ALLOCATE

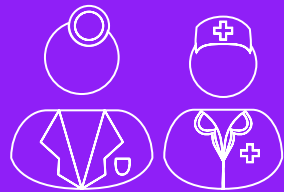**EmployeeOnline & MedicOnline are all about**

me

Customer guide and workbook
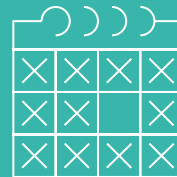
EmployeeOnline & MedicOnline are all about Me

Me is the next generation app that is replacing EmployeeOnline and MedicOnline. It is available free of charge to all customers. This guide aims to help you understand more about the benefits and how to make the move to Me.

EmployeeOnline is the UK's most widely used tool for managing the working lives of nurses, doctors and care providers. In fact over 428,376 of them use it. Clinical staff always tell us how much of a positive impact it has had on them, which is why we are really pleased to provide an even better experience with Me.
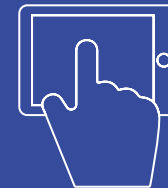
428,376
doctors and nurses across UK

61,375+
booked bank duties via mobile phones (based on extract of 58 customers)

4,788,701
The number of times people used the app in October 2017

Map of UK NHS Staff viewing rosters, making requests and booking temp shifts

When an app or system really makes a difference to clinicians they use it voluntarily and at their own convenience. The map below represents real data of UK staff, showing that they are taking control from home, at work, conferences and even, if it suits them, on holiday.

Arjun, Consultant
"at a conference scheduling study leave and checking what clinical activity is affected"

Natalie, FY2
"is away with friends and arranging to swap a future shift to allow her to attend a wedding"

Alex, Band 7
"viewing the rosters at the end of a holiday and making a leave request ready for the next one"

Marcus, FY1
"is looking and booking medical bank work for when he is back"

Karen, Band 5
"looking and booking available bank shifts for next 6 weeks"

MedicOnline is now all about Me

Doctors and me

Me is a simple app that allows doctors to manage and book work at their own convenience. It makes it easy to book shifts, swap sessions, secure leave, manage timesheets and even maintain CVs.

- See available locum and bank shifts that match their skills, preferences and availability and then book them directly or express interest
- See the pay rates for bank shifts, both ones that could be booked and ones that are booked
- See and book bank duties in other organisations where a collaborative* arrangement is agreed
- View timesheets for accuracy, make changes and confirm for processing
- If a doctors works substantively they can also view the roster and the team's roster and on call rotas
- See unfilled shifts and make requests to work contracted work in these sessions

  Where CloudStaff is used across organisations

- Request and manage swaps with colleagues
- View leave balances and book leave and study
- Upload CVs and documents
- Integrated with iCal, helping your doctors manage calendars with family members
- Submit and track expense claims

GET IT ON Google Play

Download on the App Store

The app can be downloaded from the **Google Play** store and **Apple app store.**
A desktop (web browser) version is also available **www.allocateme.com**

Top 5 benefits to doctors

1. See locum and bank work sooner
2. Easily filter locum and bank work to only see what you're interested in
3. Improve flexibility and visibility
4. Improved visibility and control over your working time
5. Remove the admin paper chase and lets you focus on delivering great care

EmployeeOnline is now all about Me

Nurses, care staff and me

Me is a simple app that allows nursing, midwives, care workers and AHPs to manage their working lives at their own convenience. It makes it easy to book bank shifts, request off duty, swap shifts and make requests to work.

- See available bank shifts that match their skills, preferences and availability and and then book it directly or express interest
- View timesheets for accuracy, make changes and confirm – no more chasing for sign off at the end of a shift
- See and book bank duties in other organisations where a collaborative* arrangement is agreed
- View their roster and the team's roster

- See unfilled shifts and make requests to work contracted work in these sessions (includes self rostering and flexible rostering if trusts allows)
- Request and manage swaps with colleagues
- View leave balances and book leave and study
- Integrated with iCal, helping your staff manage calendars with family members

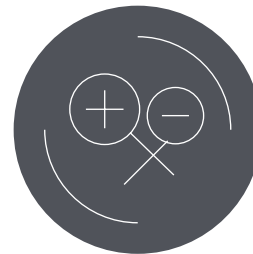*Where CloudStaff is used across organisations*

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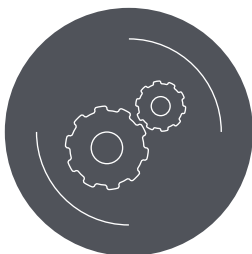
Your organisation and me

Retain and attract staff – Me improves the working lives of staff. It gives predictability and flexibility and allows them to take control

Grow the bank and reduce agency – Me allows you to intelligently grow your bank

Embrace Flexible Working – Me makes it easy for organisations to embrace flexible working practices such as making requests and self rostering

Clinical governance – Me uses the data on staff, skills and duties from HealthRoster, BankStaff and the HealthMedics software. This makes it more reliable and it allows us to safeguard against compliance and rule breakages

