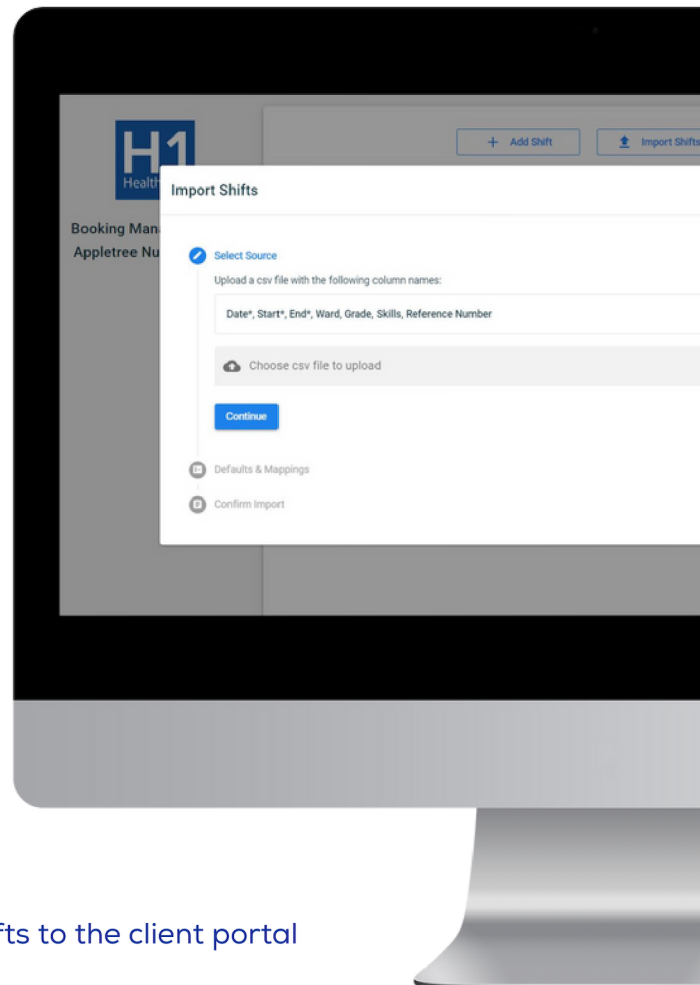


WELCOME TO EFFORTLESS SHIFT FILLING!

Fill shifts faster than ever before with our new client portal

We're excited to introduce you to our latest innovation, the Qintil Staffing Manager client portal. With this powerful tool, managing your shifts has never been easier. Whether you're adding a single shift or importing them in bulk via a CSV file, the process is seamless. You have the flexibility to offer shifts to all available and qualified staff or specifically to those who have worked with you before. Our goal is to simplify your workload, allowing you to work smarter, not harder. Welcome to a new era of streamlined shift management.

