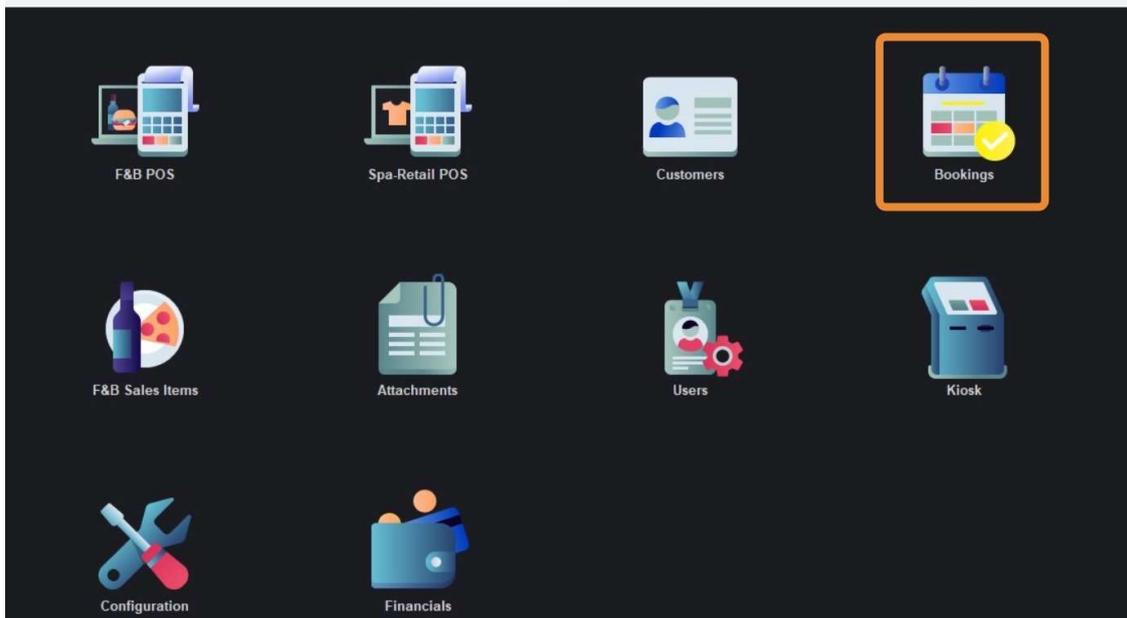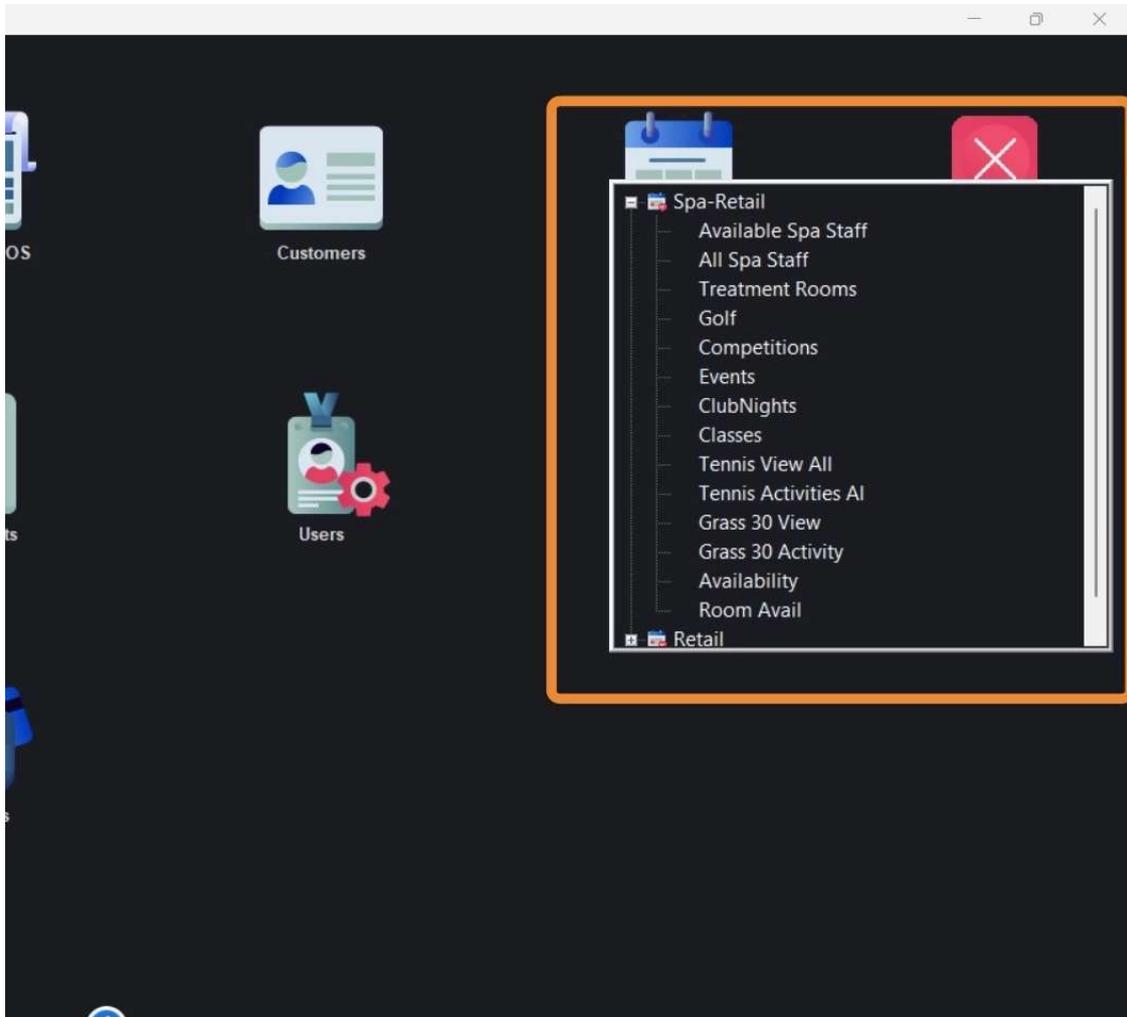