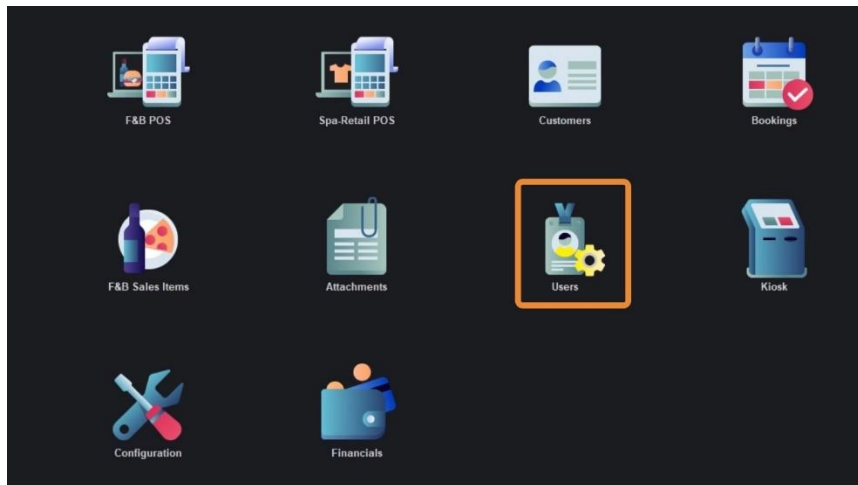


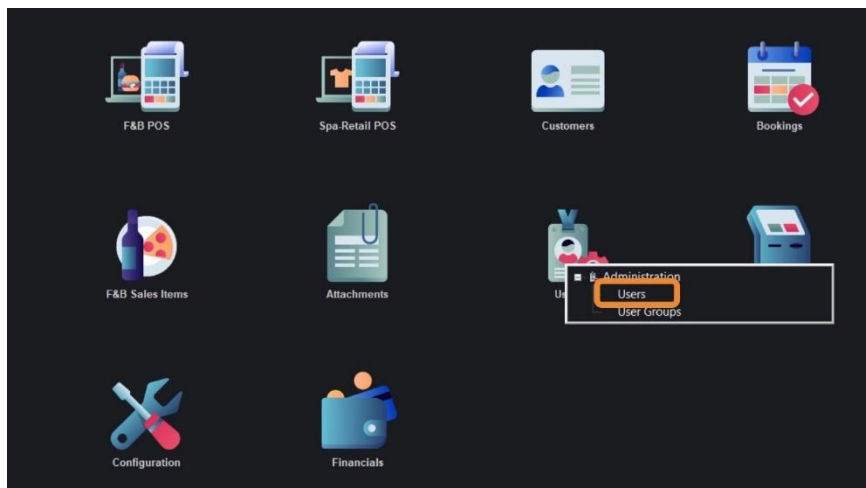


Spa – Allocating a Rota to a Therapist

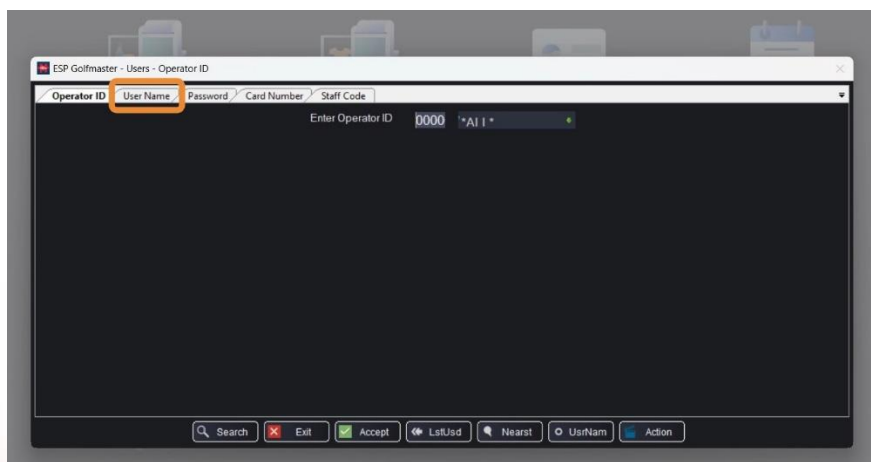
1. Select **Users** from the ESP desktop.



