e-JobPlan
Consultant User Manual

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1. Logging On

To log on to e-JobPlan, open up an Internet Explorer window and type in the following Internet address: www.zircadian.com

Towards the bottom right hand side of the screen, click on the 'Log in to your Consultant Portal' button.

Alternatively, go to www.consultantdrportal.com. This will take you to the screen below, where you can enter your login details. To log on, you will need the Username and Password, which you should have received by email. Enter these details into the 'Log in details' field and then click on the 'Login' button.

You will be asked to change your password to something you can remember more easily in future. Type in your new password in the 'New password' and 'Re-enter new password' fields (the new password must be identical in these two fields). The new password must be at least 6 characters long and include at least one number. Click on 'Save'.
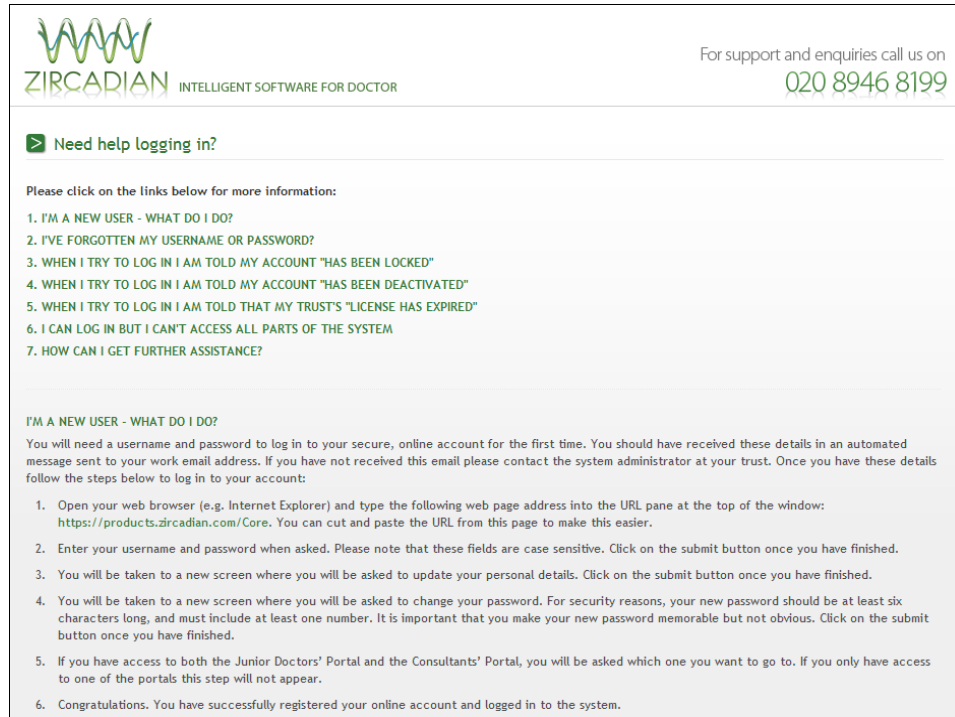

This will be your password from now on.

1.1.   Logging on with multiple roles

If you have been assigned a Manager Role as well as Consultant rights within the system, you will be brought to the Manager Dashboard. Please refer to the Manager User Manual for more information about accessing your own job plan.

1.2.   Need Help Logging on?

If you are having difficulties logging in, to the right hand side you now have an area asking if you 'Need help logging in?'. If you 'click here', it will bring you to another page where it will give you different scenarios on why you are having difficulty logging in. There is also an area for further assistance if the user still has queries after reading this information

There is an area on Security and Privacy Policy, if you click on 'Learn More', at the login screen it will give you information about how your data is protected by Zircadian.

1.3.   Forgotten Login details

If you have not received the email with your login details or if you have forgotten what your login details are, then you can request them again by emailing support@zircadian.com or alternatively you can click on the 'forgot your username and password' link under the LOGIN button.

If you select this option, you will be asked to enter your e-mail address, username OR mobile phone number to verify your identity (the details you enter must match those saved in your e-JobPlan account). Please enter one of these options and then click on 'Submit'.

You will now receive a new email with your login details.

2. Inputting your job plan

When you log on to e-JobPlan, you will be taken to the e-JobPlan screen. This screen will provide summary information relating to your job plan and will also track its progress through the job planning stages:

Your job plan will either be in the Draft or Discussion stage depending on which of these options has been specified by the Project Manager at your Trust.