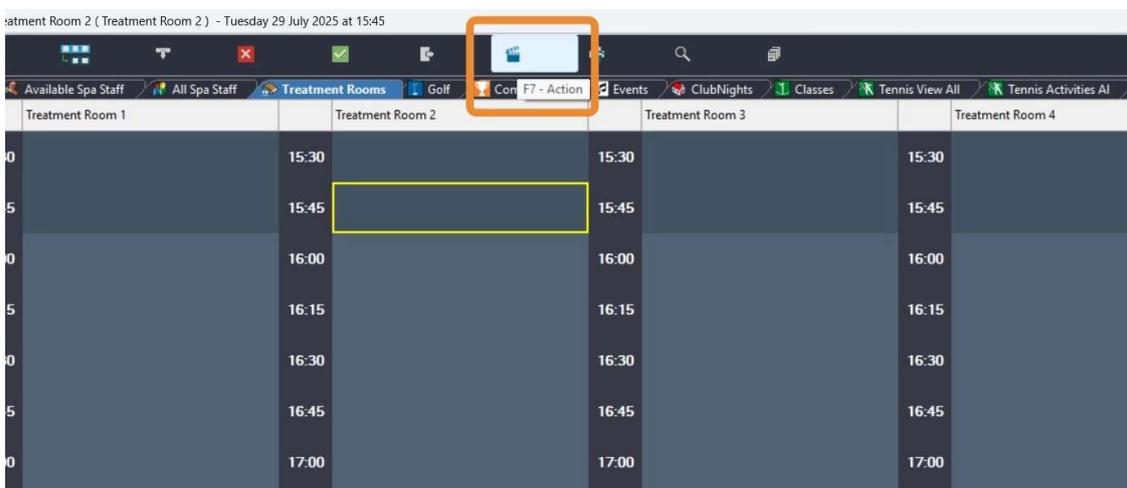## Creating Spa Staff Rota

