



Doing good together

# Rotageek Full Mobile Guide





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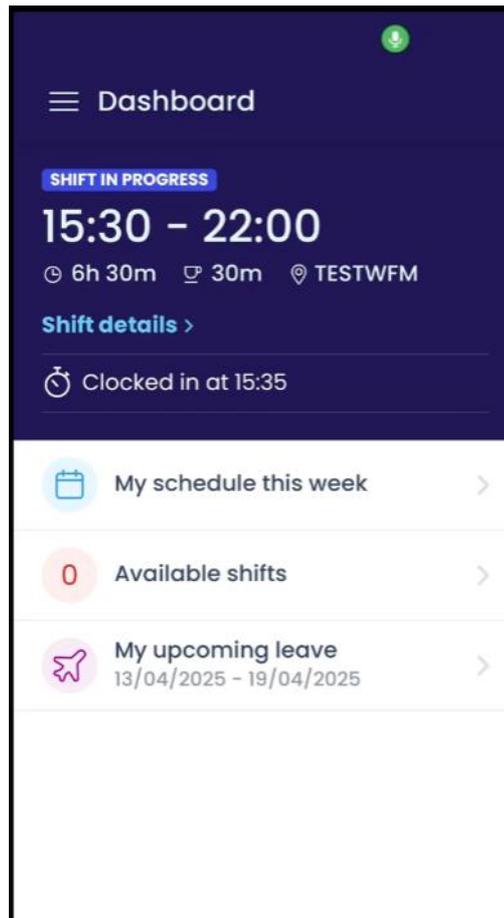
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## Navigation

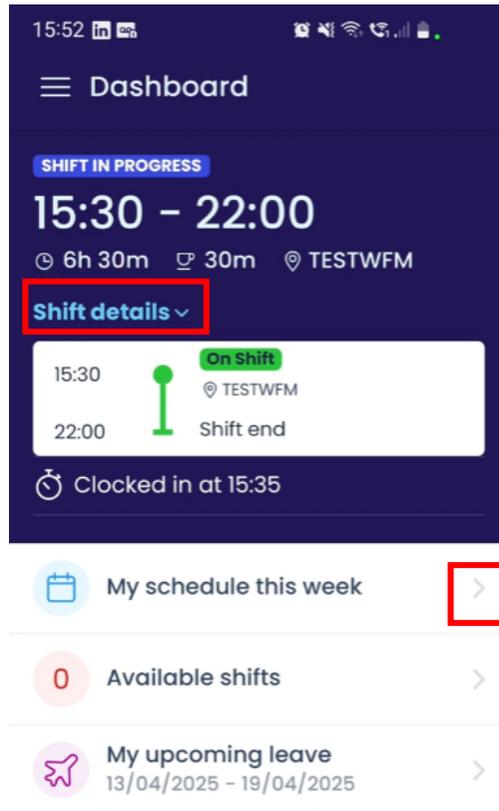
To view how to download and log into RG please view [downloading-and-logging-in-on-mobile.pdf](#)

Once logged into RotaGeek you will land on your dashboard.

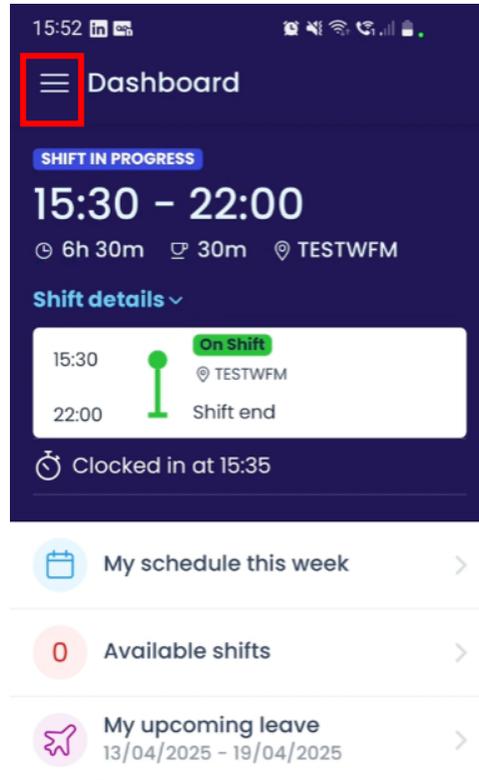


This gives you a quick overview of any upcoming or your current shift in progress.

