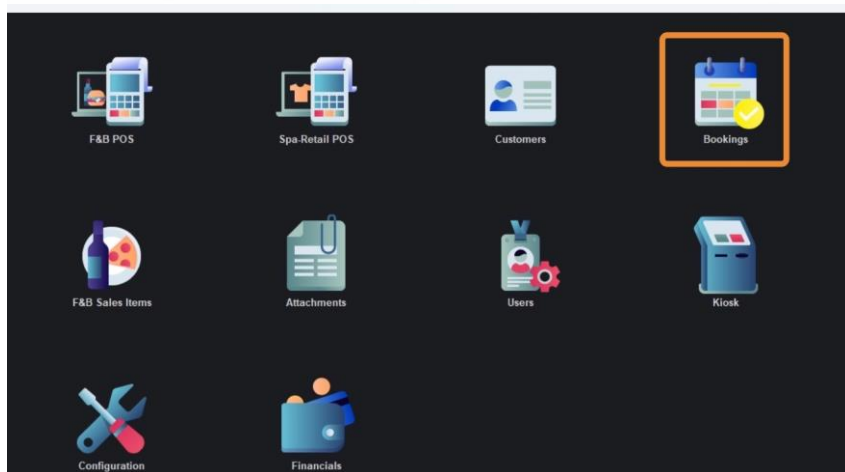


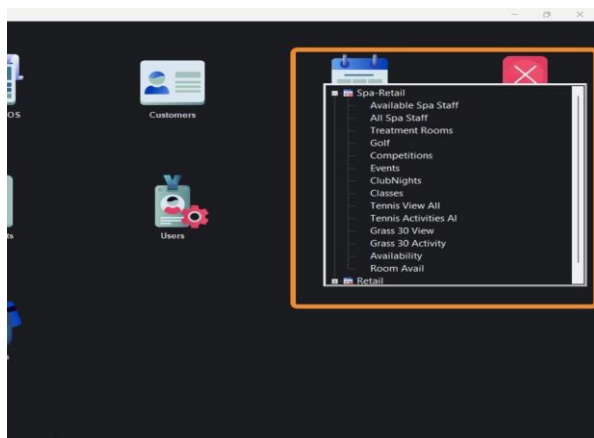


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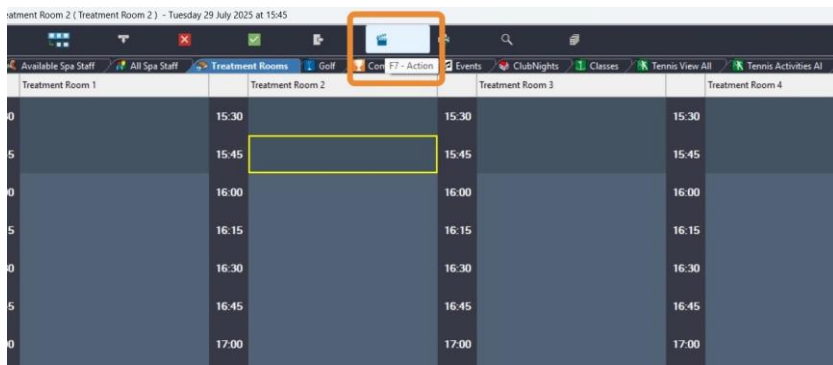
1. From the main **Desktop**, select **Bookings**.