If your job plan is in the Draft stage, it will only be visible by you until you manually move it to the Discussion stage.

If your job plan is already in the Discussion stage, then the details contained within it are also visible to your Manager(s) and are also editable by them.

If your Trust has uploaded a guidance document to assist you with your job planning, you will be able to see this in the POLICIES & GUIDELINES section on the main screen. Simply click on the link and the document will open up in a separate window:

To start entering your job plan, click on the 'Start the Job Plan Wizard' button.

2.1. Job Plan Wizard

The job plan wizard will guide you through each step of the job plan entry form.

You can exit the wizard at any point by clicking on the 'save and exit' option at the bottom of each screen. The system will save your data and take you back to the last step you were working on next time you log in:

Each step of the wizard will display a help symbol. To view 'Help', hover over the question mark on the right hand side of each screen:

If you hover over any of the questions with your mouse-pointer, the system will also display additional pop-up help text to explain in more detail the information you are required to provide for that field:

If you find that some or the entire job plan details have already been filled in, this is because your Manager has either issued you with last year's job plan or has prepared a template for you to use as a starting point. Please review the details and make any changes as necessary.

If none of the fields have been completed, this is because your Manager has issued you with a blank template to fill in.

2.1.1. Required Information

Specify some of the basic properties of your job plan:

Once you have filled in all the required information, click on the 'Save & Continue' button.

2.1.2. Personal Objectives

This section allows you to record your personal objectives.

N.B This step is optional so it may not be visible to you if your Project Manager has not included objectives in the Trust Settings.

To review any of the Trust objectives set by either the Project Manager, click on the 'click to view Trust objectives' or to review any of the service objectives set by either the Project Manager or your Clinical Manager, click on the 'click to view Service objectives' link beneath the 'Job Plan Objectives' header.

In order to create your personal objectives you will need to click 'create objective'.

Here you will be able to enter the Objective Title and Objective Content.

The Objective Title has a maximum character limit of 70, and the Objective Content has a maximum character limit of 8000.

You can link the objective to one of the department objectives. To do this, select an objective from the drop down list under 'service objective to link to'.

Once you have entered the objective click 'save', or 'cancel' if you choose not to save the objective.
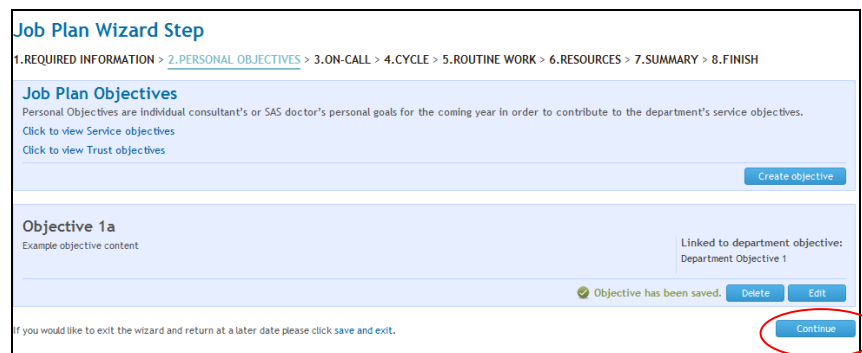
Once you have clicked 'save', and you then decide you want to remove the objective, click 'delete'.

Alternatively, if you want to amend the objective detail, click 'edit. Here you will be able to modify any of the information entered into either the objective title or content fields. You can also amend which service objective it is linked to.

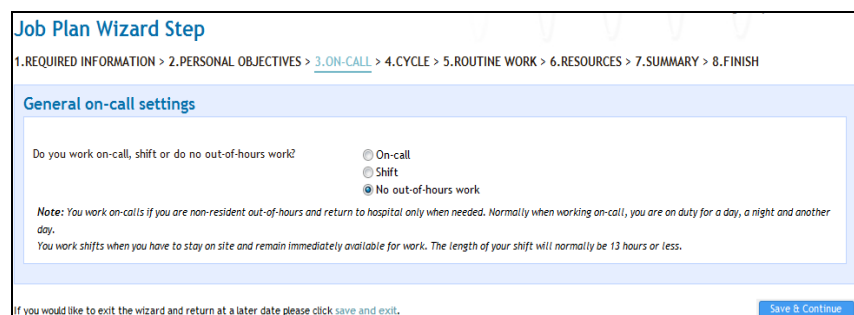Once you have finished entering your objectives, click 'save' and then on the 'Continue' button.