You can also view more shift details by clicking the shift details button and expanding. There are quick options at the bottom by clicking the arrows to view your schedule this week or your upcoming leave.

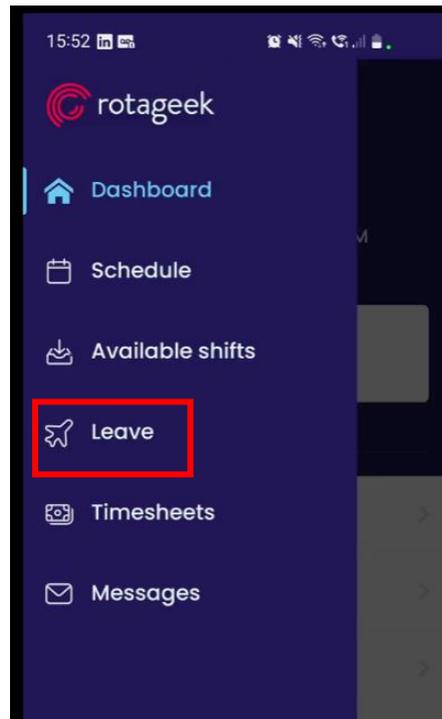


You also have a menu button in the top left, which you can click and open your further menu or you can swipe your screen from left to right.

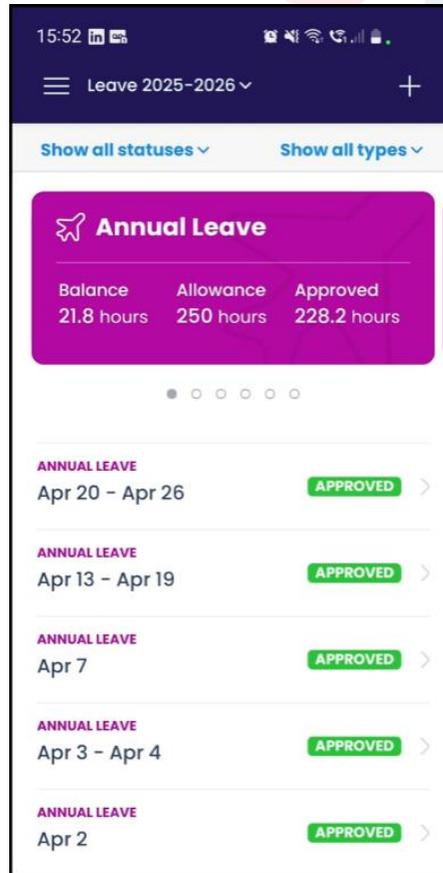


## Viewing and Booking Leave

Select Leave from your toolbar.

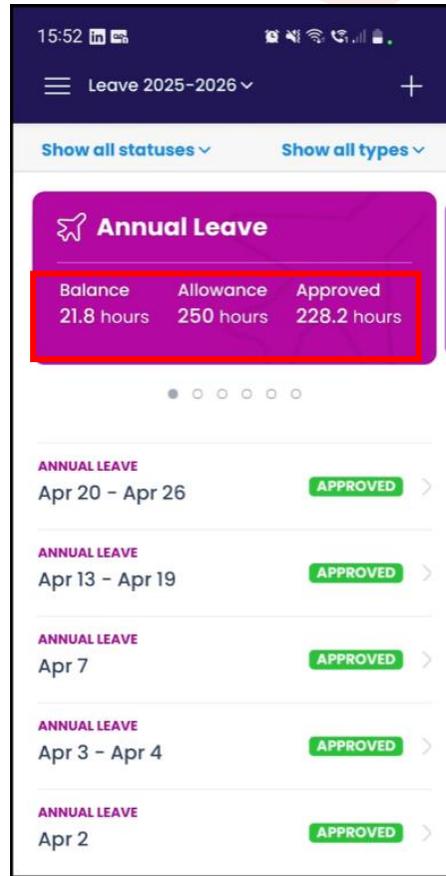


The below screen is where you will view, book, and view previously requested leave, scroll up and down to view your list of requested leave and their status.