2. And then select any option from the booking diary list.



3. Then select the **Action** from the toolbar at the top of the screen.



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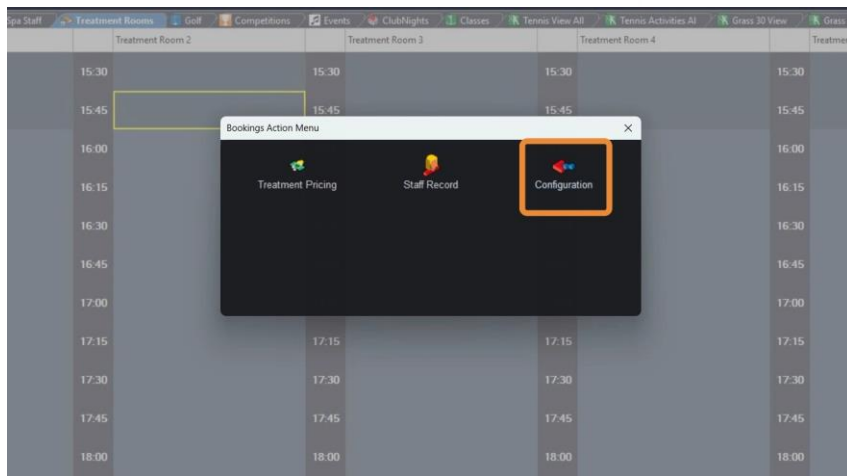
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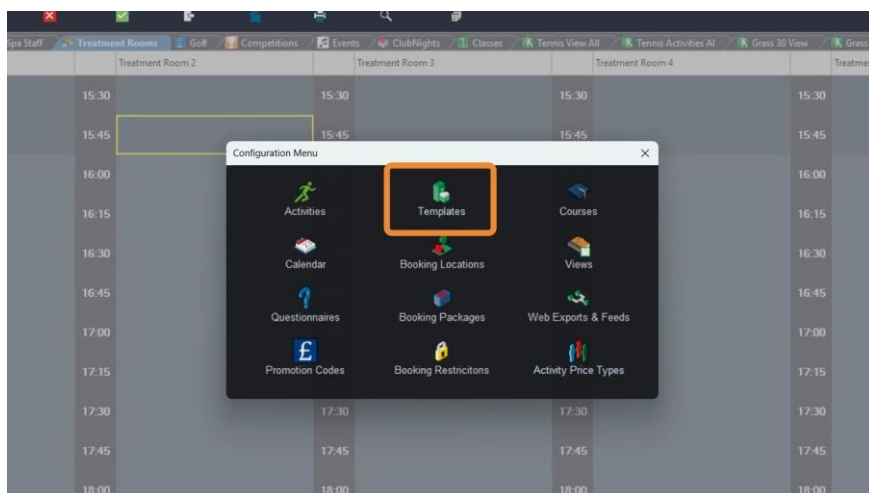


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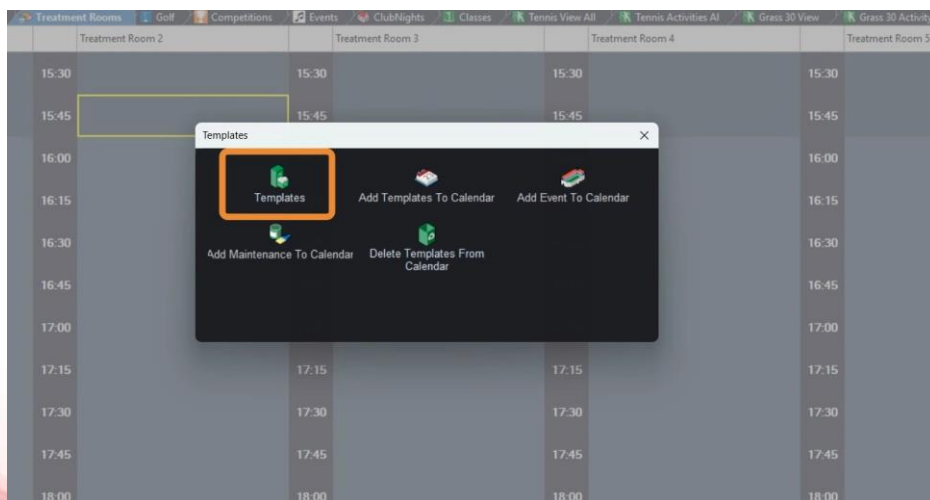
4. From the menu, select **Configuration**.



5. Then select **Templates**.



6. Now select **Templates** again.



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- Now you will need to give your Rota a code. This should be up to eight-character alpha numeric and cannot contain any \$%&” symbols. It is suggested that if there is a 4 week rolling rota, that you use logical code such as WEEK01 for the first week. WEEK02 for the second etc. **Enter your desired code into the filter box and press Enter.**

The screenshot shows a software window titled "Euro Resort Sp Activity Templates - Template Code". At the top, there are tabs for "Spa Staff", "Treatment Rooms", "Golf", "Competitions", "Events", "ClubNights", "Classes", "Tennis View All", "Tennis Activities All", "Grass 3D View", and "Grass 3D View". Below the tabs, there is a table with columns "Code", "Group", and "Description". The "Code" field contains "WEEK01" and the "Group" field contains "*ALL*". At the bottom of the window, there are buttons for "Search", "Exit", "Accept", "LstUsd", "Nearst", and "Action". The "Accept" button is highlighted with an orange box.