2.1.3. On Call

This step will allow you to specify your on-call commitments.

On Call entry for SAS Doctors

If you are an SAS doctor, you will need to indicate the type of out-of-hour work you carry out. This can be either On-call (these are non-resident overnight on-call duties), Shift work (these are usually resident 10-14 hour shifts) or you can indicate that you do not carry out any out-of-hours work:

If you have specified On-Call work, then please refer to the next paragraph entitled **Entering On-call work** for instructions on how to complete the next section.

If you have specified Shift work then you can click the 'Save & Continue' button and will need to record details of your shifts on the Routine Work step of the wizard.

If you have selected 'No out-of-hours work' simply click on 'Save & Continue'.

Entering On-call work

You may be required to enter on-call work as 'Calculated' in which case you will need to enter the average number of hours spent on predictable and unpredictable emergency work for weekday and weekend work and the system will calculate the PA values accordingly.

Alternatively, if your Project Manager has enabled the Trust Setting that allows doctors to enter on-call work directly, you may have the choice to enter either the average number of hours for on-call OR the direct PAs for predictable and unpredictable on-call work.

On Call entry for Consultants- Calculated
You can set different frequencies of on-call work for midweek days and weekends. If you do this, the on-call availability supplement will be determined by the highest frequency.

You will also need to specify how much predictable and unpredictable work you carry out during each on-call session. You can specify how much of this work is carried out in premium time (anything outside of 7am-7pm Monday to Friday) and whether any of the work runs concurrently with other scheduled activities (if you indicate that the work runs concurrently with other duties, it will not attract a PA value).

Under the PA count section, the system will automatically calculate the PAs associated with your on-call work. If your Project Manager has set the expected number of weeks in attendance to anything less than 52 weeks, the calculation will include prospective cover:

Job Plan Wizard Step

1.REQUIRED INFORMATION > 2.PERSONAL OBJECTIVES > 3.ON-CALL > 4.CYCLE > 5.ROUTINE WORK > 6.RESOURCES > 7.SUMMARY > 8.FINISH

General on-call settings

Do you work on-call?	Yes ● No ○
Would you like to enter your on-call PAs directly or use the on-call calculator?	Direct ○ Calculator ●
Do you work on-call at weekends?	Yes ● No ○
Do you work a different on-call frequency at the weekend?	Yes ○ No ●
What is your on-call frequency?	1 in 0.00

Weekday predictable on-call work

What are your average hours of predictable emergency work per weekday on-call?	0:00 (hours : minutes)
How much of this work takes place between 19:00 & 07:00?	0:00 (hours : minutes)
Does this work replace or run concurrently with other activities?	Yes ○ No ●

Weekday unpredictable on-call work

What are your average hours of unpredictable emergency work per weekday on-call?	0:00 (hours : minutes)
How much of this work takes place between 19:00 & 07:00?	0:00 (hours : minutes)
Do you work your on-call on a specific day?	No fixed day ▾

Weekend on-call work

What are your average hours of predictable emergency work per weekend on-call?	0:00 (hours : minutes)
Does this work replace or run concurrently with other activities?	Yes ○ No ●
What are your average hours of unpredictable emergency work per weekend on-call?	0:00 (hours : minutes)

Other Information

Where does your on-call work take place?	Wimbledon Hospital ▾
How would you classify your work?	Category B (Return to ▾

PA Count

The number of PAs arising from your predictable on-call work is:	0.00
The number of PAs arising from your unpredictable on-call work is:	0.00
Your on-call availability supplement is:	0%
Expected number of weeks in attendance:	42
Number of weekdays for on-call purposes:	5 (Monday to Friday)
Comments:	

If you would like to exit the wizard and return at a later date please click save and exit.

Save & Continue

On Call entry for Consultants- 'Direct'

To enter on-call work directly, select 'Direct' and then enter the PAs arising from your predictable and unpredictable on-call work.

Click on the 'Save & Continue' button to proceed to the next step.

2.1.4. Cycle

On this step you will need to select the number of weeks over which the majority of fixed commitments on your job plan cycle occur.

The cycle does not have to fit every single activity on your timetable, just the majority of them. If there are occasional activities that fall outside of the job plan cycle, you will be able to enter these as flexible activities (see Routine Work step for more information).

The cycle is also not the same as the frequency of your on calls (for example your on call frequency could be 1:16, but your fixed commitments may cycle on a 1:3 basis).

