Workflow Roll Forward

Last Modified on 10/27/2026 8:56 am CDT

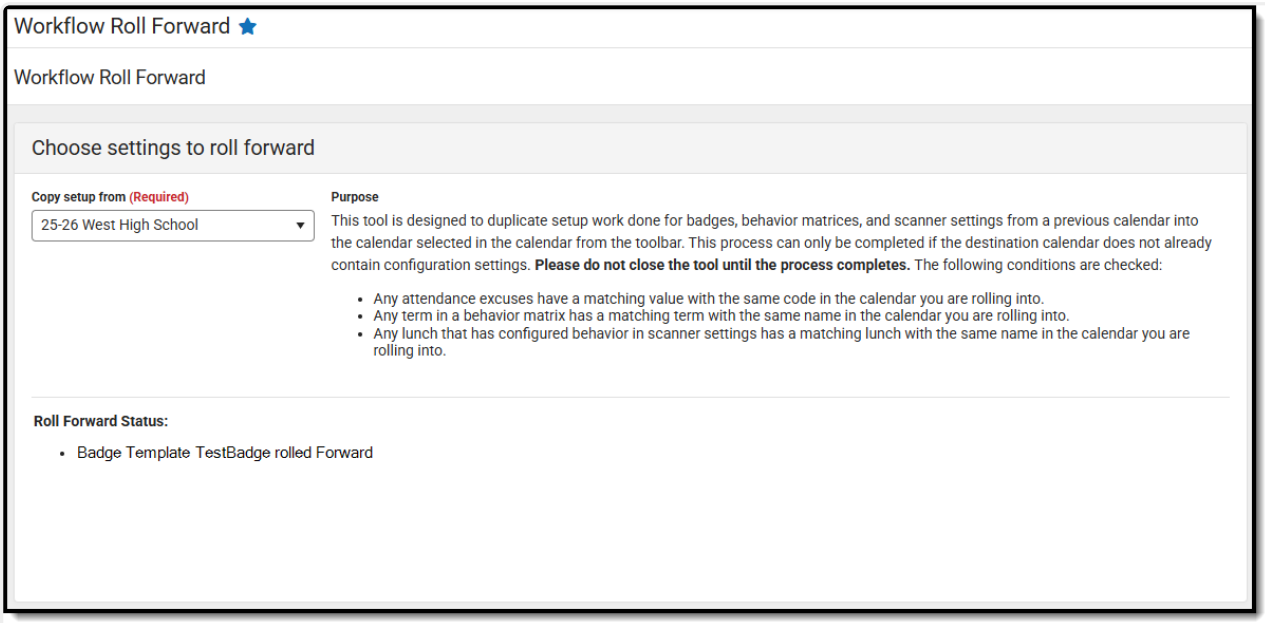
Scanning tools are available with Campus Workflow Suite.

Tool Search: Workflow Roll Forward

The Workflow Roll Forward tool duplicates the setup work for Badges, Behavior Matrices, and Scanner Settings from a previous calendar into the calendar in your Context Menu. This only works within the same school. It does NOT work between schools.

You must have calendar rights for the year you are trying to roll forward from. You must also have Read and Write tool rights to all of the tools you wish to roll forward.

NOTE: This tool works *only* if the selected calendar does not contain configuration settings. If the selected calendar has existing configurations, a message appears stating that the settings cannot roll forward. The Roll Forward Status must appear, showing the status of each setting, before closing the tool. If the Roll Forward Status does not appear, the settings are not saved.

