



Course: Rota Master Refresher

Duration: 1 day

Fee: £ 350

Location: Wakefield

Code: REF01

Course Overview

This course will provide delegates with a refresher on how to use the features and functionality of Rota Master and NetMaster to the maximum, learn tips and tricks to use in their daily tasks and understand newly introduced features and functionality.

Who will the course benefit ?

This course is intended for people who are Rota Managers and may have been using Rota Master and NetMaster for a while and would like a refresher to ensure that they are using the systems to its full capacity.

Skills Gained

This course will enable delegates to:

- Fully utilise the RotaMaster navigation and menu options
- Understand the diverse range of data that can be held in the Personnel Record
- Create and manage rotas for specified personnel groups
- Understand the options for collecting and managing personnel availabilities
- Tips and tricks for day to day managements and amendments to Live Rota
- Create and manage holiday, sick leave and other financial adjustments
- Fully utilise the NetMaster navigation and menu options
- Understand the Administrator functions on NetMaster

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 2: Set Up

Assigning allowed and home zones to personnel via the White List
Recording Personnel Information for HR, Payment and Pension purposes
Understanding how personnel are organised
Creating and scheduling Special Days

Module 3: Rota Creation

Tips and tricks for day to day management of the Live Rota
Manually and automatically collecting and managing personnel availabilities
Using the automatic Allocation Wizard to allocate personnel to the rota
Creating and managing holiday, sick leave and other financial adjustments

Module 4: Using NetMaster

Overview of Members' Pages
Overview of the Administrator's Control Panel
Managing Availabilities
Creating and managing E-mail Messages
Creating and managing SMS Messages
Overview of Content Management
Importing and exporting files to Adastra

Module 5: Special Functions

Understanding and Managing Adjustments
Assigning Roles with the contract builder
Creating export files to excel, word processor and web
Overview of exporting financial data to Sage Line 50 and Payroll
Importing and exporting files to/from Adastra
Creating and running Special reports
Understanding and managing the Exchange system on Net Master