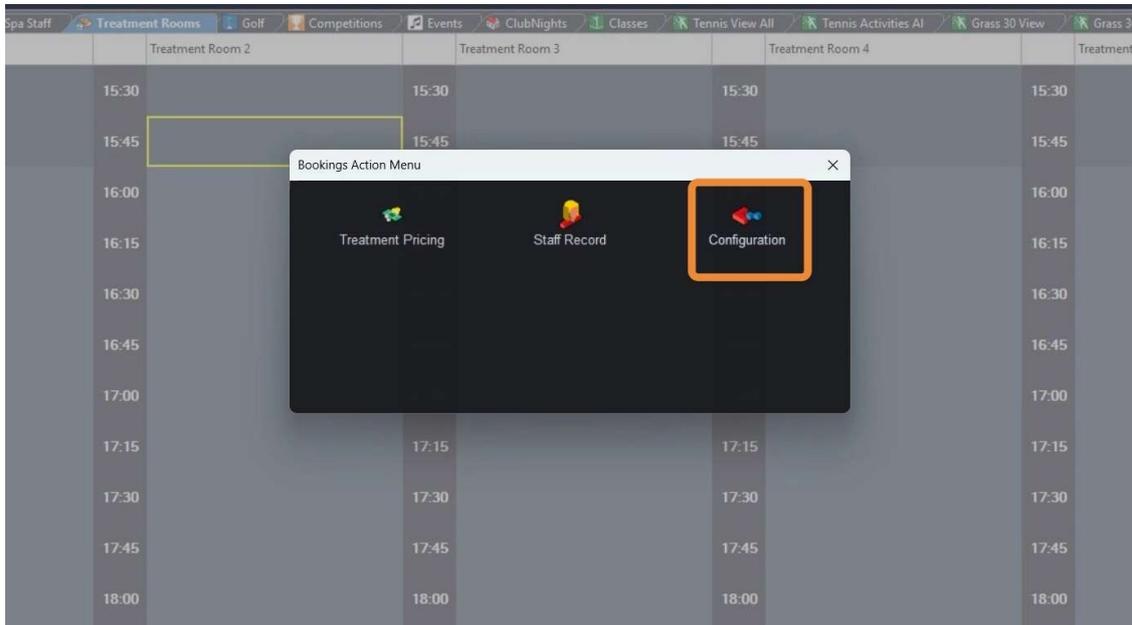1. From the main desktop, select bookings.