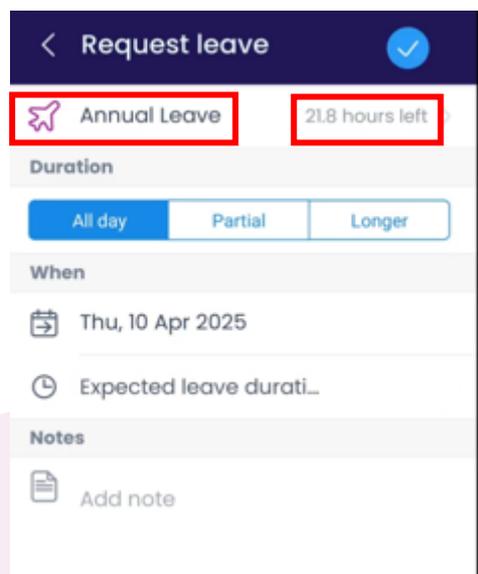
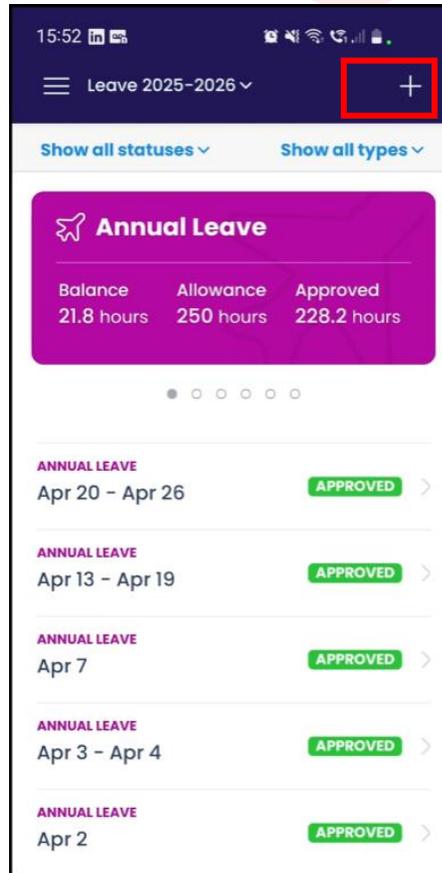


You also have your other requestable types of leave across the top, which also shows the balance.

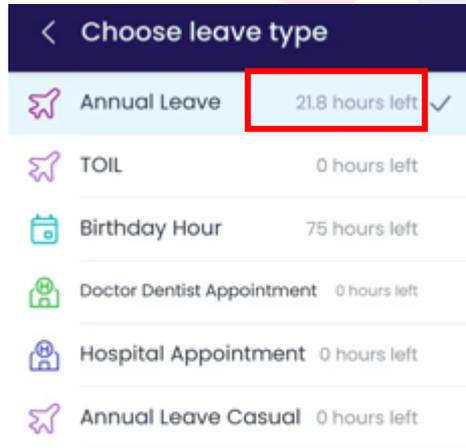
The allowance is your full entitlement for the year, your balance is any balance remaining after anything has been approved and approved shows all hours for that leave type which has already been approved by your manager.



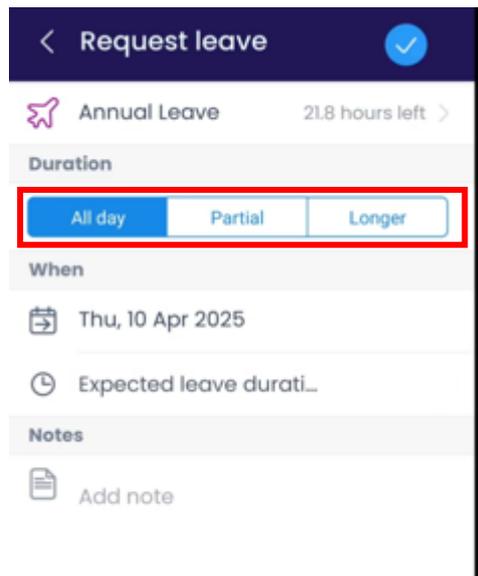
To request a leave type you click the plus button in the top corner.



