2019	Aug 19 2019	Aug 29 2019	Sep 07 2019	Sep 16 2019	Sep 26 2019	Oct 05 2019	Oct 14 2019	Oct 24 2019	Nov 02 2019	Nov 11 2019	Nov 21 2019
End date		Aug 09 2019	Aug 18 2019	Aug 28 2019	Sep 06 2019	Sep 15 2019	Sep 25 2019	Oct 04 2019	Oct 13 2019	Oct 23 2019	Nov 01 2019	Nov 10 2019	Nov 20 2019	Nov 29 2019
Roster days on	231	7 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	7 <input checked="" type="checkbox"/>	7 <input type="checkbox"/>									
Roster days off	74	2	2	3	2	2	3	2	2	3	2	2	3	2
No. of RTO during the period	74.00	2	2	3	2	2	3	2	2	3	2	2	3	2

clear all save save to roster calendar

Same Roster for Entire Season except over Calving

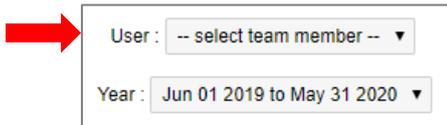
Example used is 11:3 but 6:1 over Calving

1. Hover on *Rosters* and click *Add/Delete Roster*:



2. Select the team member:

NB: the current season will be displayed



The following screen will appear:

A screenshot of the roster configuration screen. At the top, 'User:' is set to 'George Hamilton' and 'Year:' is set to 'Jun 01 2019 to May 31 2020'. Below this is a 'Different Start Date:' field with a calendar icon and a close button. A table is displayed with columns 'Total' and 'Period 1'. The table has rows for 'Start date', 'End date', 'Roster days on', 'Roster days off', and 'No. of RTO during the period'. At the bottom, there are three buttons: 'clear all', 'save', and 'save to roster calendar'.

3. If the team member's first day on for the season is 01/06, skip this step. If the team member's first day on for the season is not 01/06, enter in a *Different Start Date*, as shown below (i.e. if George has an 11:3 Roster but his first day on was on 01/08, the *Different Start Date* would be 01/08):

A screenshot of the roster configuration screen, similar to the previous one, but with the 'Different Start Date:' field highlighted in a red box. The date 'Aug 01 2019' is entered in the field. The rest of the screen is identical to the previous screenshot.

4. If you entered in a *Different Start Date*, ensure it flowed down to the *Start Date* field:
NB: If it didn't flow down to the Start Date field, refresh your screen and repeat Step 3

User : George Hamilton

Year : Jun 01 2019 to May 31 2020

Different Start Date : Aug 01 2019  

	Total	Period 1	+
Start date		Aug 01 2019	
End date			
Roster days on		<input type="text" value=""/>	
Roster days off		<input type="text" value=""/>	
No. of RTO during the period			
			

 clear all  save  save to roster calendar

5. Enter in the first period of the Roster, i.e. 11:3:

User : George Hamilton

Year : Jun 01 2019 to May 31 2020

Different Start Date : Aug 01 2019  

	Total	Period 1	+
Start date		Aug 01 2019	
End date		Aug 14 2019	
Roster days on	11	<input type="text" value="11"/>	<input type="checkbox"/>
Roster days off	3	<input type="text" value="3"/>	
No. of RTO during the period	3.00	3	
			

 clear all  save  save to roster calendar

6. Click the *arrow* icon to carry this roster over the entire season:

User : George Hamilton

Year : Jun 01 2019 to May 31 2020

Different Start Date : Aug 01 2019  

	Total	Period 1	+
Start date		Aug 01 2019	
End date		Aug 14 2019	
Roster days on	11	<input type="text" value="11"/>	<input type="checkbox"/>
Roster days off	3	<input type="text" value="3"/>	
No. of RTO during the period	3.00	3	
			

 clear all  save  save to roster calendar

The following screen will appear:

NB: You will see the roster of 11:3 is carried through to 31/05 of the following year

