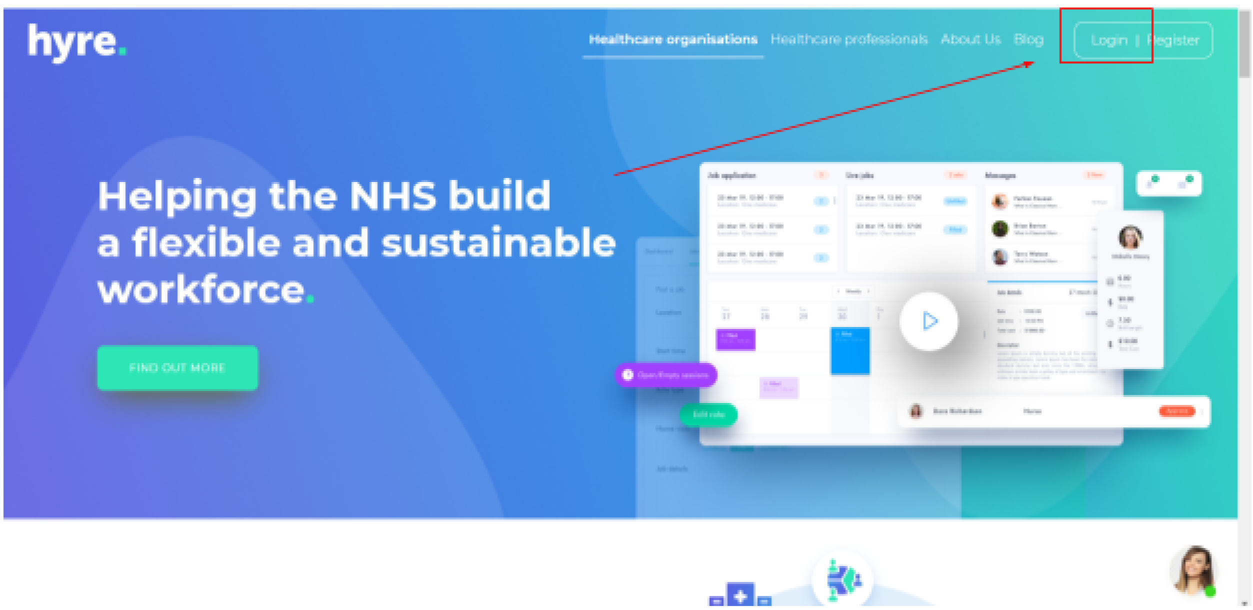
Hyre practice user guide

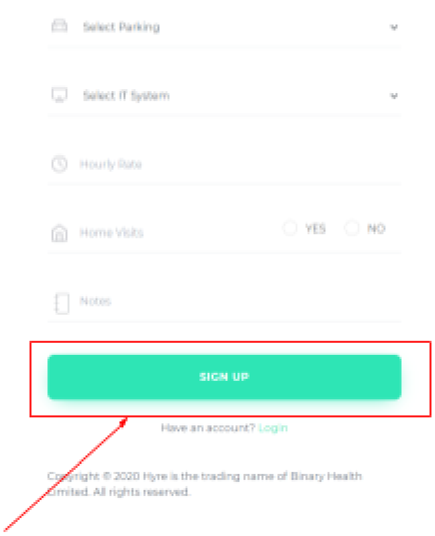
Version 1.1

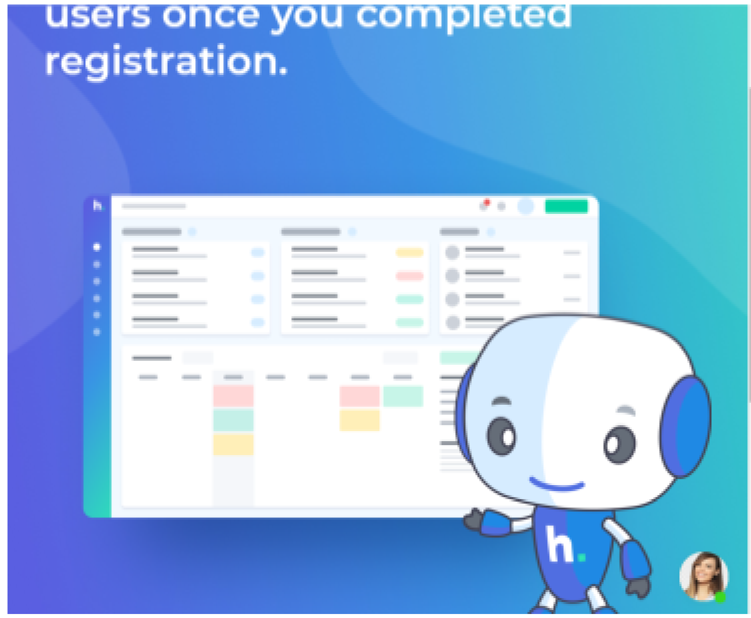
1. Sign-up

1.1. How to sign-up