Again this shows you any leave you have left, you can select which type of leave you want by clicking the Choose leave type button.

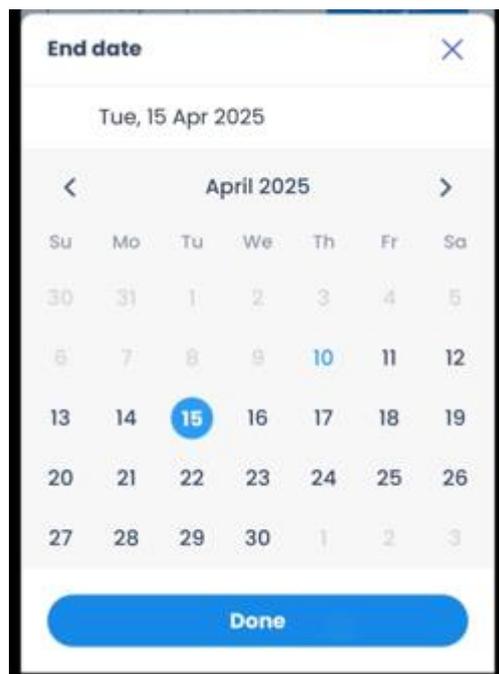
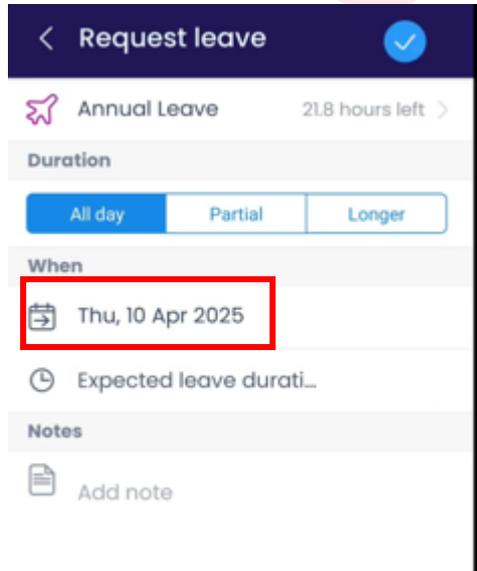


This again gives you view of your remaining balance and a list of requestable leave types. Choose your leave type, then select whether it's an all-day leave, partial day, or longer.



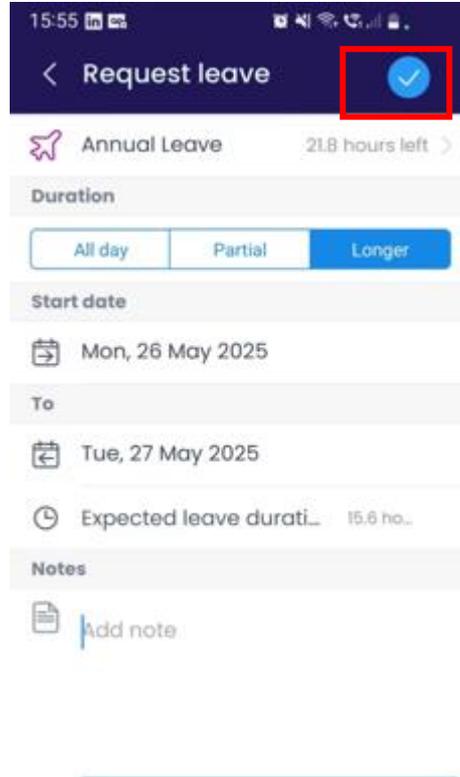
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Select the start date by clicking into the calendar option, selecting the date and clicking Done.

