



# Quick Guide to Viewing and Booking Shifts

This guide will provide you with information on how to view and book shifts on NHSP:Online.

To access NHSP:Online, please **always** use Internet Explorer using your Agency User logins provided to you by **NHS Professionals Agency Support Team**.

You can access the system using this link: [www.nhsprofessionals.nhs.uk/en/Login](http://www.nhsprofessionals.nhs.uk/en/Login)

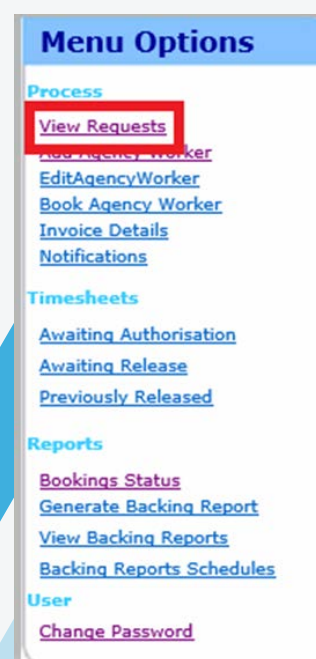
For guidance in accessing login details, please contact the **NHSP Agency Support Team**, contact details can be found at the end of this guide.

The following topics will be covered in this guide:

1. Access
2. Adding an agency worker

## 1. Access

- a. Once logged in, you will be presented with the menu on the left-hand side of the screen.
- b. Click 'View Requests'.



c. Select the **Trust** from the dropdown menu, input the **date range** and click 'Submit'.

Please note that the data range can cannot exceed a 7-day period.

**Agency Requests Filter Options**

Trust:

Start Date:  [Calendar](#)

End Date:  [Calendar](#)

[Submit](#)

d. Available shifts will now be presented to you based on your given access from the Trust, via the Trust cascade.

- You can filter by 'Location' and 'Ward' to narrow search
- You can view notes added by wards on the right-hand side of screen

e. Click 'Options' to select the shift you would like to book.

Agency Requests for Trust: Training NHS Trust

Location:  Ward:

Options	Bank Req No	Date	Start Time	End Time	Location	Ward	Assignment	Training	Sex	Notes
<a href="#">Options</a>	WOBOLMB	14-Dec-2020	08:00	16:00	Training Location 1	Ward Or Dept 1	OSC00			<a href="#">Notes</a>
<a href="#">Options</a>	WBAPFCJGA	14-Dec-2020	09:00	15:00	Training Location 1	Ward Or Dept 1	OSC00			<a href="#">Notes</a>
<a href="#">Options</a>	YODRUKJK	15-Dec-2020	09:00	16:00	Training Location 1	Ward Or Dept 1	OSC00			<a href="#">Notes</a>
<a href="#">Options</a>	WOBODKNC	15-Dec-2020	08:00	16:00	Training Location 1	Ward Or Dept 1	OSC00			<a href="#">Notes</a>
<a href="#">Options</a>	ZDEKALDM	16-Dec-2020	09:00	15:00	Training Location 1	Ward Or Dept 1	OSC00			<a href="#">Notes</a>
<a href="#">Options</a>	YODPELKE	16-Dec-2020	09:00	16:00	Training Location 1	Ward Or Dept 1	OSC00			<a href="#">Notes</a>
<a href="#">Options</a>	WBAPFHA	17-Dec-2020	08:00	16:00	Training Location 1	Ward Or Dept 1	OSC00			<a href="#">Notes</a>
<a href="#">Options</a>	ZDEPMALG	17-Dec-2020	09:00	15:00	Training Location 1	Ward Or Dept 1	OSC00			<a href="#">Notes</a>
<a href="#">Options</a>	WBAPFHAH	20-Dec-2020	08:00	16:00	Training Location 1	Ward Or Dept 1	OSC00			<a href="#">Notes</a>
<a href="#">Options</a>	WOBOLBUC	20-Dec-2020	08:00	16:00	Training Location 1	Ward Or Dept 1	OSC00			<a href="#">Notes</a>

Records (1-10) of 10

## 2. Adding an agency worker

a. In the 'Agency Booking Screen' table, click 'Add Agency Worker'.

**Agency Booking Screen**

Booking for the Trust:

Location:

Ward:

Agency Worker: [Add Agency Worker](#)

Date:

Shift Type:

Start Time:

End Time:

Booked Assignment:

Training:

[Add Booking](#) [View Check List](#)

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b. Enter the full name of the worker and click 'Continue'.

If Direct Booking, Please Fill in search criteria to filter Agency Workers

Surname like:

Firstname like:

[Continue](#)

**Please note:** The Agency Workers will be filtered by providing Surname/Firstname. Only required, if it is a Direct Booking

c. To complete this action, select the correct name from the dropdown menu and click 'Add Agency Worker'.

**Agency Booking Screen**

Booking for the Trust	Training NHS Trust	
Location	Training Location 1	
Ward	Ward Or Dept 1	
Agency Worker	<input type="text"/>	<input type="button" value="Add Agency Worker"/>
Date	<input type="text" value="14-Dec-2020"/>	
Shift Type	<input type="text" value="Standard"/>	
Start Time	<input type="text" value="08:00"/>	
End Time	<input type="text" value="16:00"/>	
Booked Assignment	<input type="text"/>	
Training	<input type="text"/>	

If Direct Booking and Confirmed, Fill in Details about Confirmation

Confirmed	<input checked="" type="checkbox"/>
Confirmed By	<input type="text" value="AURachelNHSP"/>
Confirmation Date	<input type="text" value="13-DEC-2020"/> <input type="button" value="Calendar"/>
Confirmation Time	<input type="text" value="13:26"/>

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d. Check the correct details have been entered and click 'Proceed'.

**Verify Email Address and Agency Worker Unique Id for Bloggs Joe**

Email Address:	<input type="text" value="test@agency.com"/>
Agency Worker Unique Id:	<input type="text" value="323431"/>

e. To update the form, select 'Add Booking'.

**Agency Booking Screen**

Booking for the Trust	Training NHS Trust	
Location	Training Location 1	
Ward	Ward Or Dept 1	
Agency Worker	Bloggs Joe	<a href="#">Add Agency Worker</a>
Date	14-Dec-2020	
Shift Type	Standard	
Start Time	08:00	
End Time	16:00	
Booked Assignment	OSC00	
Training		

If Direct Booking and Confirmed, Fill in Details about Confirmation

Confirmed	<input checked="" type="checkbox"/>
Confirmed By	AURacheINHSP
Confirmation Date	13-DEC-2020 <a href="#">Calendar</a>
Confirmation Time	13:28

[Add Booking](#) [View Check List](#)  
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The NHSP Agency Support Team provides support for agencies and specific agency related queries.

If you have any queries relating to the NHSP portal, retrospective bookings or invoicing queries please contact the NHSP Agency Support Team on:

Email: [agencies@nhsprofessionals.nhs.uk](mailto:agencies@nhsprofessionals.nhs.uk)

Tel: 0333 0143626

Opening times: Monday – Friday 8am-6pm

