

Care UK EoE Net-master Guide for GPStRs

CareUK EoE NetMaster Website – Registrars Guide

Please log in using the log in details that you have received by the Rota team:

For example:

User Name: smithj

Password: john1234

If you wish to change your password, please contact a member of the Rota team.

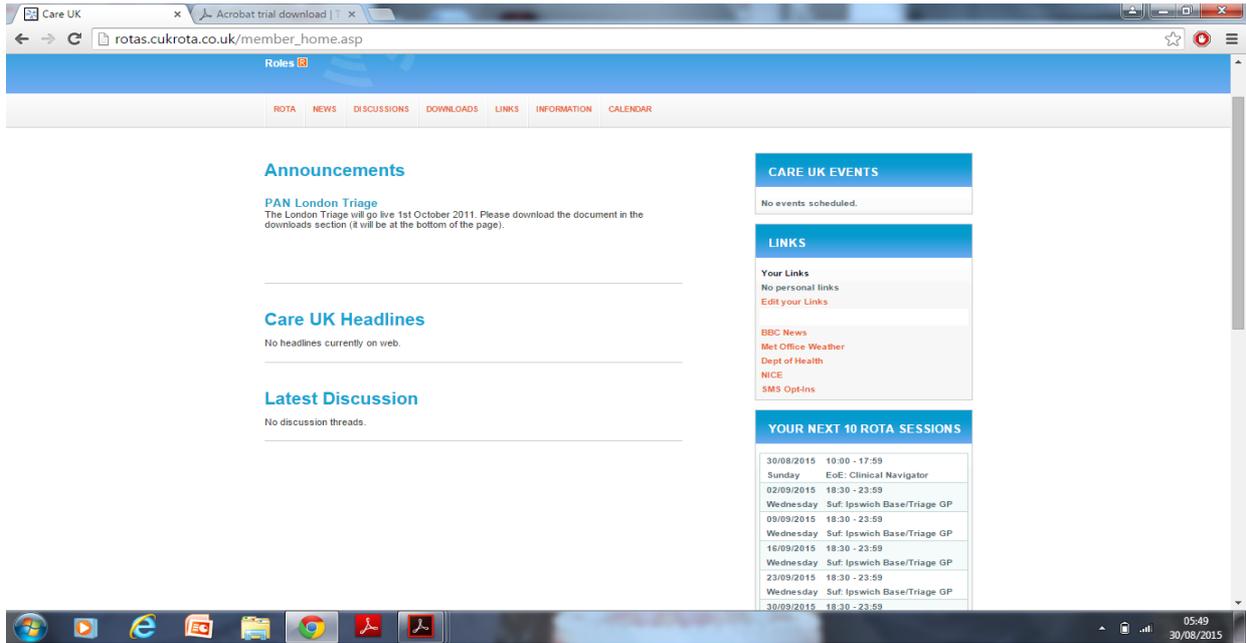
The website address is:

