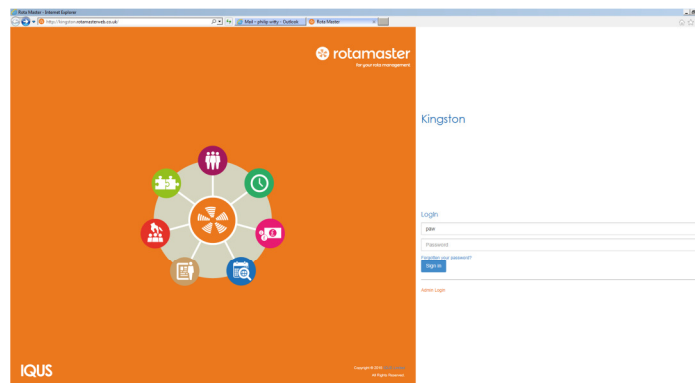


# Quick guide to using Rotamaster

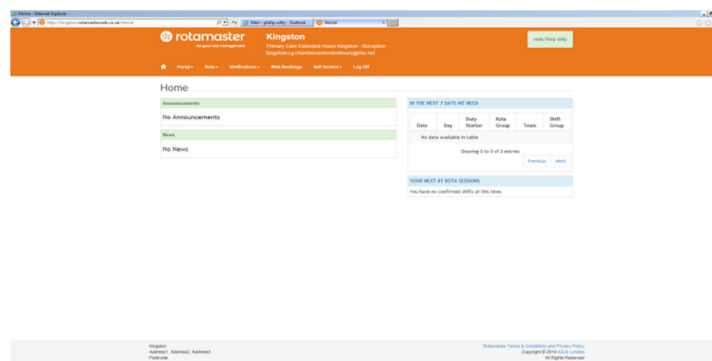
## Login

To view Rotamaster go to <https://kingston.rotamasterweb.co.uk> and use the username and password you were given by the administrator. If you tick the “Remember me” box you won’t have to worry about remembering your password in future.



## Home Page

Any messages or announcements will appear here that are relevant to you. Please use the tick box to confirm that you’ve read and understood any that are viewable.



The Home Page will display your next session 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 it’s felt would be beneficial to you will be displayed in this section.

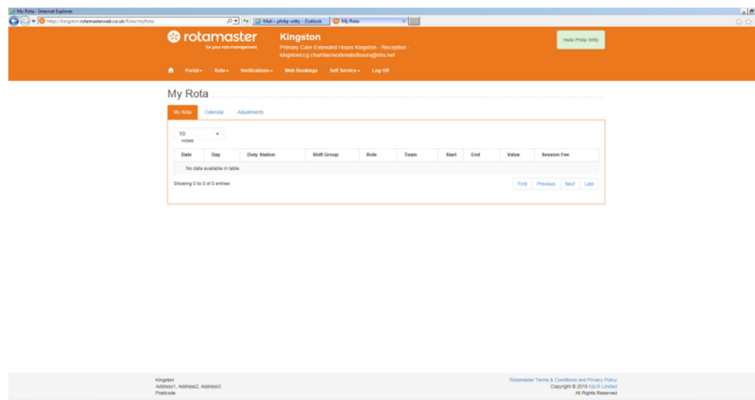
## Rota

All of your confirmed shifts will be displayed here.

My Rota –

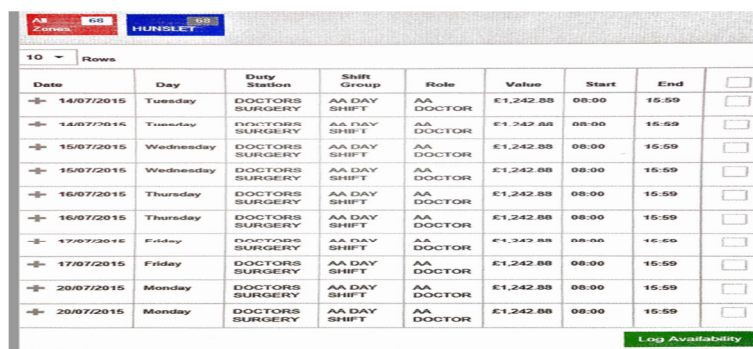
This page displays your confirmed shifts within the time range set by the administrator.

