

# User Manual



# MobileRota User Manual

Thank you for using MobileRota. We have tried to keep the interface easy to use, but you may find this booklet useful to get full enjoyment from the product.

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### 1. *Splash Screen*

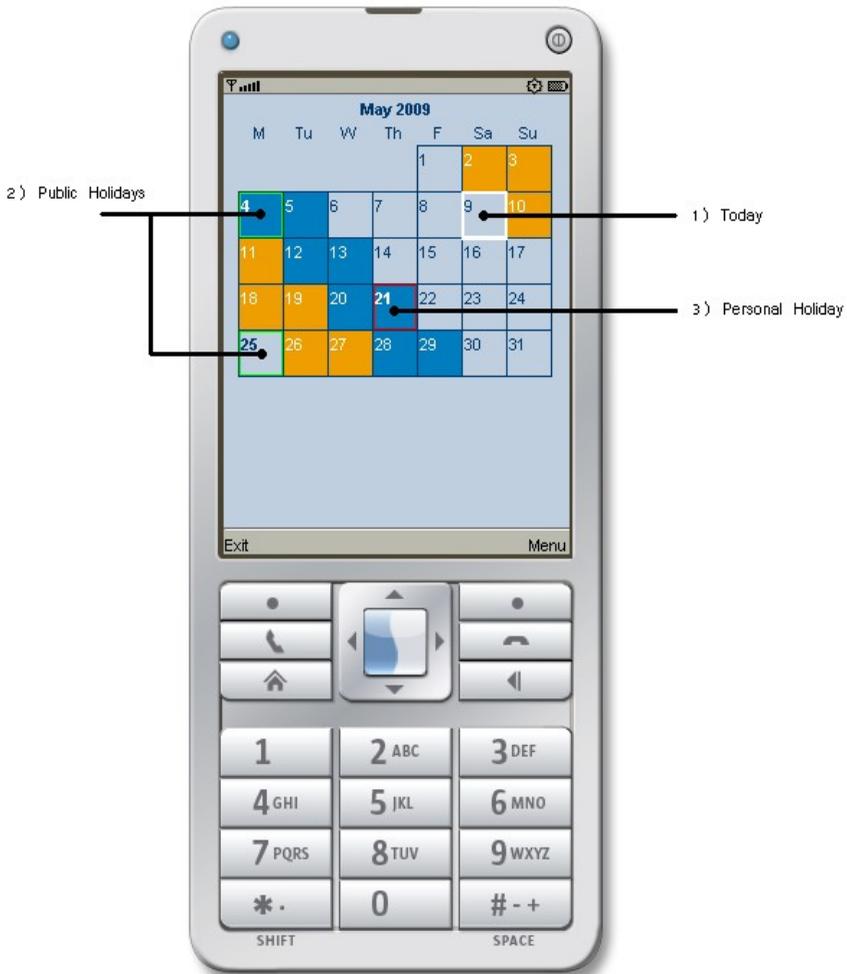
This is the first screen to be displayed when the application is started. An animation is displayed, along with the URL of the MobileRota website.



Either wait for the animation to complete, or press any key to move to the main display.

## 2. Main Display

The main calendar display shows your shifts for a single month. Each day is highlighted in the colour corresponding to your shift, as selected by you on the MobileRota website.



Today's date is shown with a white border (1).  
Public holidays are shown with a coloured border (2).  
Personal holidays, which you have set up in your account on the MobileRota website, will be shown with a different colour border (3).

The application will always start by showing the current month. To display your shifts for other months use the following keys:

- right (or 6) - move to next month
- left (or 4) - move to previous month
- down (or 8) - move to next year
- up (or 2) - move to previous year

Additional functions are available in separate menus, or assigned to 'soft' keys. Different phones will place these keys in different locations, but the display shows a typical layout. In this example the 'Exit' function is assigned to the left-hand key and a 'Menu' function is assigned to the right-hand key. Pressing 'Menu' will display a pop-up menu list:



Available functions are:

**Exit** - close down and exit from the application.

**Screen Mode** - if your 'phone has a small screen, switching the screen mode may free up more space for displaying the application by removing any title or footer bar. This may not work for all 'phones.