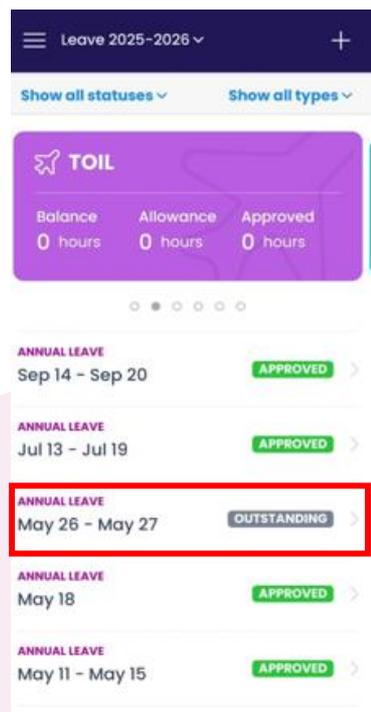


Repeat for the end date.

To submit, tap the blue tick in the top right corner.

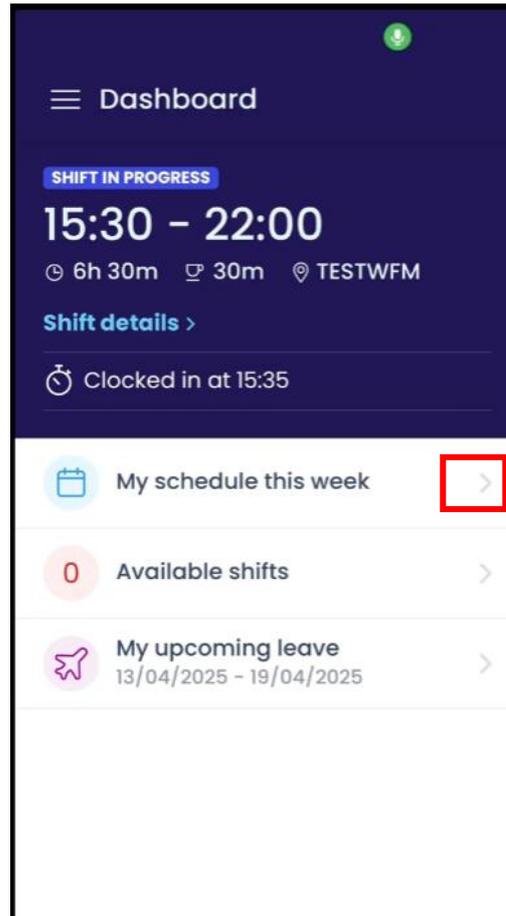


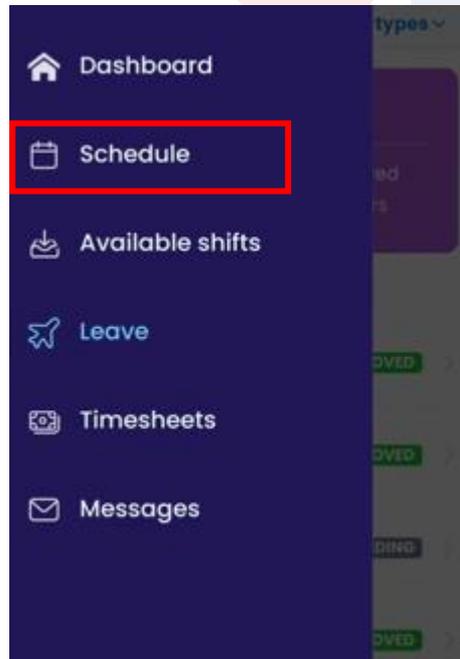
And we can see that is now showing down here as outstanding.