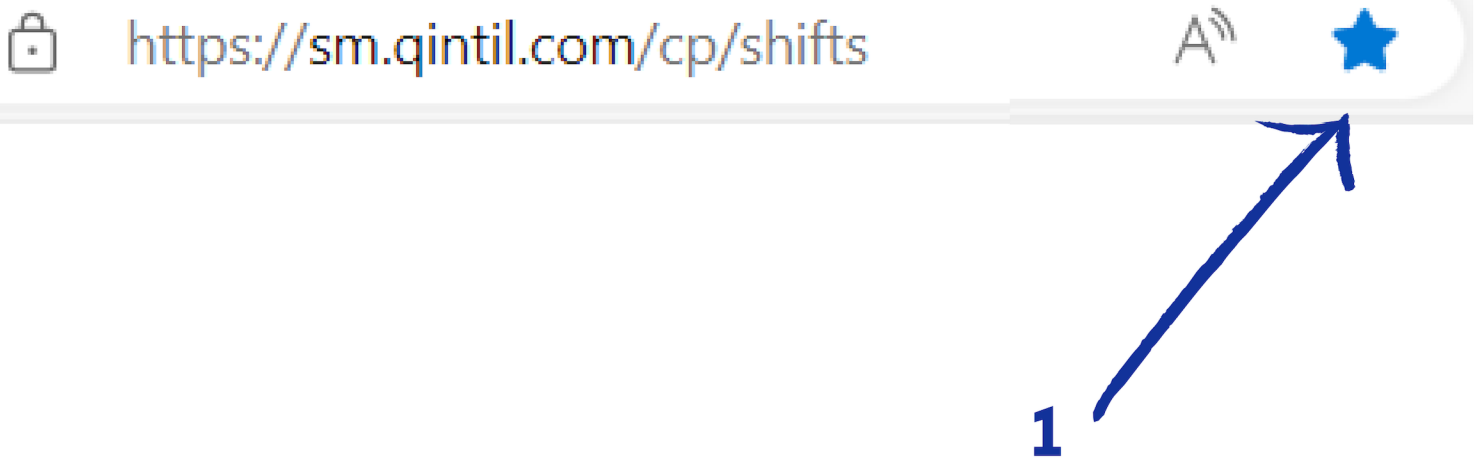


See below on how to upload shifts to the client portal

CLIENT PORTAL USER GUIDE

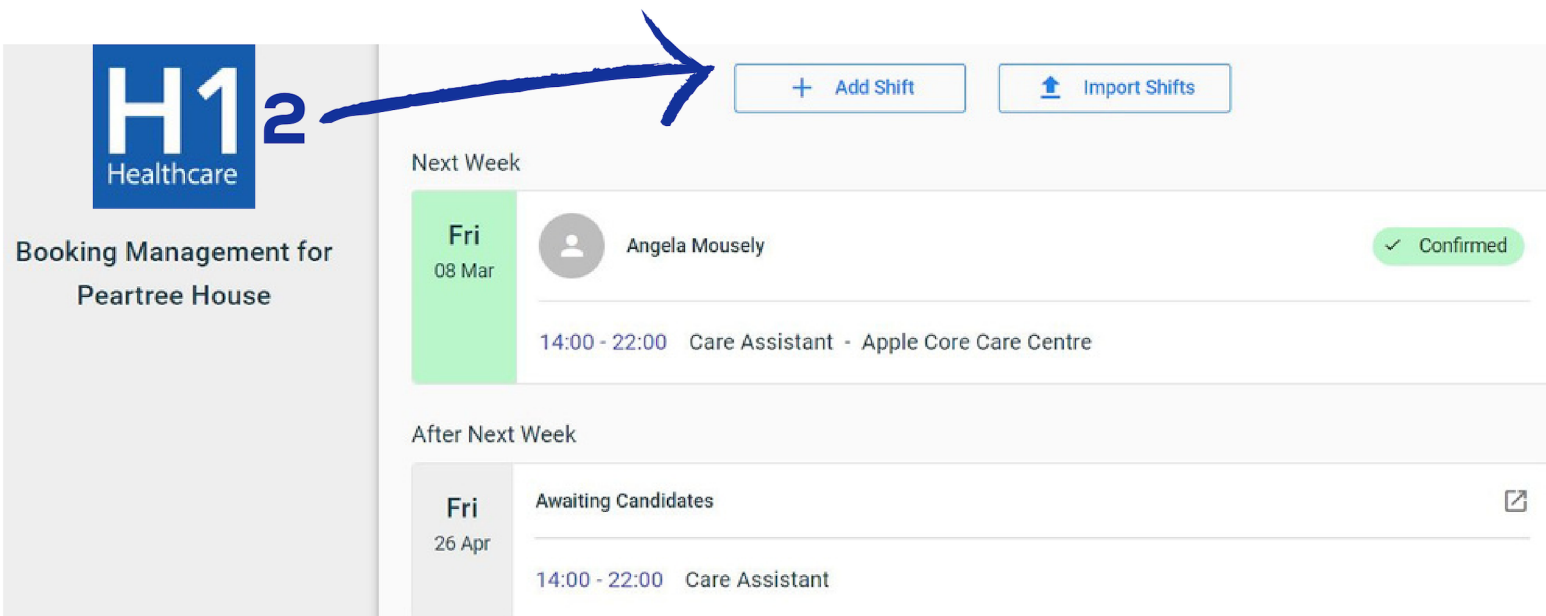
1.

