How to Clone a Room/Program

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Once a room/program has been set up and configured in the system, the room/program can be cloned to save time when setting up additional program offerings. Please note that this option should only be used if the room/program and configurations are similar.

Go to Setup > Classroom:

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Setup	-> Classroo	om									Seme	ster						
	Search P	anel								_	Class	room	•					
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Select the clone icon next to the name of the room/program you want to copy:

Search Panel						
Semester:				•		
FILTER						
Actions -						
Child Care (7)	School Age Enrichn	nent Programs (4)	Summer Camp (2)	No Category (2)		
Center Leve	el - Classrooms					
Category	el - Classrooms	Classroom N	Name		Capaci	tyF∉
Category Child Care 7 Programs - Sł Upload a Catego (Registration Set	iow/Hide ry Picture		Vame		Capaci	tyF€

On the Enter Room Detail screen enter the below detail:

• Room description- enter the name of the new room/program

Select from the below options:

1. Clone Authorized Facilities- select this checkbox if the new room/program should be associated to the same sites as the old room/program

2. Clone Room Semester- select this checkbox if the new room/program should be associated to the same semesters as the old room/program

3. Clone Daily Room Availability- select this checkbox if the new room/program should have the same calendar availability (only use this option if the room is a Parent Managed Calendar type room)

4. Clone Extra Room Information- select this checkbox if the questions set up under the Extra Program Registration Info screen will be the same

5. Clone Extra Semester Information- select this checkbox if the data saved under the room semester Availability/Camp Days, Registration Setup, Registration Exceptions, and Plan Options screens will be the same



Once the Clone button is selected the system will refresh back to the Setup > Classroom page. If you would like to edit the room settings select the room name. If you would like to add/edit the semester association select the view semester button under the new room's name.

• Setup > Room, Room/Program- (View Semester)