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**

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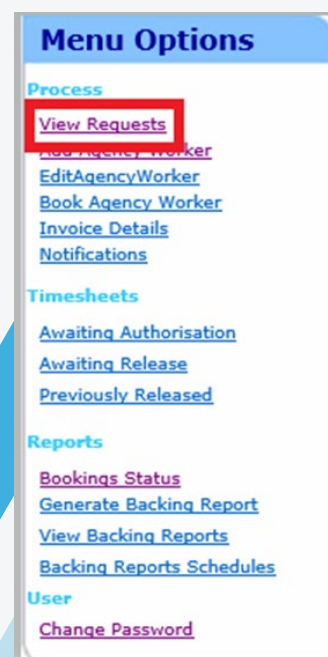
c. Select the **Trust** from the dropdown menu, input the **date range** and click '**Submit**'.

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

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.

2. Adding an agency worker

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

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

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	[dropdown] **Add Agency Worker**
Date	14-Dec-2020
Shift Type	Standard
Start Time	08:00
End Time	16:00
Booked Assignment	[dropdown]
Training	

If Direct Booking and Confirmed, Fill in Details about Confirmation

Confirmed	☑
Confirmed By	AURachelNHSP
Confirmation Date	13-DEC-2020 **Calendar**
Confirmation Time	13:26

Add Booking **View Check List**

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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:	test@agency.com
Agency Worker Unique Id:	323431

Proceed **Cancel**

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 ⌄ [Add Agency Worker]
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	☑
Confirmed By	AURachelNHSP
Confirmation Date	13-DEC-2020 [Calendar]
Confirmation Time	13:28

[Add Booking] [View Check List]

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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.