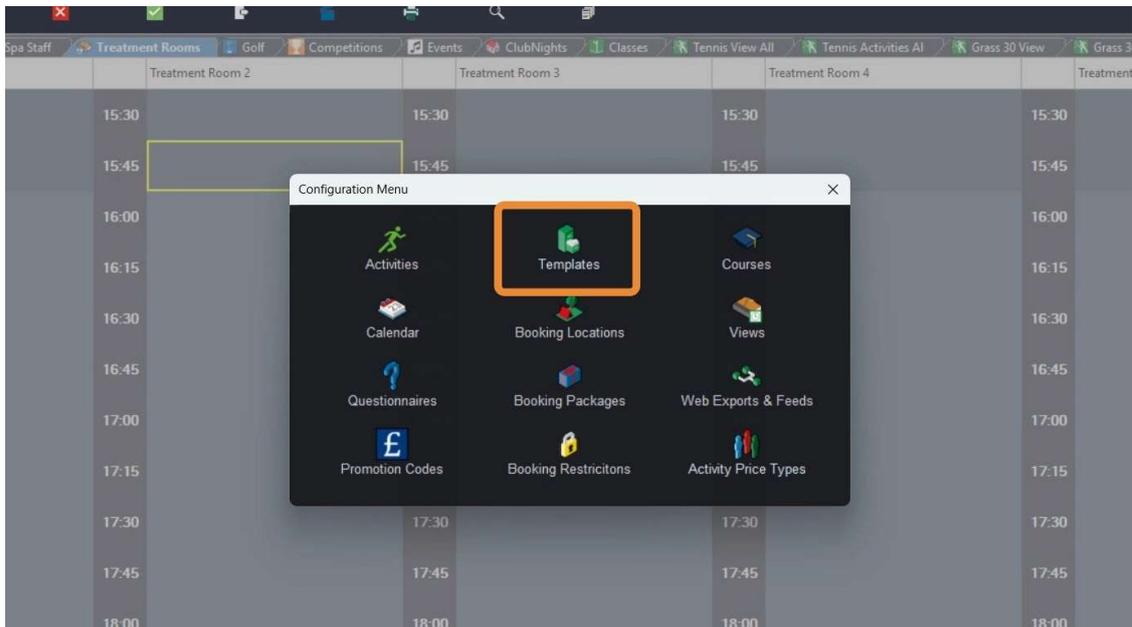2. And then select. Any page from the booking diary list.
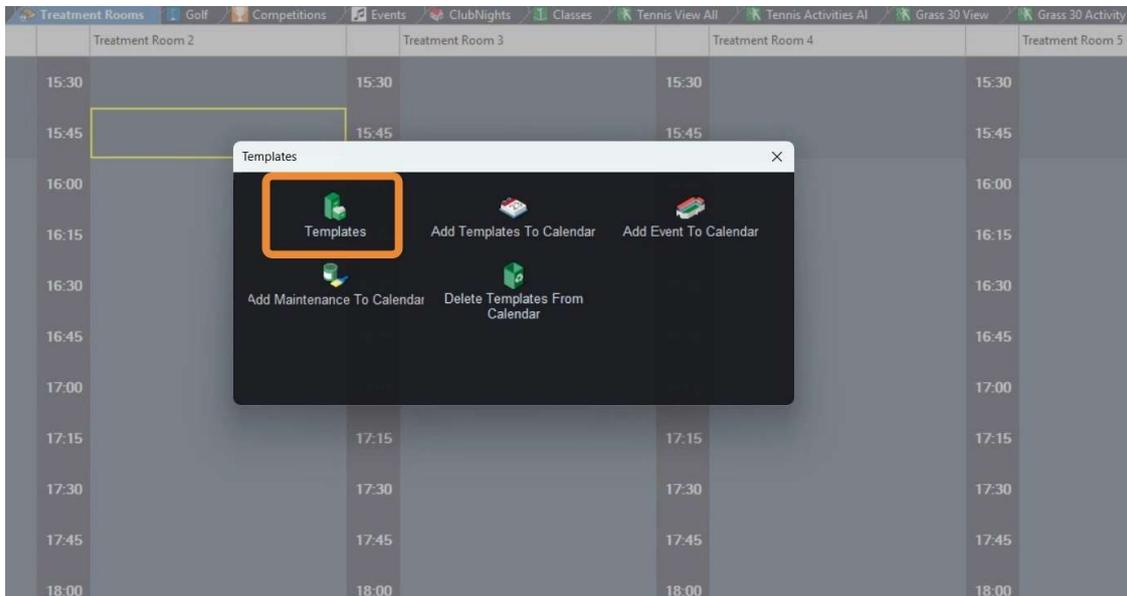


