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Chapter 1.

Introduction

1.1 Welcome to Rotaville

Rotaville (https://Rotaville.com/) is new online software for managing workplace rotas - sometimes known as rosters or employee schedules. Rotaville helps managers of shift workers in two important ways:

1. The manager can use Rotaville to plan the schedule of shifts and employee assignments

2. Employees can use Rotaville to find out where and when they are working.

Instead of using grids or spreadsheet cells, Rotaville displays shifts on a regular calendar view. Managers can easily schedule new shifts and then assign employees with a single click. Managers can quickly plan shifts for the days and weeks ahead. Employees and managers can clearly see the times for each shift and the assigned employees.

Rotaville also supports multi-user access allowing Employees to check the rota from home or on their mobile. A beautiful and easy to read one page PDF of the rota can be printed or emailed.

Please see the following chapters in this manual for full details of all the Rotaville features.

We hope that you enjoy using Rotaville.

1.2 Browser Support

Rotaville is thoroughly tested using the latest versions of Chrome and Firefox web browsers. Rotaville runs fast in these browsers. Google Chrome web browser can be downloaded for free from http://google.com/chrome and Mozilla Firefox web browser can be downloaded for free from http://mozilla.org/firefox.

Rotaville is not currently supported in any version of Internet Explorer.

The Rotaville mobile site at https://rotaville.com/m works well on the iPhone as well as many other modern phones, including Android and Windows Mobile.
Chapter 2.

Managers: Workplace Management

2.1 Rotaville Workplaces

A Rotaville workplace contains the list of employees, managers, and the rota (or possibly multiple rotas) for your company or organisation.

If a workplace doesn't yet exist it will need to be created.

2.2 Workplace and Rota navigation

Clicking the "Work" tab will take you to your default rota view. To change the workplace and rota being viewed click the "Rotas" tab.

The workplace/rota selector is shown listing the workplaces and rotas that you currently have access to.

2.3 Creating a New Workplace
A new workplace with its first rota can be made by clicking the 'Managers: Create a new Workplace and Rota' button listed under the 'Rotas' menu tab.

Enter the name of your business as the Workplace Name. A description can also be added. Then click 'Create Workplace and Rota'.

Your new Rotaville workplace and its first rota will be created. Some example shifts with some examples employees will be automatically added to the new rota.
3.1 First Day of the Week

You can also change the “First day of week” which is the day when your new weekly rota normally starts. On the web User Interface and also PDF printouts a thin green line will show just before each first day of the week.

3.2 Rota (Business) Hours Start & Finish

The rota (business) hours can be set. These rota hours settings are only used to help set the display of the online and printed rotas. You should include all hours that you need to show on the rota, including the time from your earliest shift start though until the end of your latest shift.
We recommend that the business hours be set one hour earlier than earliest shift through to one hour after your last shift ends. This to make the rota easier to use and easier to read. It also helps when daylight savings starts and finishes - days which have 23 or 25 hours and are otherwise difficult to display accurately.

Shifts and Business Hours Finish are allow to extend past midnight into the Next Day.

Shifts are not allowed to start past midnight - these shifts must start early on the following day instead.

3.3 Shift Time Precision

Shift Time Precision controls the minimum increments of time that shifts can start and finish at.

If all of your shifts always start and finish on the hour or half hour, then this setting can be set to 30 minutes.

If you need a finer granularity of time for your shift start and end times then choose a lower value.

A higher value for Shift Time precision makes using the web and mobile interfaces easier and less finicky to use.

3.4 Show Days (Mon, Tue,...)

The 'Show Sundays', 'Show Mondays', etc. settings control which days appear on the web rota.

If you never schedule shifts on a certain days (e.g. the weekend) then turning off the display of these days might be a good idea.

3.5 Confirmed Status for New Shifts

Normally shifts are created with a 'draft' status. Draft status provides an indication to employees that shift planning is not yet complete and further changes might be made. Shifts can be 'confirmed' by clicking on the clock face icon.

If you prefer that shifts instead be created with an automatic 'confirmed' status then turn on the Confirmed Status for New Shifts setting.

3.6 Draft Shifts Visible

This Workplace Setting controls if employees can see shifts that are currently in draft status.
Setting 'Draft Shifts Visible' to off will allow rota managers to plan and schedule new shifts without allowing employees to see them until they are confirmed. The draft shifts are hidden from employees.