- Click **Yes** to the question.

The screenshot shows the same software window as before, but now a confirmation dialog is displayed in the center. The dialog has a question mark icon and the text "This record is not on file. Do you want to add it". There are two buttons: a green "Yes" button with a checkmark and a red "No" button with an 'X'. The "Yes" button is highlighted with an orange box.

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9. Now give your rota a **Description**.

The screenshot shows the 'Activity List' form. The 'Code' field is set to 'WEEK01'. The 'Description' field is highlighted with an orange box. The 'Group' dropdown is set to 'Current'. Below the form is a table with columns: Activity Code, Description, Start Time, Int Time, End Time, Max No, Min No, Wait No, Location, and a row of days (M, T, W, T, F, S, S). The table contains several rows of zeros.

10. Amend the **Group** drop down box to **Rota**.

The screenshot shows the 'Activity List' form. The 'Code' field is set to 'WEEK01'. The 'Description' field is set to 'Spa Staff Autumn Week One'. The 'Group' dropdown menu is open, showing options: Current, Master, Course, Rota, System, and Archived. The 'Rota' option is highlighted with an orange box and an arrow.

11. To add the staff members, first **click** into the first blank cell under the **Activity Code** column and then press **Help** on the tool bar at the top of the screen.

The first screenshot shows the 'Activity List' form with the 'Code' field set to 'WEEK01' and the 'Description' field set to 'Spa Staff Autumn Week One'. The 'Group' dropdown is set to 'Rota'. The first blank cell under the 'Activity Code' column is highlighted with an orange box. The second screenshot shows the 'Elite Euro Resort Sp Activity List' window with the 'F1 - Help' button highlighted with an orange box.

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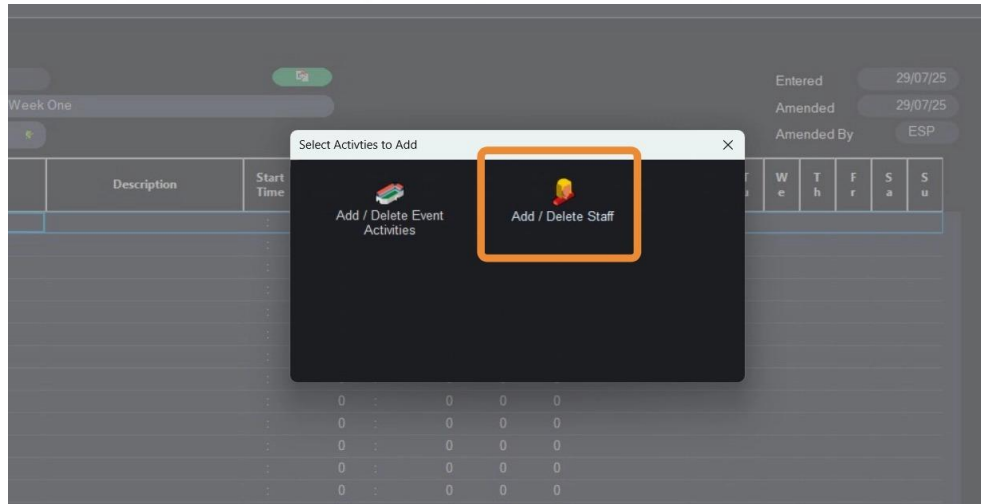
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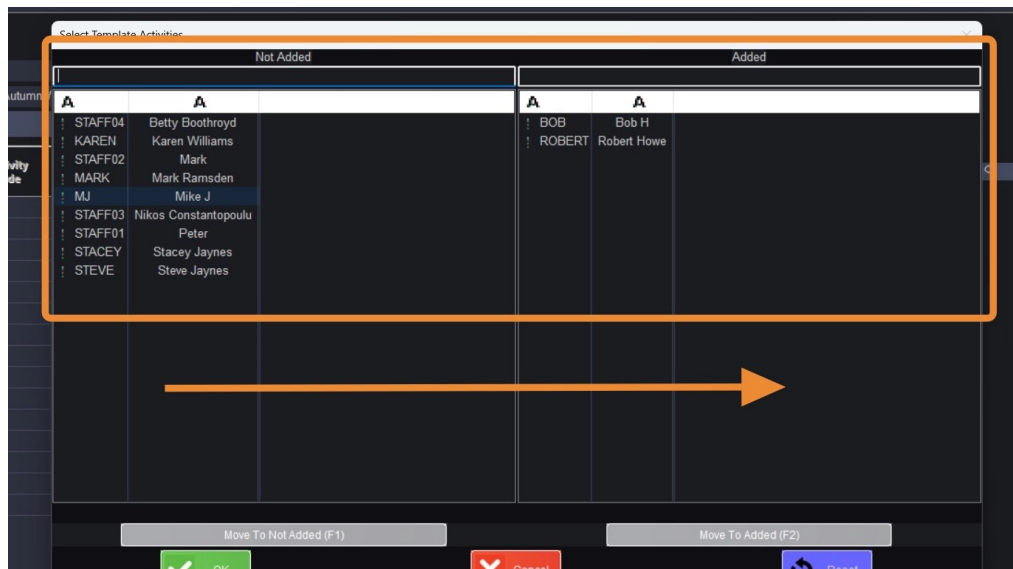


