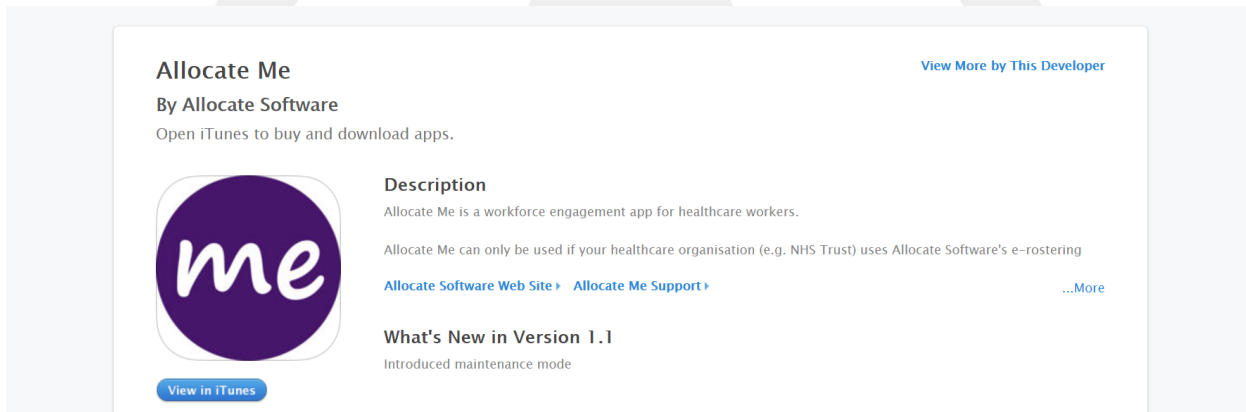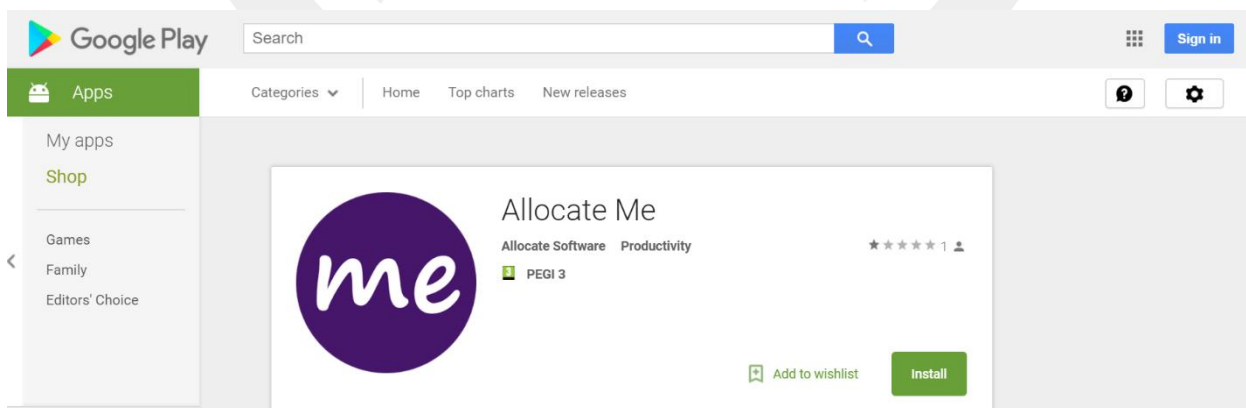# Allocate Me

User Installation Guide V01

ⒶALLOCATE

Installing the Me App:

1) Go onto your device's app store:
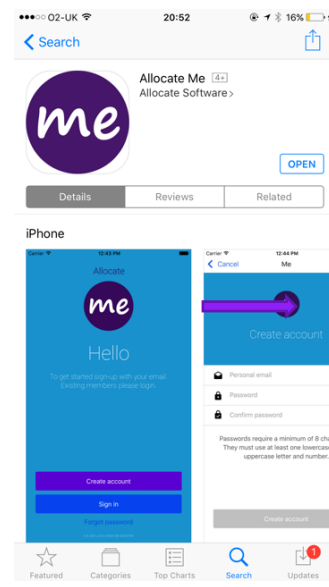
- App Store for Apple Devices

Allocate Me

By Allocate Software

Open iTunes to buy and download apps.

View More by This Developer

Description

Allocate Me is a workforce engagement app for healthcare workers.

Allocate Me can only be used if your healthcare organisation (e.g. NHS Trust) uses Allocate Software's e-rostering

Allocate Software Web Site ›   Allocate Me Support ›   ...More

What's New in Version 1.1

Introduced maintenance mode

View in iTunes
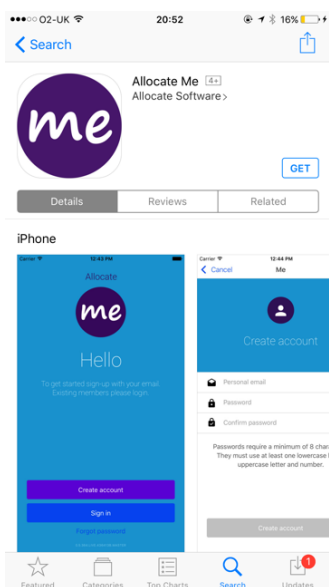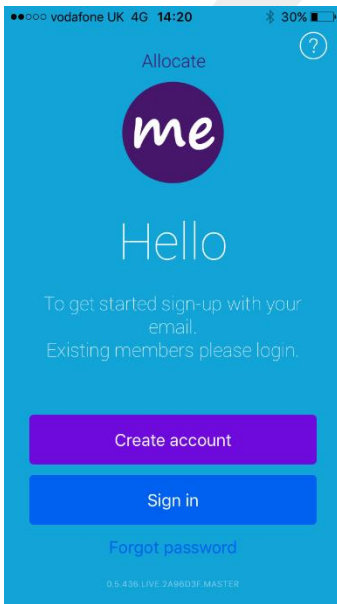
- Google Play Store for Android Devices


