

## GUIDE: QUICK GUIDE ON HOW TO USE ROTAMASTER

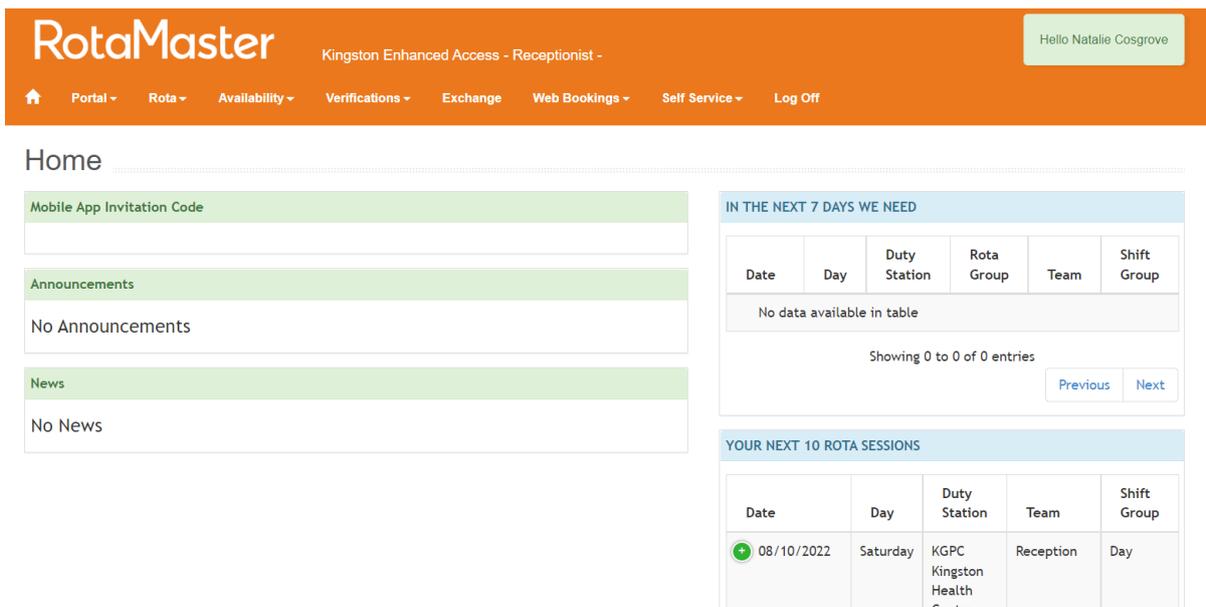
### Login

To view Rotamaster go to <https://SWL.Rotamasterweb.co.uk> and use the username and password you set up.



### Home Page

Any announcements and news will appear here that is relevant to you. Please use the tick box to confirm that you've read and understood any that are viewable.



**Home**

Mobile App Invitation Code

Announcements

No Announcements

News

No News

**IN THE NEXT 7 DAYS WE NEED**

Date	Day	Duty Station	Rota Group	Team	Shift Group
No data available in table					
Showing 0 to 0 of 0 entries					
					Previous
					Next

**YOUR NEXT 10 ROTA SESSIONS**

Date	Day	Duty Station	Team	Shift Group
08/10/2022	Saturday	KGPC Kingston Health Centre	Reception	Day

The Home Page will display your booked sessions and any sessions that require cover in the next 7 days. If you would like further details of the available sessions, click on the relevant one and it will open to show all data required. To book a session you need to go to “Web Bookings” (Instructions are below).