<http://rotas.cukrota.co.uk/securitylogin.asp>

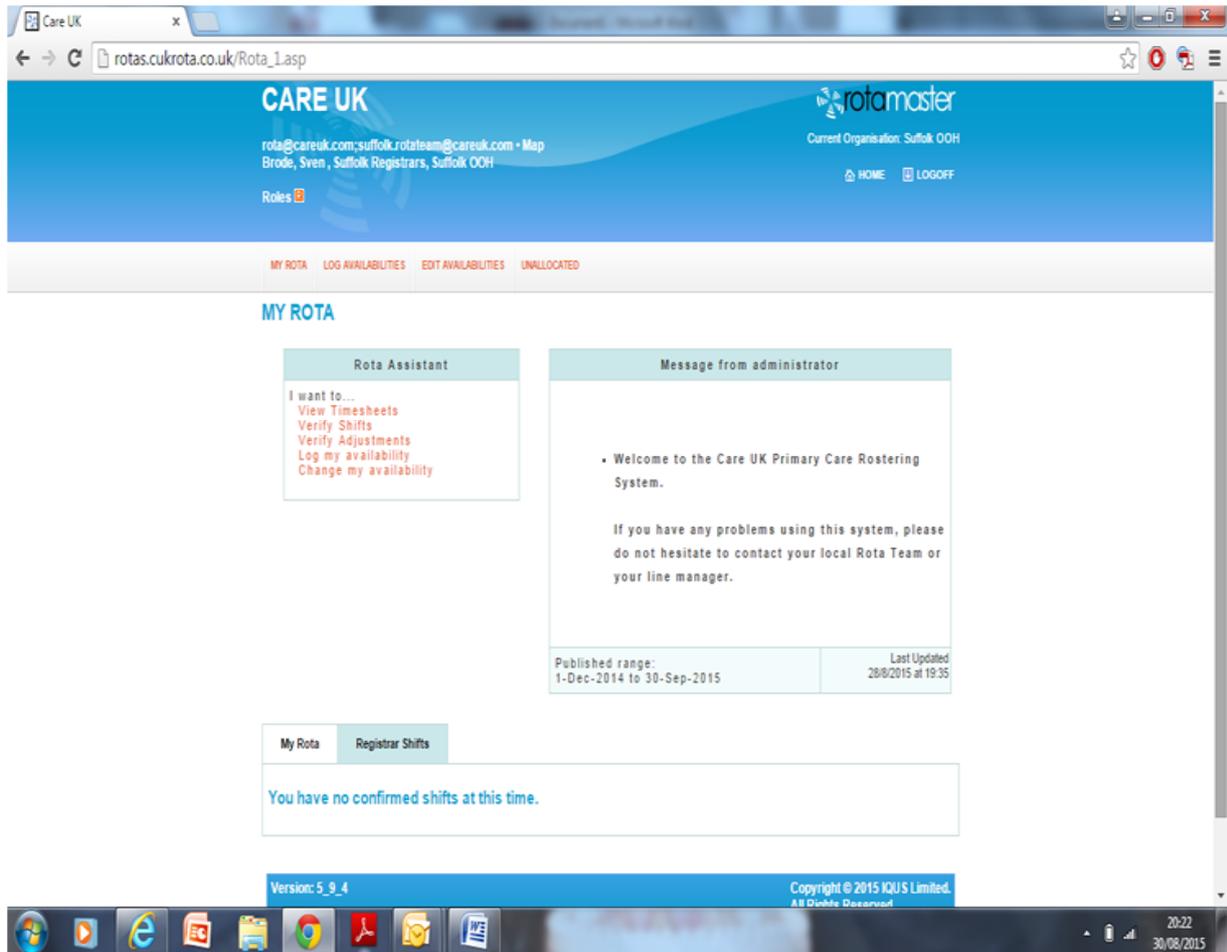
A screenshot of the "MEMBER LOGIN" page. The page has a blue header with "MEMBER LOGIN" and "CARE UK" below it. There are two input fields: "Username:" and "Password:". Below the fields is a black "LOGIN" button. There are also links for "Forgot your password?", "Need to obtain a password? Contact us here: Administrator", and "Click here for the Administrator Login". At the bottom, it says "You're using Chrome 44 on Windows" and "Version:5_9_4".

The first page you will see when logged on is the home page this displays any important announcements and news topics along with side panels which show your next 10 confirmed rota sessions.

