

# **Rotageek Full Mobile Guide**



The Midcounties Co-operative, Co-operative House, Warwick Technology Park, Gallows Hill, Warwick, CV34 6DA - 01926 516000/ www.midcounties.coop

The Midcounties Co-operative Limited. A registered Society under the Co-operative and Community Benefit Societies Act 2014 - Registered number - 19025R



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## Navigation

To view how to download and log into RG please view <u>downloading-and-logging-in-on-mobile.pdf</u> 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.

15:52 in 🖦	Q ¥ 🗟 C. 🛯 🛢 .
$\equiv$ Dashboa	rd
SHIFT IN PROGRESS   15:30 - 2   ⊙ 6h 30m	2:00 0m © TESTWFM
15:30 22:00	n Shift) TESTWFM ift end
🔆 Clocked in at	15:35
My schedu	ule this week
0 Available	shifts >
₩ upcom 13/04/2025	- 19/04/2025



## 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.



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$\equiv$ Leave 20	25-2026 ~	+
Show all statu	ses v	Show all types 🗸
ភ្លា Annu	al Leave	- /
Balance 21.8 hours	Allowance 250 hours	Approved 228.2 hours
		0
ANNUAL LEAVE		-
Apr 20 - Apr	26	APPROVED
ANNUAL LEAVE		
Apr 13 - Apr 1	9	APPROVED
ANNUAL LEAVE		
Apr 7		APPROVED
ANNUAL LEAVE		
Apr 3 – Apr 4		APPROVED
ANNUAL LEAVE		
Apr 2		APPROVED

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.



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= Legve 2025-2026	
Show all statuses ~	Show all types ~
ह्य Annual Leave	-7
Balance Allowance 21.8 hours 250 hours	Approved 228.2 hours
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ANNUAL LEAVE Apr 20 - Apr 26	
ANNUAL LEAVE	
Apr 13 – Apr 19	APPROVED
ANNUAL LEAVE	
Apr 7	APPROVED
ANNUAL LEAVE	
Apr 3 – Apr 4	APPROVED
ANNUAL LEAVE	100001/50
Apr 2	APPROVED
< Request leave	<b>v</b>
🛒 Annual Leave	21.8 hours left
Duration	
All day Partial	Longer
When	
苛 Thu, 10 Apr 2025	
Expected leave dur	rati
Notes	
Add note	

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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Dure	ation		
	All day	Partial	Longer
Whe	n		
₿	Thu, 10 A	pr 2025	
	Expected	d leave dura	ti
Note	15		
	Add note	9	



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



End	date					×
	Tue, 1	5 Apr 2	2025			
<		A	pril 202	25		>
Su	Мо	Tu	We	Th	Fr	Sa
		1	2		4	
				10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30		2	
			Done	E.		

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.

Show all stat	uses ~	Show all types ~
ह्य <b>TOIL</b>	$\leq$	
Balance O hours	Allowance O hours	Approved O hours
		0
ANNUAL LEAVE		100
Sep 14 - Sep	20	APPROVED
INNUAL LEAVE		-
lul 13 - Jul 1	9	APPROVED
ANNUALLEAVE		
Иау 26 - Ма	iy 27	OUTSTANDING
NNUAL LEAVE		
May 18		APPROVED
ANNUAL LEAVE		
May 11 - May	/ 15	APPROVED

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# 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.



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## 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.