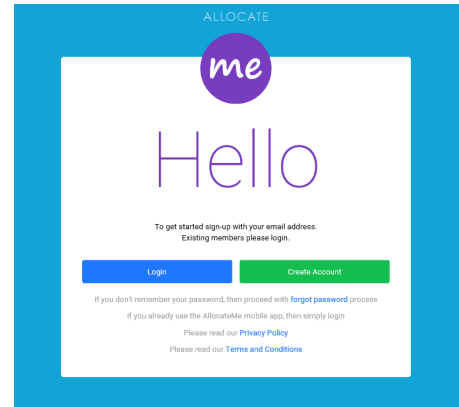


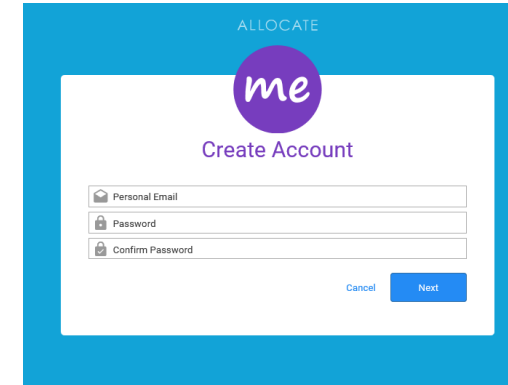
Allocate Me – Bank Staff (1 of 7)

A Logging In to Allocate Me

- 1
Go To
www.allocateme.com &
click the **Login** box

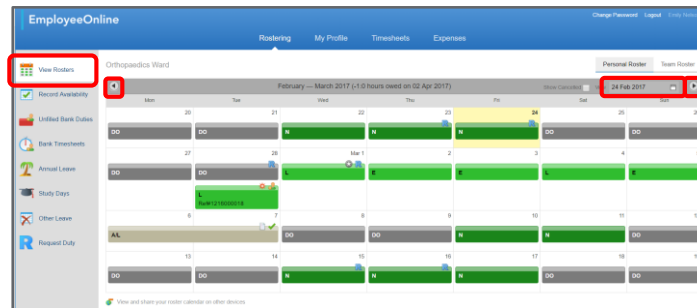


If you don't have an account click **Create Account** & use your personal email address to register



B Viewing Your Roster

- 1
Your roster will automatically appear when you log in. To return to this page click on **View Rosters**

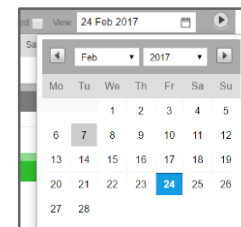


- 2
Use the **navigation arrows** to change the period view

Note: You can also select the Month and year using the drop down lists, or move back and forth through the months using the arrows.

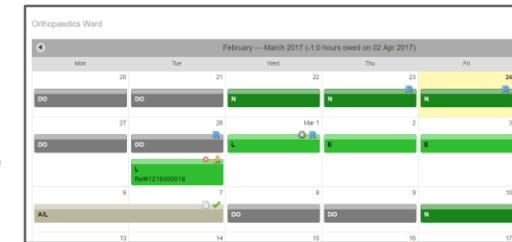
Note: The Roster also displays call out duties.

- 3
Click in the **Select Date** box to open the calendar. Use this to navigate to a different View Date



Duties/shifts are displayed in **green**.

- 4
Click on a Duty or an Unavailability to view more details



Allocate Me – Bank Staff (2 of 7)

C Personal Details

You can view and check the personal information that is held about you in HealthRoster within My Profile

Note: You cannot make changes yourself and must inform your line manager of inaccuracies.

1

Click on **My Profile** tab at the top of the screen and click in **HR Details** on the left hand panel to check Personal and Employment information



2

Click on **Contacts & Addresses** in the left hand menu to view personal and next of kin contact information.



3

Click on the **Work Contracts** tab in the left hand menu to view details of all contracts



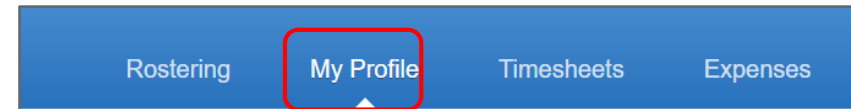
4

Click on the **Postings** tab in the left hand menu to view details of all postings



D Skills & Training Record

You can view your own competence record in the **My Profile** tab at the top of the screen and by selecting the Skills tab in the left hand panel.