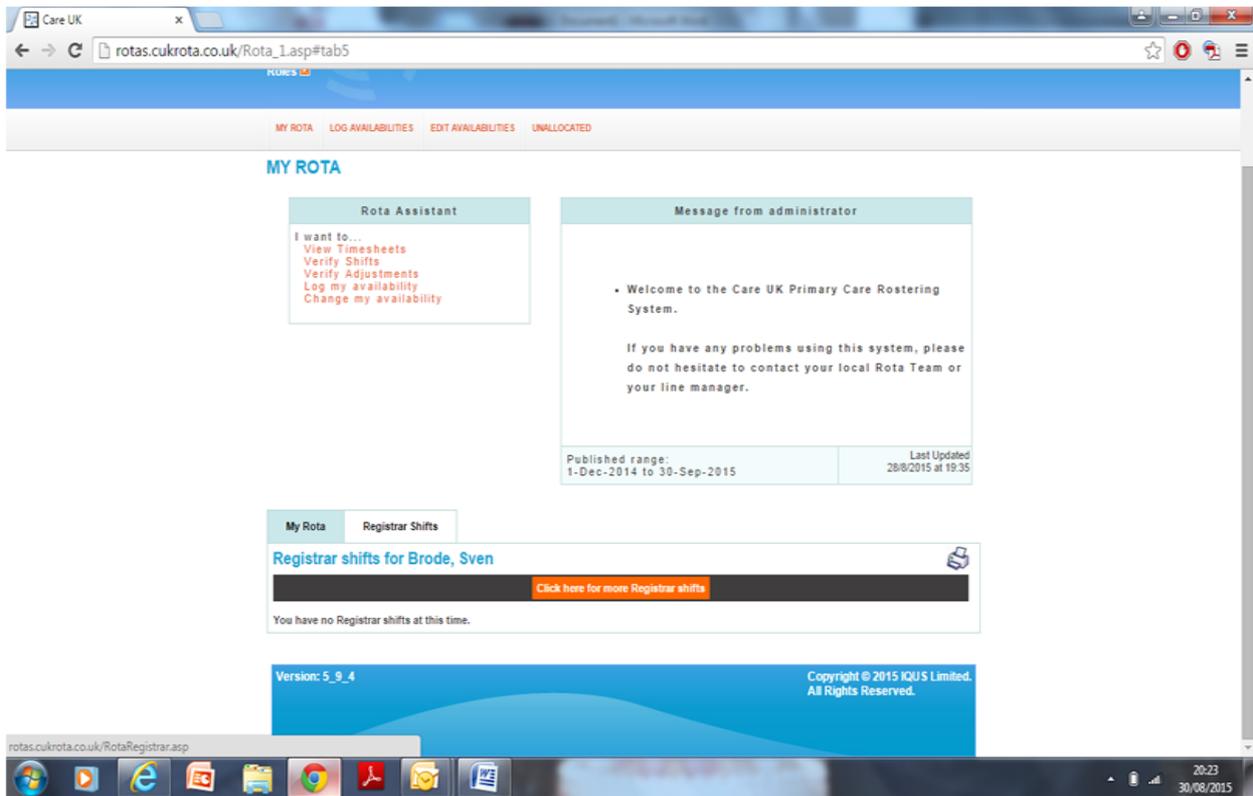
To get to your own personal rota click the 'Rota' button on the top left of the page. This will show any confirmed sessions you have.



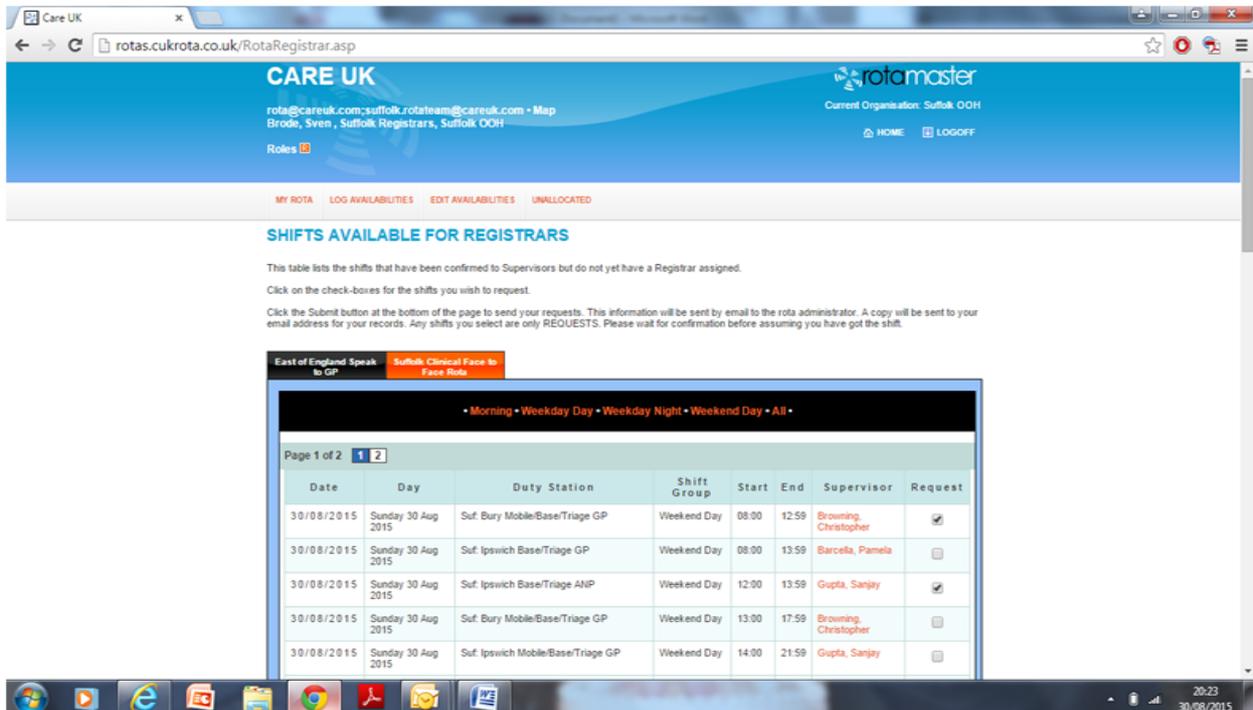
The page will show your confirmed registrar sessions.



