NHS Professionals

Quick Guide to NHSP:*Online*

This guide will provide you with a basic overview of NHSP:*Online*. To access the NHSP Online Booking Management system you will require an Agency User account. You can request and Agency User account by contacting the Agency Support Team, contact details can be found at the end of this guide.

The following topics will be covered in this guide:

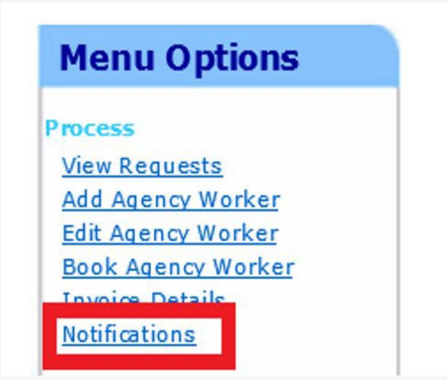
1. Notifications
2. View Requests
3. Add Agency Worker
4. Edit Agency Worker
5. Book Agency Worker
6. View Invoices
7. Awaiting Authorisation
8. Awaiting Release
9. Previously Released
10. Booking Status
11. View Self-Billing
12. Change Password

Step 1: To access NHSP:*Online*, please **always** use Internet Explorer. You can access the system using this link: **www.nhsprofessionals.nhs.uk/en/Login**

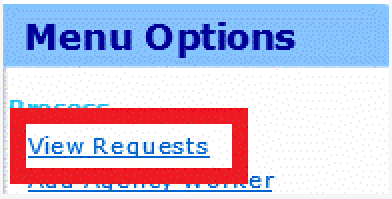
Step 2: Once you have logged into NHSP:*Online*, you will be presented with a menu of options.

1. Notifications

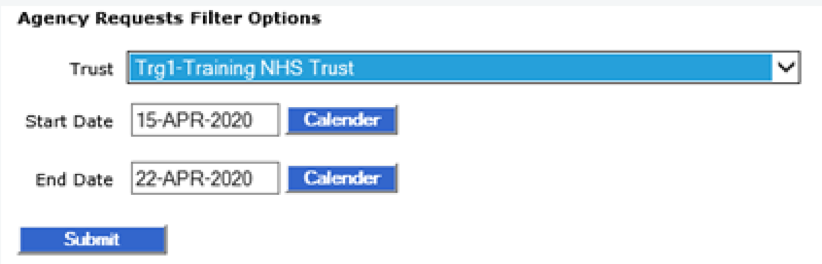
This is the default homepage and any notifications for shift modifications or cancellations will be shown here.



2. View requests

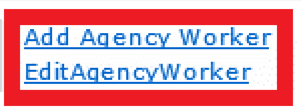


To view any available shifts for agencies, select the 'Trust' and the date range (Only 7 days at a time) and click **'Submit**'.

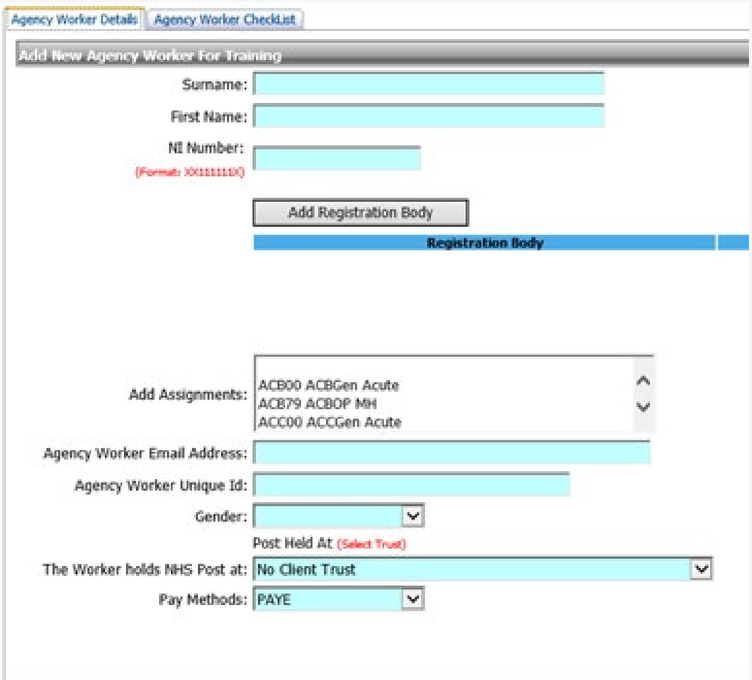


3. Add Agency Worker

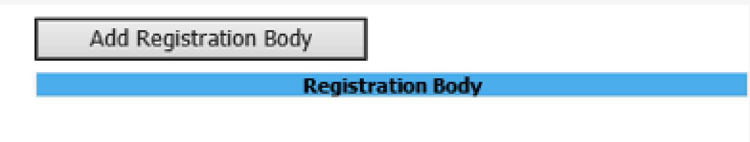
a. To create a profile on the system for your agency worker simply click on the **'Add Agency Worker'** option.



b. An empty profile screen will appear ready for you to populate with the worker details. Please complete all the fields.