If you want to specify a cycle which includes a 5th week every quarter, select the four weeks option and tick the 'Add an additional week each quarter' tick-box under the Work Cycle selection window.

Once you have specified your cycle, click on the 'Save & Continue' button.

2.1.5. Routine Work

The Routine Work tab allows you to input all of the activities that make up your job plan. You can input these activities as either fixed entries against a specific day and time or you can input them as flexible entries (these are work episodes which may fall outside of your regular cycle, for example a conference you attend once a year or a monthly meeting).

The screen is made up of the 'Add new activity' panel on the left-hand side and the actual timetable which is split into days of the week.

Flexible entries are displayed beneath the 'No specified day' header and a summary of the on-call PAs will also be displayed at the bottom of the screen:

To input an activity against a day and time, specify the following information in the **'Add new activity'** panel:

Day – Select either a day of the week for timetabled work or 'No specified day' if you wish to enter a flexible activity. If you are adding a flexible activity, you will be asked to indicate whether the activity replaces or runs concurrently with another timetabled activity (if you select Yes, then no PA value will be allocated to the flexible activity):

Category – Select the category;

Activity – Specify the actual activity name (each list of activities has been defined by your Trust). If you are an SAS doctor, this is where you can select the 'Shift on Junior Doctor Rota' option if you wish to input details for your out of hour shift work;

Start Time and End Time – You will need to enter the start and end time for 'Timetabled' activities.

Duration Time – You will need to enter a duration time for 'No-specified day' activities.

Premium Time Work – For flexible activities you will need to specify if any of the activity occurs in premium time:

How would you like to enter this activity? – Select from either: Weekly Timetabled **-** specify the weeks in your cycle when the activity takes place:

Annualised activities **-** indicate how many activities of that type are delivered in a year (only the annualised option will be available for flexible activities):

Annual number of delivered activities? *	1.00

Location – Where the activity takes place

Employer – Choose between the main or alternate employer (alternate employer is only available if you have specified one on the Required Information step of the wizard)

Comments – enter any additional comments

Tick the 'Remember settings for next activity' if the next activity you are going to enter is similar to the one you are just about to save. Click **Add.**

The activity will now be displayed against the day of the week for timetabled activities:

Tuesday

Start	End	Activity	Num/Yr	PA	Hrs	Hrs/Yr	
09:00	10:00	Continuous professional development (wks 1-2)	28	0.17	0:40	18:40	✕ ✎
		Totals: Core		0.17	0:40	18:40	
		APA		0.00	0:00	0:00	

Or under the No Specified Day section (underneath Sunday) for flexible entries:

No specified day

Norm	Prem	Activity	Num/Yr	PA	Hrs	Hrs/Yr	
2:00	0:00	Research	6	0.07	0:17	1:42	✕ ✎
		Totals: Core		0.07	0:17	1:42	
		APA		0.00	0:00	0:00	

Even if entered as timetabled work, the system will always calculate the number of activities delivered per year.

Annualised and flexible activities are calculated over the number of expected weeks in attendance. This is set by your Project Manager and can be seen in the PA breakdown section underneath the Add New Activity panel:

PA breakdown
Total PAs to date: 2.91
Total Hours to date: 11:38
Expected no. of weeks in attendance: 44

To view any comments associated with the activity, hover your mouse-pointer over the ⓘ icon.

To delete the activity, click on the ✕ icon.

To edit the activity, click on the 📝 icon. If you select this icon, the 'Edit activity' panel on the left will populate with the details of the activity that you wish to change. Make any necessary changes and then click on Save.

Additional Pas (APA's) – If you Trust has requested we include APAs in your job plan. You will have an additional question in your 'Add New Activity' form:

APAs allow you to record activities you deliver, over and above your contracted hours. If you specify that an activity is an APA, it will appear in your timetable as shown below:

Predetermined Travel Time – If the Trust has set Predetermined Travel Time in the system, you will have the option to specify that there is travel linked to an activity.

You will be asked to select where you are travelling to and from, and the system will automatically add the travel time to your activity as shown below.

Once you have specified you have finished inputting all your activities, click on the 'Save & Continue' button.

2.1.6. Resources

This step of the wizard is optional, so you will only be able to see it if the Project Manager has enabled it in the Trust Settings. This step allows you to enter any resource requirements you may have. You can enter text into each of the fields up to a maximum of 7000 characters per box:

Job Plan Wizard Step

1.REQUIRED INFORMATION > 2.PERSONAL OBJECTIVES > 3.ON-CALL > 4.CYCLE > 5.ROUTINE WORK > 6.RESOURCES > 7.SUMMARY > 8.FINISH

Note: Please do not use this window for additional commentary or grievances. The final step in the wizard provides a comments area in which to present your ideas, suggestions or complaints.