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



Calendar – Shows your shifts in a calendar format.

## Availability



Date	Day	Duty Station	Shift Group	Role	Value	Start	End	<input type="checkbox"/>
14/07/2015	Tuesday	DOCTORS SURGERY	AA DAY SHIFT	AA DOCTOR	£1,242.88	08:00	15:59	<input type="checkbox"/>
14/07/2015	Tuesday	DOCTORS SURGERY	AA DAY SHIFT	AA DOCTOR	£1,242.88	08:00	15:59	<input type="checkbox"/>
15/07/2015	Wednesday	DOCTORS SURGERY	AA DAY SHIFT	AA DOCTOR	£1,242.88	08:00	15:59	<input type="checkbox"/>
15/07/2015	Wednesday	DOCTORS SURGERY	AA DAY SHIFT	AA DOCTOR	£1,242.88	08:00	15:59	<input type="checkbox"/>
16/07/2015	Thursday	DOCTORS SURGERY	AA DAY SHIFT	AA DOCTOR	£1,242.88	08:00	15:59	<input type="checkbox"/>
16/07/2015	Thursday	DOCTORS SURGERY	AA DAY SHIFT	AA DOCTOR	£1,242.88	08:00	15:59	<input type="checkbox"/>
17/07/2015	Friday	DOCTORS SURGERY	AA DAY SHIFT	AA DOCTOR	£1,242.88	08:00	15:59	<input type="checkbox"/>
17/07/2015	Friday	DOCTORS SURGERY	AA DAY SHIFT	AA DOCTOR	£1,242.88	08:00	15:59	<input type="checkbox"/>
20/07/2015	Monday	DOCTORS SURGERY	AA DAY SHIFT	AA DOCTOR	£1,242.88	08:00	15:59	<input type="checkbox"/>
20/07/2015	Monday	DOCTORS SURGERY	AA DAY SHIFT	AA DOCTOR	£1,242.88	08:00	15:59	<input type="checkbox"/>

In this section you can log your availability for upcoming rotas.

To log your availability, click the tick-box next to the shifts you are interested in and then click on “Log availabilities”. If you’d like to make yourself available for all the shifts on display click the very top box to the left of the end column.

Availability cont....

If you wish to view any more information relating to the shift, click the plus sign to the left of the panel.

You can click as many shifts as you like but there is a wizard within Rotamaster which will over-ride your selections if it feels too many hours are being worked.

Please note that when you have made yourself available for a shift it will no longer be visible to you but will be to other users until it has been allocated to someone.

Edit Availability – You can withdraw shift requests here if they've not been allocated yet. Once a shift has been allocated you can only amend it directly with the administrator.

Downloaded – This shows all the shifts logged and have successfully been downloaded by admin.

### **Verifications**

Here you can verify the shifts allocated to you and check the associated values. Shifts with a green dot need to be validated but ones with a red no entry sign do not. To verify a shift, click the green thumbs up icon next to the shift. The shift will then turn green.

Click the "Verify Shift" icon at the bottom of the page to confirm your choices. If this is not done the shift will not be verified.

### **Web Bookings**

This page displays a list of shifts which are available for you to book. Please always check "Log Availabilities" as well as this page as some shifts cannot be confirmed on this page due to administration reasons and to be fair to staff.

If a shift is on show, it will immediately be assigned to you once you've chosen it.

To book a shift, simply click the "Book" icon next to the chosen shift.

***If you have any queries whatsoever with regards to using Rotamaster please do not hesitate to contact the administrator and a one-on-one training session will be organised.***