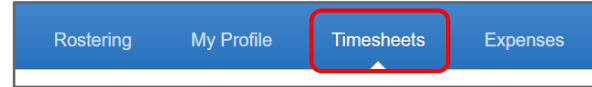
Click on the **Skills** tab in the left hand menu to view a summary of your skills and competences, as recorded in HealthRoster



Allocate Me – Bank Staff (3 of 7)

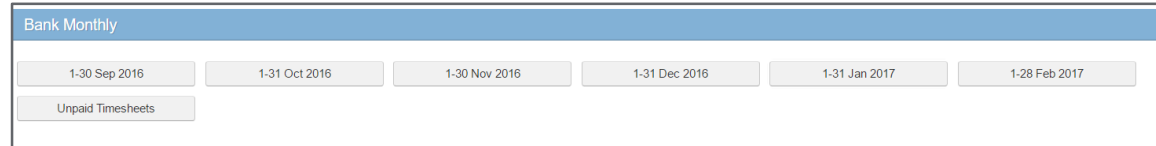
E View Paid Timesheets

You can view Historical Timesheets for work recorded in HealthRoster under the **Timesheets** tab



1

From the **Bank** section, click on the relevant period



2

Click on the **arrow** next to the timesheet to view details

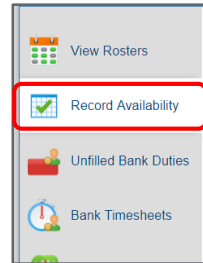
Summary for: 01 Apr 2012- 30 Apr 2012

Element Type	Hours	Assignment No.	Grade	No. of Timesheets		
☰ Sunday	41:30	01977	Band 5 Staff Nurse	6		
Dept ▲		Date	Shift	Start	End	Hours
🔍 Orthopaedics Ward		01 Apr 2012	Early	07:30	15:30	07:30
🔍 Orthopaedics Ward		08 Apr 2012	Early	07:30	15:30	07:30
🔍 Orthopaedics Ward		15 Apr 2012	Late	12:00	20:00	07:30
🔍 Orthopaedics Ward		22 Apr 2012	Early	07:30	15:30	07:30
🔍 Orthopaedics Ward		29 Apr 2012	Night	01:00	08:00	07:00
🔍 Orthopaedics Ward		29 Apr 2012	Night	19:30	00:00	04:30
▶ ☰ Bank Holiday	07:30	01977	Band 5 Staff Nurse	1		

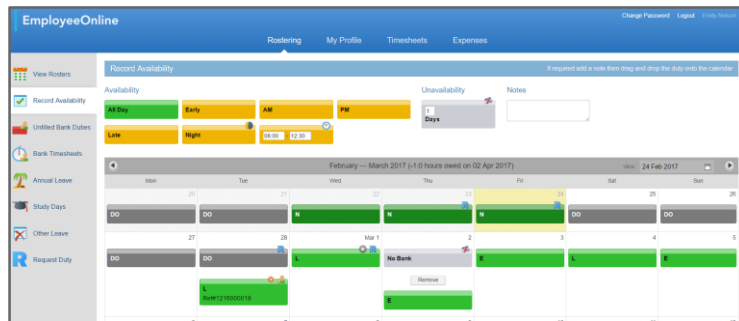
Allocate Me – Bank Staff (4 of 7)

F Record Bank Availability

1
Click on **Record Availability** from the left menu.

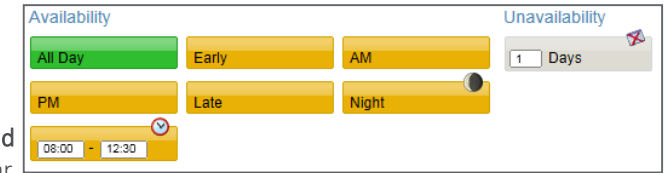


2
Use the **navigation arrows** or use the calendar to find the date you wish to offer your availability for

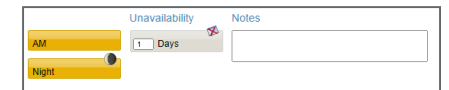
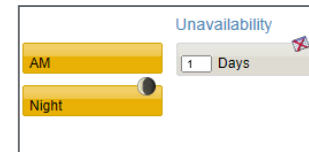