Your H1 Healthcare Operations Manager will send you a link to the portal. This will arrive via e-mail and should be used each time you would like to access the client portal. It's helpful to bookmark/add this link to your favourites on your browser so you can access it any time.



2.

Now you are in the portal, you are able to view all upcoming shifts. You'll also see options at the top of the screen to ADD SHIFT or IMPORT SHIFTS.



3.

The + ADD SHIFT button will allow you to add a single shift at a time. Simply fill in all of the information requested, you can even add mileage rates should it be included. You can also decide whether you would like to offer the shift to all eligible candidates or candidates you have already worked with, and select POST SHIFT.

New Shift

Date
13/03/2024

Start
08:00

End
13:00

Break
min

Grade
Care Assistant

Area/Ward

Notes for Worker

Offer to:

All eligible candidates

Candidates who you have already worked with

Cancel **Post Shift**

3

4.

The IMPORT SHIFTS option will allow you to upload a CSV file and bulk upload more than 1 shift at a time.

You must ensure your CSV file has the following column names: date, start, end, ward, grade, skills, reference number.

	A	B	C	D	E	F	G
1	Date	Start	End	Ward	Grade	Skills	Reference Number
2	03/03/2024	08:00	15:00	Ward A	Healthcare Assistant	Moving and handling, PVG, SSSC	1156
3	04/03/2024	19:00	07:00	Ward B	Registered Nurse	Moving and handling, medication administration, NMC	1157
4							
5							

5.

Once your CSV file is ready, select IMPORT SHIFTS and upload the file, you will then be taken to the following screen. This will allow you to double check all grade mappings for the shifts you have just uploaded. Once satisfied, click NEXT.

Import Shifts

✓ Select Source

✎ Defaults & Mappings

Default Values for all Shifts (optional):

Grade

Grade Mappings (optional):

Healthcare Assistant

Care Assistant

Registered Nurse

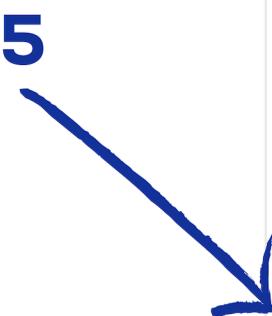
Registered Nurse

Next

Back



Confirm Import



6.

The following screen will allow you to check all shifts to be uploaded and whether you would like to offer these to all eligible candidates or only to those you have worked with before.

Once satisfied, select ADD SHIFTS.

Import Shifts

- ✓ Select Source
- ✓ Defaults & Mappings
- ✓ Confirm Import

<input checked="" type="checkbox"/>	Date	Start	End	Grade	Area/Ward
<input checked="" type="checkbox"/>	03 Mar 2024	08:00	15:00	Care Assistant	Ward A
<input checked="" type="checkbox"/>	04 Mar 2024	19:00	07:00	Registered Nurse	Ward B

Offer To:

All eligible candidates

Add Shifts

Back

6

7.

You will now be able to see all of your newly uploaded shifts on your portal!



