NHSP:*Online*
Flexible Worker User Guide

Contents

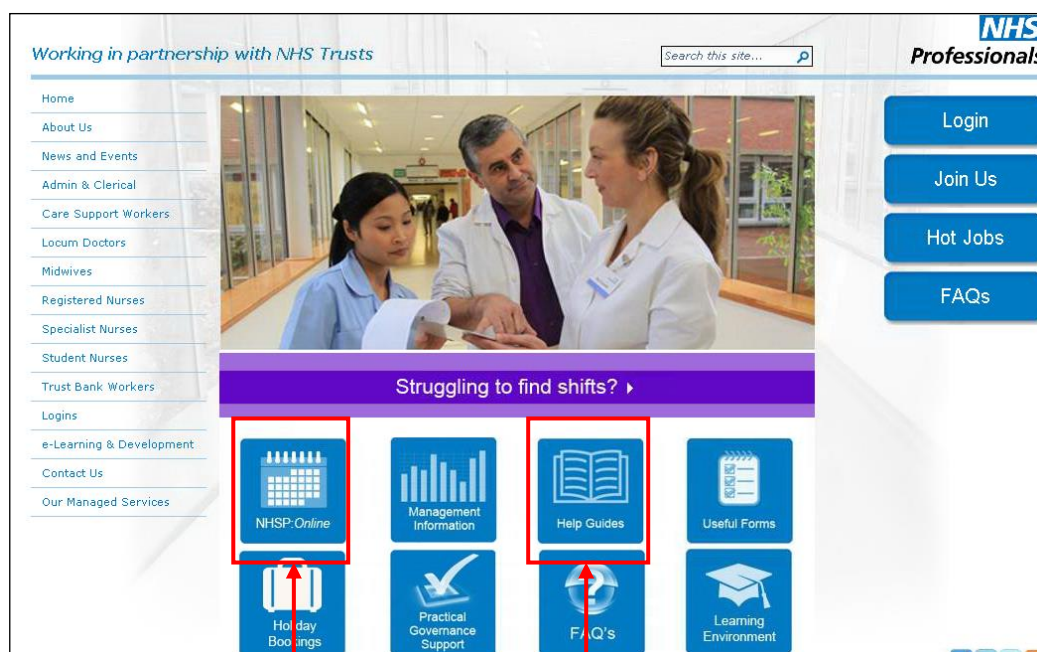Page Number

1. Getting Started

The following guide has been compiled to aid you in your day to day use of your NHSP: Online access, to help with all aspects of interacting with NHS Professionals, from updating your availability, booking a shift and updating personal details, through to viewing future bookings and reference numbers for your shifts.

To gain access to the system you must logon to the NHS Professionals web site, this means you will need to open your Internet Explorer and then enter the NHS Professionals website address into the address bar:

http://www.nhsprofessionals.nhs.uk

On this page click the 'Login' button

There are training resources for the NHSP:*Online* system found in the 'Help Guides' section

To login click 'NHSP:*Online*'

The NHSP:*Online* login page will appear

You will now be asked to enter your Login ID and Password.

Enter your login id and password and click the 'Login' button

If you have forgotten your password click on the 'Forgot Password?' link and then follow the section entitled 'Changing or Resetting your Password'

You will now be successfully logged onto NHSP:*Online* and the following page will be displayed:

Welcome Back : FW1

Notifications
click here to view the 1 authorised Timesheet(s) awaiting to be released by you.

Shifts we think that you may be interested in
Click in the box against the shift you wish to work