2) Search for "**Me from Allocate**" App
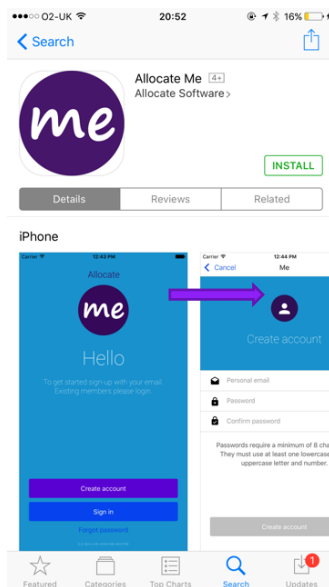
3) Install the App

4) Open the **Me** App

5) Select "**Create an Account**"

6) Enter your personal email address

7) Create a password which is:

- 8 or more characters long
- Has at least one number AND one capital letter

8) Press sign in

9) Go into your personal email account, find the verification email (sender: no-reply@allocate-cloud.co.uk) and select **"Activate"**.
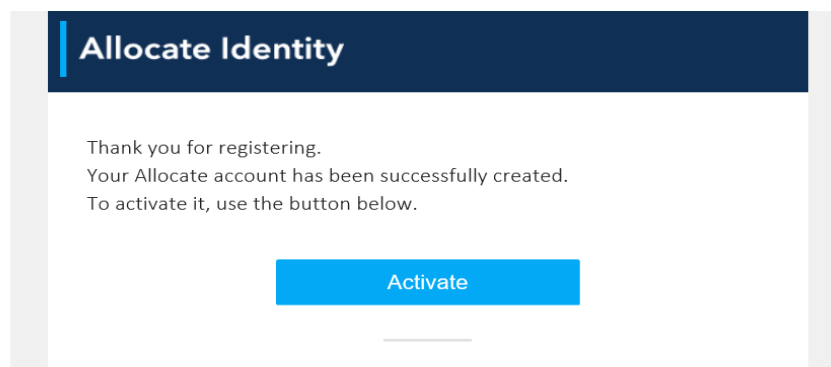
10) Sign into your new Me App account

11) You will receive a second e-mail stating the activation has been successful.

User account activated

N no-reply@allocate-cloud.co.uk
Yesterday, 02:55
You ⟩

Allocate Identity

Your account has been activated.

12) Read the Privacy Agreement and accept/decline if you want to hear from Allocate about future updates.

13) Read the Terms and Conditions and select **Agree.**

14) Press Search and look for your home Trust. *Please note; You may see other Trust names within the search selection, select the Trust you have a current Bench or Substantive posting with. If you choose a Trust you are not employed by the step 15 will fail and navigate you back to the sign in page.*

15) Enter your Employee Online login credentials and press **Associate**. *Please note; this will be the only time you'll need to enter your EOL details into the Me App. The association occurs if you have an existing Employee Online account.*
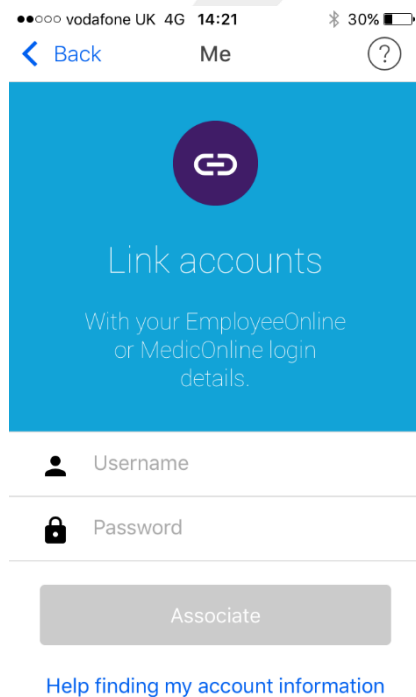
16) Once the association has been successful you will be navigated to the home page of Me.
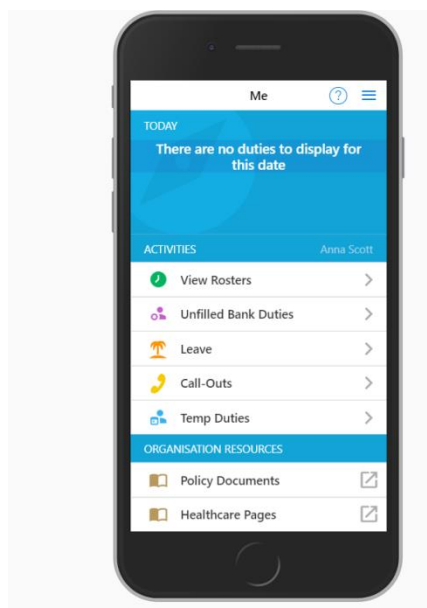
ALLOCATE

Book a Bench Duty Via AllocateMe :

1) Click 'View Unfilled Bank Duties' select the desired shift, tap 'book'.

Please note; Once a shift has been booked via Me the user will not be able to adjust/amend or cancel the duty. The user will need to contact the relevant Bench office in order for them to manually do this.