



Course: Rota Master Essentials

Duration: 2 day

Fee: £ 600

Location: Wakefield

Code: ESS01

Course Overview

This course will provide the delegate with an introduction to all the essential features and processes on both Rota Master and NetMaster. This course covers the simple day to day Shift Management processes and then building on this knowledge to discover more complex functionality.

Who will the course benefit ?

This course is intended for people who are Rota Managers and are new to using Rota Master and want to use Rota Master to create, allocate and manage staff rotas.

Skills Gained

This course will enable delegates to:

- Use the RotaMaster navigation and menu options effectively
- Organise personnel in a well-structured format
- Create and manage shifts and shift patterns
- Create and manage rotas for specified personnel groups
- Collect and manage personnel availabilities
- Automatically allocate personnel into a rota
- Use the NetMaster navigation and menu options effectively
- Understand NetMaster processes and functions
- Carry out Administrator functions on NetMaster
- Create export files for external systems
- Generate reports from Rota Master

Prerequisites

None

Follow-on Courses

- Rota Master Advanced (ADV01)
- Rota Master Financials (FIN01)
- Rota Master Updates (UPD01)

Course Content

Module 1: Introduction

Introduction to Rota Master
Learning RotaMaster Navigation
Understanding the Workflow Overview

Module 2: Set Up

Understanding how personnel are organised
Creating and Managing Organisations
Creating and Managing Teams
Creating and Managing Personnel
Understanding how shift patterns are organised
Using Shift Manager
Creating Shift Patterns
Managing Shift Patterns
Creating and scheduling Special Days

Module 3: Rota Creation

Understanding how a rota is created
Creating a Calendar
Managing the Calendar data
Sending rota data to the web
Accessing the NetMaster web interface
Sending personnel availabilities to Rota Master
Managing the Rota
Using the automatic Allocation Wizard to allocate personnel to the rota
Viewing and Editing the Rota

Module 4: Using NetMaster

Introduction to NetMaster
Learning NetMaster Navigation
Overview of My Rota page
Understanding Member's Pages
Availability logging for shifts
Registering for unallocated shifts
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 Management
Overview of Content Management
Creating and running reports using Report Generator
Creating export files to excel
Importing and Exporting files to Adastral or Knight Owl