To see available registrar sessions on the rota click the link here (in orange):



This will show any sessions with a trainer that you can request. It will default to your home zone, but by using the tabs at the top of the session list you can request shifts in another area of the county (note: if you do select a shift outside of your usual zone, please ensure you familiarise yourself with the location and are able to get there on time).



When you want to request a session tick the box next to it. You can select several sessions at once, although please make sure you are definitely available to do them. When you have clicked the session(s) you want click the 'Send' button.

11/05/2008	Sunday	Swadlincote	Sunday Day	09:00	13:59	Rao, Rama (T)	<input type="checkbox"/>
11/05/2008	Sunday	Ilkeston Hospital	Sunday Day	12:30	18:29	Ahmed, Ilyas (T)	<input type="checkbox"/>
11/05/2008	Sunday	Derby (RV 23)	Sunday Day	18:30	22:29	Shand, Ian (T)	<input type="checkbox"/>
11/05/2008	Sunday	Standby	Standby	20:00	02:59	Hewitt, Ruth (P)	<input checked="" type="checkbox"/>
12/05/2008	Monday	Derby Base (Duffield Rd)	Weekday	19:00	22:59	Rao, Rama (T)	<input type="checkbox"/>
13/05/2008	Tuesday	Ilkeston Hospital	Weekday	18:30	00:29	Ahmed, Ilyas (T)	<input checked="" type="checkbox"/>
13/05/2008	Tuesday	Standby	Standby	18:30	00:29	Warner, Chris (P)	<input checked="" type="checkbox"/>
14/05/2008	Wednesday	Derby Base (Duffield Rd)	Weekday	19:00	22:59	Shand, Ian (T)	<input type="checkbox"/>
15/05/2008	Thursday	Ilkeston Hospital	Weekday	18:30	00:29	Ahmed, Ilyas (T)	<input type="checkbox"/>

SEND

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There may be more than one page with available sessions on it, you will have to submit the session(s) you want one page at a time.

When you have submitted your requests it will automatically send an email to the rota team detailing which sessions you have requested, a copy will also be sent to the email address you have registered with us. If you do not have an email address registered with us, the system will prompt you to enter one when you log in.

Please note that this does not confirm that you have this session. This is a request to do the session.

When the rota team receive your email request we will allocate you the shift where possible and with agreement from the trainer.

When the shift is confirmed (allocated to you) we will upload it to the website and it will appear on your confirmed rota - the shift is not confirmed until it appears here.

Registrar shifts for Burns, James (Reg)
[Click here for more Registrar shifts](#)

Date	Day	Duty Station	Shift Group	Start	End	Trainer
26/04/2008	Saturday	Maine Drive Satellite	Saturday Day	09:00	12:59	Cox, Jonny (P)
27/04/2008	Sunday	Derby (RV 23)	Sunday Day	18:30	22:29	Warner, Chris (P)
03/05/2008	Saturday	Derby Base (Duffield Rd)	Saturday Day	12:00	17:59	Parsons, Judith (P)
05/05/2008	---Bank Holiday---	Derby Base (Duffield Rd)	Bank Holiday	07:00	10:59	Hewitt, Ruth (P)

Your requests will usually be processed and uploaded within a 24 hours Monday to Friday so you can log onto the website later on to check if you have been allocate the shift or not. Requests made during the weekend will usually be processed the next working day.

If you request shifts at short notice or are unable to come back to the website to check, you can contact the rota team to confirm if you have the shift or not.

If you are unsure about anything within this guide, experience problems with the website, require directions to bases or need to update your email address or telephone number please contact a member of the rota team who will be happy to help on 01189902212 or via email to: tina.stannard@careuk.com