When 'Draft Shifts Visible' is set to off then the other Workplace Setting 'Auto Confirm Shifts Day Before' is automatically turned on. This is to make sure the shifts will be visible to the employees at some stage (in case the rota manager forgets to confirm the shifts).

3.7 Auto Confirm Shifts Day Before

Auto Confirm Shifts Days Before, can be used to automatically confirm shifts a selected number of days before each shift is scheduled to begin.

It's good practice for rota managers to confirm shifts (rather than leave them with draft status) and this setting can be used to automatically confirm shifts when they have not already been manually confirmed (i.e. by clicking on the clock-face icon).

3.8 Warn About Empty Shifts

Warn About Empty Shifts, when turned on, will cause empty shifts (i.e. shifts without any employees assigned) that are scheduled to begin within the next 48 hours to flash with a red warning colour on the rota view.

ProTip: Stop warnings when you actually want an empty shift

One way to stop the warnings about an empty shift being triggered when you actually want/need the shift to be empty is to assign a fake employee to the shift. Create an employee record with a name something like 'EMPTY SHIFT' or 'CANCELLED SHIFT' and assign this employee to the empty shift. Now the shift is no longer empty and the warnings will stop.

3.9 Resource/Client/Employee Double Assignments

'Resource Double Assignments', 'Client Double Assignments', and 'Employee Double Assignments' settings are used to control what happens with a double-booked assignment, ie. when an employee (or client or resource) is booked to work two different shifts at the same time.

By default, these settings are set to 'warn' and any double-booked assignment will be marked with a strike through the employee name (and resource or client names).

Each of these Settings can be set to:

- **warn** - Double assignments can be made, but Rotaville will mark them with a strike-through the name. This is the default Rotaville behaviour.
- **allow** - Double assignments can be made. Rotaville will not mark or warn about these double-booked assignments.
- **block** - Double assignment is not allowed. If the resource/client/employee is already scheduled
then their name will not appear in the shift assignment menu for any conflicting shifts.

Using the allow setting is useful for when it's okay for 'Resource' or 'Client' records to be assigned concurrently.

When the block setting is used there are still some circumstances when a double-booking might occur (such as automatically repeating shifts), should this happen then the double assignments are shown with the traditional strike-through treatment.

### 3.10 Employee Holiday Requests

Allows employees to post Holiday Requests onto the rota from their own user accounts.

Any Holiday Requests posted to the rota by an employee will be as a request (draft status). Holidays can only be confirmed by rota managers. When this setting is set to 'No' then only managers can add holidays and holiday requests to the rota.

### 3.11 Holidays visible to Employees

You can also set whether you want holiday requests (and approved holidays) to be show to all employees or just managers (and the employees concerned).

**ProTip**

If you have many holidays and holiday requests on your rotas you can create a separate dedicated rota in your workplace (e.g. called "Holidays") specifically for holiday requests. This will keep them out of your normal scheduling web view, and printed PDFs, of your everyday work shift rotas.

### 3.12 Shifts visible to Employees

Normally employees can see all shifts on the rotas. If this is set to "No, managers only" then employees will only be able to see shifts to which they are assigned to.

Managers take note: One thing to consider is that if employees can't see other shifts then won't also won't be able to pre-accept/decline the Agreements for those invisible shifts either.

### 3.13 Assignments visible to Employees
Normally employees can see all the assignments for all shifts. If this is set to "No, managers only" then employees will only be able to see the assignments on the shifts that they are also assigned to. This setting is useful if you’d like you employees to see all the shifts (as per the "Shifts Visible to Employees" setting) but you’d only like them to see the assignments of the shifts they are also working.

Employees will always see ALL the assignments of the shifts they are working (this includes other employees assigned to the same shifts and also Clients assigned and Resources assigned).

### 3.14 Use Availability

The Use Availability setting can be used to completely turn off the Availability feature for the workplace.

Managers and employees will no longer see the free/busy (red/green) controls on the rota and shift assignments views.

**ProTip**

If your workplace doesn't use the Availability feature (free/busy (green/red)) at all then turning off 'Use Availability’ can slightly speed up Rotaville for you and your employees and make the system slightly easier to understand with less controls on screen.

### 3.15 Availability visible to Employees

Normally employees can see the availability indicated by other employees.

