



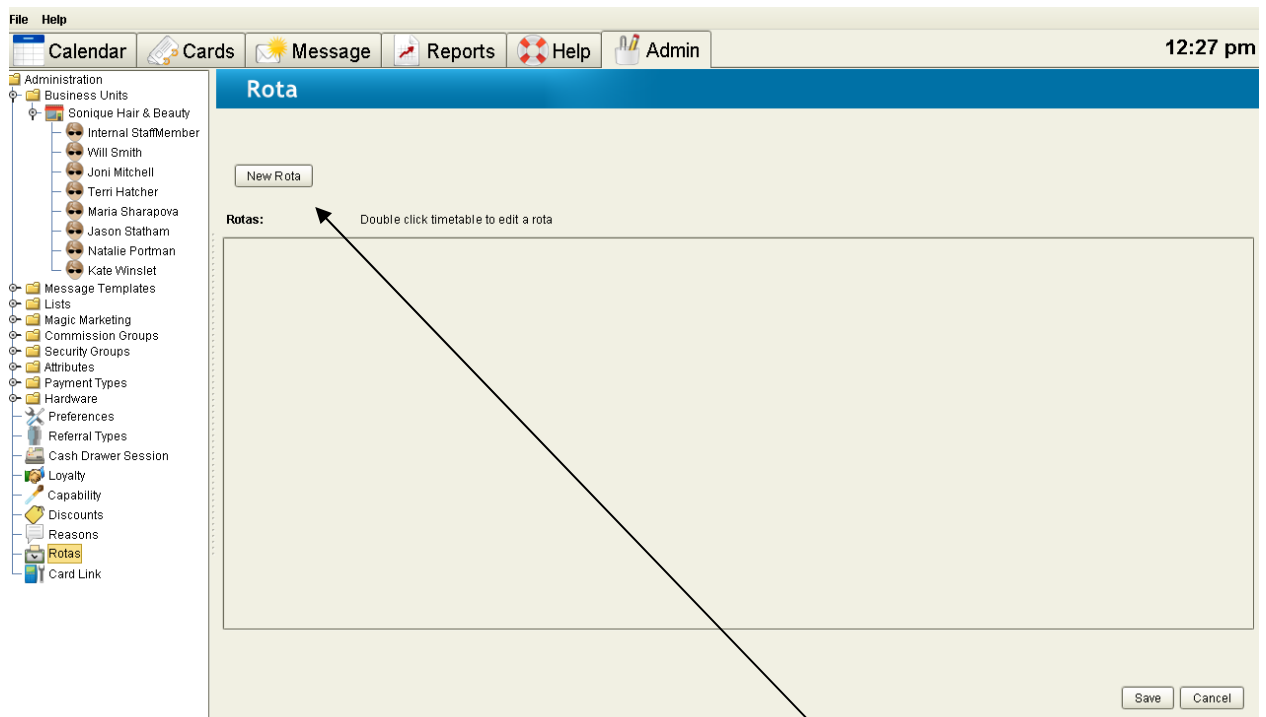
Salon Rotas'


Manage your staff rosters more quickly and efficiently with your new 'Rotas' feature... now you only need to create a standard Timetable once, save it as a Rota and then use it as many times as you wish for the relevant staff – for example:

- Glenda & Sue might work mornings, so you create a morning Rota & Glenda & Sue use it.
- If Bobby & Emma work evenings – they would both use an evening Rota,
- Rota for all staff that work Monday to Friday, and another Rota for staff that work Tuesday through to Saturday.

However you decide to set up your Rotas, you'll be thankful for the time and energy they save you!

To begin go to the  Admin Tab at the top of Kitomba, on the left hand side you will see  Rotas




From here you will be able to create all of the salons different Rotas' and amend any existing rotas', once you have your rota click 

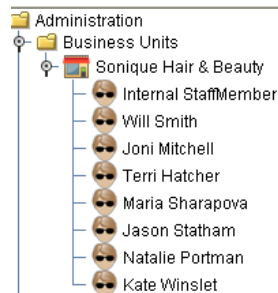
Name of rota

Day of Week	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Working	<input type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>	<input checked="" type="radio"/>
Not Working	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Start		9:00AM	9:00AM	9:00AM	9:00AM	9:00AM	9:00AM
Lunch Start		12:00PM	12:00PM	12:00PM	12:00PM	12:00PM	12:00PM
Lunch Duration		0	0	0	0	0	0
Break Start		3:00PM	3:00PM	3:00PM	3:00PM	3:00PM	3:00PM
Break Duration		0	0	0	0	0	0
End		6:00PM	6:00PM	6:00PM	6:00PM	6:00PM	6:00PM
		Add Custom Time	Add Custom Time	Add Custom Time	Add Custom Time	Add Custom Time	Add Custom Time

Start times, finish times and break times and whether it is a working day or not need to be inserted need to be

Once you have inputted your different rotas' you need to allocate these to your staff.

Go to  **Business Units** and select the person you wish to add a rota too and go into Timetables



First Name:
 Last Name:
 Staff Level: Staff speed:
 Dont show this Staff Person on the Calendar Always Retains Commission

Address | Contact Details | **TimeTables** | Leave | Security | Commission

Timetables:
 Role Start: Role End:

Double click timetable below to change Name and Start Date
 Wed 03 March 2010 onwards - Unnamed Timetable

From here click into the current time table and a new box will pop up for you

Edit Timetable X

Assign Rota

Start date:
 End Date:

Click on drop down box to go through your pre-made Rotas' or if you wish you can create a one off rota"