

HRIS Reference Guide: RotaMaster App End User Guide



To access the **RotaMaster Online Portal**, please use the following link:
<https://practiceplusgroup.rotamasterweb.co.uk/>

Reference Guides for the **HR systems** are available on MyPracticePlus
(please ensure you are logged in to MyPracticePlus first):
<https://mypracticeplus.com/health-care/self-service>

If you need **assistance using the RotaMaster App** please contact the HRIS team:
0333 321 1951 or hc.hris@practiceplusgroup.com

The RotaMaster App is a method of accessing all of the functionality of RotaMaster on your mobile device. One of the main key benefits of the App is that users with more than one RotaMaster profile can attach these to the App to quickly swap between accounts. The App is free to download and has a simple, easy to use interface.

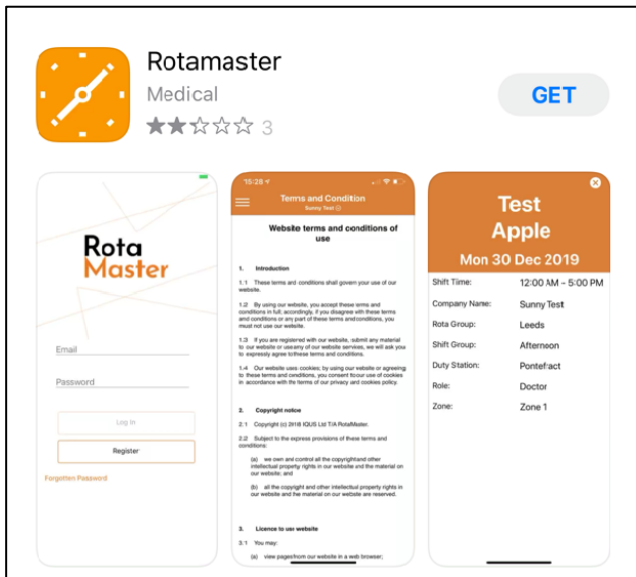
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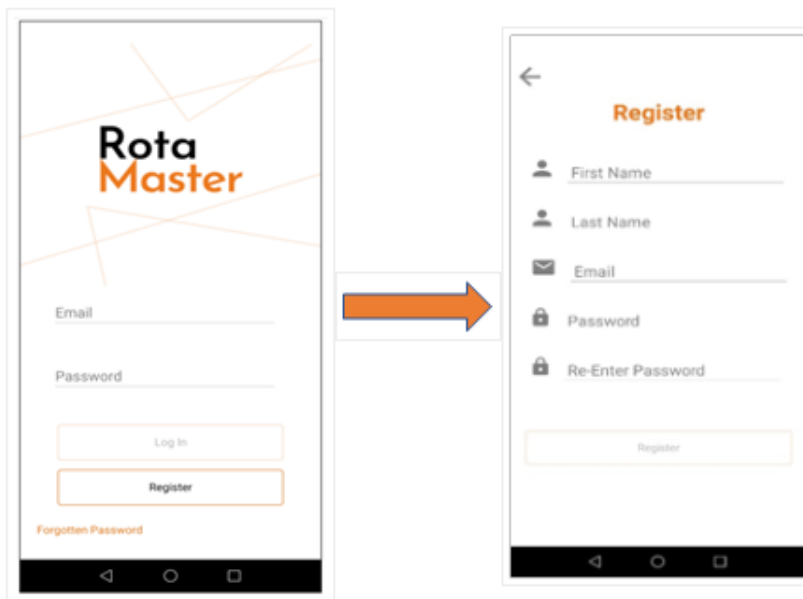
Downloading & Registering the App

The RotaMaster App can be downloaded from either Google Play Store (Android phones/tablets), or the Apple App Store (iPhones/iPads).

Search for RotaMaster and select the below icon and press install.



When you open the App on your phone for the first time, you will need to register your details.



The password you enter on the registration screen on the App doesn't need to be the same as your RotaMaster password. Please remember these details as they will be required when accessing the app each time. These details can be retrieved using the forgotten username/password link on RotaMaster.

Once you press 'Register' after entering your details you will be directed to a screen to enter your verification code (case sensitive) which will be sent to the email address you entered on the registration screen. **Please check your Spam or Junk folder for this email if it isn't visible in your inbox.**

Logging In

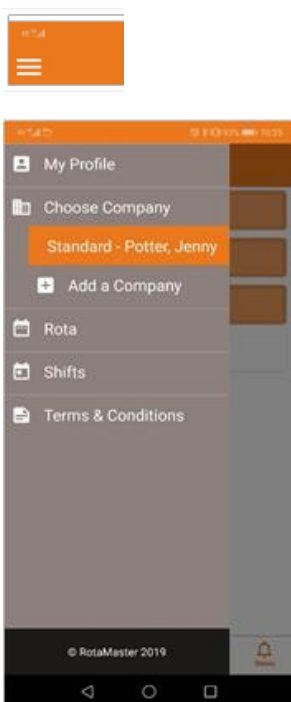
Once you have downloaded and registered the App, you can select the RotaMaster icon on your mobile device. Enter the email address and password that you used when registering the App and press 'Log In'.



