

How to use the Self book feature



Booked a shift directly with a Trust? Not a problem!
You can upload your self booked shift via the Mobile App to ensure you are paid right away.

1. Open the App menu (top right of the page)
2. Select 'Self Book'
3. Complete the form with information regarding the self booked shift.

4: Select 'Scan document' and scan an image of the completed timesheet for the self booked shifts. To do so, simply click:

Scan Timesheet

5: Once the document has uploaded, finish by clicking send.

15:56

Self Book

This form should only be completed if you have booked directly with the client. To work you must be compliant.

Client

Ward / Department

Grade

Reference

Date 23/05/2023

Start Time 08:00

End Time 20:00

Break (60) 0 120

Scan Timesheet