Date	Select	Trust	Location	Ward	Assignment	Start Time	End Time	Notes	Wan
9-Apr-2010	☐	East Kent Hospitals Uni NHS Foundation Trust	William Harvey Hospital	Cambridge K Ward - WHH	CSW00	07:30	20:00		Wan
9-Apr-2010	☐	East Kent Hospitals Uni NHS Foundation Trust	Queen Elizabeth the Queen Mother Hospital	Cheerful Sparrows Female - QMH	CSW00	13:30	21:00		Wan
13-Apr-2010	☐	East Kent Hospitals Uni NHS Foundation Trust	William Harvey Hospital	Discharge Lounge	CSW00	08:00	20:00		Wan
14-Apr-2010	☑	East Kent Hospitals Uni NHS Foundation Trust	William Harvey Hospital	Kings B Ward - WHH	CSW00	07:30	13:30		Wan
14-Apr-2010	☐	East Kent Hospitals Uni NHS Foundation Trust	William Harvey Hospital	Kings B Ward - WHH	CSW00	14:00	20:00		Wan
15-Apr-2010	☐	East Kent Hospitals Uni NHS Foundation Trust	Queen Elizabeth the Queen Mother Hospital	Cheerful Sparrows Male - QMH	CSW00	07:00	14:30		Wan
15-Apr-2010	☐	East Kent Hospitals Uni NHS Foundation Trust	Kent & Canterbury Hospital	Harbledown Ward - KCH	CSW00	14:00	20:00		Wan
16-Apr-2010	☐	East Kent Hospitals Uni NHS Foundation Trust	Queen Elizabeth the Queen Mother Hospital	Fordwich Ward - QMH	CSW00	07:00	14:30		Wan
16-Apr-2010	☐	East Kent Hospitals Uni NHS Foundation Trust	William Harvey Hospital	Discharge Lounge	CSW00	08:00	20:00		Wan
17-Apr-2010	☐	East Kent Hospitals Uni NHS Foundation Trust	William Harvey Hospital	Kings B Ward - WHH	CSW00	07:30	13:30		Wan
19-Apr-2010	☐	East Kent Hospitals Uni NHS Foundation Trust	William Harvey Hospital	Discharge Lounge	CSW00	08:00	20:00		Wan
19-Apr-2010	☐	East Kent Hospitals Uni NHS Foundation Trust	Queen Elizabeth the Queen Mother Hospital	Outpatient Services Nursing - QMH	CSW00	08:30	17:00		Wan
20-Apr-2010	☐	East Kent Hospitals Uni NHS Foundation Trust	Kent & Canterbury Hospital	Harbledown Ward - KCH	CSW00	07:00	14:00		Wan
20-Apr-2010	☐	East Kent Hospitals Uni NHS Foundation Trust	William Harvey Hospital	Kings C2 - WHH	CSW00	13:30	20:00		Wan

Save Bookings

Help

No thank you, Show me other options

Done   Internet   100%

This page will display if you have any timesheets authorised for you to release (see the section on Timesheets further on)

NHSP:*Online* will also market shifts to you in the lower section of this page.

If you see a shift that you would like to book click the tick box next to the shift and then click on the 'Save Bookings' button. If you do not wish to book any shifts then click on the 'No Thanks, Show Me Other Options' button

If you booked a shift from this page you will see a confirmation page appear:

Date	**Location**	**Ward**	**Assignment**	**StartTime**	**EndTime**	**Status**
14-Apr-2010	WHH	Kings B -WHH	CSW00	07:30	13:30	Reference Number for this shift is 46497730

Back

Click on Back to return.

If you did not book any shifts you will then be shown the following page

There are three elements to the page you see in front of you.

Menu Options/Related Links:

This section of the page will list all the options available to you. The list here will vary dependant on the actions your trust require you to use. For simplicity, this document will discuss all of these options.

Main Frame:

This section of the page is the main area of NHSP:*Online* and is located to the right of the Menu. This section will be the focus of your attention during your usage of NHSP:*Online*.

Once you have entered the main page of NHSP:*Online* this section automatically takes you to the 'Available Shifts' menu option. Available Shifts are covered in a later section of this manual.

Information Bar:

The information bar is located above the Main Frame. This section will inform you who is logged in this session and when your password expires.

2. Available Shifts

This menu option shows all the available bookings that match your assignment codes in a specified time period. Click on "Available Shifts" from the main menu.

Clicking on the start date or end date boxes will display a calendar; select the dates you wish to view. If you tick the 'Match shifts to my availability' you will be shown requests that only match the availability you have entered.

Selecting the 'Show Advanced Search' will allow you to select locations/wards/depts. and assignments you wish to search for.

