NHS
Professionals

Guide to Viewing Booked Shifts Using the Booking Status Report

This guide will provide you with information on how to use the Booking Status Report to view booked shifts via 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**

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. Modify/Delete a shift

3. Changing an Agency worker

4. Deleting a worker

1. Access

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

b. Please click '**Bookings Status**'.

Menu Options

Process
View Requests
Add Agency Worker
EditAgencyWorker
Book Agency Worker
Invoice Details
Notifications

Timesheets
Awaiting Authorisation
Awaiting Release
Previously Released

Reports
Bookings Status
Generate Backing Report
View Backing Reports
Backing Reports Schedules

User
Change Password

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

d. Booked shifts will now be presented to you based on the information you submitted:

• You can filter by '**Location**' and '**Ward**' to narrow the search

• You can view notes added by the wards on the right side of screen

2. Modify/Delete a shift

a. To modify/delete a booked shift, click '**Options**' on the shift you would like to make changes to.

3. Changing an Agency worker

a. If you need to make modifications to the name of the worker, click 'Change Agency Worker' located next to the name field.

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

c. To complete this action, select the correct name from the dropdown menu in the 'Agency Worker' field. Once selected, click 'Modify Booking' at the bottom of the form.

d. You will then receive confirmation that the changes have been actioned.

4. Deleting a worker

a. To delete a worker, click 'Delete Booking' located at the bottom of the form.

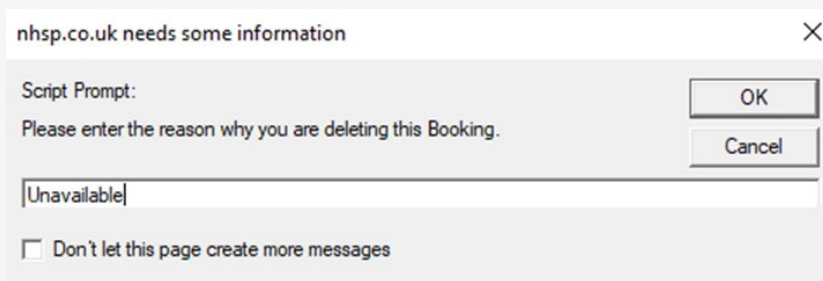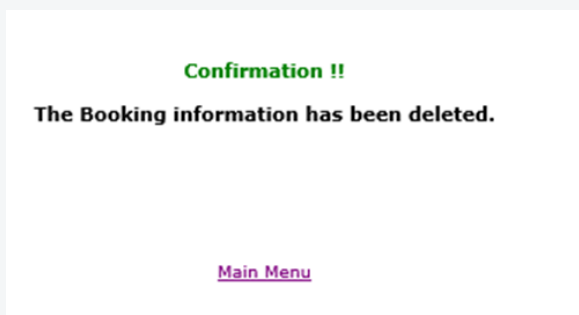b. You will then receive a pop-up window to confirm this action. If you would like to proceed, click '**OK**'.
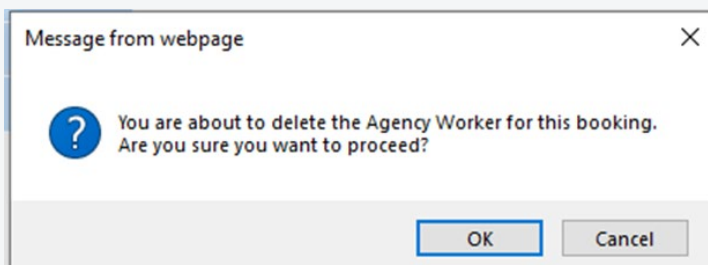
c. You will then be prompted to provide a reason for the deletion. Once entered, click 'OK'.

d. You will then receive confirmation that the changes have been actioned.

If your agency requires support or has any queries, please visit our Help and Support platform: **www.nhsponline.nhs.uk/s/contactsupport**, where you can find helpful articles. You can also get in touch with us through the contact form provided within each article.