



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

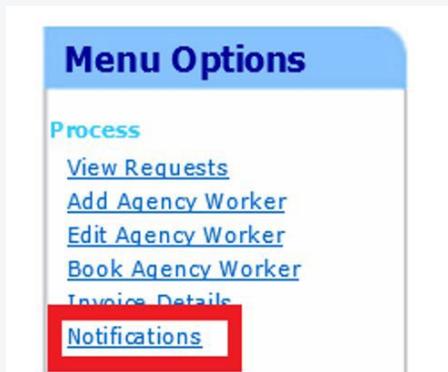
Step 1: To access NHSP:Online, please **always** use Internet Explorer. You can access the system using this link:

www.nhsprofessionals.nhs.uk/en/Login

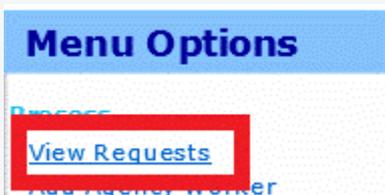
Step 2: Once you have logged into NHSP:Online, you will be presented with a menu of options.

1. Notifications

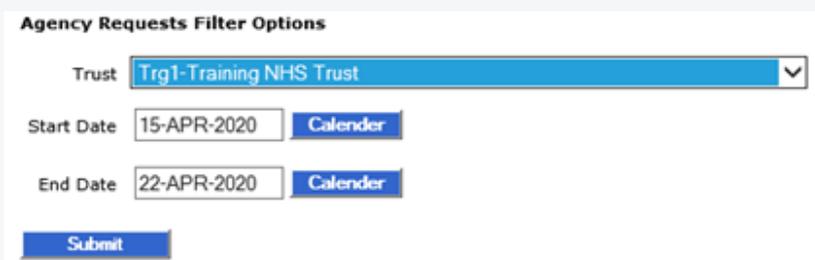
This is the default homepage and any notifications for shift modifications or cancellations will be shown here.



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'.

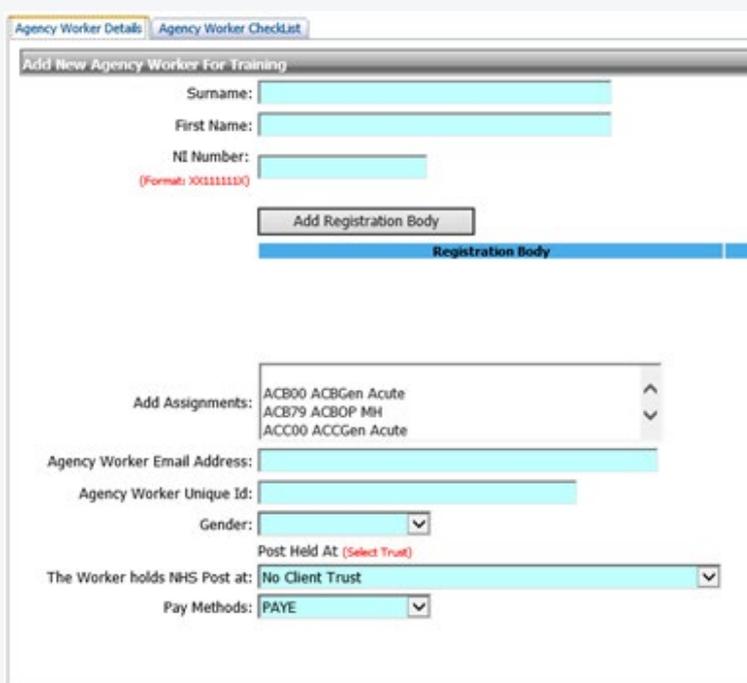
A screenshot of the 'Agency Requests Filter Options' form. It includes a dropdown menu for 'Trust' set to 'Trg1-Training NHS Trust', two date input fields for 'Start Date' (15-APR-2020) and 'End Date' (22-APR-2020), each with a 'Calendar' button, and a 'Submit' button at the bottom.

3. Add Agency Worker

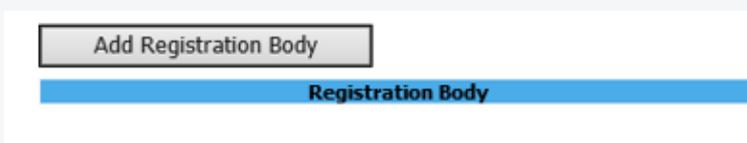
- a. To create a profile on the system for your agency worker simply click on the **'Add Agency Worker'** option.

[Add Agency Worker](#)
[EditAgencyWorker](#)

- 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.

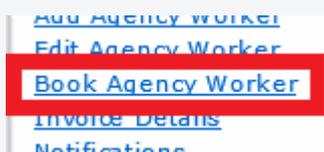


b. Then select the **'Filter Setting'** and enter the first 3 letters of the **'Surname'** and **'First Name'**

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

5. Book Agency Worker

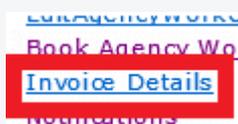
a. This option allows you to book one worker into several shifts.



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'.

A screenshot of the 'View Agency Invoice Details' form. It features two radio buttons: 'By Shift Reference Number' (selected) and 'By Invoice Number'. Below the radio buttons is a text input field labeled 'Enter the Number:' and a blue 'Submit' button.

7. Awaiting Authorisation

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

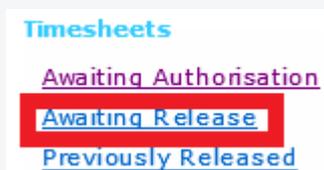


b. Simply enter the details under "Where / Date Range/ Staff Name" and click 'Filter' and a list of shifts awaiting authorisation will appear.

A screenshot of the 'Timesheets Awaiting Authorisation' search interface. It includes three main sections: 'Where' with dropdowns for Trust (Training NHS Trust), Location, and Ward; 'Date Range' with a dropdown for Period (Last 3 months); and 'Search for Staff' with input fields for Surname (training), First Name, and a list of staff members (Training FW1, Training FW2, Training FW3, Training FW4). A 'Filter' button is located at the bottom left, and a 'Clear' button is at the bottom right of the staff list.

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	Resend Email	Query
05/05/2020	92039107	Training FW21	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 FW21	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	92039113	Training FHM	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	Query
							Start	End	Break In Minutes	Total	Start	End	Break In Minutes	Total			
02/05/2020	92034832	Training PW1	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 PW1	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 PW1	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'**.

Agency Bookings Filter Options

Trust:

Start Date:

End Date:

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

Agency Bookings for Trust: Training NHS Trust

Location: Ward:

	Book Req Num	Staff Name	Date	Start Time	End Time	Location	Ward	Assignment	Training	Notes	Infection Required
Options	82034917	Training FW1	19-May-2020	07:00	20:30	Training Location 1	Ward Or Dept 1	CSW00			No
Options	82036195	Training FW10	19-May-2020	07:00	20:30	Training Location 1	Ward Or Dept 10	CSW00			No

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'**

Agency Booking Screen

Booking for the Trust: Training NHS Trust

Location: Training Location 1

Ward: Ward Or Dept 1

Agency Worker:

Date:

Shift Type:

Start Time:

End Time:

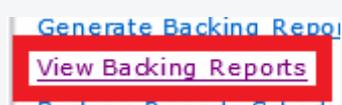
Booked Assignment:

Training:

[Back](#)

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'**.

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.