3
Drag and drop the shifts / periods you would be willing to work into the Availability calendar

4
Customise your availability by choosing the **exact times** of your entire available period, then **drag and drop** this into the **Availability** calendar



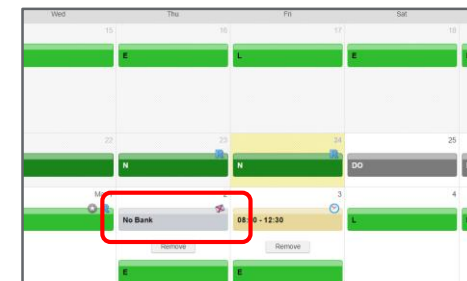
5
Use the **Unavailability option** to block a day as **No Bank**. Enter the length of unavailability in days before dragging on to the calendar



Note: You can add Notes before dragging your availability on to the calendar

6
Customised specific availability shows the exact times and the clock icon

Unavailability is displayed as **No Bank** in grey.

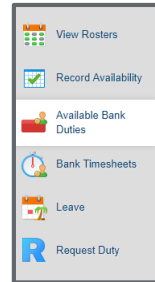


Note: Click on the 'Remove' link to delete availability entered


Allocate Me – Bank Staff (5 of 6)

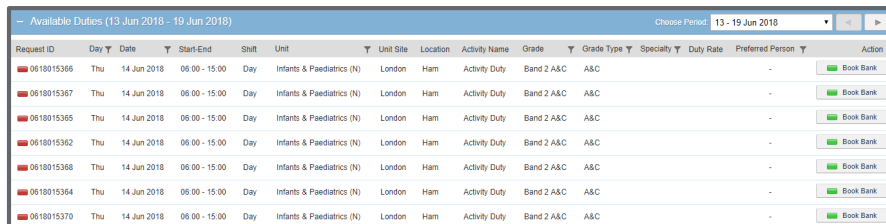
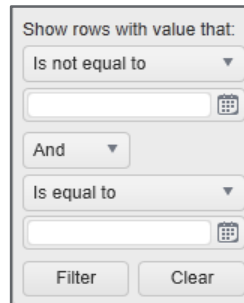
G View & Book Available Bank Shifts





1
Click on 'Available Bank Duties' from the left menu.



NOTE: Self Booking is only visible if the appropriate permissions have been set

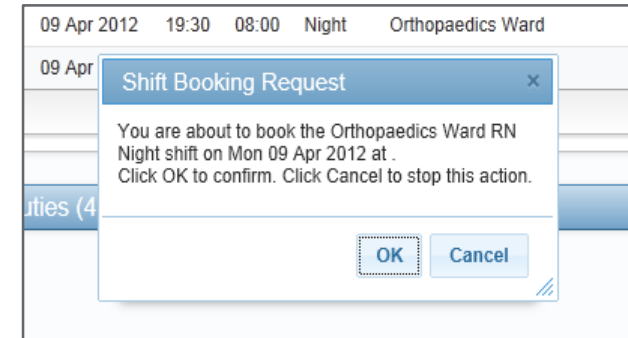
2
Use the filter icon  on the column headings to filter the information.



Request ID	Day	Date	Start-End	Shift	Unit	Unit Site	Location	Activity Name	Grade	Grade Type	Specialty	Duty Rate	Preferred Person	Action
0618015366	Thu	14 Jun 2018	06:00 - 15:00	Day	Infants & Paediatrics (N)	London	Ham	Activity Duty	Band 2 A&C	A&C		-	-	
0618015367	Thu	14 Jun 2018	06:00 - 15:00	Day	Infants & Paediatrics (N)	London	Ham	Activity Duty	Band 2 A&C	A&C		-	-	
0618015365	Thu	14 Jun 2018	06:00 - 15:00	Day	Infants & Paediatrics (N)	London	Ham	Activity Duty	Band 2 A&C	A&C		-	-	
0618015362	Thu	14 Jun 2018	06:00 - 15:00	Day	Infants & Paediatrics (N)	London	Ham	Activity Duty	Band 2 A&C	A&C		-	-	
0618015368	Thu	14 Jun 2018	06:00 - 15:00	Day	Infants & Paediatrics (N)	London	Ham	Activity Duty	Band 2 A&C	A&C		-	-	
0618015364	Thu	14 Jun 2018	06:00 - 15:00	Day	Infants & Paediatrics (N)	London	Ham	Activity Duty	Band 2 A&C	A&C		-	-	
0618015370	Thu	14 Jun 2018	06:00 - 15:00	Day	Infants & Paediatrics (N)	London	Ham	Activity Duty	Band 2 A&C	A&C		-	-	