Staff

Equipment

Clinical Space

Other

Click on the 'Save & Continue' button to proceed to the next step.

2.1.7. Summary

The Summary step groups together all of the work episodes recorded on your job plan by Category and Activity type. To drill into each category, click on the + symbol to the left of each header:

Job Plan Wizard Step

1.REQUIRED INFORMATION > 2.PERSONAL OBJECTIVES > 3.ON-CALL > 4.CYCLE > 5.ROUTINE WORK > 6.RESOURCES > 7.SUMMARY > 8.FINISH

Note: This step allows you to check if the balance of activities between PA types is consistent with national and local guidelines.

Click the '+' sign on the the left of each row to view a detailed breakdown of each category.

Summary of Programmed Activities

	Category	Activity	Total PAs	Total hours
-	DCC		1.95	7:49
		Admin other (please specify)	0.95	3:49
		MDT	1.00	4:00
-	SPA		0.95	3:49
		Training	0.95	3:49
		Grand Totals:	2.91	11:38

NB: Rounding to 2 decimal places may mean that there are small differences between totals and the detailed breakdown.

If you would like to exit the wizard and return at a later date please click save and exit.

Continue

2.1.8. Finish

This is the final step of the wizard. There is an Additional Comments box where you can enter any further notes.

From this screen, you can either select the 'Save in Draft' option, which will leave your job plan in the Draft stage or the 'Move to Discussion' option, which will make your job plan visible to your Manager.

If your Manager had provided you with a template job plan as a starting point which you subsequently changed, you will also see a field where you will need to provide reasons for changing the template:

If you select 'Save in Draft', you will be taken back to your main screen.

If you select the 'Move to Discussion' option, you will have the option of leaving your job plan in Discussion, where it will remain editable to both yourself and your manager (please refer to section 3 for more details on the Discussion stage), or you can 'Request sign-off', which locks the job plan into read-only mode and indicates to your manager that you are happy for the job plan to be signed off immediately (refer to section 4):

If you leave your job plan in Draft, you can get back into the Wizard to edit any of the details or move the job plan to Discussion by clicking on the 'Edit Job Plan' button on the main screen:

You will be taken back into the final step of the wizard (Finish), but you can click back to any of the previous stages. To do this, simply click onto any of the options across the top of the screen:

3. Discussion Stage

Once your job plan reaches the Discussion stage, it will be visible to your Manager(s). The person responsible for performing the first sign-off of your job plan will also have edit rights to your job plan (you can see who this is by checking the name displayed next to the First Sign Off field on your main screen).

3.1. Editing your job plan

To edit your job plan once it is in the Discussion stage, simply click on the 'Edit job plan' button on the main screen:

If any edits are made by either you or your Manager during the Discussion phase, these will be tracked by the system.

If your Manager makes any changes to your job plan, these will be flagged up on your main screen and also in the MESSAGES & ALERTS section on the left hand side of the screen. This is also the area you need to send messages to your 1st Sign Off Manager using e-JobPlan.
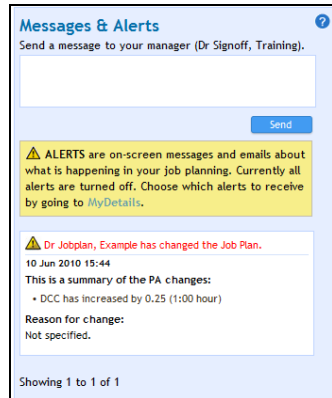
Once your message has been sent, it will be displayed beneath the 'Send A Message' section as shown below:
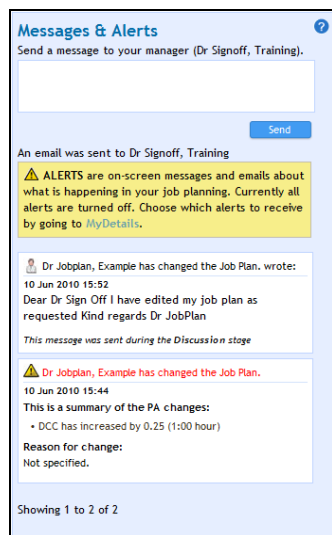
If your Manager responds to your message, you will receive a notification email as well as being able to see the message in the MESSAGES & ALERTS section.