No additional cost – Me is available to all customers free of charge. So there are no hidden transaction fees to allow staff to book work in your own trust
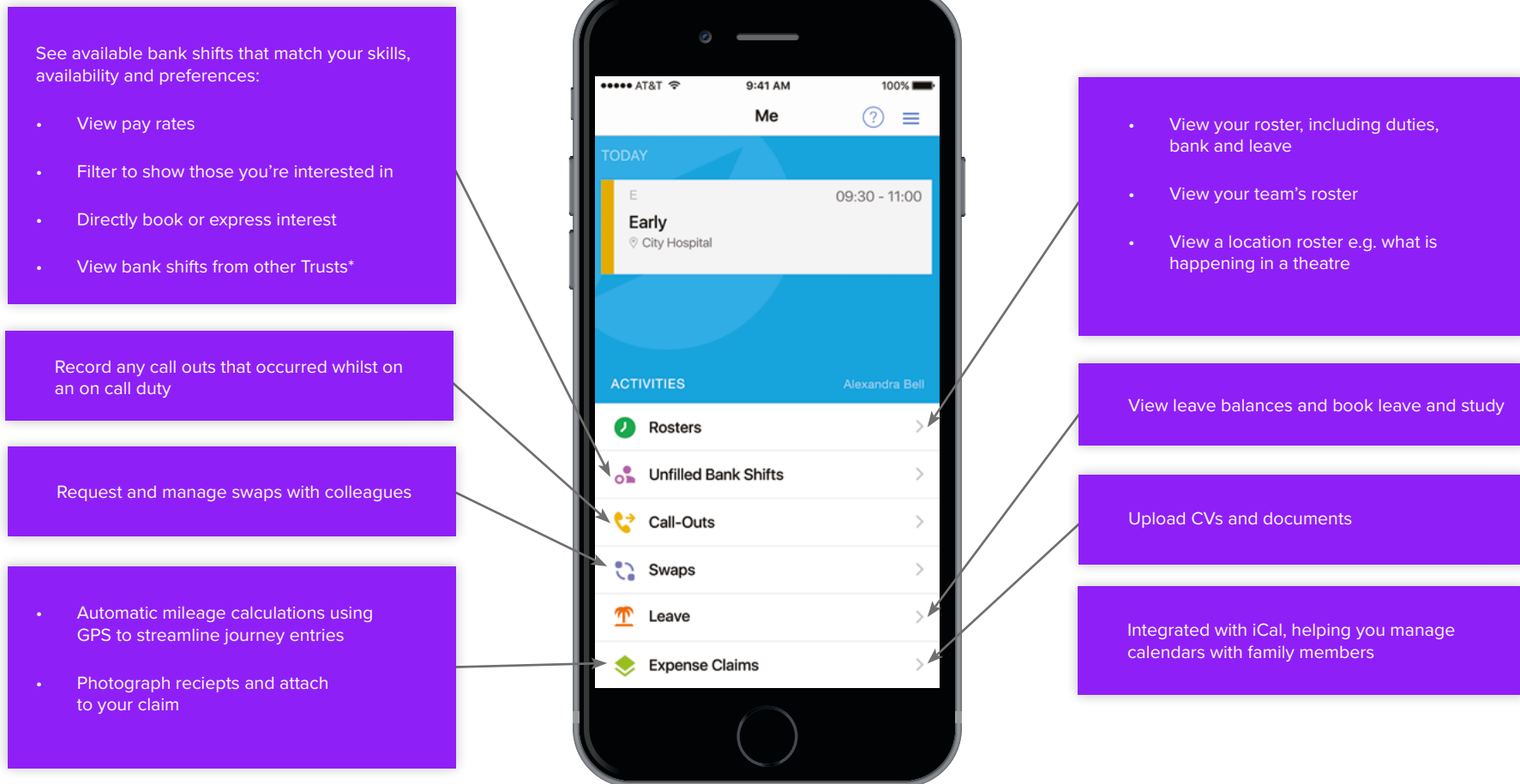
Quick start – get started in a matter of days

Organisations that allow direct booking for bank shifts use

24%

less agency

Everything about me **and my work**

See available bank shifts that match your skills, availability and preferences:

- View pay rates
- Filter to show those you're interested in
- Directly book or express interest
- View bank shifts from other Trusts*

Record any call outs that occurred whilst on an on call duty

Request and manage swaps with colleagues

- Automatic mileage calculations using GPS to streamline journey entries
- Photograph reciepts and attach to your claim

•••• AT&T 🔋 9:41 AM 100% ▰

Me ⑦ ≡

TODAY

E 09:30 - 11:00
Early
📍 City Hospital

ACTIVITIES Alexandra Bell

🕐 Rosters ›
👥 Unfilled Bank Shifts ›
↪ Call-Outs ›
🔄 Swaps ›
🏖 Leave ›
◆ Expense Claims ›

- View your roster, including duties, bank and leave
- View your team's roster
- View a location roster e.g. what is happening in a theatre

View leave balances and book leave and study

Upload CVs and documents

Integrated with iCal, helping you manage calendars with family members

* Where CloudStaff is used across organisations

EmployeeOnline is now all about Me

Make the move to me

Making the move to Me couldn't be easier. Me is free of charge for all customers and very easy for staff to download. We have even created some useful internal communications tools to help you to encourage staff to download the app. To get started please complete the form below.

Prerequisites

Trust specific

Health suite 10.7.2 *

* System configuration is required per Trust prior to live use. These activities are managed as part of the delivery process from Allocate

End-user specific

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me

ⓐ ALLOCATE

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