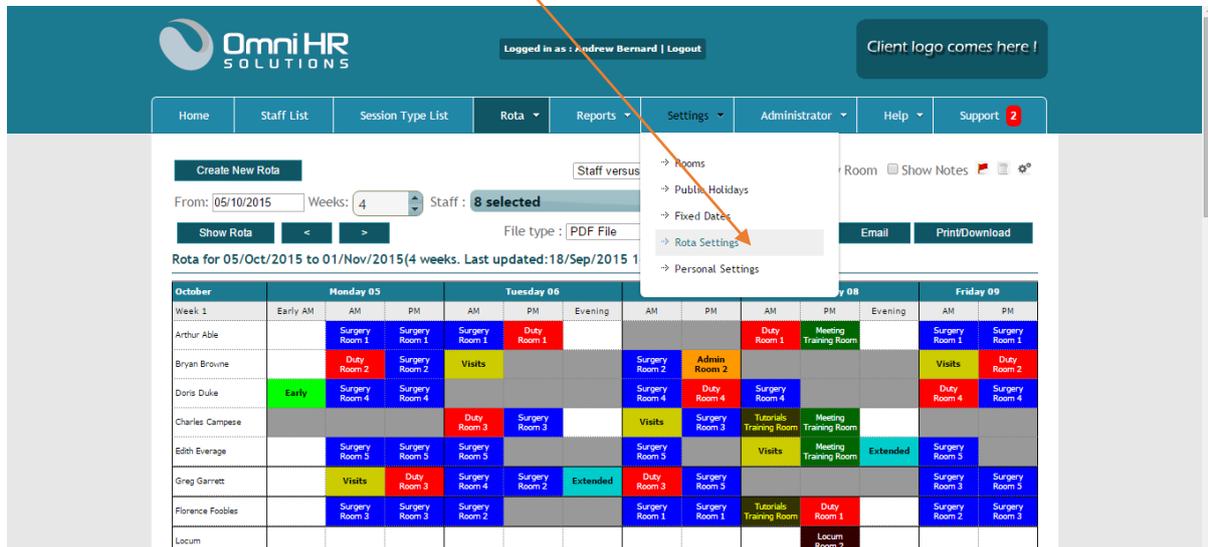


Changing Print Settings

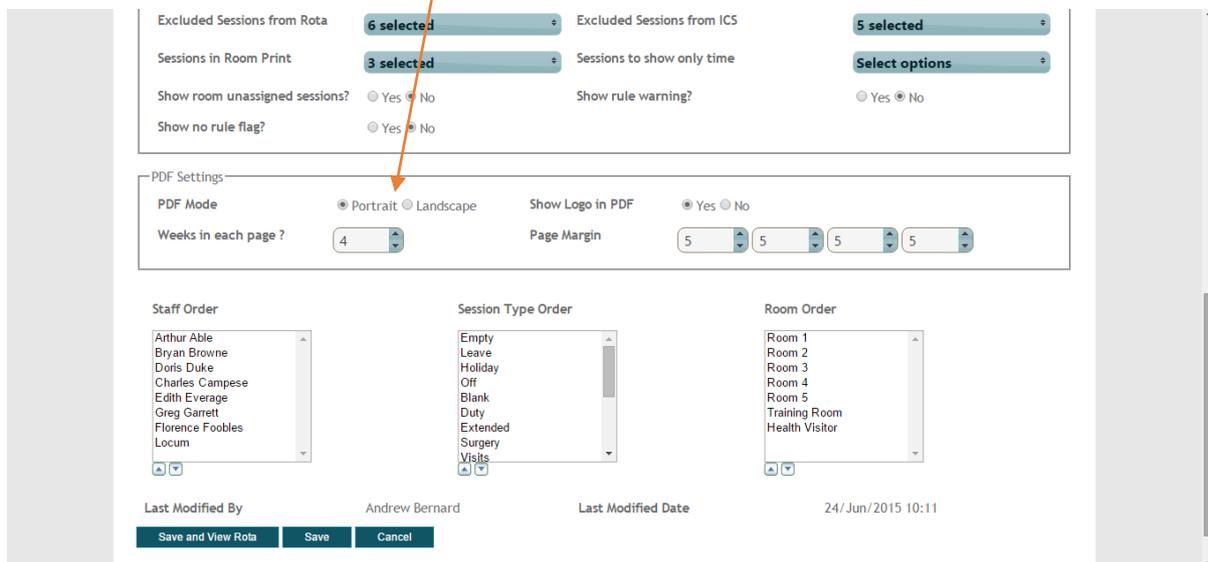
Changing print settings with OmniRota is very easy.

From the 'Settings' menu, select the 'Rota Settings' option.



The screenshot shows the OmniHR Solutions web interface. The user is logged in as Andrew Bernard. The 'Settings' menu is open, and 'Rota Settings' is selected. Below the menu, there is a 'Create New Rota' section with fields for 'From' (05/10/2015), 'Weeks' (4), and 'Staff' (8 selected). A 'Show Rota' button is visible. Below this is a rota grid for the period 05/Oct/2015 to 01/Nov/2015. The grid shows staff members and their assigned sessions across days of the week.

Scroll down until you reach the 'PDF Settings' section and here you can change the print settings of the rota.



The screenshot shows the 'PDF Settings' section of the OmniRota interface. It includes several configuration options:

- Excluded Sessions from Rota:** 6 selected
- Excluded Sessions from ICS:** 5 selected
- Sessions in Room Print:** 3 selected
- Sessions to show only time:** Select options
- Show room unassigned sessions?:** Yes No
- Show rule warning?:** Yes No
- Show no rule flag?:** Yes No
- PDF Mode:** Portrait Landscape
- Show Logo in PDF:** Yes No
- Weeks in each page?:** 4
- Page Margin:** 5, 5, 5, 5
- Staff Order:** Arthur Able, Bryan Browne, Doris Duke, Charles Campese, Edith Everage, Greg Garrett, Florence Foobles, Locum
- Session Type Order:** Empty, Leave, Holiday, Off, Blank, Duty, Extended, Surgery, Visits
- Room Order:** Room 1, Room 2, Room 3, Room 4, Room 5, Training Room, Health Visitor
- Last Modified By:** Andrew Bernard
- Last Modified Date:** 24/ Jun/2015 10:11

Buttons at the bottom include 'Save and View Rota', 'Save', and 'Cancel'.