3
From the 'Available Duties' screen, select 'Book Bank' next to the required duty

4
Click on 'OK' to confirm the booking

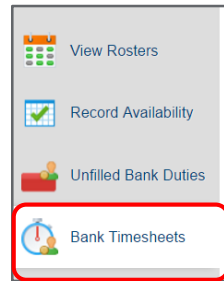


NOTE: If the booking breaks a rule in HealthRoster, you will not be booked into the duty, and an error message will appear. Please call the Bank Office to book your shift.

Allocate Me – Bank Staff (6 of 6)

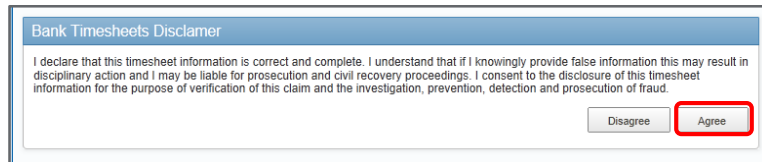
H View, Confirm & Edit Bank Timesheets

1
Click on **Bank Timesheets** from the left menu.



NOTE: You only have this option if the appropriate permissions have been given to you.

2
Read the **Disclaimer Message**, then click **Agree** on the Disclaimer Screen.



3
To confirm a Timesheet, click on **OK** next to the relevant episode


Request Id	Date	Start - End	Rest	Shift	Unit	Notes	Confirm	Action
-	Tue, 28 Feb 2012	19:30 - 08:00	01:00	Night	Orthopaedics Ward			
786	Thu, 01 Mar 2012	12:00 - 20:00	00:30	Late	Orthopaedics Ward			
-	Sat, 03 Mar 2012	19:30 - 08:00	01:00	Night	Orthopaedics Ward			
-	Wed, 07 Mar 2012	07:30 - 15:30	00:30	Early	Orthopaedics Ward			
0312000012	Sat, 10 Mar 2012	12:00 - 20:00	00:30	Late	Orthopaedics Ward		Ok	Edit
0312000008	Sun, 11 Mar 2012	07:30 - 15:30	00:30	Early	Orthopaedics Ward		Ok	Edit
0312000017	Mon, 19 Mar 2012	19:30 - 09:00	01:00	Night	Orthopaedics Ward			
0312000015	Thu, 22 Mar 2012	19:30 - 08:00	10:00	Night	Orthopaedics Ward			
-	Tue, 27 Mar 2012	07:30 - 15:30	00:30	Early	Orthopaedics Ward		Ok	Edit

4
To edit a Timesheet click on **Edit** next to the relevant episode

Request Id	Date	Start - End	Rest	Shift	Unit	Notes	Confirm	Action
-	Tue, 28 Feb 2012	19:30 - 08:00	01:00	Night	Orthopaedics Ward			
786	Thu, 01 Mar 2012	12:00 - 20:00	00:30	Late	Orthopaedics Ward			
-	Sat, 03 Mar 2012	19:30 - 08:00	01:00	Night	Orthopaedics Ward			
-	Wed, 07 Mar 2012	07:30 - 15:30	00:30	Early	Orthopaedics Ward			
0312000012	Sat, 10 Mar 2012	12:00 - 20:00	00:30	Late	Orthopaedics Ward		Ok	Edit
0312000008	Sun, 11 Mar 2012	07:30 - 15:30	00:30	Early	Orthopaedics Ward		Ok	Edit
0312000017	Mon, 19 Mar 2012	19:30 - 09:00	01:00	Night	Orthopaedics Ward			
0312000015	Thu, 22 Mar 2012	19:30 - 08:00	10:00	Night	Orthopaedics Ward			
-	Tue, 27 Mar 2012	07:30 - 15:30	00:30	Early	Orthopaedics Ward		Ok	Edit

5
Adjust times as appropriate and click on **Update**

Start time: 20:00
End time: 08:30
Rest duration (HH:mm): 01:00
Update Cancel

Note: Timesheets that have already been confirmed or edited will show the small timesheet icon .

Note: Those awaiting confirmation/editing will show with a green duty icon .

Note: If you do not confirm a timesheet on a shift, the shifts will not be paid.