If you have forgotten your App password, press 'Forgotten Password'. This will open the Request Password Screen, enter the Username you used when registering and an email will be sent with a password reset link. Please ensure you check your Spam or Junk folder if this email doesn't appear in your inbox.

Attaching your Practice Plus Group Profile(s)

Go to the Menu (3 horizontal lines) and navigate to the "Choose Company" section:

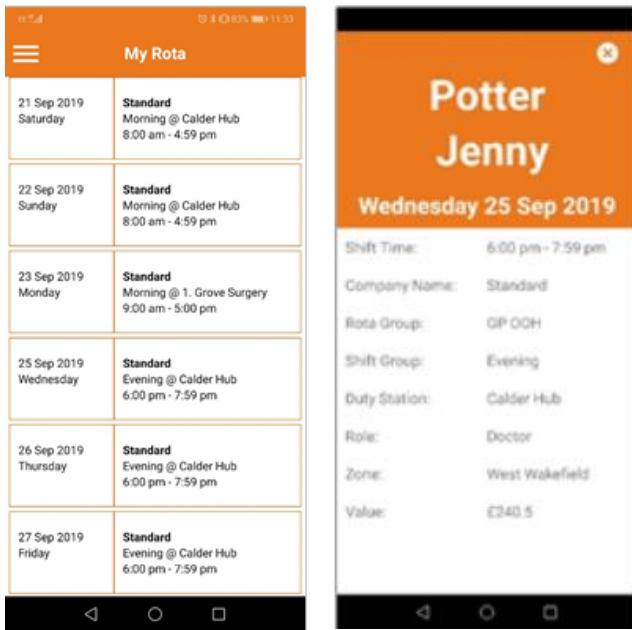


You will then need to enter your RotaMaster online username and password for your profile and the invitation code sent to you by your local Rota Team for the same profile. The invitation code can also be viewed on your RotaMaster online home page.

Once you have added your profile you can then review all the information you would normally access via RotaMaster online.

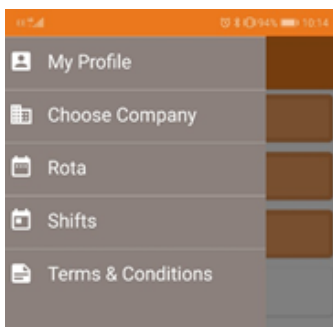
My Rota

Selecting Rota in the Navigation Menu will allow you to view your rota for the selected profile. Selecting the shift will allow you to see more detail.



App Profile

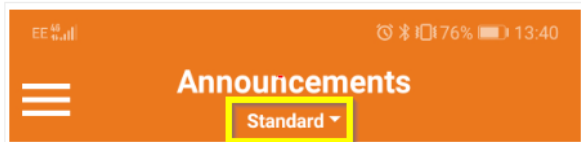
Select the Menu icon and then choose 'My Profile'



Here you can view some information that is held against your profile in RotaMaster, you will not be able to edit these details, please use ESS or contact your local Rota Team to update any of these details.



For users with multiple profiles you can switch between them on the App as long as you have added invitation codes for each profile. You can switch between apps by selecting from the drop down at the top of the screen.

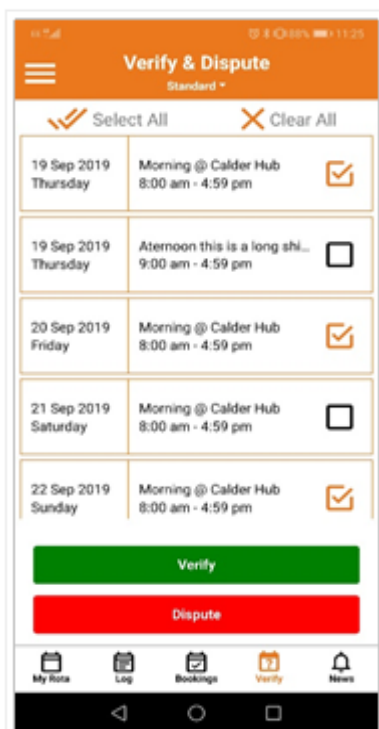


Shifts

For users with multiple profiles you can switch between them on the App as long as you have added invitation codes for each profile. You can switch between profiles by selecting from the drop down at the top of the screen.