Booking Management for
Peartree House

+ Add Shift

↑ Import Shifts

This Week

Sun
03 Mar

Awaiting Candidates

08:00 - 15:00 Care Assistant - Ward A

Next Week

Mon
04 Mar

Awaiting Candidates

19:00 - 07:00 Registered Nurse - Ward B

Fri
08 Mar



Angela Mousely

✓ Confirmed

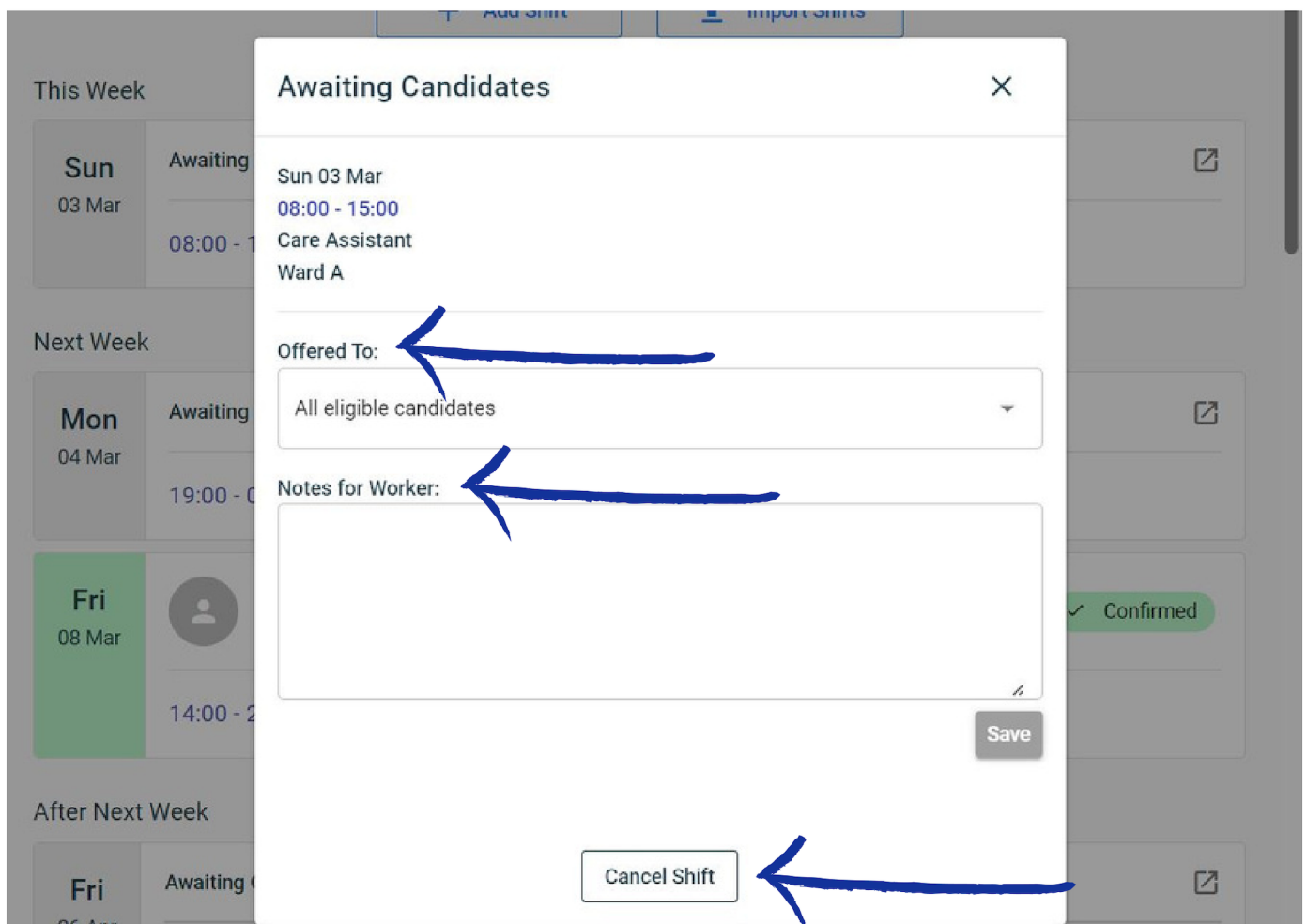
14:00 - 22:00 Care Assistant - Apple Core Care Centre

8.

If you would like to:

- change who your shift(s) are offered to
- add any notes for the worker
- cancel a shift

simply select the shift on the portal and do so from there.