Date	Select	Trust	Location	Ward	ShiftType	Assignment	Start Time	End Time	Notes	Ward Details
13-Jun-2015	☐	NHS Professionals Corporate	National Service Centre	Training		OSC00	12:30	22:00	Notes	Ward Details
16-Jun-2015	☐	NHS Professionals Corporate	National Service Centre	Training		OSC00	12:30	22:00	Notes	Ward Details
17-Jun-2015	☐	NHS Professionals Corporate	National Service Centre	Training		OSC00	12:30	22:00	Notes	Ward Details
18-Jun-2015	☐	NHS Professionals Corporate	National Service Centre	Training		OSC00	12:30	22:00	Notes	Ward Details
19-Jun-2015	☐	NHS Professionals Corporate	National Service Centre	Training		OSC00	12:30	22:00	Notes	Ward Details
20-Jun-2015	☐	NHS Professionals Corporate	National Service Centre	Training		OSC00	12:30	22:00	Notes	Ward Details
23-Jun-2015	☐	NHS Professionals Corporate	National Service Centre	Training		OSC00	12:30	22:00	Notes	Ward Details
24-Jun-2015	☐	NHS Professionals Corporate	National Service Centre	Training		OSC00	12:30	22:00	Notes	Ward Details
25-Jun-2015	☐	NHS Professionals Corporate	National Service Centre	Training		OSC00	12:30	22:00	Notes	Ward Details

Shifts we think that you may be interested in
Click in the box against the shift you wish to work

All available shifts that match your assignment codes will be displayed for your All Trusts. You can change the trust you wish to view shifts for using the 'Select a Trust' drop down list.

Should you require to contact the ward directly click the 'Ward Details button of the ward's contact details

Ward Details

Location	Ward	Directorate	Ward Type	Phone Number	Address
National Service Centre	Training	NHS Professionals SpHA	Admin & Clerical	01227766877	Meridian House 69/71 Clarendon Road Watford

Close

If there is a note attached to this request you **MUST** check the note by clicking the 'Notes' button

		Notes				
Date	**Trust**	**Location**	**Ward**	**Assignment**	**Start Time**	**End Time**
13-Jun-2015	NHS Professionals Corporate	National Service Centre	Training	OSC00	12:30	22:00
			Notes			

Notes Entered By	**Notes Entered On**	**Notes**
mfrost	11-Jun-2015 11:49	This is an example note, you must read these

Close

If there is an icon in the Shift Type column you must be prepared to work that shift type.

Icons that may appear are: Telephone handset (On Call Shift), Bed Icon (Sleep In Shift), Double Person Icon (Programmed Activity Shift). If there is no icon, you can consider this to be a normal shift.

3. Booking a Shift

If there are shifts available that match the Trust that you have selected and your assignment code(s) you will be able to book into the shifts of your choice.

25-Jun-2015	☑	NHS Professionals Corporate	National Service Centre	Training	OSF00	12:30	22:00

Save Bookings   Reset

Click on the 'Select' Box next to the shift(s) you would like to work.

Once you have finished your selection then click on 'Save Bookings'.

A Confirmation page will appear.

Available Shifts

			Confirmed Bookings			
Date	**Location**	**Ward**	**Assignment**	**StartTime**	**EndTime**	**Status**
13-Jun-2015	National Service Centre	Training	OSF00	12:30	22:00	Thank You for your interest in this shift. Your booking is confirmed. Reference Number for this shift is 65283018

It is important that you read any Status messages, as the shift may not be confirmed. Possible messages are displayed below.

Possible messages are:

1. "Reference number for this shift is ZC23456". This means that your name has been booked into the shift and you are now expected to attend for the duty you have selected.

2. "We are unable to process this booking Online. Please Contact the NHS Professionals Service Centre and a Placement Officer will assist with booking you into this shift". You will need to contact the National Service Centre to be able to book into this shift.

3. The other messages that you may see relate to issues with your booking, such as you are booked elsewhere for that time period or you have an expired NMC Pin, if relevant. To view your confirmed bookings please see the 'Confirmed

Bookings' Report. For other queries please contact the Service Centre using the 'Contact Us' section of the NHS Professionals website.

4.   'Induction required on this shift' This means that you will need to have an induction when you arrive for your shift because you have not worked in the area previously or have not worked in it for a period of time. You will be notified of this in this message section

4. Refusing (Cancelling) Shifts

This option allows you to view all your booked shifts and refuse shifts.

If you require to refuse a shift that you have already accepted to work then you can do this via the 'Refuse Bookings' link in the menu.