If this is set to "No, managers only" then employees will only see their own availability.

### 3.16 Use Shift Agreements

The Use Shift Agreements setting can be used to completely turn off the Shift Agreements feature for the workplace.

Managers and employees will no longer see the Accept/Decline (tick/cross/question-mark) controls on the rota and shift assignments views.

If your workplace doesn't use the Shift Agreements feature (accept/decline (tick/cross/question-mark)) at all, then turning off 'Use Shift Agreements' can
slightly speed up Rotaville for you and your employees and make the system slightly easier to understand with less controls on screen.
3.17 Allow Pre-Assignment-Agreements

This new Workplace Setting controls if employees are allowed to set 'Shift Agreements' on shifts that they are not yet assigned to, i.e. allowing them to Pre-Accept and Pre-Decline. Turning this setting off will then only allow employees to Accept and Decline shifts to which they are already assigned.

(Note: If the Workplace Setting 'Shifts Visible to Employees' is off then employees will only see their own shifts and so can't pre-accept/pre-decline other shifts regardless of the 'Allow Pre-Assignment-Agreements' setting).

3.18 Agreements visible to Employees

When set to "Yes" employees can see the shift Agreements (accepts & declines) indicated by other employees.

If this is set to "No, managers only" then employees will only see their own Agreements.

**ProTip**

Setting "Agreements Visible to Employees" to "YES" (and also "Availability Visible to Employees") can help encourage individual employees to update (e.g. Accept) their assignments as a result of seeing their colleagues doing the same.

3.19 Allow Shift Agreements to be Declined

This Workplace Setting controls if employees are allowed to set their 'Shift Agreements' to Declined (and Pre-Declined). Turning this setting off will cause 'Shift Agreements' to be 'Accept (and Pre-Accept) Only' for all employees.

3.20 Agreement Lock on Confirmed Shifts

The "Agreement lock on confirmed shifts" option can be set. With this setting set to yes employees are unable to set their agreement to declined when the shift is confirmed and they are already assigned to to it.

So, if an assigned employee tries to update their agreement to declined they will get an error message like this one:
3.21 Employee SMS Access

Workplace owners can purchase SMS credits that are used to send SMS messages from Rotaville. Set 'Employee sms access' to yes if you’d like your connected employees to be able to receive shift reminders by SMS using your workplace SMS credits.

3.22 Activity visible to employees

When set to "YES" employees can see the workplace Activity stream.

The Activity stream always includes details about Shifts, Assignments, Availability and Agreements regardless of the other advanced settings listed above. This setting allows access to the Activity stream to be restricted to managers only if desired.

3.23 Email Addresses Visible To Employees

Email Addresses added to Employee (and Client) Records are hidden from other employees by default. Email Addresses are always visible to rota managers.

Change this setting to allow connected users (employees) to see the Email addresses on all employee records. This is sometimes required if your company provides email accounts or your business requires that each employee has access to others email addresses for work purposes.

Pro Tip

If you have 'Email Addresses Visible To Employees' turned off but require some email address information to be shared then you can add these email addresses to the text of the employee record 'Description' fields. The Description field is always visible to all connected users (employees and managers).

3.24 Telephone Numbers Visible To Employees
Telephone Numbers added to Employee (and Client) Records are hidden from other employees by default. Telephone Numbers are always visible to rota managers.

Change this setting to allow connected users (employees) to see the Telephone Numbers on all employee records. This is sometimes required if your company provides telephones or your business requires that each employee has access to others' telephone numbers for work purposes.

3.25 Use Photos

Use Photos setting controls what photos are displayed for resources, clients, and employees. The options are

- Do not show photos - no photos are shown.
- Only show uploaded photos - No default (random) photos are displayed. Only photos uploaded to the Employee Record (by a manager) or User Profile (by the user) are shown.
- Show uploaded and default photos - when no photo has been uploaded then a random image from the Rotaville image library is used.

3.26 Use Employee Colors

Employees (and clients and resources) are usually displayed each with their own colour for easier recognition. The individual colours can be set manually or chosen automatically by Rotaville.

The 'Use Employees Colors' setting allows individual colours to be turned off for the entire workplace. When set off, all employees will appear the same colour. All clients and all resources will also have the same colour.

3.27 Workplace Logo

You can replace the default logo image for your workplace with your own by clicking the "Add Logo" button.
Managers: Rota Settings + New Rotas

Each rota also has a Name and Description.