There is also a Change Report in the system which will give the details of each individual change made. For more information on how to access this report, please refer to section 5.2 of the manual.
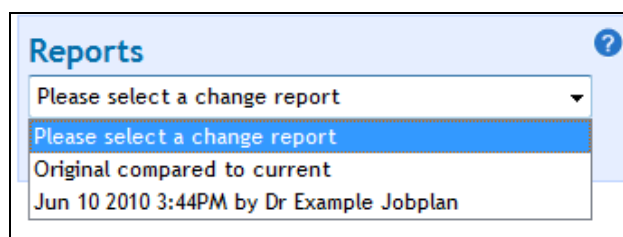
3.2.   Mediation & Appeal

If your job plan is moved to either the Mediation or Appeal stage by your 1st Sign-Off Manager, the stage will be flagged up on the main screen and the details relating to the Mediation or Appeal process will be displayed further down the screen under the MEDIATION & APPEALS SECTION.

Only your manager can move the job plan back into the Discussion stage.

4. Sign Off Process

Your job plan may require one, two or three sign-offs depending on the Trust settings specified by your Project Manager. You will be able to see how many sign offs are required by checking your main screen.

The system will display a First, Second and Third sign-off field if three sign offs are required and the names of who will perform each one will also be displayed:

4.1.   Requesting Sign Off

Once a job plan reaches the Discussion stage (where a job plan is editable by both yourself and your First Sign-Off Manager), both you and your Manager will need to agree with the job plan details before it can be signed off. To indicate that agreement has been reached, either party can 'Request Sign-Off'.

Once there has been a request to sign-off by either yourself or the Manager, the job plan will be locked down into read-only mode and the other party will need to either agree with the job plan or move the job plan back to the discussion stage for further editing.

'Agree with job plan'- the request will automatically move the job plan to the signed-off stage.

'Move job plan back to discussion'- this will keep the job plan in the Discussion stage and it will become editable again.

If you would like to request sign-off for your job plan, click on the 'Request Sign Off' button on the main screen:

Once you have done this, the 'Edit Job Plan' button will disappear and a 'Cancel Request' option will appear. Clicking on 'Cancel Request' will notify your Manager that you have retracted the request:

When your manager either agrees with the job plan or moves the job plan back to the discussion stage, you will receive a notification email from the system and this will also be displayed on the MESSAGES & ALERTS section on the main screen.

If it is your Manager who has requested sign-off, then this will be flagged up on the main screen and you will see two buttons 'Agree with job plan' or 'Send back to discussion':

If you select 'Agree with job plan' and there are two levels of sign off, the job plan will move to the 'Awaiting 2nd Sign-Off' stage.

To view any of the details of your job plan while a sign-off request is pending, you will need to use the Reports section on the main screen (please refer to section 5 for more information on Reports).

4.2.   Provisional (first) Sign Off

If either you or your Manager accept a Request to sign-off, your job plan will move straight into the 'Awaiting 2nd sign off' stage (or Signed-Off stage if only one sign off is required at your Trust).

A job plan in the 'Awaiting 2nd Sign-Off' stage is locked down into read-only mode

4.3.   Final (second or third) Sign Off

If the job plan requires two sign offs, once a job plan reaches Awaiting 2nd Sign-Off stage, the designated Second Sign-Off Manager will be alerted by the system. They will not have edit rights to your job plan, but will be able to review the details in read-only mode.

The Second Sign-Off Manager will now either move the job plan to the Final Sign-Off stage or move the job plan back into the Discussion stage if they do not agree with the details. Under either of the two options you will receive an email from the system to notify you of the action taken.

Once the Final Sign-Off stage has been reached, the job planning process has finished.

5. Reports

On the main screen, under the REPORTS section, there are 3 reports you can generate.

5.1. Job Plan Report

This report allows you to print off a hard copy of all the information contained in your job plan. Select the 'Printable Job Plan' button:

You may also tick the 'show' button on the right hand side to allow you to select what information on the job plan you would like to view. You also have the option to 'Export to Word' in the top right hand corner.

For On-Call Availability you can either choose 'View Summary' to show a summary of the on-call information or 'View Detail' to see the actual information entered into the on-call section of the job plan wizard.

5.2. Objectives Report

This report shows how the objectives and activities are being linked. The report also shows the doctors PA contribution compared with the Department's. Select the 'Objectives report' button:

The report will display in a new window, and you will be able to view the linked and non linked Personal, Service and Trust objectives. There is a legend to help you identify which category the activities are.