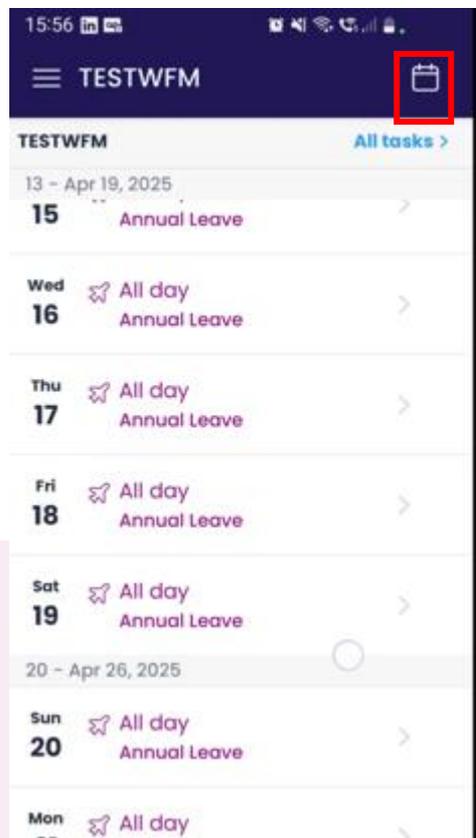
## Viewing your schedule

Using the arrow button to access your schedule, or select via the tool bar



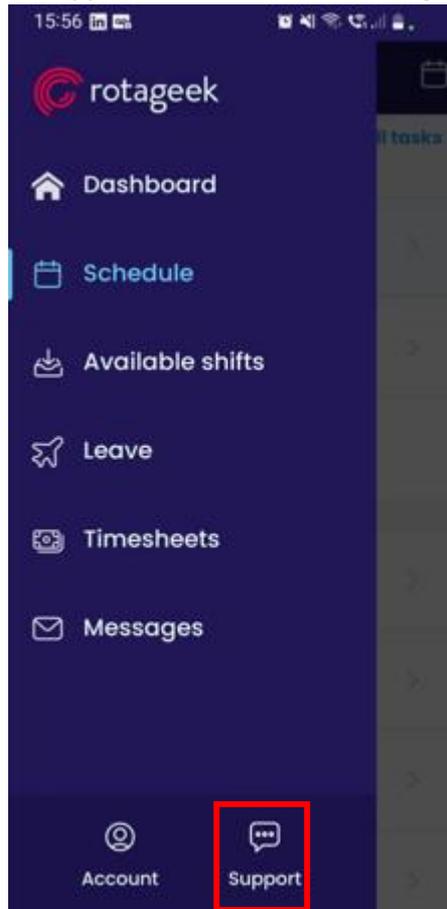


We can scroll up and down to go through the weeks or we can use the calendar button at the top and filter that way.

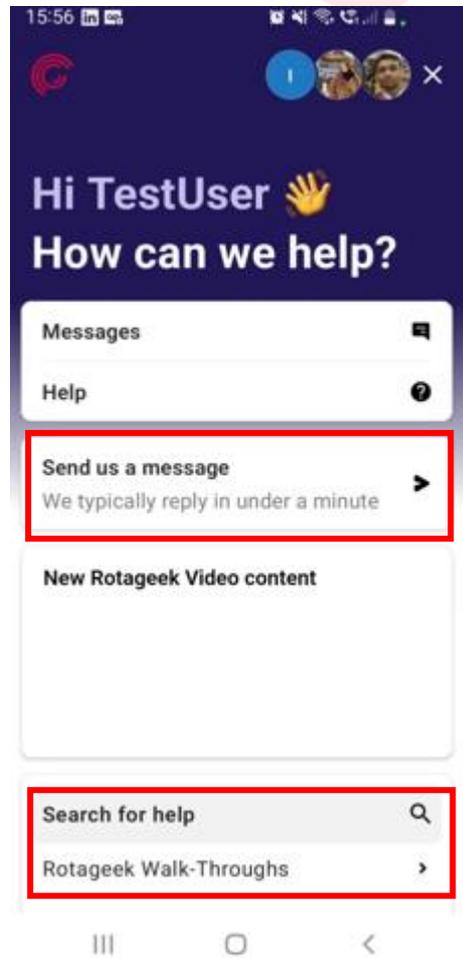


## Further Support

On the toolbar, you will also see a support button in the bottom right.



Click this to open the RotaGeek support menu.



You can send a message directly to RotaGeek by clicking the Send us a message button. There are further options, and RotaGeek's own guides and walkthroughs which are also available to you.