3. Then select the F7 Action Clapperboard
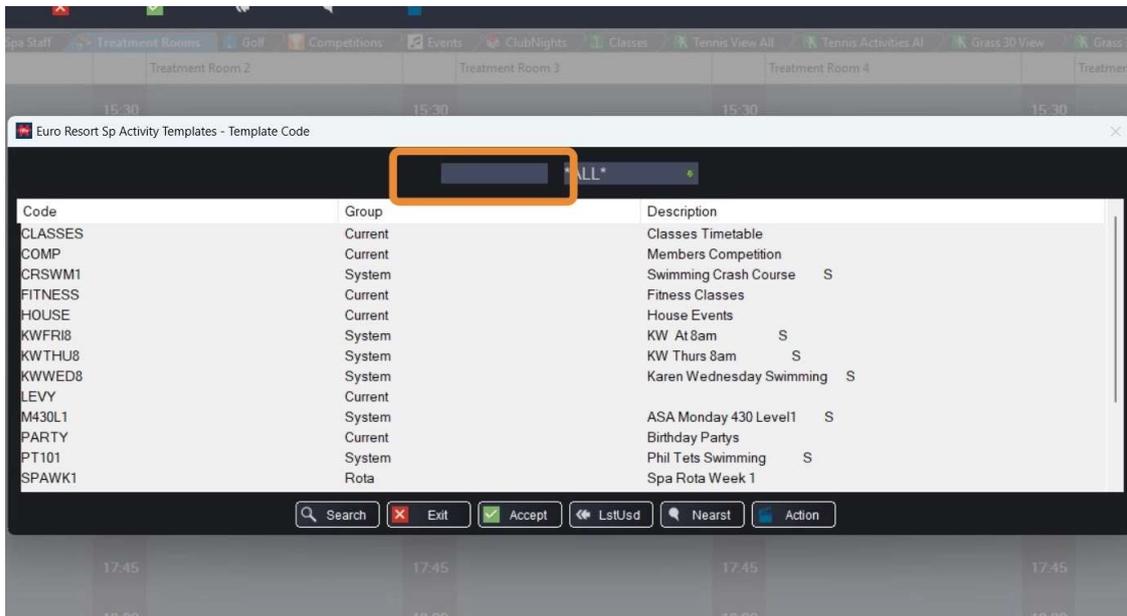
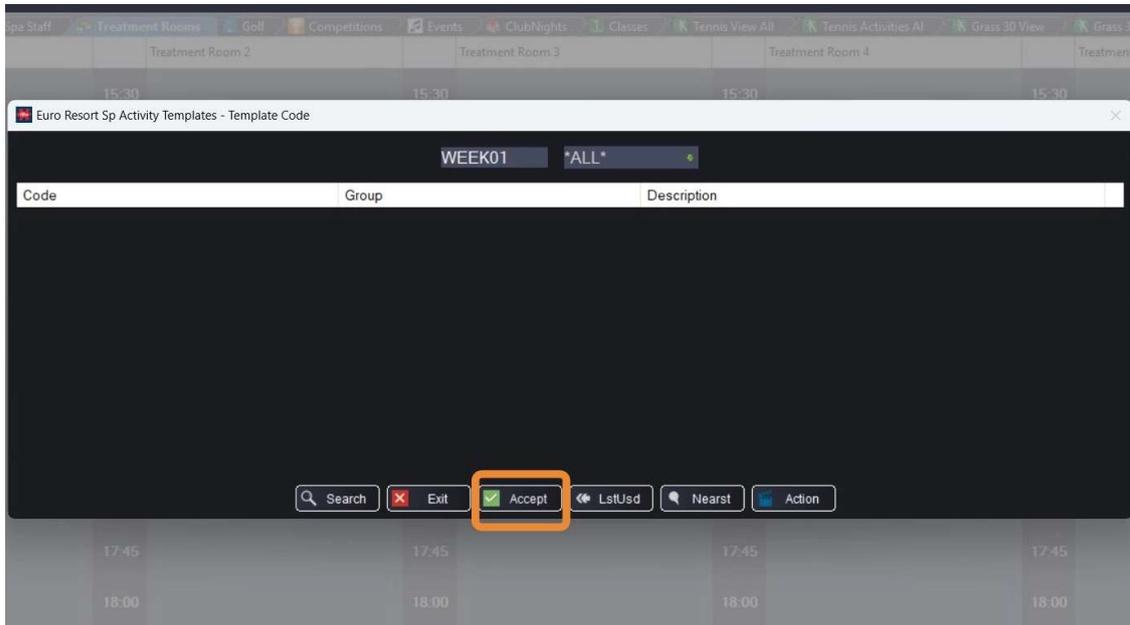4. Select configuration.