All your future Bookings will be displayed:

			All future bookings for						
Date	Ref. No.	Name	Start	End	Assignment	Location	Ward	Refuse
1-Jul-2008	40949838		09:30	14:31	RN00	heatherwood	Ante Natal Clinic	Refuse
2-Jul-2008	40949839		09:30	14:30	RN00	heatherwood	Ante Natal Clinic	Refuse
3-Jul-2008	40949840		09:30	14:30	RN00	heatherwood	Ante Natal Clinic	Refuse

If the booking you are trying to refuse starts within a predetermined timescale (24hrs) you will see the following additional message:

To refuse the booking click on the 'Refuse' link next to the booking you wish to refuse.

The following screen will be displayed and you should then select the reason why and then click 'Refuse'

StaffBank on Web: - Windows Internet Explorer

http://pilot.nhsprofessionals.nhs.uk/FWRefuseBooking.asp?Refnum=465328338&Range=False

Please be aware that as you are refusing the shifts within 24 hours of shifts start, this will be managed under the NHS Professionals Attendance Process. Do you wish to continue with refusing this shift?.

Yes No

Done   Internet   100%

If you still wish to refuse the shift click yes and the following page will be displayed

You will then receive confirmation that your booking has been cancelled

5. Entering Availability

This allows you to update when you are available to work. Select Input Availability from the Main Menu.

This page gives you a variety of options to enter your availability, non availability and booking lead time.

The next few pages will discuss how best to enter you availability for NHS Professionals

Availability Option	Description
'Weekly Pattern'	Allows you to enter availability for days of the week regardless of the date. For instance if you are always available on Mondays you should enter your availability which will then indicate that you are available for ALL Mondays
'Date Specific Availability'	Allows you to enter Availability for individual dates. If, for instance, your availability is not the same from week to week you can specify here which dates you are available
'Booking Lead Time'	Allows you to enter the timescales at which NHS Professionals can contact you before the start of a shift. If you do not wish to be contacted if the shift starts in x number of hours you should enter this information in here.

Weekly Pattern

Clicking on the 'Weekly Pattern' availability button will allow you to enter any availability that you have 'Week in Week out'. For instance if you know you are available for specific time periods every week for the same days you should enter that here:

If you are available for certain times during the day enter those times in the 'Available for the time period' boxes.

If you are available except for certain times during the day enter those times in the 'Available all day except for the time period' boxes.

You can also indicate if you are available or unavailable all day by using the appropriate radio buttons.

Select the days that this availability is for and click 'Ok' to save

If required select the date that you require from the calendar that appears and then click on the 'Go To Week Containing' button.

This will allow you to view any availability you have already entered for these dates.

Click on the 'Add/Edit Date Specific Availability' button

Once you have clicked on the 'Add/Edit Date Specific Availability' button you will see the following screen:

Enter the date range that you are available for in the 'From' box and the 'To' box and then click 'Add'

You can then enter the time period that you are available for, if you are available all day, available all day except for a time period or Unavailable all day.

Click 'Ok' to save your availability for these dates

Booking Lead Time.

Booking lead time allows you to inform NHS Professionals of the number of hours prior to the request starting that you could be booked for that request.

Under the 'Add Booking Lead Time' button is a list of the Preferences that you have entered and the default to inform NHS Professionals how soon before a shift start that you are not available to be contacted.

In the pop that appears enter your Booking Lead Time detail:

To add a Booking Lead Time for a specific date click on the 'Add Booking Lead Time' button. Enter the date of the preference and the number of hours prior to the shift starting that you wish to be contacted
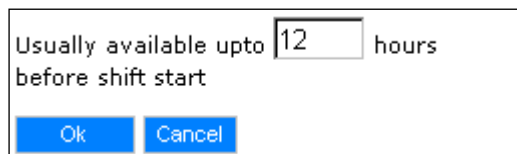
Click 'Ok' to save these changes

You will be returned to the previous screen and the new entry will be displayed.

You may edit any of your preferences by clicking on the 'Edit' link next to the preference that you wish to change.

Usually available upto [12] hours before shift start

Ok   Cancel

Change the details of your preference and click 'Ok' to update these changes.

If you require to delete the 'Booking Lead Time' that you have entered click on the 'Del' link and the 'Booking Lead Time' will be removed from NHS:*Online*.

It is important that you continue to enter you availability to inform NHS Professionals when you are available to work.

