

## **New Rota Procedure**

(Updated November 2018)

The new rota is set up on a webpage per location. The rota for THIC can now be found on [rota.access-nl.org/thic](http://rota.access-nl.org/thic) where it will appear showing only entries for THIC along with a form on the right.

Please follow the steps below to add a shift to the rota:

1. Check the Rota first and see what shifts you would like to fill in. Be aware that you will only be able to fill in one day at a time!
2. Go to the form on the right and fill in the date of your preferred shift. If you have a "down arrow" on the date box, click that and a calendar will open to choose a date. If you have to type in a date, **please pay close attention to the date format, whether it is "dd/mm/yyyy" or "mm/dd/yyyy"** as depending on what location or device is being used, the order can change!
3. Next fill in the time of the shift, you can choose morning, afternoon or both shifts.
4. Fill in your name as you want it to appear on the Rota, **without stating the time!**
5. Click on the "SUBMIT" button.
6. Finally click the "View the updated rota" button and have a look on the Rota on the left to check if your shift has been filled in correctly. Please remember that we are faster than computers so if the entry has not yet appeared on the rota, click the button again after a short time and check again!

To make changes to (or remove) existing shifts on the rota, please get in touch with your manager with the details of the change(s) you wish to make.