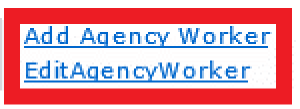


c. If your worker belongs to a 'Registration Body' (NMC, GMC, HCPC etc), you will need to include this by clicking the grey **'Add Registration Body'**.



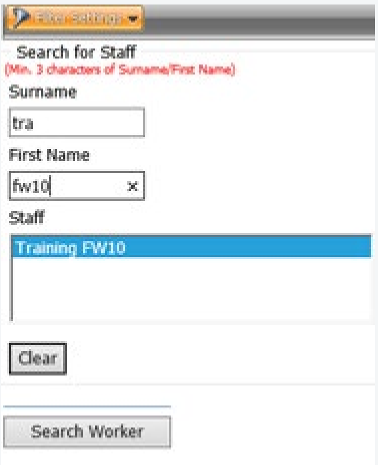
4. Edit Agency Worker

a. To view and edit details on an existing worker profile simply click on the **'Edit Agency Worker'** option.



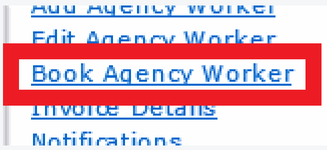
b. Then select the **'Filter Setting'** and enter the first 3 letters of the **'Surname'** and **'First Name'**

c. Highlight the relevant worker and click **'Search Worker'**.

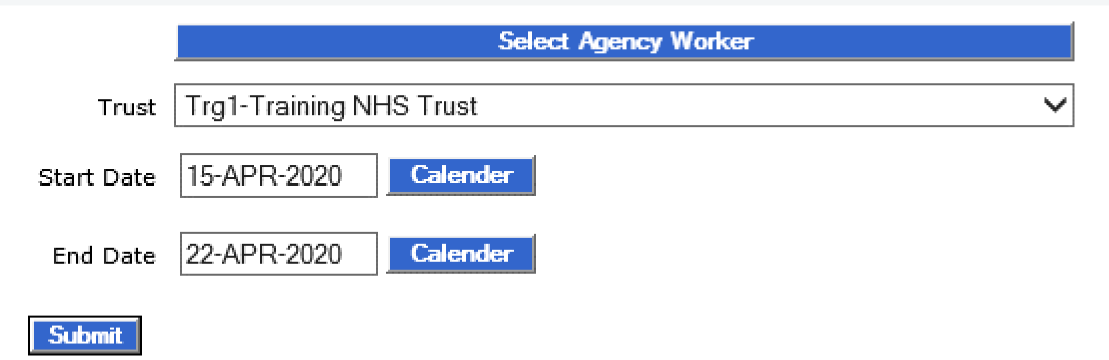


5. Book Agency Worker

a. This option allows you to book one worker into several shifts.

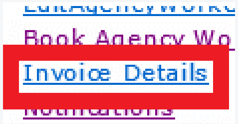


b. To book available shifts for the worker, simply select the **Agency Worker, Trust** and enter a date range and click **'Submit'**. All available shifts will appear for the Trust selected for you to book this worker into.

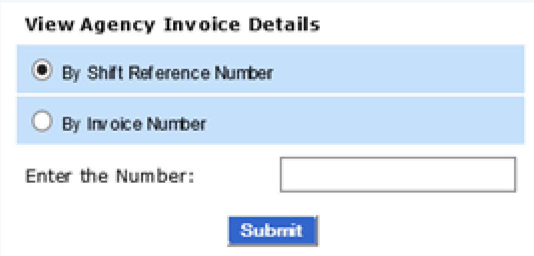


6. Invoice details

a. This option allows you to view invoices on system.

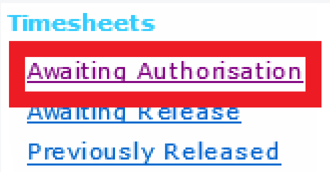


b. Search for invoices by **'Shift Reference'** or **'Invoice Number'**.