You can change the Rota name and it's optional description.

To add another to Rota to the workplace click on the 'Add a new Rota' button in Rota Settings.
Click the Employees tab to view your list of staff. You can click the Employees tab again to hide the employee list.

Click an employees name from the employee list to view their employee record.

5.1 Editing an Employee Record
To edit the employee details click on "Edit Employee Record".

Employees can be deleted from the employee edit page. When an employee is deleted all of their information, including historical shift assignments are also deleted.

5.2 Adding a new Employee Record

From the employee list you can add a new Employee Record to the workplace. After first clicking the Employees Tab then click the "Add New Employee Record" button.

Each new Employee Record must have
- First Name
- Last Name

Optionally they can have
- Description
- Email
- Telephone number (in international format)
- Employee Id (perhaps the same Id already being used by your Payroll or other HR systems)

Entering email and telephone details will allow you to use Rotaville (including the Rotaville iPhone and Android apps) for communicating directly them.

Finally click 'Create' and the new employee details are added to the system.
5.3 Employee Profile Picture

After adding an Employee Record you can customise the default picture assigned to the employee by clicking on "Edit Employee Record" and then "Edit Picture" to upload their staff photo or other suitable image.
Managers: Scheduling shifts and Assigning employees

6.1 Adding a new shift to the Rota

To add a new shift simply click down on the rota at the day and time you'd like the shift to begin, then drag out the length of the shift your require while keeping the mouse button down. Release the mouse button to finish creating the shift. You should be able to accurately mark out the shift from it's start time to it's finish time.

Hover over a shift to display green arrows on either side of it. These green arrows are handles which you can click and drag to adjust the shift start and end times.

Shifts will automatically be given a name taken from it's day and start time, e.g. "Monday 9am"

In the shift details box click on the 'pencil' edit icon to add/edit an optional shift name and description. These fields are useful for when you want to convey additional information about the shift. This extra information will be displayed in the shift header after it is saved. The shift name will also appear in PDF printouts and employee emails about this shift.

After click the shift title to edit the shift details you can also delete the shift completely by clicking "Delete".
6.2 Shift Breaks

When editing a shift a break period can be added. Shift breaks are subtracted from the the total hours for the shift. So break time is not included in employee weekly hours or monthly hours as shown in the various Rotaville reports.

If employees are paid during their breaks then the Rotaville shift break feature should not be used. Instead managers can just tell employees when that they have a break, or break information can be included in the shift Name or Description text fields.

Shift break information is displayed next to the shift times in square brackets, e.g. [ 30m ], and shift total hours are displayed in round brackets, e.g. ( 7h30m ).

![Shift Break Time Display](image)

**ProTip: Zero hour shifts**

It's possible to add a shift break to a shift that is a long as the entire shift, in effect making the shift a 0 hour shift.

This is useful if you'd like to add a special shift to the rota for which the hours should not be counted, e.g. a "training" shift, or a "staff party" shift.

6.3 Assigning Employees to Shifts

Assigning employees to shifts is really easy.

![Assign employees to this shift](image)
Click the on an employee name to assign them to work that shift. Repeat this process to assign as many employees as you need.

If an employee is already concurrently assigned to another shift or to a holiday then their name will appear with strike-through line over it on the assignment menu. This visual clue will help you avoid assigning the same employee to two different shifts that overlap.

When an employee is assigned to overlapping shifts (or also with an overlapping holiday request) their name is listed with the strikethrough/crossed-out treatment.

Rotaville allows overlapping shift assignments. This is just a visual clue for the rota manager to make sure they have not made a scheduling mistake.

6.4 Cloning an existing Shift
Shifts from earlier days can be "cloned" to create new shifts.

Click-AND-hold the clone control icons and then drag the cloned shift to a new day. Drop the cloned shift on the new day by releasing the mouse button. The underlying day where the clone shift will be dropped is highlighted in green color.

Use the "full clone" icon to clone a shift and it's assignments.

6.5 Full Day Cloning

A full day of shifts can be cloned by using the clone controls that appear on the right hand side of each day/date row.

Drag cloned shifts to a new day and then release the mouse button when the underlying new
day is highlighted green.

### 6.6 Full Week Cloning

After switching to 'Month' view (using button at the top of the rota) it's possible to quickly clone whole weeks of shifts. The weekly clone controls appear the far right hand side of each week row.