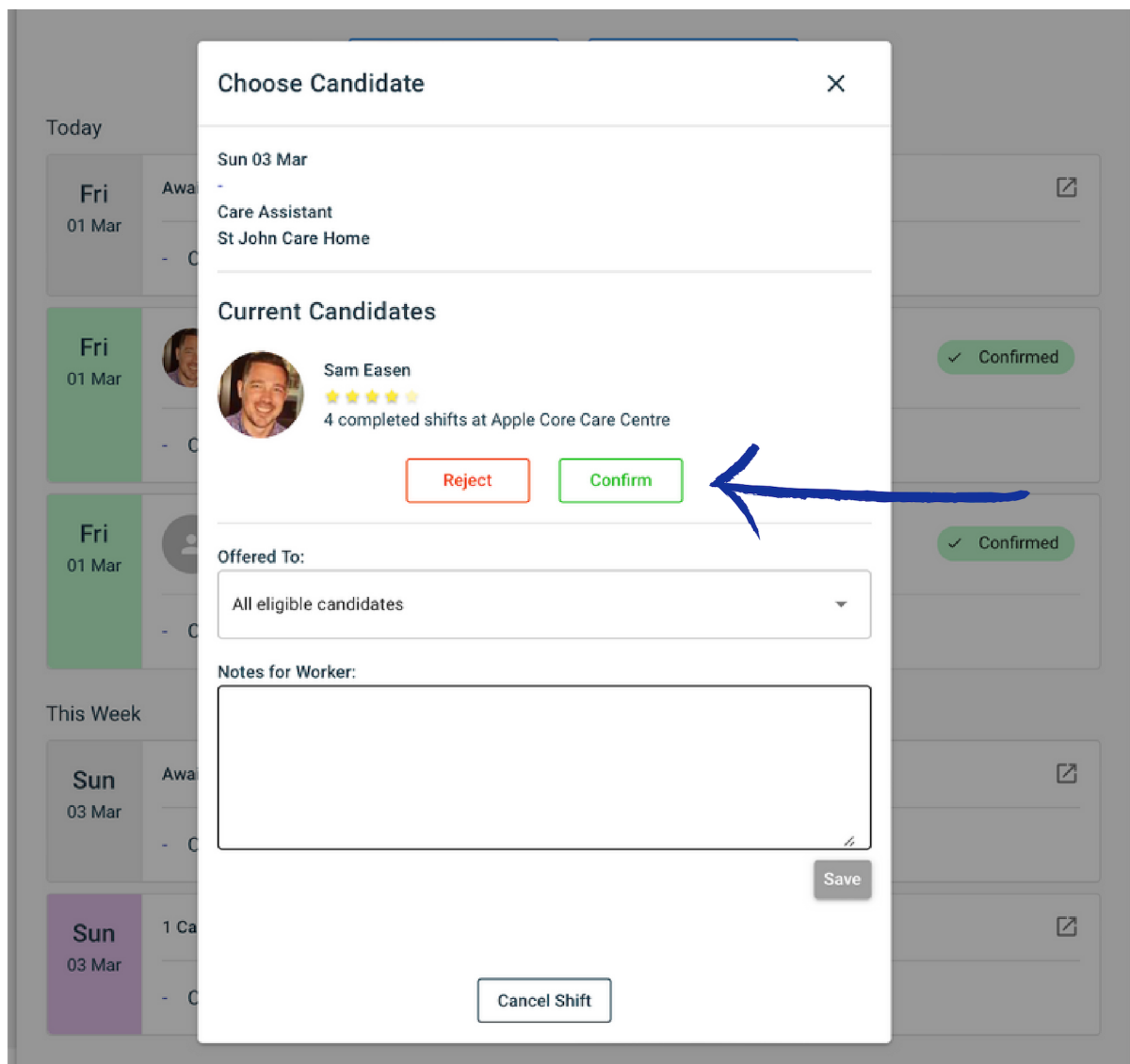


9.

To view candidates who have been put forward for your shift(s), just click on the shift on your portal. Those highlighted in GREEN have already got candidates accepted by you or your team, those in GREY are currently awaiting candidates, and those in PURPLE have candidates awaiting your review.

If you click on a PURPLE shift, it will show you all candidates who have applied, simply click on each candidate and select REJECT or CONFIRM.

This also gives you an opportunity to write a note for the worker should you wish. This shift will then turn to GREEN once a candidate has been confirmed.



Should you have any questions, please do not hesitate to contact us on 0845 643 2610 or email your local Operations Manager who would be very happy to help!