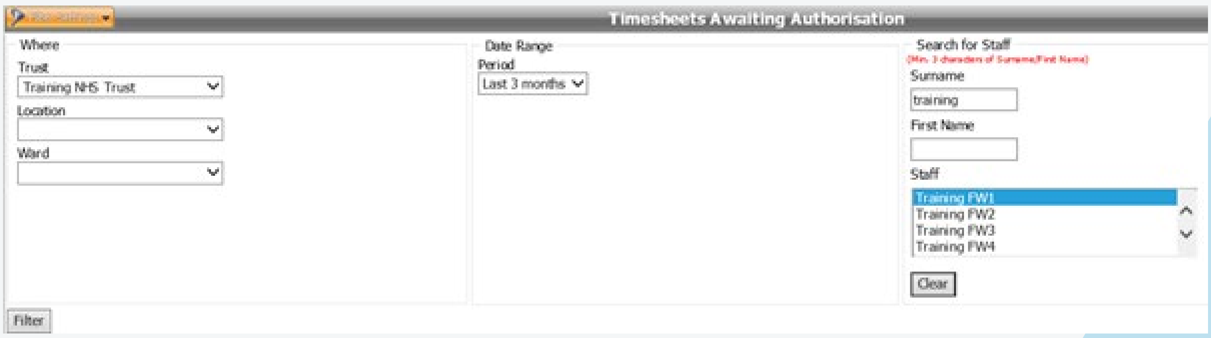


7. Awaiting Authorisation

a. Here under **'Timesheets'** you can find shifts that are awaiting authorisation from a Trust.

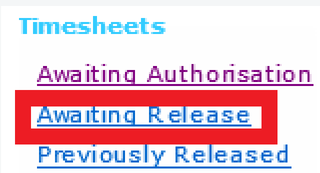


b. Simply enter the details under **"Where / Date Range/ Staff Name"** and click **'Filter'** and a list of shifts awaiting authorisation will appear.

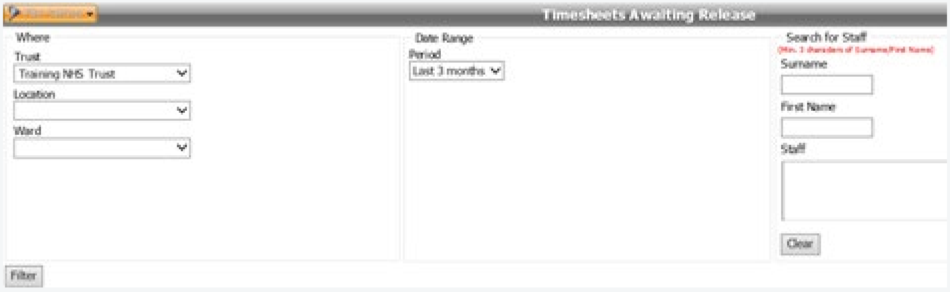


8. Awaiting Release

a. Here under **'Timesheets'** you can find shifts that are awaiting release after authorisation.



b. Simply enter the details under **"Where / Date Range/ Staff Name"** and click **'Filter'**.

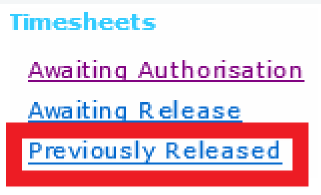


c. A list of shifts awaiting release after authorisation will appear. You will have the option to **'Resend'** the release email or **'Query'** a shift here.

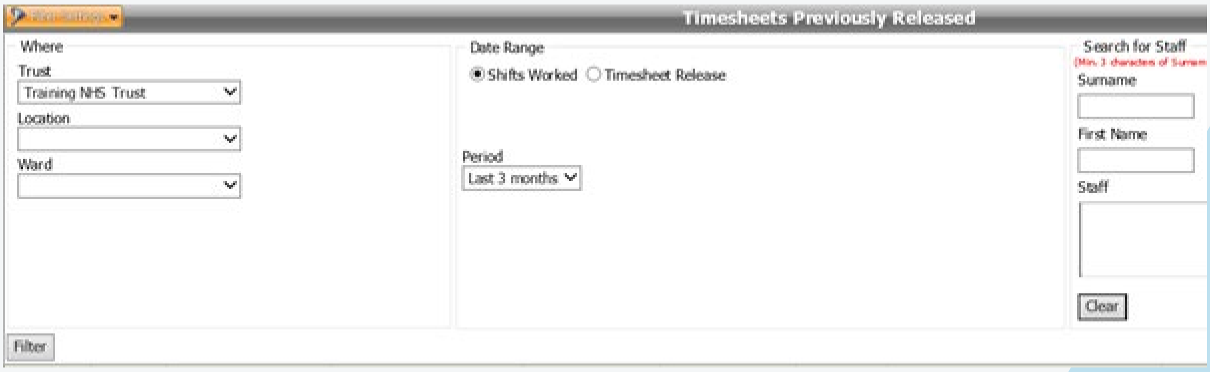
Date	Ref Num	Agency Worker Name	Agency Worker Unique Id	Trust	Ward	Start Time	End Time	Assignment	Total Cost	Induction Delivered		
05/05/2020	92039107	Training FW31	31	Training NHS Trust	Training Location 1 Ward Or Dept 31	07:00	20:30	CSW00	0.00	N/A	Resend Email	Query
13/05/2020	92039147	Training FW31	31	Training NHS Trust	Training Location 1 Ward Or Dept 31	07:00	20:30	CSW00	0.00	N/A	Resend Email	Query
13/05/2020	92035313	Training FW4	4	Training NHS Trust	Training Location 1	07:00	20:30	CSW00	0.00	N/A	Resend Email	Query