Without this information NHS Professionals will not be able to contact regarding available shifts

6. Ward Preferences

This allows you to highlight wards that you like to work on, as well as those where it is your preference not to work. Click on "Ward Preferences" on the main menu.

Sorry !!!

No Ward Preferences are Available.

Add Ward Preferences

If you have no preferences in the system, you will receive an acknowledgement of this.

Click on "Add Ward Preferences" to add your preferences.

You will be then asked what Trust you would like to add preference for. If you work in multiple Trusts, the drop down list will enable you to choose.

Click 'Continue'

You will then be asked for the location. Select the Location from the list and click Continue

Select the Wards you have a preference for. You can use the ctrl key on your keyboard to select multiple wards.

Select the level of preference you have and then click 'Update Preference'.

You will see a confirmation page indicating that your preferences have been updated.

7.0 Timesheets

YOU MUST RELEASE YOUR ELECTRONIC TIMESHEET BY 23:59 ON A WEDNESDAY IN ORDER FOR THAT TIMESHEET TO BE PAID THE FOLLOWING WEEK

Clicking on the 'Timesheets' Menu option will display the options for entering your electronic timesheets.

The process for electronic timesheet authorisation is as follows:

1. The booked shift will be worked

2. The timesheet CAN be verified by a member of staff where you worked (this action is not mandatory)

3. The manager will <u>authorise</u> the timesheet.

4. You will need to either '<u>Release</u>' the timesheet (your acknowledgment that you agree to the pay details) or you can <u>query</u> the time sheet.

4a. If you query your timesheet it will then be passed back to the ward manager to authorise and the process from step 2 will need to be repeated

Once you have clicked on the Timesheet option you will see a list of any of the electronic timesheets for the current day. Once every seven days you will see the following message:

If you see this message it is important that you read and understand this message. By clicking Ok you agree to the message's content.

After you have clicked Ok on the previous message or if there is no message displayed you will see the any timesheets for today's date, if the shift that is being worked has finished. You will not be able to view any timesheets for the future or for any shifts currently being worked.

Date	Ref Num	Ward	Assignment	Contract				Actual				Induction Delivered			Verified
				Start	End	Break	Total	Start	End	Break	Total				
23/01/2011	48261413	Kent & Canterbury Hospital Acute Pain Mangt - KCH	CSW00	23:00	08:00	30	08:30	23:00	08:00	10	08:50	N/A	Query	Release	✔

To view other timesheets you will need click on the 'Show Filter Parameters...' blue arrow. This will display a list of filter options

Trust: [ ]
Date Range
Start: 28/04/2011
End: 28/04/2011
Max. 3 Months

☑ Verified
☑ Unverified
☑ Not Authorised
☑ Awaiting Release
☑ Released
☑ Queried, with Ward Manager
☑ Processed for Payment

[Filter]

Select your search options from the settable options that are displayed.

Once you have selected your options click the 'Filter' button

Tick Box Option	Description
Verified	This option will display the timesheets that are marked as 'Verified' If these timesheets have also been authorised you will be able to Release these timesheets
Unverified	Means that these timesheets are still awaiting Verification. You will not be able to action these timesheet
Not Authorised	If this option is ticked eTimesheets that have yet to be authorised for payment by the ward manager will be displayed.
Awaiting Release	If this option is ticked eTimesheets that have been authorised by the ward manager but have not been agreed for payment by you will be displayed. You will need to 'Release' these eTimesheets in order to be paid.
Released	If this option is ticked eTimesheets that have been agreed for payment by you will be displayed. These eTimesheets will be paid at the next NHS Professionals payroll.
Queried, With Ward Manager	If this option is ticked eTimesheets that have been queried by you and are awaiting 'Authorisation' from the ward manager will be displayed.
Processed for Payment	If this option is ticked you will see any timesheets that have been processed for payment. If you hover the mouse pointer over this a caption will be displayed to show you when this was processed. Payment usually occurs 9-10 days after the timesheet is processed for payment.

Once you have clicked the 'Filter' button, if there are any timesheets that match your filter option, you will see the following page:

Any requests that have been authorised by the ward manager will be displayed. The options for 'Query' and 'Release' will be in the columns to the left of these shifts.

Any shifts that have yet to be authorised will display the 'Awaiting Authorisation' text in this column.

You will also see any comments that the manager has left if they have modified the timesheet.