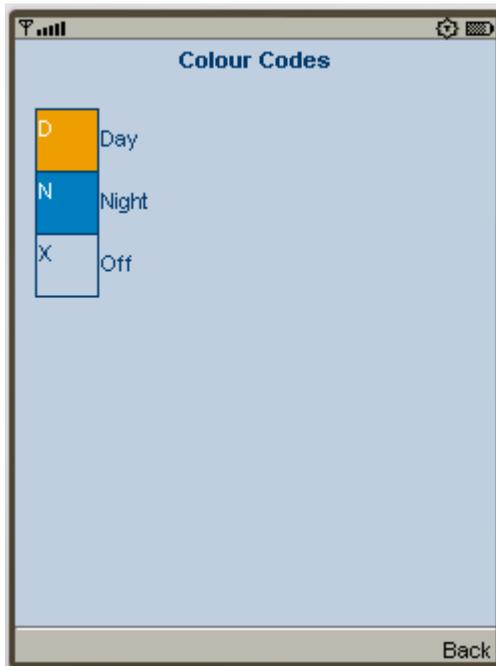
**Colour Codes** - show which colour codes represent which shifts.

**Information** - display information about your subscription.

**Synchronise** - connect to your account on the MobileRota website to update your shift information or holidays.

### 3. *Colour Codes*

This screen shows which colour codes you use for your shifts. Press the 'Back' button to return to the main screen.



## 4. Information

Displays information about your subscription: how long you subscribed for, the date the subscription started, the date it finishes and how many days are remaining.



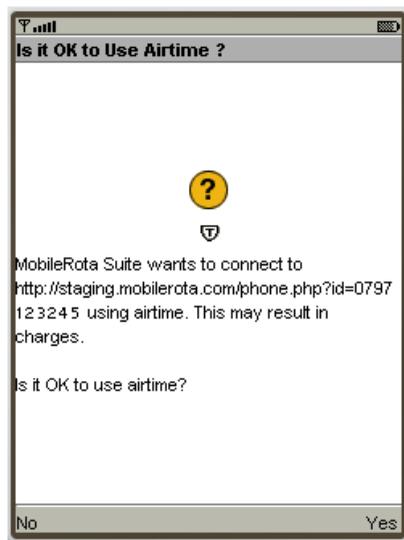
It also shows the version number of the application and the date you last synchronised the application (when you last connected to your account on the MobileRota website to update your shift information or holidays).

## 5. Synchronise

After changing your shift details or holidays in your account on the MobileRota website, you must load the new details into your phone before the application can display them. This is called 'synchronising' and requires that your phone is set up for web access. (If you managed to get the application on your phone, then you have web access).

This operation will also ensure that the list of bank holidays is up to date.

After selecting 'Synchronise' a window will open asking if you want to load new details. Click on the 'Yes' button to connect, or 'No' if you don't want to upload new details.



Depending on how your 'phone is configured you may see another window asking if the application should be allowed to contact the MobileRota website. Again, click on the 'Yes' button to connect, or 'No' if you don't want to upload new details.

This will transfer new details to your 'phone and should only take a few seconds. Depending on your mobile contract, your service provider may charge a small amount for this transfer. (The amount of data transferred is less than 1KB if you want to check how much your provider is likely to charge for this operation).

Once the new information has been sent to your 'phone, the application will restart showing the new details.

## 6. **Subscription Expiry**

If your subscription is about to expire you will see a reminder when you open the MobileRota application (we will also send you an email if you have opted to receive such information from us).



You have a grace period of 28 days to log into your account at <http://www.mobilerota.com/> to renew your subscription. After that time your shift details will no longer be displayed until you update your subscription.

This message will also be displayed during your trial period.