

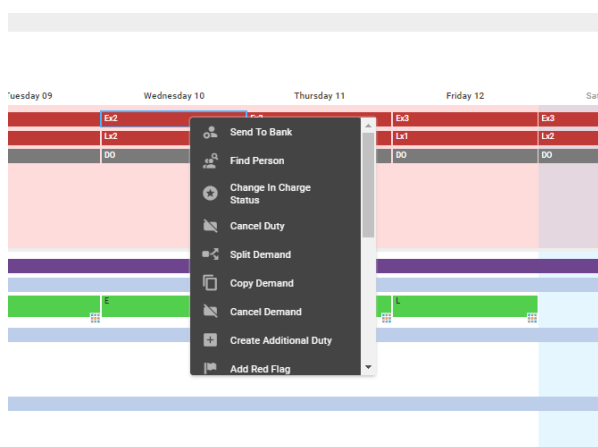
Assigning Agency shifts

Load your vacant duties and select the relevant shifts you want your agency worker to work

March 2021

Monday 08	Tuesday 09	Wednesday 10	Thursday 11	Friday 12	Saturday 13	Sunday 14	Net Hrs Left	Hours Left
Registered-RN	Ex2	Ex2	Ex2	Ex3	Ex3	Ex3		
	Lx2	Lx2	Lx1	Lx1	Lx2	Lx2		
	DO	DO	DO	DO	DO	DO		

Select the shift you want to use, please right click the red vacant duty and choose the option 'send to bank'. (If you want to block book agency shifts please hold down your shift key and select the first and last shift).



Send To Bank

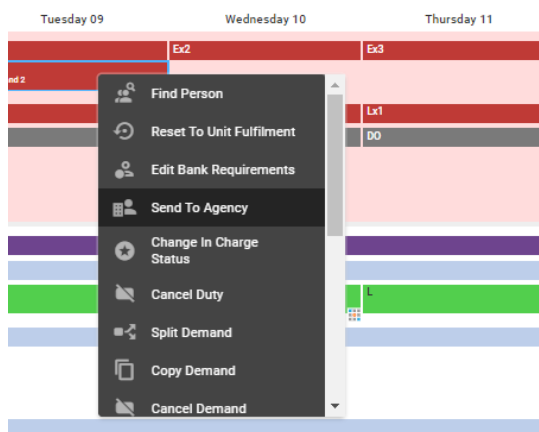
Selected Unit Fulfilment Duties (Sending 1/2 duties to Bank)				Additional Request Information (Applies to 1 highlighted duty)	
<input type="checkbox"/>	Requirement...	Location	Shift	Date	
<input checked="" type="checkbox"/>	Registered	-	Early	09/03/2021	Bank Unit * Corporate Bench 1
<input type="checkbox"/>	Registered	-	Early	09/03/2021	Request Reason * Establishment Vacancies
					Gender -
					Required Grade * HCA Band 2
					Fallback Grade -
					Cost Centre -
					Required Specialty -
					Fallback Specialty -
					Preferred Person Nominate Preferred Person ...

Cancel
OK

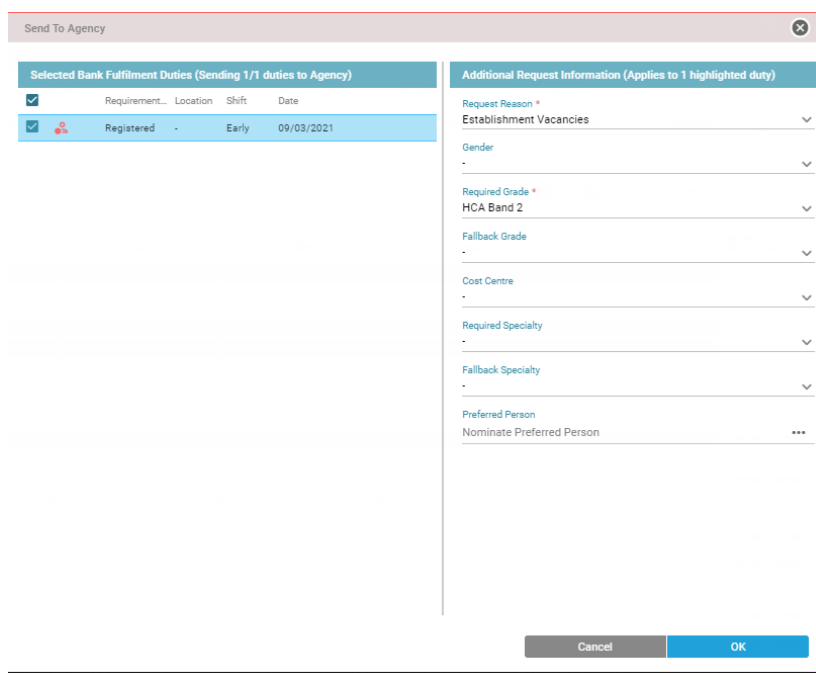
Double check the duties you want to assign down the left hand side and untick the ones you don't want.

