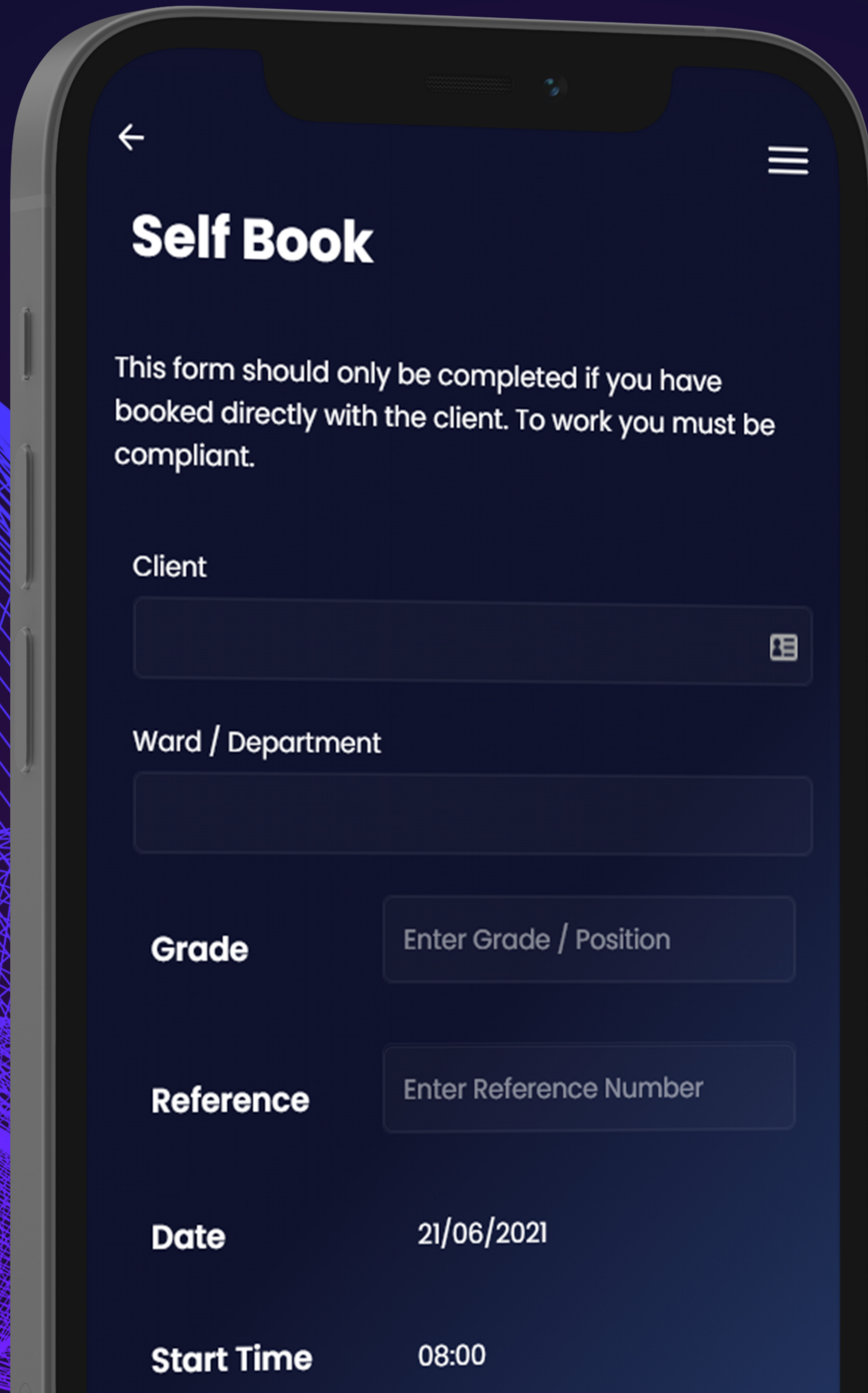


# How to use the Self Book feature

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



**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 21/06/2021

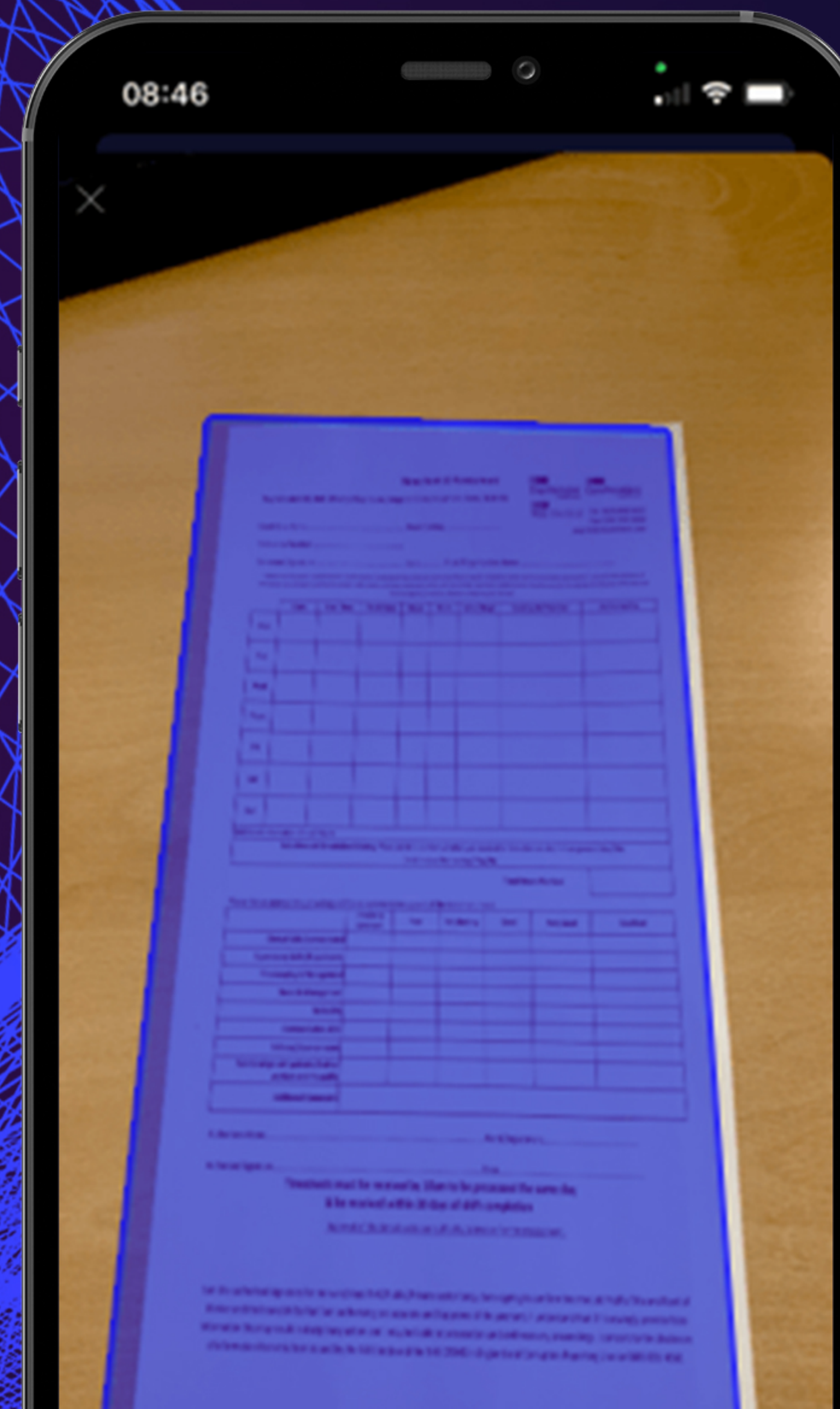
Start Time 08:00

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 timesheet for the self booked shift. To do, simply click:

Scan Timesheet

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



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