Annual Roster														
User: George Hamilton														
Year: Jun 01 2019 to May 31 2020														
Different Start Date: Aug 01 2019														
Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14
Start date	Aug 01 2019	Aug 15 2019	Aug 29 2019	Sep 12 2019	Sep 26 2019	Oct 10 2019	Oct 24 2019	Nov 07 2019	Nov 21 2019	Dec 05 2019	Dec 19 2019	Jan 02 2020	Jan 16 2020	Jan 30 2020
End date	Aug 14 2019	Aug 28 2019	Sep 11 2019	Sep 25 2019	Oct 09 2019	Oct 23 2019	Nov 06 2019	Nov 20 2019	Dec 04 2019	Dec 18 2019	Jan 01 2020	Jan 15 2020	Jan 29 2020	Feb 12 2020
Roster days on	242	11	11	11	11	11	11	11	11	11	11	11	11	11
Roster days off	63	3	3	3	3	3	3	3	3	3	3	3	3	3
No. of RTO during the period	63.00	3	3	3	3	3	3	3	3	3	3	3	3	3

7. Find the period where the Roster changes from 11:3 to 6:1 i.e. *Period 4* (13/07):

Period 1	Period 2	Period 3	Period 4
Jun 01 2019	Jun 15 2019	Jun 29 2019	Jul 13 2019
Jun 14 2019	Jun 28 2019	Jul 12 2019	Jul 26 2019
11	11	11	11
3	3	3	3
3	3	3	3
→	→	→	→

8. Change 11:3 to 6:1:

Period 1	Period 2	Period 3	Period 4
Jun 01 2019	Jun 15 2019	Jun 29 2019	Jul 13 2019
Jun 14 2019	Jun 28 2019	Jul 12 2019	Jul 19 2019
11	11	11	6
3	3	3	1
3	3	3	1
→	→	→	→

9. Tick the *Repeat Roster* box, then click the *arrow* icon:

Period 1	Period 2	Period 3	Period 4
Jun 01 2019	Jun 15 2019	Jun 29 2019	Jul 13 2019
Jun 14 2019	Jun 28 2019	Jul 12 2019	Jul 19 2019
11	11	11	6 <input checked="" type="checkbox"/>
3	3	3	1
3	3	3	1
→	→	→	→

You will now see that from *Period 4* onwards, the Roster has changed to 6:1:

Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10
Jul 13 2019	Jul 20 2019	Jul 27 2019	Aug 03 2019	Aug 10 2019	Aug 17 2019	Aug 24 2019
Jul 19 2019	Jul 26 2019	Aug 02 2019	Aug 09 2019	Aug 16 2019	Aug 23 2019	Aug 30 2019
6 <input checked="" type="checkbox"/>	6	6	6	6	6	6
1	1	1	1	1	1	1
1	1	1	1	1	1	1
→	→	→	→	→	→	→

10. Untick the *Repeat Roster* box in *Period 4*:

Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10
Jul 13 2019	Jul 20 2019	Jul 27 2019	Aug 03 2019	Aug 10 2019	Aug 17 2019	Aug 24 2019
Jul 19 2019	Jul 26 2019	Aug 02 2019	Aug 09 2019	Aug 16 2019	Aug 23 2019	Aug 30 2019
6 <input type="checkbox"/>						
1	1	1	1	1	1	1
1	1	1	1	1	1	1
→	→	→	→	→	→	→

11. Find the period where the Roster should change back to 11:3 to 6:1 i.e. *Period 13 (14/09)*:

Period 10	Period 11	Period 12	Period 13
Aug 24 2019	Aug 31 2019	Sep 07 2019	Sep 14 2019
Aug 30 2019	Sep 06 2019	Sep 13 2019	Sep 20 2019
6 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>
1	1	1	1
1	1	1	1
→	→	→	→

12. Change 6:1 to 11:3:

Period 10	Period 11	Period 12	Period 13
Aug 24 2019	Aug 31 2019	Sep 07 2019	Sep 14 2019
Aug 30 2019	Sep 06 2019	Sep 13 2019	Sep 27 2019
6 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>	11 <input type="checkbox"/>
1	1	1	3
1	1	1	3
→	→	→	→