### 6.7 Repeating Shifts

In addition to cloning shifts, Rotaville also supports automatically repeating shifts.

To make an existing shifts start repeating click on the repeating schedule icon in the shift details box.

From the "New Repeating Shift Schedule" dialog you choose the schedule by which the shift should repeat.
Shifts can be repeated on 'Daily', 'Weekly', 'Monthly (by Day)' or 'Monthly by Week' basis.

The original shift assignments can be included with the repeating shift.

Shifts which are part of a repeating series are clearly displayed on the rota with 'double clock hand' icons.

Repeating shifts that have completed (ie. they occurred yesterday or before) are automatically removed from the repeating series and so they become regular stand-alone shifts.

6.8 Show more calendar and date navigation
To reveal more days on the rota web UI click "show more calendar". This allows you to extend your shift planning well into the future. Planning is best done using a computer with a large screen.

You can also navigate to past and future weeks or months using the navigation links at the top left and top right of the rota.

Historical shift information is available for up to one year in the past. New shifts can be planned for up to one year in the future.
Chapter 7.

Managers: Keyboard Shortcuts

7.1 Using Keyboard Commands and Navigation

Rotaville supports keyboard commands and navigation using various Keyboard shortcuts. For a busy manager using the keyboard commands will make updating and maintaining the rota much faster. The keyboards commands allow you navigate and edit the rota with similar ease and speed as you might have when using keyboard shortcuts to edit an Excel spreadsheet.

To get started with the keyboard commands you click on the Keyboard Help link

While in keyboard mode the mouse is disabled. Keyboard mode is actually made up of many different sub-modes such as 'Edit Shift Mode' and 'Assignment Mode'. All modes have their own unique keystroke commands.

Mini-Help for the current mode is always showing at the top of the screen. Press "?" at any time to get full help for the current mode. Press "esc" to exit from the current mode.

7.2 Keyboard: Row Navigation Mode and multi-day shift cloning

You can clone multiple days (rows) of shifts (e.g. whole weeks) by first marking out the days you want to clone using "J" or "shift+down" to mark out days in down direction ("shift+up" or "K" to mark days upwards) and then using "c" to clone the shifts (or "s" to clone shifts without assignments).

Navigate the cloned shifts to the new dates you want (using "j" "down" or "up" "k") and then paste the shifts onto the rota using "v" or "p".

Use "esc" to exit cloning mode without pasting.

7.3 Keyboard: New Shift Mode and Shift Editing Mode

The New Shift Mode and Shift Editing Modes display a popup form to edit the shift details. Use the "tab" key and "shift+tab" keys to navigate between the form fields.
The start and end time fields will accept different formats for the time. Both 12 hour (am/pm) and 24 hour times are accepted. Abbreviations are also accepted, e.g. "13", "1pm", "1 pm", and "13:00" are all accepted as the same time. Minutes can be separated from the hour using a ":", "," or space. e.g. "10:30am", "10.30", "10 30" are all accepted as the same time.

The time format displayed in these fields depends on your personal Rotaville settings.
Managers: Inviting Employees to Connect and view the Rota online

8.1 Multi-user access
Managers can use Rotaville as a direct replacement for their existing scheduling system.

New weekly rotas can be distributed to employees by printed hard copy and by email.

You can get more value out of Rotaville by inviting your employees to connect using their own Rotaville user accounts.

When employees connect they get to see a read-only "Employee view" copy of the rota and workplace information.

Employees can also choose to receive email notifications and reminder emails about their latest shift assignments.

Connected Employees can maintain their own profiles so that Managers always have access to up-to-date email and telephone records.

8.2 Send an Invitation
Employees with email addresses can be invited to connect by clicking on the invite button.

A unique code will be emailed to them inviting them to connect.

This code is only valid for 30 days, so if the employee does not connect with that time you’ll need to re-invite them again so that they get a fresh code.

8.3 Data Visability
Connected employees will be able to see the profile information of all their workplace colleagues. This includes all the details you’ve entered for all employees.
Managers can set whether they want to display the User Profile information supplied by connected users or their own workplace Employee Record information. This per-employee setting controls which name, email, telephone, and picture is used on the rota displays and printouts.

### 8.4 Shift Agreement Indications

Connected users are also able to indicate their agreement for upcoming shifts. Agreement can be set to either 'accepted' or 'declined'.