Verifications & Queries

To verify shifts select the session(s) and then press verify. To query a session please select one session at a time and press dispute, you can then add a comment detailing the aspects of the shift that you believe are incorrect.

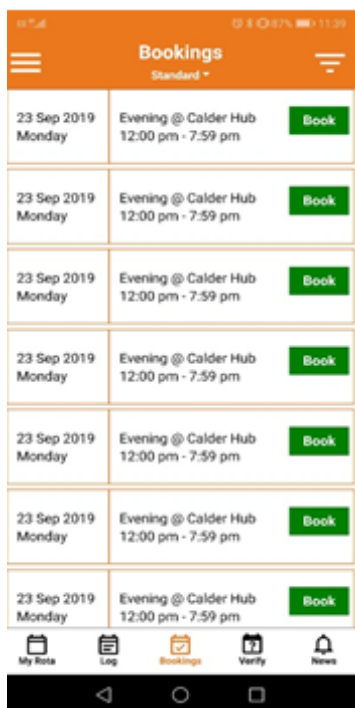


Bookings

When you open the bookings section you can select the filter button to limit the list based on Rota Group, Zone, Duty Station etc.



Once you have found a suitable shift, select the 'Book' button, you will then receive an on screen message stating the web booking has been successful and that you will receive an email confirming or declining the shift.



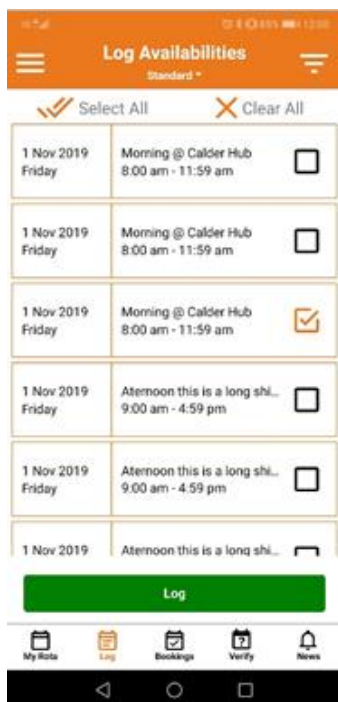
Log Availability – for employed staff only

This function is NOT to be used by Agency, Self-Employed or Limited Company staff

For services that use log availability, when availabilities are opened you will see shifts in this screen. To filter the Rota Group, Zones or Duty Stations you wish to view availabilities for select the filter icon.



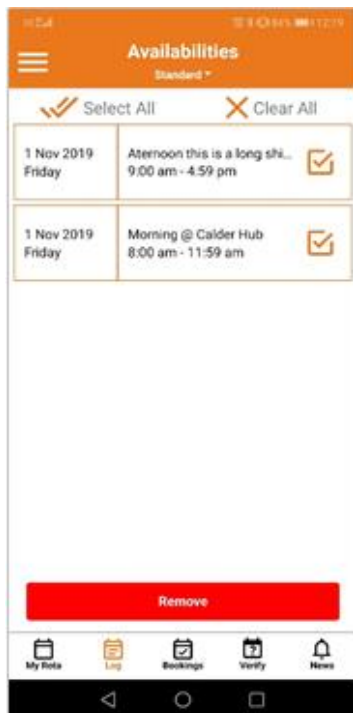
Select the shifts you are able to work and then press log.



Edit Availability – for employed staff only

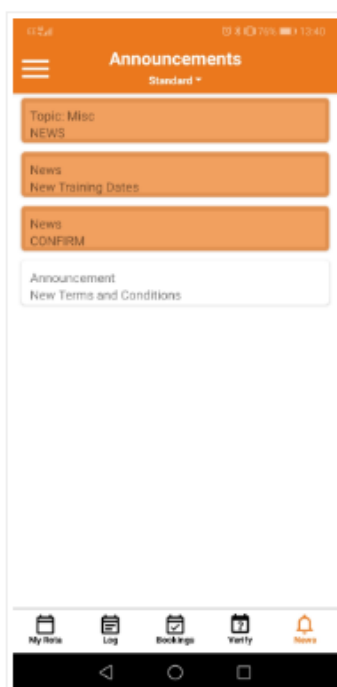
This function is NOT to be used by Agency, Self-Employed or Limited Company staff

Once you have submitted availability you can edit it as long as the log availability period is still open. To do this re-enter the Log section and select any availabilities you wish to remove.



News & Announcements

Some News and Announcements will appear on your home page if they are urgent, all other items can be accessed at the bottom of the My Rota screen you can select the News Icon.



This will display the headings of any News or Announcements you have access to. To review the detail please select the headline, for any items with a read receipt you will need to agreed that you have read it before progressing further.