13. Tick the *Repeat Roster* box, then click the *arrow* icon:

Period 10	Period 11	Period 12	Period 13
Aug 24 2019	Aug 31 2019	Sep 07 2019	Sep 14 2019
Aug 30 2019	Sep 06 2019	Sep 13 2019	Sep 27 2019
6 <input type="checkbox"/>	6 <input type="checkbox"/>	6 <input type="checkbox"/>	11 <input checked="" type="checkbox"/>
1	1	1	3
1	1	1	3
→	→	→	→

You will now see that from *Period 13* onwards, the Roster has changed back to 11:3:

Period 13	Period 14	Period 15	Period 16	Period 17	Period 18	Period 19
Sep 14 2019	Sep 28 2019	Oct 12 2019	Oct 26 2019	Nov 09 2019	Nov 23 2019	Dec 07 2019
Sep 27 2019	Oct 11 2019	Oct 25 2019	Nov 08 2019	Nov 22 2019	Dec 06 2019	Dec 20 2019
11 <input checked="" type="checkbox"/>	11 <input type="checkbox"/>					
3	3	3	3	3	3	3
3	3	3	3	3	3	3
→	→	→	→	→	→	→

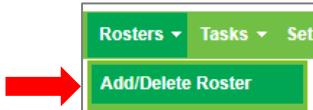
14. Click *Save to Roster Calendar*:

Period 8	Period 9	Period 10	Period 11	Period 12	Period 13	Period 14	Period 15	Period 16	Period 17	Period 18	Period 19
Aug 10 2019	Aug 17 2019	Aug 24 2019	Aug 31 2019	Sep 07 2019	Sep 14 2019	Sep 28 2019	Oct 12 2019	Oct 26 2019	Nov 09 2019	Nov 23 2019	Dec 07 2019
Aug 16 2019	Aug 23 2019	Aug 30 2019	Sep 06 2019	Sep 13 2019	Sep 27 2019	Oct 11 2019	Oct 25 2019	Nov 08 2019	Nov 22 2019	Dec 06 2019	Dec 20 2019
6 <input type="checkbox"/>	11 <input checked="" type="checkbox"/>	11 <input type="checkbox"/>									
1	1	1	1	1	3	3	3	3	3	3	3
1	1	1	1	1	3	3	3	3	3	3	3
→	→	→	→	→	→	→	→	→	→	→	→

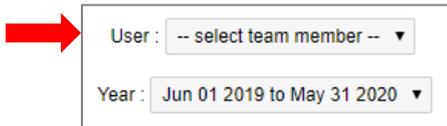
* clear all
save
save to roster calendar

Deleting a Roster

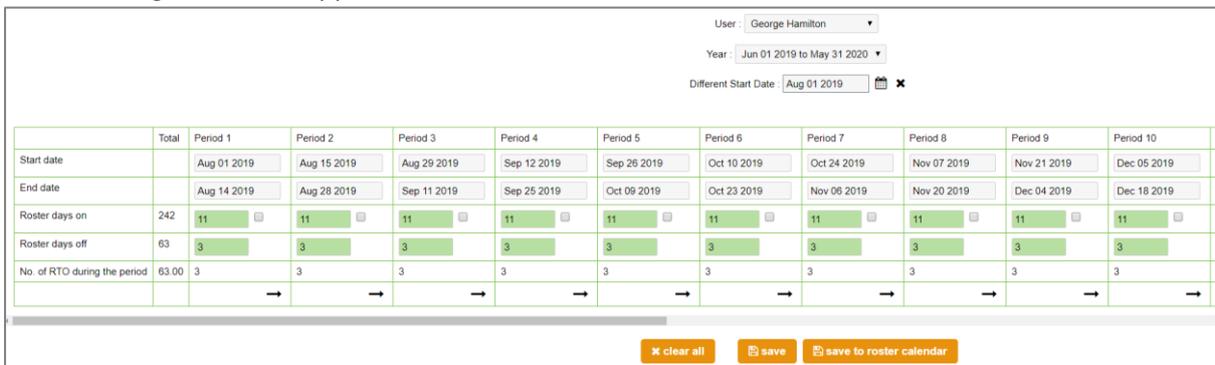
1. Hover on *Rosters* and click *Add/Delete Roster*:



2. Select the team member:
NB: the current season will be displayed



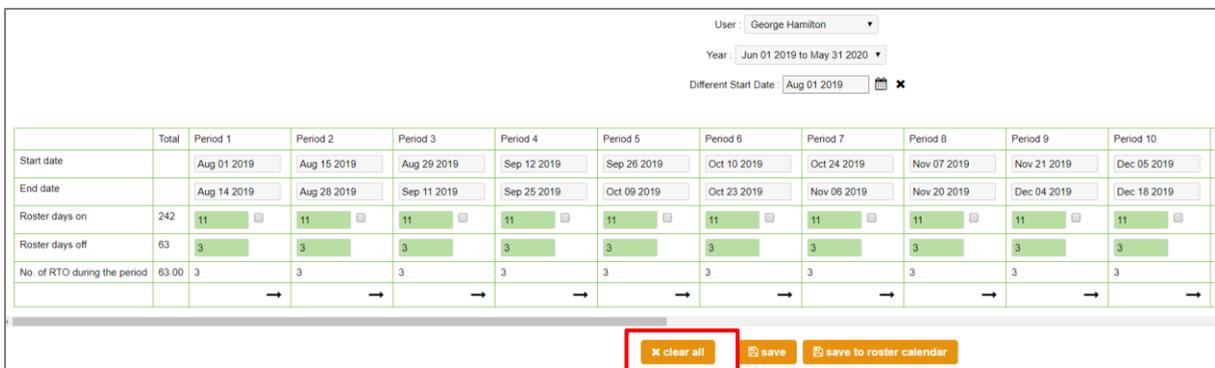
The following screen will appear:



A screenshot of the roster management screen. At the top, there are dropdowns for 'User : George Hamilton' and 'Year : Jun 01 2019 to May 31 2020', and a 'Different Start Date : Aug 01 2019' field. Below is a table with columns for 'Total', 'Period 1' through 'Period 10', and rows for 'Start date', 'End date', 'Roster days on', 'Roster days off', and 'No. of RTO during the period'. At the bottom, there are three buttons: 'clear all', 'save', and 'save to roster calendar'.

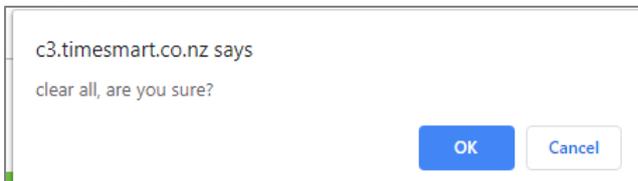
	Total	Period 1	Period 2	Period 3	Period 4	Period 5	Period 6	Period 7	Period 8	Period 9	Period 10
Start date		Aug 01 2019	Aug 15 2019	Aug 29 2019	Sep 12 2019	Sep 26 2019	Oct 10 2019	Oct 24 2019	Nov 07 2019	Nov 21 2019	Dec 05 2019
End date		Aug 14 2019	Aug 28 2019	Sep 11 2019	Sep 25 2019	Oct 09 2019	Oct 23 2019	Nov 06 2019	Nov 20 2019	Dec 04 2019	Dec 18 2019
Roster days on	242	11	11	11	11	11	11	11	11	11	11
Roster days off	63	3	3	3	3	3	3	3	3	3	3
No. of RTO during the period	63.00	3	3	3	3	3	3	3	3	3	3

3. Click *Clear All*:



A screenshot of the roster management screen, identical to the previous one, but with a red box highlighting the 'clear all' button at the bottom.

4. Click OK:



5. Click *Save to Roster Calendar*:

User : ▼

Year : ▼

Different Start Date : 📅 ✕

	Total	Period 1 +
Start date		<input type="text" value="Aug 01 2019"/>
End date		<input type="text"/>
Roster days on	242	<input type="checkbox"/>
Roster days off	63	<input type="checkbox"/>
No. of RTO during the period	63.00	
		✕ →