This includes already confirmed shifts, shifts to which they’ve been assigned, and future shifts currently with out any assignments.

How managers uses this shift agreement information is up to them.

Rotaville does not enforce any specific workflow rules using this agreement information.

Agreement information is conveniently displayed on the rota and staff assignment menus.

### 8.5 Holiday Requests

Connected employees can also use Rotaville to submit holiday requests.

### 8.6 Promotion to Rotaville Manager

Connected employees can also be promoted to become a Rotaville Manager. Managers can create/edit shifts, create/edit employees, and promote other employees to become Rotaville managers (just like the Workplace Owner can).
Chapter 9.

Managers: Confirming shifts and automatic Employee notifications

9.1 Shift Status - Draft or Confirmed

Rotaville shifts have one of two statuses, either they are "confirmed" or they have "draft" status.

All newly created shifts begin in "draft" status - which is indicated by the open clock face icon.

Draft status provides an indication to anyone else viewing the rota that the shift is still in it's planning stage and that it's times and staff assignments may change.

When the rota manager has finalised all the shift details they should click the draft icon to confirm the shift.

Confirmed shifts provide an indication to anyone viewing the rota that planning is finalised and the shift will be occurring as currently scheduled.

9.2 Confirming a Shift

On the manager's rota view, draft shifts are shown with a grey open clock face icon and confirmed shifts with a solid black clock face icon.

Confirmed shifts also have a solid black title and draft shifts have faded grey italic title.

This difference can also be seen on the employee Rota view, PDF printouts, Rotaville User homepage, and on the Rotaville mobile website.

After a shift is confirmed or changed then email notifications might be automatically sent to any
assigned employees (depending on their personal notification settings).

9.3 Unconfirming a Shift

A confirmed shift can not be edited or deleted.

Confirmed shifts can be reverted to draft status by clicking on the solid clock face icon.

This will cause cancellation notices to be sent to all the affected employees.

9.4 Assignment changes to Confirmed shifts

Assignment changes can be made at any time to confirmed shifts and email notifications will be sent immediately to any affected employees (depending on their personal notification settings).

Depending on your own shift scheduling policy, you might like to confirm shifts up to 1, 2, 3 or more weeks in advance.
Managers: Working with Employee Availability and Agreements

Employees (connected users) can set their availability to either available (free) or unavailable (busy) at anytime.

Employee availability is conveniently shown as green (or red) boxes on the shift assignment menu. Employees who have not indicated any availability yet are shown with white boxes on the shift assignment menu.

Employee availability of connected users is also shown by the coloured boxes shown along side shift assignments.

Employee availability is only intended to be used a guide by rota managers when they are making shift assignments.

Because employees can update their availability at anytime both managers and employees should not rely on availability as an indication of employee agreement to shift assignments. Instead the Shift Agreements should be used for this purpose.

Above both employees have accepted the shift (despite one employee also indicating
themselves as busy).

In "Workplace Settings" there is a setting called "Agreement lock on confirmed shifts", when this is set 'on' employees can not set their Agreement to 'declined' for confirmed shifts.
Managers: Printing and Emailing

11.1 Printing the Rota, Shift Report & Employee list

Rotas can be printed and emailed from the the main rota view. Clicking the "Print" tab button brings up the print options.

You can choose to print or download from the following options:

- Rota PDF (an easy to read calendar view of your full rota or rotas)
- Shift Report PDF (a summary of the hours worked)
- Individual Schedule PDF (the schedule for one chosen employee)
- All Schedules PDF (the individual schedule for all scheduled employees)
- Employee List PDF (a list of all employees)
- Resources List PDF (a list of all resources)
- Clients List PDF (a list of clients)
- Shift Details CSV (an export of all shift details, useful for importing into excel)
- Hours Summary CSV (an export of summaries employee hours, useful for importing into payroll systems)

You generate any of the above items for any selected rota or for ALL rotas in your workplace.

You can print in full color or you can select "economy print" to print in black and white. Economy print is only available if the rota owner has upgraded their account.
You print portrait or landscape.

And you can select the page size, from standard sizes A4 and Letter or poster sizes A3 and Tabloid.

Click Generate to generate the PDF ready for printing or the CSV for downloading.

Above is a rota printed with full color in Landscape mode.