Complete the three mandatory fields on the right hand side. Note: Bank Unit is always Corporate Bench. Click OK.

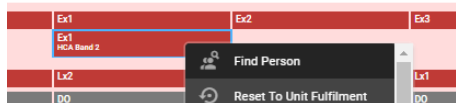
There will be a green man on the duties. Select all duties again, right click and choose the option 'send to agency'.



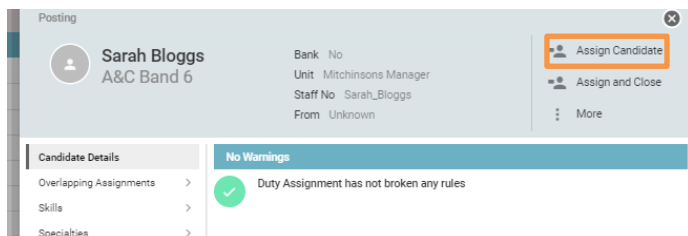
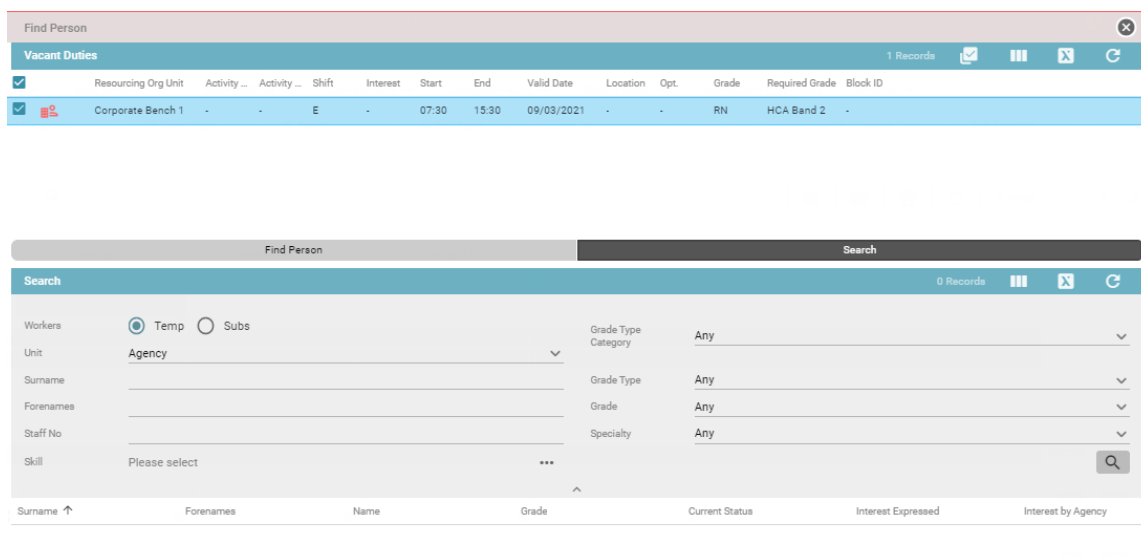
The following box appears; double check the shifts selected and click OK.



The shift will then have a purple agency man on it. Select all duties again, right click and choose option 'Find person'.



Please select the search tab then select the Unit: Agency and type in the surname of the required Agency worker. Click Assign confirmed.



Your agency worker will appear at the bottom of your roster.