Dr Consultant99, E

General Medicine

Job Plan Start Date: 8/12/2010

Report Date: 16/12/2010

Personal Objectives:

This is a list of personal objectives, the activities they are linked to and any service objectives they are linked to.

Personal Objective 2

Example objective

Linked Activities	No Of activities	Duration	Total time	PA Values	Dept PA's
CPD	1	1	1	0.31	2.81

Linked service objective: Organisation & Delivery

Non Linked Personal Objectives

This is a list of personal objectives which are not linked to activities. These objectives may be linked to service objectives.

Personal Objective 1

Example objective

Linked Activities	No Of activities	Duration	Total time	PA Values	Dept PA's
No linked activities					

Linked service objective: Governance, Training, Teaching & Research

Service Objective Linked Activities

This is a list of service objectives which are linked to activities. These objectives are not linked to personal objectives.

Clinical Care

Objective 1

Linked Activities	No Of activities	Duration	Total time	PA Values	Dept PA's
Operating sessions	1	4	4	1	9

Non-Linked Activities

This is a list of the doctors activities which are not linked to any objective.

| Non-Linked Activities	No Of activities	Duration	Total time	PA Values	Dept PA's
Clinical Director	1	4	4	0.25	1
Operating sessions	1	3.5	3.5	0.47	9
Predictable Emergency Work	1	0.65	0.65	1	5.5
Travel	1	3	3	0.05	0.75
Unpredictable Emergency Work	1	0.32	0.32	0.5	3.33
Ward rounds	1	0.5	0.5	0.07	1.75

Legend:

Direct Clinical Care	Supporting Professional Services	Additional NHS Responsibilities
Fee Paying Services	Private Professional Services	Medical School	External Duties

The report contains the following information:

- Number of activities

- Duration

- Total time

- PA Values

- Dept PA's

- Non-linked Personal Objectives

- Service Objective Linked Activities

- Non-Linked Activities

You can export the report into Excel, Word or PDF by clicking on the small disk icon in the top right hand corner of the report. You can refresh the report and print it by clicking on the relevant icon.
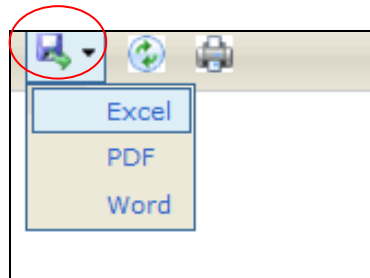
5.3.   Changes Report

The Changes Report tracks any edits made to your job plan while it is in the Discussions stage. You can either see a report with changes for a particular day or you can select the 'Original compared to current' option for a report on what is on the job plan now compared to what was originally submitted to Discussion:

The changes report 'Original compared to current' report will display in a new window,

MYJOBPLAN TRAINING (MJP3).

This job plan started 07 December 2010.

Changes made on 07 Dec 2010 17:11 compared to 07 Dec 2010 17:11 for the Job Plan of Dr on11, C

CHANGES MADE BY DR C ON11

Basic information

	Actual	Previous
Cycle length	Rolling cycle - 1 week	Rolling cycle - 1 week
1 PA of premium time	3 hours	3 hours
Start Date	07 December 2010	07 December 2010

Summary of PA changes: changed activities highlighted

	Normal Time PAs	Premium Time PAs	Actual PAs	Previous PAs	Difference
Supporting Professional Activities					
Appraisal	2.5	0.33	2.83	0	2.83
Total	2.5	0.33	2.83	0	2.83
Grand Total	2.5	0.33	2.83	0	2.83

6. Old Job Plans

If you wish to view a Job Plan from a previous round of job planning, you can locate the historic job plans at the bottom of the main screen. The job plan being displayed on the main screen will always be the job plan which is indicated by the blue arrow shown below:

7. Activities Calendar

The Activities Calendar allows both doctors and managers to see who is doing what on any given day within their own department. Doctors can access this from their main screen.

N.B. The 'Activities Calendar' may be greyed out if it has not been switched on by the Project Manager.

The panel on the left hand side will display the names of all doctors who have a signed off job plan. Once you have selected the doctors you wish to view, click 'Click'.

You can then align the 'Starting Week' of the calendar with the cycle of the job plan if the job plan cycle is more than 1 week. Once you have made the necessary changes, click 'Update Report'.