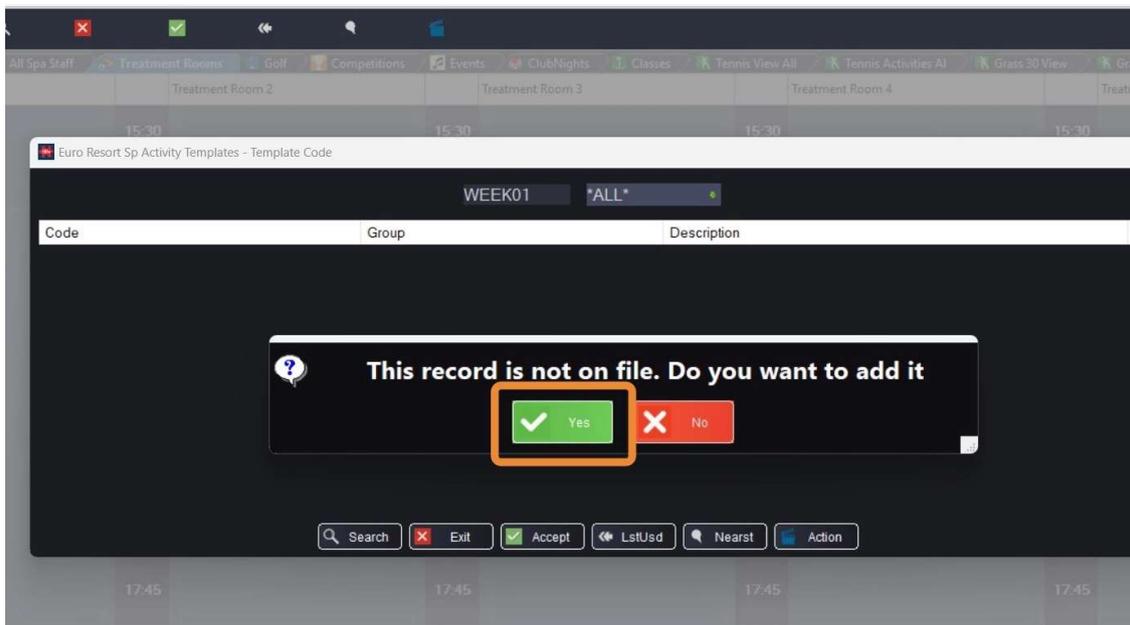5. Then select Templates.

