



IQUS Training

Course: **Totally Rota Master**

Duration: **3 day**

Fee: £ **850**

Location: **Wakefield**

Code: **TOT01**

Course Overview

This course will provide delegates with an introduction to both the basic and advanced features and processes on Rota Master and NetMaster. This course covers the day to day Shift Management processes and then builds on this knowledge to discover more complex functionality including creation and management of Adjustments, creation of export files, reporting and User management.

Who will the course benefit ?

This course is intended for people who are Rota Managers and want to gain an in-depth knowledge of the both the basic and more advanced features of Rota Master and NetMaster.

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

Prerequisites

None

Follow-on Courses

- Rota Master Financials (FIN01)

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

Prerequisites

None

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 Adastra or Knight Owl

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 Adastra 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