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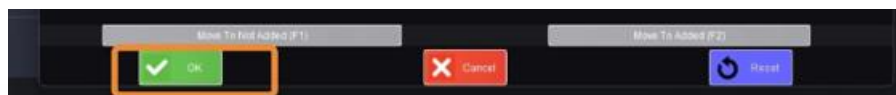
12. Select. **Add/Delete Staff.**



13. Using your mouse, **drag the staff member names** that you wish to add to the rota from the **Not Added** Column to the **Added** Column



14. When all are added, select **OK** at the bottom of the box.



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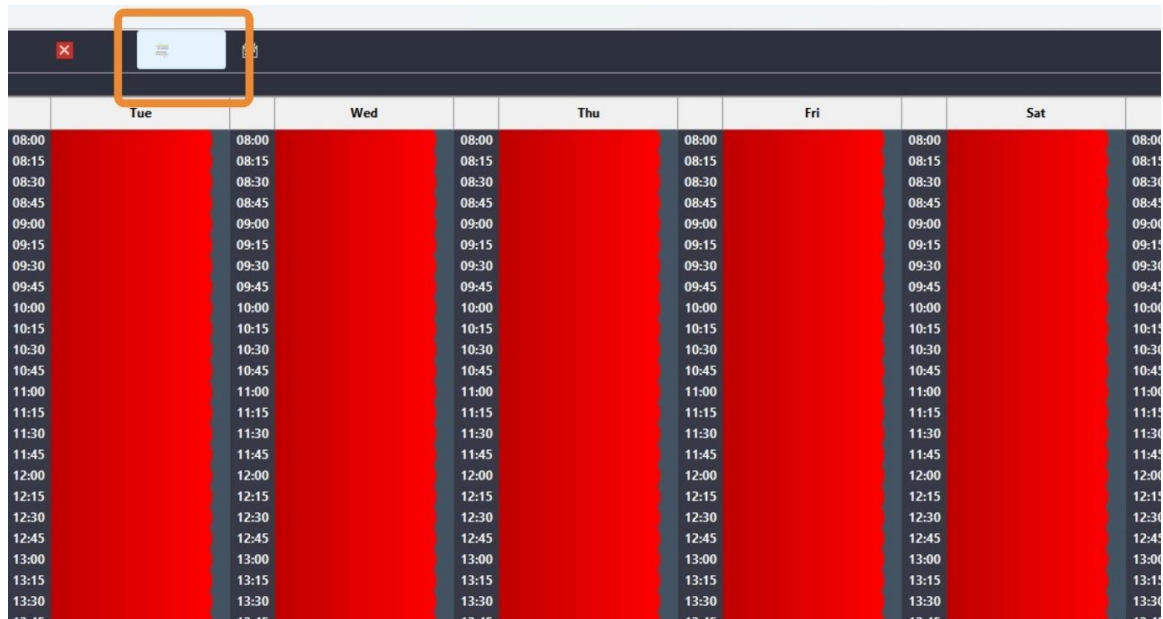
[illegible][illegible]

