



# 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](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. 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'**.

**Agency Bookings Filter Options**

Trust:

Start Date:  [Calendar](#)

End Date:  [Calendar](#)

[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

Agency Bookings for Trust: Training NHS Trust

Location:  Ward:

Options	Bank Req Num	Staff Name	Date	Start Time	End Time	Location	Ward	Assignment	Training	Notes	Inclusion Requested
<a href="#">Options</a>	101578077	Stiggs Joe	14-Dec-2020	08:00	16:00	Training Location 1	Ward Or Dept 1	OSCO0		<a href="#">Notes</a>	Yes

Records (1-1) of 1

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## 2. Modify/Delete a shift

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

Agency Bookings for Trust: Training NHS Trust

Location:  Ward:

Options	Bank Req Num	Staff Name	Date	Start Time	End Time	Location	Ward	Assignment
<a href="#">Options</a>	101578077	Stiggs Joe	14-Dec-2020	08:00	16:00	Training Location 1	Ward Or Dept 1	OSCO0

Records (1-1) of 1

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### 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.

**Agency Booking Screen**

Booking for the Trust	Training NHS Trust
Location	Training Location 1
Ward	Ward Or Dept 1
Agency Worker	Bloggs Joe <span style="border: 1px solid red; padding: 2px;">Change Agency Worker</span>
Date	14-Dec-2020
Shift Type	Standard
Start Time	08:00
End Time	16:00
Booked Assignment	OSC00
Training	

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

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

Surname like

Firstname like  x

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 in the 'Agency Worker' field. Once selected, click 'Modify Booking' at the bottom of the form.

**Agency Booking Screen**

Booking for the Trust	Training NHS Trust
Location	Training Location 1
Ward	Ward Or Dept 1
Agency Worker	Cloggs Joan <span style="border: 1px solid red; padding: 2px;">Change Agency Worker</span>
Date	14-Dec-2020
Shift Type	Standard
Start Time	08:00
End Time	16:00
Booked Assignment	OSC00
Training	

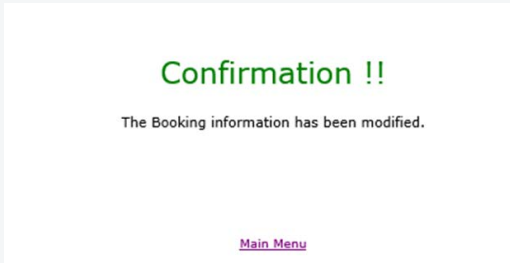
If Direct Booking and Confirmed, Fill in Details about Confirmation

Confirmed	<input checked="" type="checkbox"/>
Confirmed By	AURachelNHSP
Confirmation Date	13-DEC-2020 <span style="font-size: small;">Calendar</span>
Confirmation Time	13:57

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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.

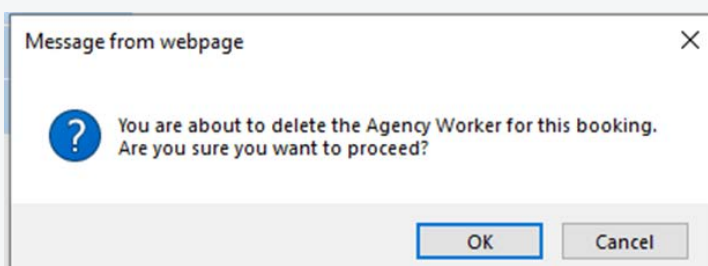
**Agency Booking Screen**

Booking for the Trust	Training NHS Trust	
Location	Training Location 1	
Ward	Ward Or Dept 1	
Agency Worker	<input type="text" value="Cloggs Joan"/>	<a href="#">Change Agency Worker</a>
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" value="OSC00"/>	
Training	<input type="text"/>	

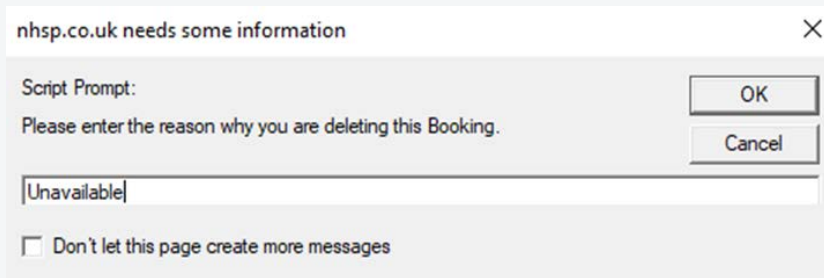
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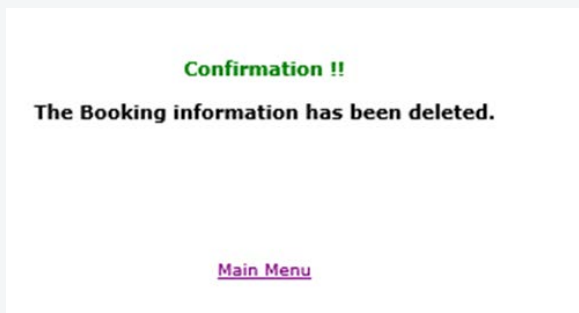
b. You will then receive a pop-up window to confirm this action. If you would like to proceed, click 'OK'.



- 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.



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

