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:

| 9 | earch | | | • | | | | | | | | | 🗒 Bus | iness Level - DCV | N - Transactional | 0 |
|-----|---------------|--------|----------|------------|---------|-------|---------|-----------|---------|-----------|----------|--------|-------|-------------------|-------------------|---|
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| Set | ip -> Classro | om | | | | | | | | | Semester | | | | | |
| | Search | Panel | | | | | | | | Classroom | | | | | | |
| | Semester: | | | - | | | | • | | | Classr | oom Su | | | | |

Select the clone icon next to the name of the room/program you want to copy:

| Search Panel | | | | | | |
|--|---|------------|-----------------|-----------------|--------|-------|
| emester: | | | | • | | |
| FILTER | | | | | | |
| Actions - | | | | | | |
| Child Care (7) | School Age Enrichment Pr | ograms (4) | Summer Camp (2) | No Category (2) | | |
| Center Leve | el - Classrooms | | | | | |
| Category | с | assroom N | ame | | Capaci | ityFe |
| Category Child Care | C | assroom N | ame | | Capaci | ityFe |
| Category Child Care 7 Programs - Sh Upload a Catego | C ow/Hide ry Picture | assroom N | ame | | Capaci | ityFe |
| Category Child Care 7 Programs - Sh Upload a Catego (Registration Set | C ow/Hide ry Picture up) ↔ | assroom Na | ame | | Capaci | ityFe |
| Category Child Care 7 Programs - Sh Upload a Catego (Registration Set (Registration Cor | C ow/Hide ry Picture up) ↔ nfirmation Question) ↔ | assroom Na | ame | | Capaci | ityFe |

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)