



IQUS Training

Course: Rota Master Advanced

Duration: 1 day

Fee: £ 350

Location: Wakefield

Code: ADV01

Course Overview

To be able to carry out more advanced tasks using Rota Master including creation and management of Adjustments, creation of export files, reporting and User management.

Who will the course benefit ?

This course is designed for anyone wishing to consolidate and expand their knowledge, to include some of the more complex functionality of Rota Master.

Skills Gained

This course will enable delegates to:

- Create and manage holiday, sick leave and other financial adjustments
- Create special reports
- Create rota exports
- Set up and maintain user security

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.

Follow-on Courses

- Rota Master Financials (FIN01)
- Rota Master Updates (UPD01)
- Rota Master Contract Builder (CBD01)

Course Content

Module 5: Special Functions

Understanding and Managing Adjustments

Assigning Roles with the contract builder

Creating Export Files to excel, word processor and web

Exporting financial data to *Sage Accounting*

Importing and Exporting files to/from Adastral or Knight Owl

Understanding and using Analysis Tools

Creating and running Special reports

Understanding and managing the Exchange system on Net Master

Module 6: Security

Understanding Security Settings

Creating and setting up Roles

Managing Permissions

Understanding and managing Organisation Security