7.1 Releasing a Timesheet

If you agree with the details of the timesheet and wish to pass that Timesheet to NHS Professionals for payment, simply click on the 'Release' link on the far right of the timesheet you wish to release.

Click 'Release' to agree to the timesheet. The timesheet will then be paid when NHS Professionals runs its next payroll

If you required an Induction you will see a 'Yes' in the 'Induction Required' column. When you Release this timesheet you will be asked to confirm that you had an induction

7.2 Querying a Timesheet:

If you wish to query the detail of your timesheet then click on the query link. You will be able to type a message into the pop up box and this will then be notified to your manager. You can query your timesheet at any time, even after it has been paid.

Once you have queried a timesheet you will be returned to the Timesheet page:

Note that you can no longer query the timesheet and this will require action from the Ward Manager to allow you to release the shift for payment.

Once the Timesheet has been authorised by the manager and then released by you the timesheet will be paid at the next payroll. After this point the timesheet will be locked and no further modification will be possible. The timesheet will be marked as 'Processed For Payment on dd/mm/yyyy' where dd/mm/yyyy is the date that the payment was processed. The payment will occur between 7-10 days after this date

Your manager may change your timesheet after the timesheet has been paid. You will need to follow the same Releasing process for these types of amended timesheets

If you wish to view any extra detail for an authorised timesheet click the + symbol on the left of the timesheet and you will see the following detail below the timesheet

8.0 Reports

8.1 Future Confirmed Bookings

This report will show you all the bookings that you have in the future that you will be working

8.2 Payslips

Click the 'Payslip' menu option

Select the month and year that you wish to view a payslip for – remember, as you are paid weekly you will have more than one Payslip in each month.

Select the Year and Month you want to view payslips for and click the 'Filter' button

Click the 'View' link to download your payslip

A pop up box will appear requesting that you either 'Open' or 'Save' the document.
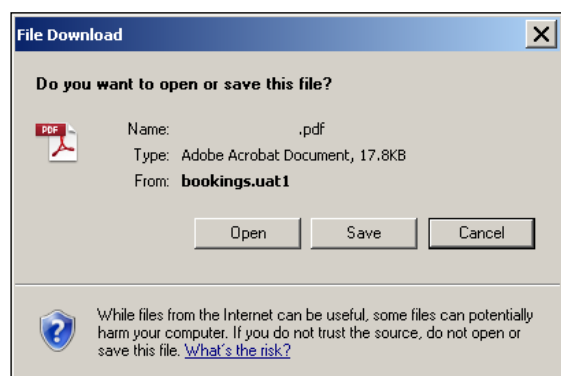
Choose your preferred option.

Once you have opened your ePayslip you will see the following:

The header of your payslip will be shown first.

Scrolling down will show the backing information for your timesheet:

Messages From Employer
Ref: 506644   Type: NIG Hospital: Whipps Cross Hospital Grade: RN03 £110.08
Ref: 506757   Type: NIG Hospital: River House Grade: RN76 £16.82
Ref: 506787   Type: NIG Hospital: Ladywell Unit, University Hospital Lewisham Grade: RN70 £17.40
Ref: 506730   Type: STD Hospital: Ladywell Unit, University Hospital Lewisham Grade: RN70 £104.37
Ref: 506757   Type: STD Hospital: River House Grade: RN76 £86.69
Ref: 506787   Type: STD Hospital: Ladywell Unit, University Hospital Lewisham Grade: RN70 £55.66
Ref: 506644   Type: SUN Hospital: Whipps Cross Hospital Grade: RN03 £62.53

You can print or save your timesheet from NHS Professionals and the information will be available for the duration of your employment from the ePayslip go live date.

9.0 User Menu Options

9.1 Personal Details

You can view the Personal Details that NHS Professionals holds for you from the Personal Details menu options.

There are many options within Personal Details that you can update and many of these are covered off in previous sections of this guide. Only those options that do not appear previously will be covered here.

9.1.1 Editing your Personal Details

You can edit a small amount of details that are held by NHS Professionals. To edit your details click the top 'Edit' Button.