11.2 Printing the Rota for future weeks

Change the date of the week that is printed using the drop down "For week starting..." select menu. You can also skip forward to future weeks using the calendar navigation buttons.

To print past weeks and months, please first navigate back in time on the rota view.

From the Print menu choose "Select Custom Period" to choose your own date range for printing and reporting.

Each weekly printing option starts on the week day set as the first day of the week by the manger in the workplace settings.

11.3 Emailing the Rota
Use the "Email" tab button to send a mail message. All users can send a message to themselves.

If the workplace owner has upgraded their account then managers can send emails to all employees with email addresses. This includes employees who are connected to the rota and employees that just have an email address entered by the manager.

A PDF copy of the rota can also be attached to email messages.
Chapter 12.

Employees: Employee Rota usage

12.1 Connecting to your Rota

You may have received an email from your shift manager with a request to connect to your workplace and its rota on Rotaville.

Signup at http://Rotaville.com/ to create your own Rotaville user account. Then use that code in the add new job form.

12.2 Review the Rota

After adding a new job you can access the rota and see all of the upcoming shifts. You'll see both confirmed shifts (to which the manager probably won't be making any more changes to) and shifts with draft status which are still being planned.

12.3 Update your Availability
You can register your availability in advance. Using the controls on the rota you can indicate yourself as available (free to work) or unavailable (busy).

You should probably discuss your general availability with your Rota manager. Updating your availability on Rotaville provides helpful information to your rota managers when they are planning and allocating shifts.

Your availability can also be updated using the Rotaville Mobile site or the Rotaville Mobile Apps.

12.4 Update your Shift Agreement

You can indicate your agreement for upcoming shifts by clicking the link the title bar of each shift.

You can also pre-accept and pre-decline shifts to which you are not yet assigned. Ask your manager if they would like you to do this.

Shifts to which you've been assigned appear on your Rotaville Home page. In the "Upcoming Shifts" section you can also click to update your Shift Agreements.
12.5 Subscribe to webcal / iCalendar feeds

Employees can subscribe to a personalised feed of their upcoming shifts. Use the webcal URL with your favourite calendar program on mobile device or desktop computer.

12.6 See also

Please also see the chapter about 'Printing and Emailing' the rota.

Please also see the "Mobile Site" and "iPhone App" chapters.

Please also see the chapter "Edit Profile and Settings"
13.1 Mobile Site

Access the Rotaville mobile site by following the link at the bottom of page or by going directly to http://rotaville.com/m. The mobile site is perfectly suited to work well on your iPhone or Android device.

On the mobile home page you'll see a list of your upcoming shifts for the next two weeks. Click on any shift to see the details of that shift including the names of other employees assigned to that shift. You can update your agreements for all shifts shown, including shifts to which you are not yet assigned.

Click "back" or "home" to return to the home screen.

13.2 Work

The work link will show a page listing the workplaces that you currently have access to on Rotaville.

For each workplace you can view its rota and upcoming shifts.

You can also view a list of the workplace employees and access their contact information.
13.3 Employee List

From the list of employees you click each name to bring up that employees details.

Directly from your phone you can click to email them, call them, or sms them.

Or use the Skype application to call/sms them.

13.4 Features

Managers can:
- create/edit/delete employees
- create/edit/delete shifts
- assign/un-assign employees to shifts
- confirm/un-confirm shifts

Employees can:
- review their shifts
- update their shift agreements
- access contact details of their colleagues
14.1 Download from the App Store

The Rotaville iPhone App is available to download from the Apple iOS app store. Search for 'rotaville'.

The Rotaville Android App is available to download from the Google Play app store. Search for 'rotaville'. The Android App works on Android version 2.3 (Gingerbread) and higher.

14.2 Additional Features

The iPhone App includes all the features of the mobile site and it also includes some additional features.

Managers can also take pictures of staff with their mobile and assign the picture directly as the Rotaville employee avatar.
15.1 User Profile

You can use just one Rotaville account with the same User Profile and Settings for accessing all your workplaces.

You can edit your profile by clicking the "edit profile" button on your home page.

You can change your login name, name, description, telephone and email.

By default your Email and Telephone are hidden from your colleagues (regular employees) but are visible to your rota managers. You can change the default settings so that your User Profile Email and Telephone are also shown to your colleagues. Please be aware that your Employee Record maintained by your rota managers might also contain your email and telephone - this separate Employee Record Telephone and Email information might be shown to your colleagues depending on the Workplace Settings set by your rota managers and/or Workplace owner.