2. Then select **Users** from the tree displayed.



3. Select the **Username** tab on the filter screen.



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Registered No: 2550976



Spa – Allocating a Rota to a Therapist

4. Locate the therapist which you wish to add the rota/schedule to. **Double click** on the therapist's name.

Operator Id	Name	Initials	StaffCd
00666	Adam		
00162	Adam S	AS	
01234	Admin User	ADM	
00101	Apple Tester	IAP	
00023	Bob H	BH	BOB
00001	Chris		
00090	ESP System	ESP	
00002	Elite Demo		
05555	Euro Admin	EA	
00026	Joe Bloggs	JB	
00025	Karen		
00007	Karen Williams	KW	KAREN
00003	Kevin		
00017	Kiosk	PSI	
00020	Lee Turner		

5. Press **Accept** on the toolbar to access the record.

Operator ID: 00023
Group: AdminStaff
Name: Bob H
Initials: BH
Card:
Payroll:
E-Mail:
Password:
Commissionable:
Attachments:
Expiry: 23/09/25
Surname:
Firstname:
Title:
Telephone 1:
Staff Code:

6. Go to the **Rota** section at the bottom of the screen.

AdminStaff:
Name: Bob H
Card:
E-Mail:
Commissionable:
Attachments:
Expiry: 23/09/25
Surname:
Firstname:
Title:
Telephone 1:
Telephone 2:
Next of Kin:
NoK Telephone:
PostCode:
Date Left:
Holiday Start:
Entitlement: 0
Holiday Taken: 0
Sickness: 0
Last Sickness: 0
Staff Code: BOB
Default Room:
Banding: 1
Max Time/Day:
Window Period:
Max Time In Window:
Week 1:
Week 2:
Week 3:
Week 4:
Week 5:
Week 6:
Week 7:
Week 8:
Week 9:
Week 10:



Spa – Allocating a Rota to a Therapist

7. In **Week 1**, add the appropriate rota template for the staff member.

AdminStaff: BH
Name: Bob H
Card:
E-Mail:
Commissionable:
Attachments:
Date Left:
Holiday Start:
Entitlement: 0
Holiday Taken: 0
Sickness: 0
Last Sickness: 0
Staff Code: BOB
Default Room:
Banding: 1
Max Time/Day:
Window Period:
Max Time In Window:
Week 1: SPAWK1
Week 2: SPAWK2
Week 3: SPAWK3
Week 4: SPAWK4
Week 5:
Week 6:
Week 7:
Week 8:
Week 9:
Week 10:

8. Repeat for the number of 'rolling rota' weeks set up.

AdminStaff: BH
Name: Bob H
Card:
E-Mail:
Commissionable:
Attachments:
Date Left:
Holiday Start:
Entitlement: 0
Holiday Taken: 0
Sickness: 0
Last Sickness: 0
Staff Code: BOB
Default Room:
Banding: 1
Max Time/Day:
Window Period:
Max Time In Window:
Week 1: SPAWK1
Week 2:
Week 3:
Week 4:
Week 5:
Week 6:
Week 7:
Week 8:
Week 9:
Week 10:

9. Select **Exit** from the toolbar to save the changes.

Elite ESP Gollmaster - Users
User Details
Skills
User Diary
User Attendance
Operator ID: 00023
Group: AdminStaff
Name: Bob H
Exit

Note: Any changes to staff and availability will update on the first day that the rota template is next in use (i.e first day of Week 1 etc). If you need the changes to appear immediately, remember to **Update the Calendar** in the **Rota Template**.



Need Further Training? Contact us to speak about our system training options by calling 0208 2515100 or emailing sales@e-s-p.com.

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