

STANDARD OPERATING PROCEDURE DOCUMENT

Title	Logging onto the Rotamaster system		Doc. No.	IT116
Scope	Operational Directorate			
Purpose	To ensure all administration staff can log onto the Rotamaster system.			
GUIDELINES	<u>Rotamaster</u> The Rotamaster system allows Urgent Care 24 personnel to keep a database of all employee details and publish a Rota to UC24 employees operating in the in hours, out of hours and NHS 111 services.			
PROCEDURE			RESPONSIBILITY	
1	To logon to the Rotamaster system enter the following link into the Internet browser https://online.iqus.co.uk/		IT Department	
2	Once the page displays you will then be required to enter a username and password to connect to the IQUS servers. Please refer to the Rotamaster System Level Security Policy or the IT shared directory for the user credentials.		IT Department	
3	Once you have entered the password click the sign in button		IT Department	
4	After clicking the sign in button a new window will then display. Click on the Rotamaster UC24 icon to load the Rotamaster application.		IT Department	
5	Once the Rotamaster application has loaded you will then be presented with a further login screen. Please use the credentials supplied by a member of the IT department. Only authorised users can access the Rotamaster system.		UC24 Employee	

6	If you have any issues logging onto the Rotamaster application please speak with a member of the IT Department. Further support can be accessed by contacting the IQUS support desk on support@iqus.co.uk	Urgent Care 24 Supervisor
---	---	---------------------------



Urgent Care 24

STANDARD OPERATING PROCEDURE DOCUMENT

Title	SOP IT116 Logging onto the Rotamaster System			Doc. No.	IT116
Version	V1				
Approving Managers/Committee					
Date Ratified					
Department of Originator	Information Management and Technology				
Responsible Executive Director	Director of Finance				
Responsible Manager/Support	Head of IT				
Date Issued	10/11/2015				
Review Date	November 2016 or when there is a change in the process.				
Target Audience	All Staff				
Version	Date	Control Reason	Accountable Person for this Version		
Reference documents		Electronic Locations	Locations for Hard Copies		
		Urgent Care 24 Intranet / SOPs / * Clinical Operations Admin section Please delete as appropriate *	Standard Operating Procedures File in the Call Centre.		

Document Status: This is a controlled document.

Whilst this document may be printed, the electronic version maintained on the UC24 Intranet is the controlled copy. Any printed copies of the document are not controlled.