6. Now select. Templates.



7. Now you will need to give your Rota a description. This should be up to eight character alpha numeric.

8. Then press accept or hit enter on your keyboard.
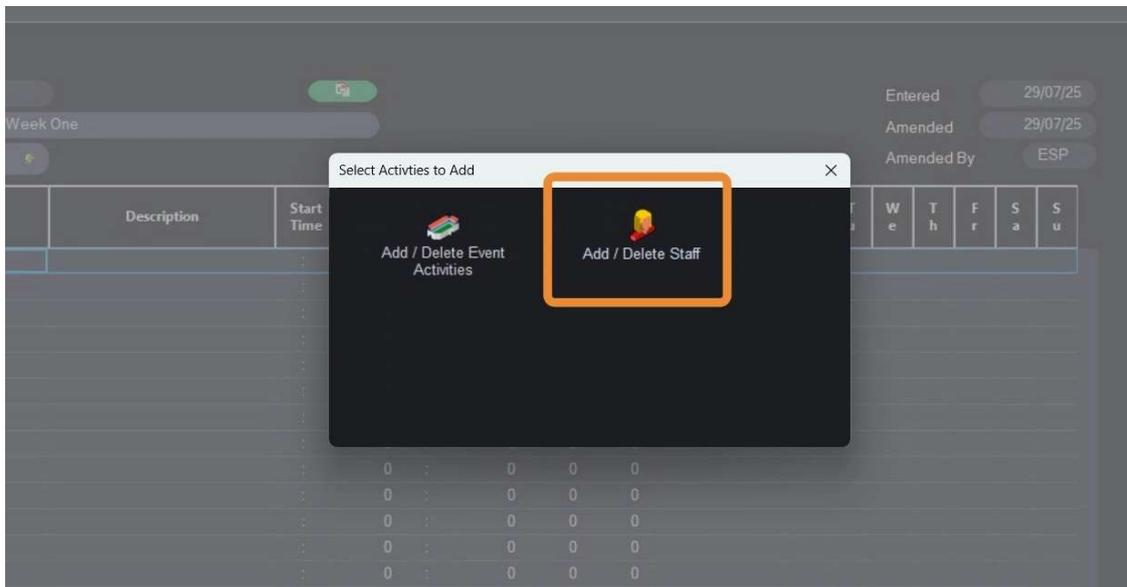


9. Answer yes to the question.

10. Now give your rota a description.



11. Then in the group drop down box. You must select Rota.

12. Press in the first box underneath the activity code column.
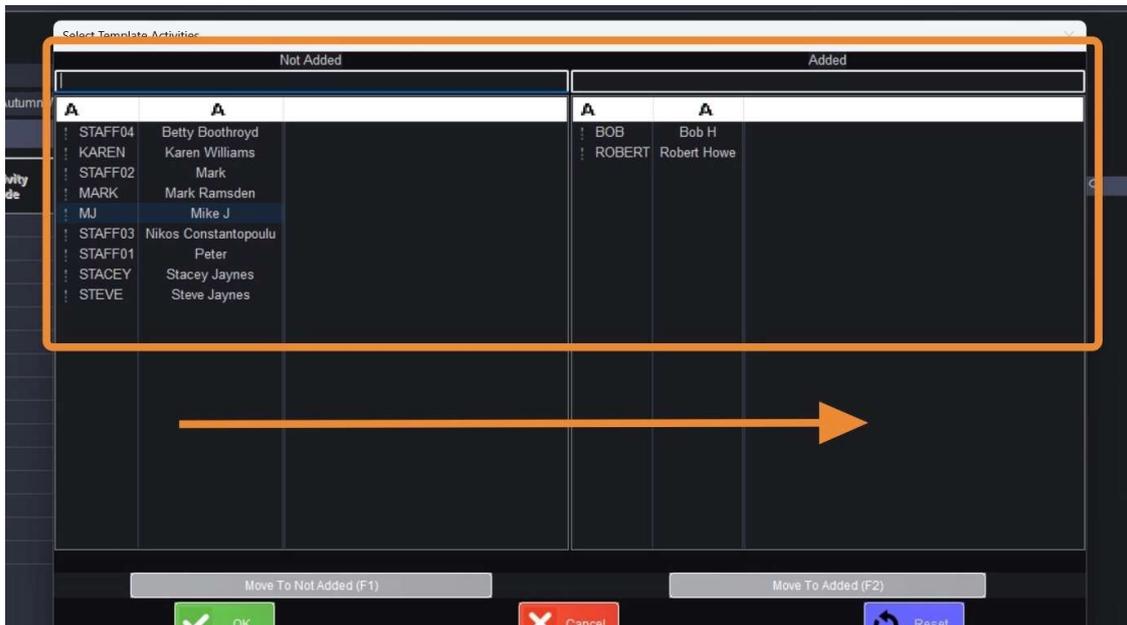


13. Then press the F1 Help icon.

14. Select. Add/Delete staff.



15. Using your Mouse, Drag Staff Members you wish to add to the Rota from the Not Add Column to the Added Column

16. When all are added, select OK



17. Now we will need to manage the availability. Select the member of staff that you wish to amend their working week.

18. Then select the detail button.



19. Starting on their first working day, select the start of their shift pattern, and holding your mouse drag To the end of their shift.
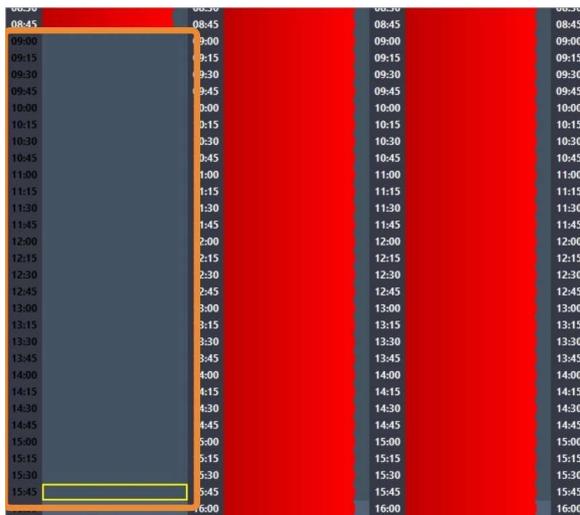
20. Then press the F7 Change arrow icon.



21. This will change the red to grey. Do this for every day of the week.

22. Once you have finished. Press the exit key to go back to the rota screen.



23. You will see that green dots now appear where the staff member is working. Now go to the next staff member, and start the process again.

24. Once. You've finished amending the shift patterns of your Spa staff, press on the exit icon. To save.



25. Press the exit icon again to go back to the template screen.

26. To go back to your main ESP desktop, click on the close icon in the top right hand corner. You are now able to add the new rota to the member of staff's operator File.