9.1.2 Opting Out of Text Messages

From the edit option and above you can opt out of the following text messages by placing a tick in the associated box

1. Availability – If you have entered availability on NHSP:*Online* and this matches available shifts you may receive a text to inform you. Tick this box to opt out of these texts

2. Cancellation – If you are cancelled from a shift you will receive a text. Tick this box to opt out of these texts

3. Reminder – Reminder texts will remind you when your NHS Professionals' mandatory training is expiring. Tick this box to opt out of these texts.

9.1.3 Adding/Editing your Contact Details

To edit your contact details click the lower Edit button – you may need to scroll down the page to find this:

From here you can Edit your Emergency Contact's name and Telephone Number.

You can also opt out of receiving text messages, read more about this in the text below the picture.

Once you have updated your details click Submit

You can edit or delete the contact if they already exist.

You can also Add Contacts using the 'Add Contact' button

9.1.4 Other Personal Detail sub tabs.

| Contacts | Certification Information | Contract Information | Professional Information |
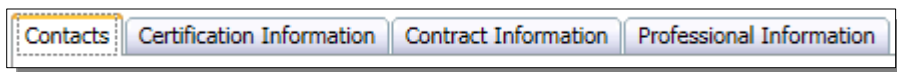
The other Personal Details sub tabs are read only and for your information

1. Certification Information – displays your Professionals Registration (if applicable) and expiry, Visa Status (if applicable), DBS Details and the assignments you can work.

2. Contract Information – displays the start date of your employment at NHS Professionals and if applicable the end date and reason

3. Professional Information – Displays the mandatory training that you have completed with NHS Professionals and its expiry date. You will only see this tab if you are a NHSP Bank Only worker.

9.1.5 Bookings

You can check any of your bookings within this tab. When you enter this tab you will see a list of all your current, past and future bookings. If you set any of the filters at the top of this page you will then see those bookings that fall within in those filters:

9.1.6 Personalised Rates:

You may have a personalised rate set for one, some or all of the trusts you work for.

To view these personalised rates click the 'Personalised Rates' tab:

You can view each personalised rate by the clicking the 'View' link on the right of each row.

9.1.7 Restrictions

If you have any restrictions placed on your ability to work in

Trusts/Locations/Wards or departments, you may be able to view them in the restrictions tab:

9.2 Changing or Resetting Your Password:

It is possible for NHS Professionals Online Users to change their own passwords via the change password link in the menu or if you have forgotten your password you can reset your password using the 'Forgot Password?' link on the login page

The top of the page shows details of the logged on user, along with the password valid to date – this will enable you to keep a check but the system will remind you to change your password 14 days before, and for every day after until it expires. We recommended you change your password as soon as you see these prompts, to avoid any problems.
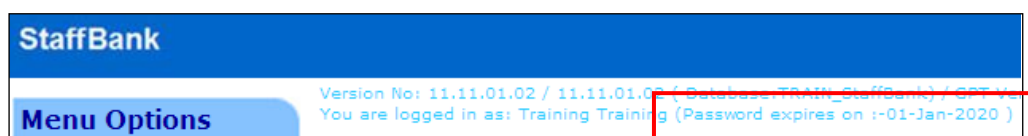
Click on the change password link in the menu and you will be redirected to the forgotten password page.

If you have forgotten your password click on the 'Forgot Password?' link from the main login page. You will be redirected to the Password Management System:

Enter your username and then the email address you registered your username with NHS Professionals with twice – please note you will not be able to copy and paste your email address from one box to the other.

Once you have done this you will be asked to enter the CAPTCHA information. Type in the 5 number and letter combination into the box below the CAPTCHA detail.

Click Reset Password and an email will be automatically sent if your email address is recognised.

Retrieve your email and click on the link in this email. You will see the following page appear:

Enter your new password details following the rules on screen. Enter the CAPTCHA information you see displayed on screen. Click Reset Password and your password will be reset and you will see a page to confirm you have changed your password. You will now be able to login to the system.

9.3 Holiday Bookings

If you require to book Annual Leave, you can enter the holiday booking system from NHSP:*Online*. You will automatically be logged in to the holiday booking system which will appear in a new window. Once you have logged out of the holiday booking system you will be returned to NHSP:*Online*.

10. Logging Out

Once you have completed all necessary work please log out of the system, using the "Logout" link

This will log you out of NHSP:Online. If you have not booked a shift this time, NHSP:*Online* will redirect you to the Available shifts page. You can continue to log out by clicking the appropriate button at the bottom of the page.