Once you have generated the Activities Calendar, you can then choose if you would like to see an activity view or doctor view (this allows you to view activity by consultant). You can also choose to view a timeline, day or week view. If you hover your mouse over each activity box you will see further information. You have a further option to view all activities or to specify if you would like to see DCC, SPA activities etc. Each category is assigned a different colour so that the various activities can be identified more easily.

8.   Sending Feedback

Zircadian welcomes feedback of any description from users. All feedback is logged and discussed at monthly meetings. In order to submit feedback, click 'Feedback' in the top left hand corner.
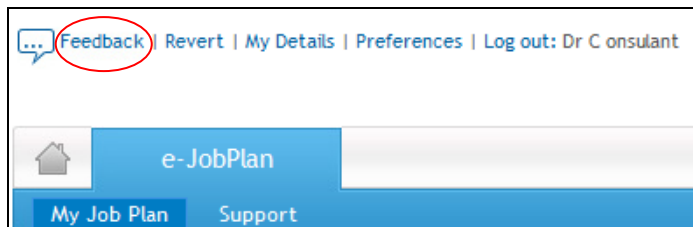
Fill out the feedback form and click 'Send' where it will be sent directly to Zircadian.If we need further clarification on your feedback, we will contact you via your Board email address. If you are sending a suggestion on how we can improve the system, we will inform you on a decision to implement once our monthly meeting has taken place.
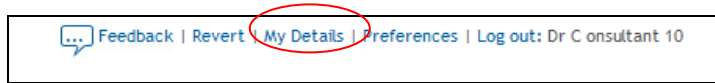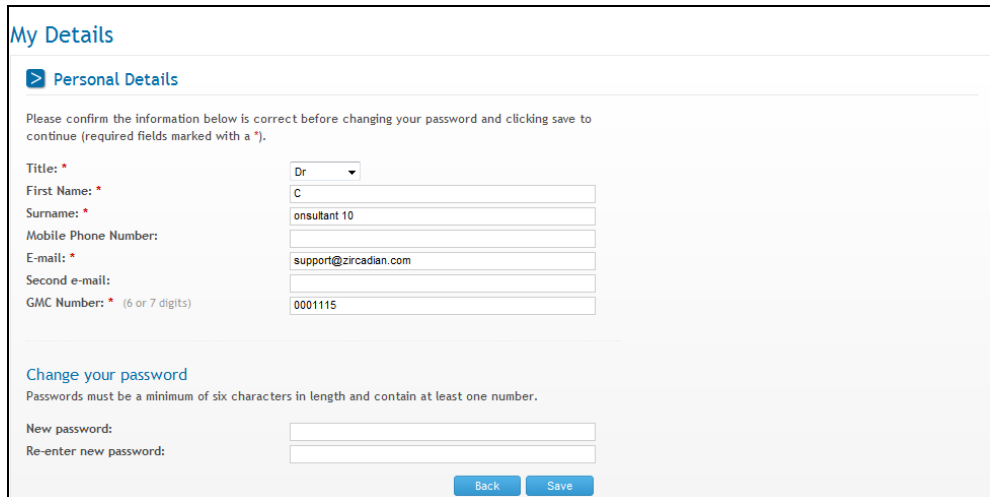
9. My Details

Click on 'My Details' at the top of the screen to view them.

On the My Details tab you can change any of your personal details, including your password:

Make any changes and then click on 'Save' at the bottom of the screen.

10. Preferences

On the Preferences tab you can set preferences for which type of alerts you would like the system to send you during the job planning process:

Make any changes by ticking or un-ticking the appropriate boxes and then click on 'Save' at the bottom of the screen.

11.   Support

The Support tab will display the contact details of the Project Manager at the Board as well as the e-JobPlan Help Desk details. It provides our contact number, general email address and our opening hours.

From here you can also download a copy of the 2003 Consultants Contract, Job Planning Best Practice, Definitions and Calculations used in e-JobPlan and User Manuals. There are also Release Notes which detail any changes made to the system recently:

If you require further help, the Zircadian Support Team is available Monday to Friday between the hours of 09:00 and 17:30. Contact details can be found by clicking on "The support team" link at the bottom of the screen.

Alternatively additional contact information is visible within the "My details" page which you can access through the "My details" link at the top of any page:

12. Logging Out

To log out of e-JobPlan, click the 'Log out' button in the top left hand side hand of the screen:

Feedback | Revert | My Details | Preferences | Log out: Dr C onsultant 10