Mon		Tue		Wed		Thu		Fri	
08:00		08:00		08:00		08:00		08:00	
08:15		08:15		08:15		08:15		08:15	
08:30		08:30		08:30		08:30		08:30	
08:45		08:45		08:45		08:45		08:45	
09:00		09:00		09:00		09:00		09:00	
09:15		09:15		09:15		09:15		09:15	
09:30		09:30		09:30		09:30		09:30	
09:45		09:45		09:45		09:45		09:45	
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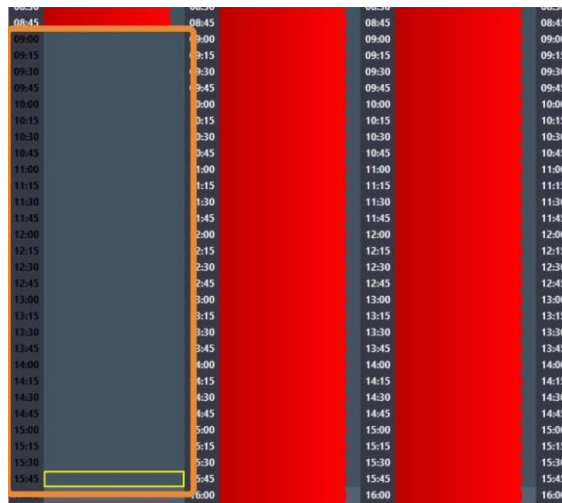


Spa – Creating the Staff Rota

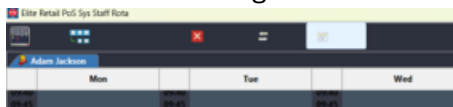
18. Then press the **F7 Change** on the toolbar (arrow icon).



19. This will remove the red 'unavailable' colour from the timeslots. Do this for all days of the rota week.



20. Note: If you are adding, removing or amending the rota and the changes are required to show on the booking screen immediately, press **UpdCal** from the toolbar.



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22. Enter the effective date you wish to for the changes to be applied to the booking screen and press **Accept**.

Retail PoS Sys Enter Date To Update From

Enter Start Date

20/08/26

Exit Accept

23. Select **Yes** if you wish to keep any preexisting Dry Events against the staff members when the updated template is applied. If you select No then all existing dry events will be removed.

Do You Want To Keep Specific Staff Events For The Period

Yes No

If steps 20 to 23 are not completed then any changes to the rota will only be applied to the booking screen when the week is next active in the system.

24. Once you have finished. Press **Exit** on the toolbar to go back to the rota screen.

Elite Euro Resort Sp Staff Rota

Bob H

Mon Wed Thu Fri

10:30 10:45 11:00 11:15 11:30 11:45 12:00 12:15 12:30 12:45 13:00 13:15 13:30 13:45 14:00 14:15 14:30 14:45 15:00 15:15 15:30 15:45 16:00 16:15 16:30

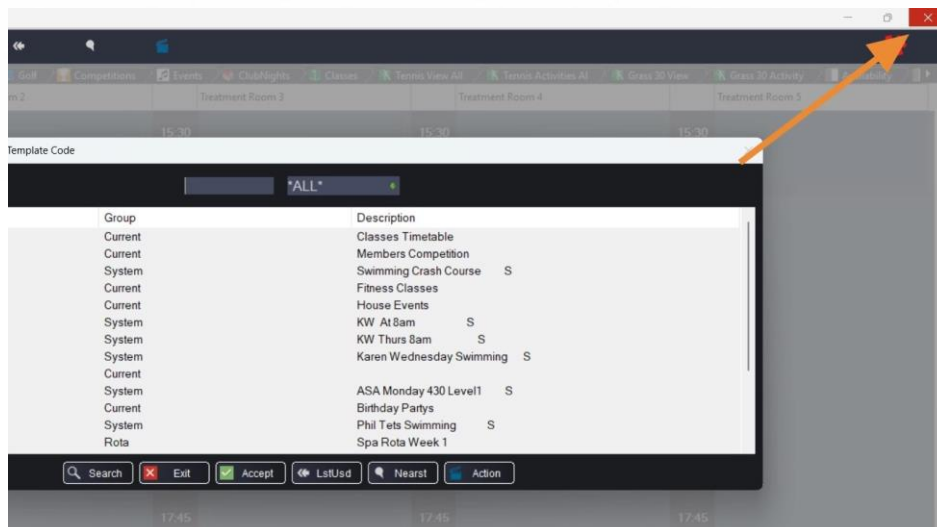
F2 - Exit

[illegible][illegible][illegible]



Spa – Creating the Staff Rota

28. To go back to your main 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.



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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