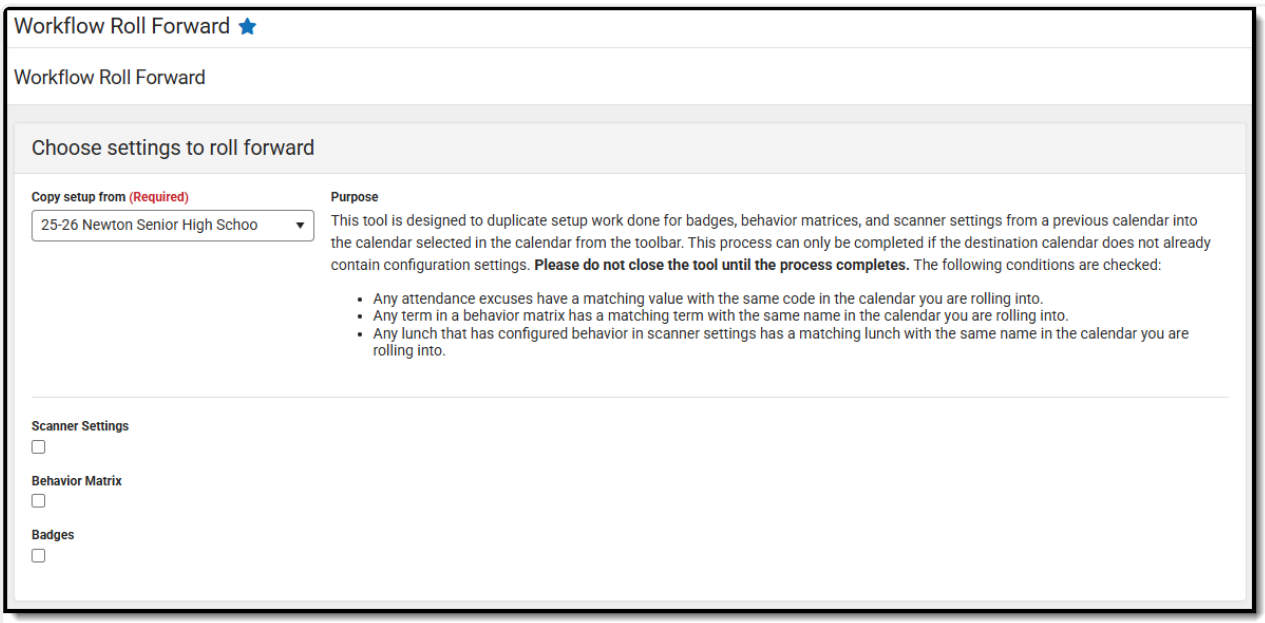


Workflow Roll Forward - Roll Forward Status

Workflow Roll Forward Validations

The following conditions are checked when rolling forward settings:

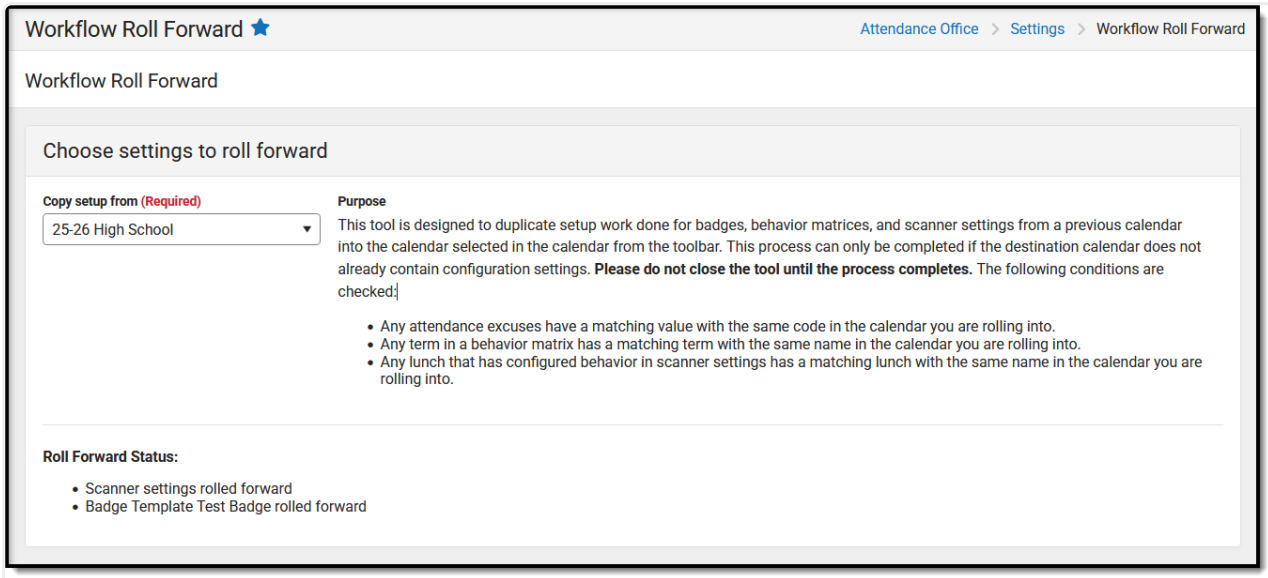
- Attendance excuses that have a matching value with the same code in the calendar you are rolling into.
- Term in a behavior matrix that has a matching term with the same name in the calendar you are rolling into.
- Any lunch that has configured behavior in scanner settings has a matching lunch with the same name in the calendar you are rolling into.



Workflow Roll Forward - Roll Forward Settings

Roll Settings Forward

1. Select a calendar from the **Copy setup from** drop-list.
2. To roll a setting forward, mark the appropriate checkbox: **Scanner Settings, Behavior Matrix,** and **Badges**. Check all that apply.
3. When finished, press **Roll**. Once clicked, a Roll Forward Status appears, showing each rolled forward setting moved to the calendar.



Workflow Roll Forward Status