9. Previously Released

a. Here under **'Timesheets'** you can find shifts that have been previously released for payment.



b. Simply enter the details under **"Where / Date Range/ Staff Name"** and click **'Filter'**.



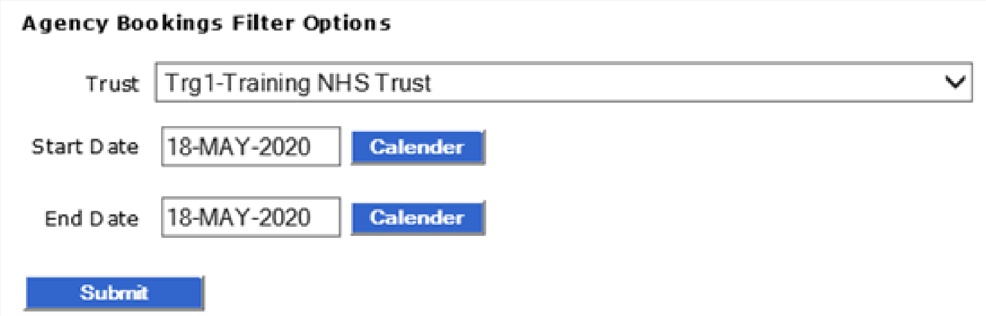
c. A list of shifts previously released will appear which will include details of costs and commission for each shift. You will have the option to **'Query'** a shift here.

Date	Ref Num	Agency Worker Name	Agency Worker Unique Id	Trust	Ward	Assignment	Contract				Actual				Commission	Total Cost	
							Start	End	Break In Minutes	Total	Start	End	Break In Minutes	Total			
02/05/2020	92034832	Training FW1	1	Training NHS Trust	Training Location 1 Ward Or Dept 1	CSW00	07:00	20:30	60	12:30	07:00	20:30	60	12:30	0.00	0.00	Query
03/05/2020	92034837	Training FW1	1	Training NHS Trust	Training Location 1 Ward Or Dept 1	CSW00	07:00	20:30	60	12:30	07:00	20:30	60	12:30	0.00	0.00	Query
06/05/2020	92034852	Training FW1	1	Training NHS Trust	Training Location 1	CSW00	07:00	20:30	60	12:30	07:00	20:30	60	12:30	0.00	0.00	Query

10. Booking Status

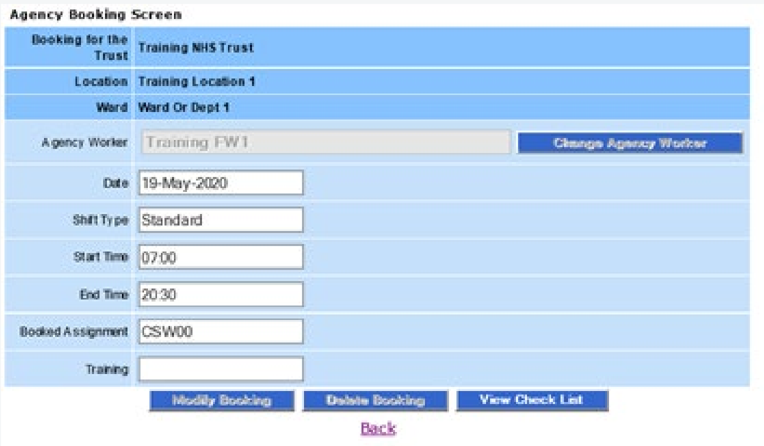
a. The **'Booking Status'** option allows you to view shifts that you have already booked.

b. To view your booked shifts, simply select the **Trust** and enter a date range and click **'Submit'**.



c. All booked shifts will appear for the Trust selected. Here you can also filter by **Location** and **Ward**.

d. To cancel a shift or change the worker click '**Options**' and select from the following options: **'Change Agency Worker' 'Modify Booking'** or **'Delete Booking'**



11. View Self-Billing

a. This option allows you to view the backing reports/invoices once.

b. To view available reports, select the Trust, Date Range, Worker or Request or backing report number and click **'Filter'**.

NHS Professionals

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.