Your telephone number should be entered in international format with a leading plus sign.

You have the choice to activate your public profile. You public profile only shows your name, description, and picture. A public profile makes it easier for your friends to find you on Rotaville.

You can also change your password if you want to.

15.2 Profile Picture (Avatar)

All Rotaville users are assigned a random picture as their avatar.

Click "edit your picture" if you wish to add your own image.

If your image does not have dimension 4 by 3 it will be automatically cropped to this dimension.

15.3 Settings
You can change some Rotaville settings by clicking the "Settings" button from the home page.

Settings that you can change include:

- the default paper size
- whether to default to color or economy print
- whether to use 24hr or AM/PM time
- your timezone
- whether to show call and SMS links (depending on your computer or phone these links might allow you to quickly call or send smses your friends and fellow employees)
- whether to show Skype call and sms links (if your phone or computer has Skype installed and your have some Skype-Out credit these links allow you to quickly and cheaply make calls or send sms)
- email notification for your get a private message
- email notification for when you get a friend request
- email notifications of confirmed shifts
- a daily email notification of your shifts in the next 7 times and the time when to send that email
- whether to receive reminder emails of upcoming shifts (you can set this to 1 day or 1 hour before your shift begins).
- whether to receive important news and announcements from Rotaville
- whether to show tooltips

Click update to update your settings.

15.4 Account Deletion

You can delete your user account completely from Rotaville by clicking "edit your profile" and then "delete your account".
Please be aware that any workplaces (and their rotas, shifts and employees) that you own will also be deleted when you delete your account.
Managers: Upgrade Your Account

16.1 Account Upgrades

Rotaville user accounts are free for all employees.

Rotaville workplace owners need to upgrade their account to a plan with enough capacity for all of their employees.

Workplace owners can upgrade their account by following the "Upgrade Account" link in the Rotaville page footer.

The account upgrade page shows what plan your account is currently on and what upgrades are available.

Upgrading your Rotaville account is a super-simple process that takes just a minute or so.

16.2 Upgrade Benefits

Upgraded accounts add the ability for account owners and all connected users to access all of the Rotaville features. Employees can be added up to the capacity of the workplace owners account plan.

Also included is 100 credits that can be used to send SMS messages directly to employees from Rotaville.

16.3 Upgrade Plans

Different plans are available to upgrade to, each plan includes a different number of employees that can be added to your workplaces.

Rotaville is designed to work best when all employees have their own Rotaville user account.

Even bigger plans are also available that can be tailored for any size organization.
Each plan increases the limits on the number of employees (i.e. your staff and managers) that be added to your workplaces.

Account upgrades can be paid for using your local currency, including Australian Dollars (AUD$), Euros (EUR€), British Pounds (GBP£), or American Dollars (USD$).

Account upgrades are paid for on a monthly subscription basis. You can cancel an upgrade subscription at anytime without notice.

16.4 Secure Payments

All payments and credit/debit card information is processed 100% securely by Stripe or PayPal.

After payment is made your account is immediately upgraded automatically.

We prefer payment by credit or debit card.

16.5 Cancellation

Account upgrade subscriptions can be cancelled at anytime without notice. Your account will stay upgraded for the remainder of the month for which you've already paid.
17.1 Shift updates and reminders via SMS or Telephone

Account Owners who have upgraded their account can request access to the SMS and Telephone AddOn.

The Feature allows rota managers to send SMS messages at anytime to employees directly form the Rotaville web app.

Also employee users can

- call a dedicated telephone number at anytime to hear details of when their next shift is.
- text a dedicated telephone number at anytime to receive a reply containing details of their next shift.
- receive automatic shift reminders via SMS instead of email.

17.2 Configuration and Setup

In order to use the SMS and Telephone features users must have their own mobile number added to the account profile.
Chapter 18.

Conclusion

18.1 Updates

We are constantly working to improve and evolve Rotaville and this Rotaville Manual. The latest up-to-date version of this manual can always be found at https://rotaville.com/manual

18.2 Feedback and Questions

We welcome your feedback and questions! Please email us at support@rotaville.com.

About this manual

This manual was produced using the online manual document software that is now a part of Rotaville.com.