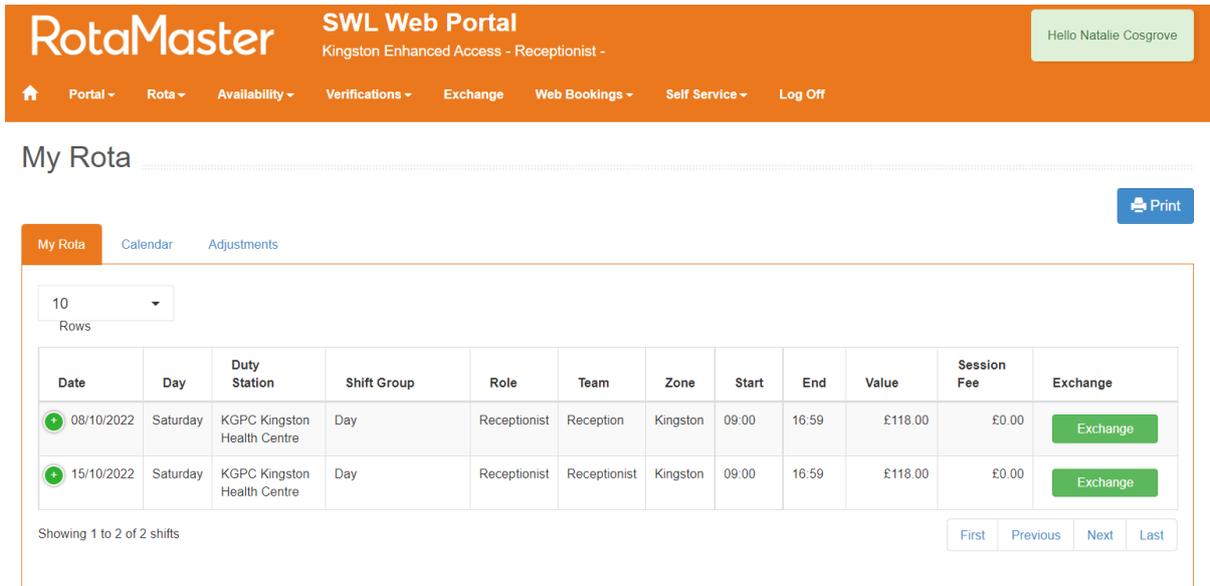
### Portal

Any messages, info or news will be displayed in this section.

### Rota

My Rota: All of your confirmed shifts will be displayed here.

It will confirm the date, day of the week, location, role, times and financial value.



**RotaMaster** SWL Web Portal  
 Kingston Enhanced Access - Receptionist - Hello Natalie Cosgrove

Home Portal Rota Availability Verifications Exchange Web Bookings Self Service Log Off

### My Rota

Print

My Rota Calendar Adjustments

10 Rows

Date	Day	Duty Station	Shift Group	Role	Team	Zone	Start	End	Value	Session Fee	Exchange
08/10/2022	Saturday	KGPC Kingston Health Centre	Day	Receptionist	Reception	Kingston	09:00	16:59	£118.00	£0.00	Exchange
15/10/2022	Saturday	KGPC Kingston Health Centre	Day	Receptionist	Receptionist	Kingston	09:00	16:59	£118.00	£0.00	Exchange

Showing 1 to 2 of 2 shifts

First Previous Next Last

Calendar – Shows your shifts in a monthly, calendar format.

### Web Bookings

Book Web Bookings: This page displays a list of shifts which are available for you to book.

You can filter shifts by:

- Rota Group
- Date Range
- Duty Station

To book a shift, simply select the shift you wish to request – this will place a tick in the box.

Then select ‘Request’ at the bottom of the page.

You will then need to wait to receive a notification as to whether your shift has been approved or declined.

**RotaMaster** SWL Web Portal Hello Natalie Cosgrove

Kingston Enhanced Access - Receptionist -

[Home](#)
[Portal](#)
[Rota](#)
[Availability](#)
[Verifications](#)
[Exchange](#)
[Web Bookings](#)
[Self Service](#)
[Log Off](#)

**Rota Group** ▼

Kingston Enhanced Access ▼

**Date Range** ▼

From: 01/10/2022 

To: 30/10/2022 

[Submit](#)

**Duty Station** ▼

- KGPC Kingston Health Centre
- KGPC Merritt Medical Centre
- KGPC Manor Drive
- KGPC Claremont Medical Centre
- KGPC Surbiton Health Centre Ground Floor

**Zone** ▼

All Zones Kingston

10 Rows

Date	Day	Duty Station	Shift Group	Role	Value	Start	End	Book	Additional Data
03/10/2022	Monday	KGPC Surbiton Health Centre Ground Floor	Evening	Receptionist	£29.50	18:00	19:59	<input checked="" type="checkbox"/>	<input type="checkbox"/>
04/10/2022	Tuesday	KGPC Surbiton Health Centre Ground Floor	Evening	Receptionist	£29.50	18:00	19:59	<input type="checkbox"/>	<input type="checkbox"/>
05/10/2022	Wednesday	KGPC Surbiton Health Centre Ground Floor	Evening	Receptionist	£29.50	18:00	19:59	<input type="checkbox"/>	<input type="checkbox"/>