



Course: NetMaster For Administrators

Duration: 1 day

Fee: £ tbc

Location: Wakefield

Code: NET02

Course Overview

This course will provide an overview of all functionality of the User NetMaster website and includes all aspects of the Administrator NetMaster website including downloading availabilities, sending emails and texts and RotaMaster web settings.

Who will the course benefit ?

This course is designed for anyone wishing to consolidate and expand their knowledge of the NetMaster functions.

Skills Gained

This course will enable delegates to:

Navigate and understand the User NetMaster website

Create and manage E-mail and SMS messages

Understand and manage the Exchange system

Understand Organisation, Team and Personnel web Settings

Publish to web

Import Availabilities from the web

Understanding Availability Data

Prerequisites

This course is designed for delegates who have completed the Rota Master Fundamentals course or have equivalent knowledge. It is not suitable as an introduction for people who have little or no experience using Rota Master.

Course Content

Module 1: Using the User NetMaster website

Introduction to the User NetMaster website

Overview of My Rota page

Understanding Member's Pages

Understanding Log Availabilities and Unallocated pages

Using the Exchange

Understanding Timesheets and Verifications

Module 2: Using the Admin NetMaster website

Introduction to NetMaster for the Administrator

Overview of the Administrator's Control Panel

Managing Availabilities

Creating and managing E-mail Messages

Creating and managing SMS Messages

Creating and maintaining Content Management

Understanding and managing the Exchange system

Module 3: Essential RotaMaster Settings

Understanding Organisation Email and Web Settings

Understanding Team Web Settings

Understanding the Personnel Zone White List

Setting up Personnel Internet Security

Module 4: Publish To Web

Understanding Live Rota and Availability Collection Date Ranges

Understanding Overwrite All Data option

Manually Uploading to the web

Module 5: Availabilities

Importing Availabilities from the web

Understanding Availability Data

Understanding Availability Priorities

Availability Data Analysis