You can sign-up as a healthcare organisation by clicking on the ‘Register’ button at the top right of the screen. You then input the information relevant to your healthcare organisation and click on

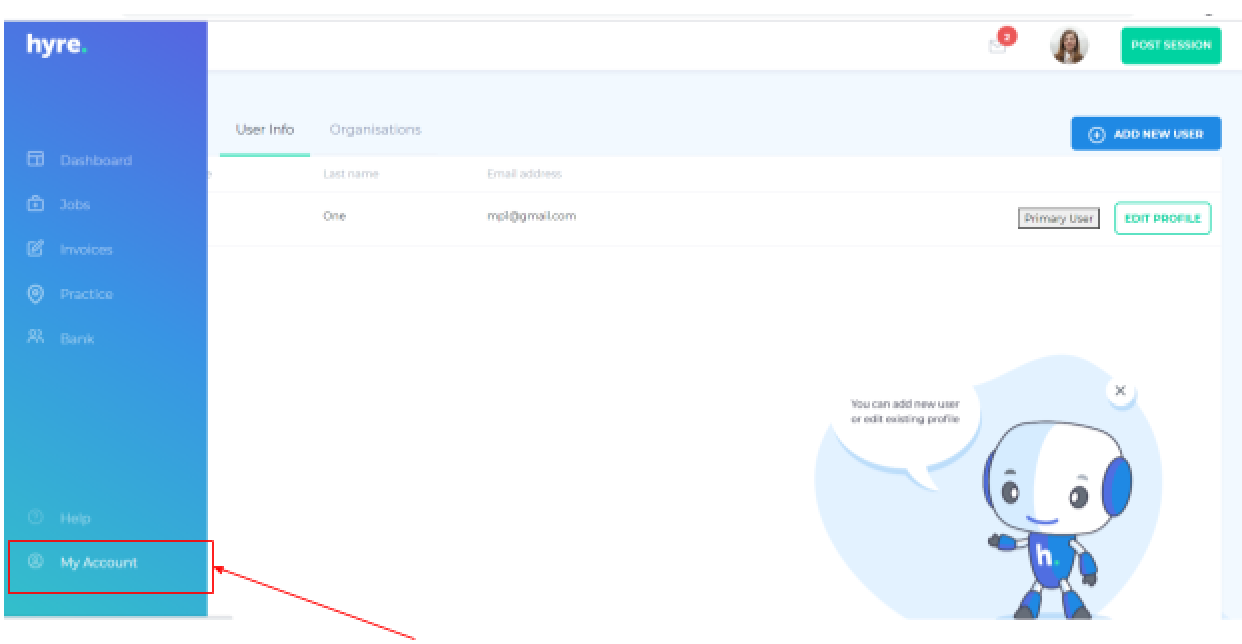




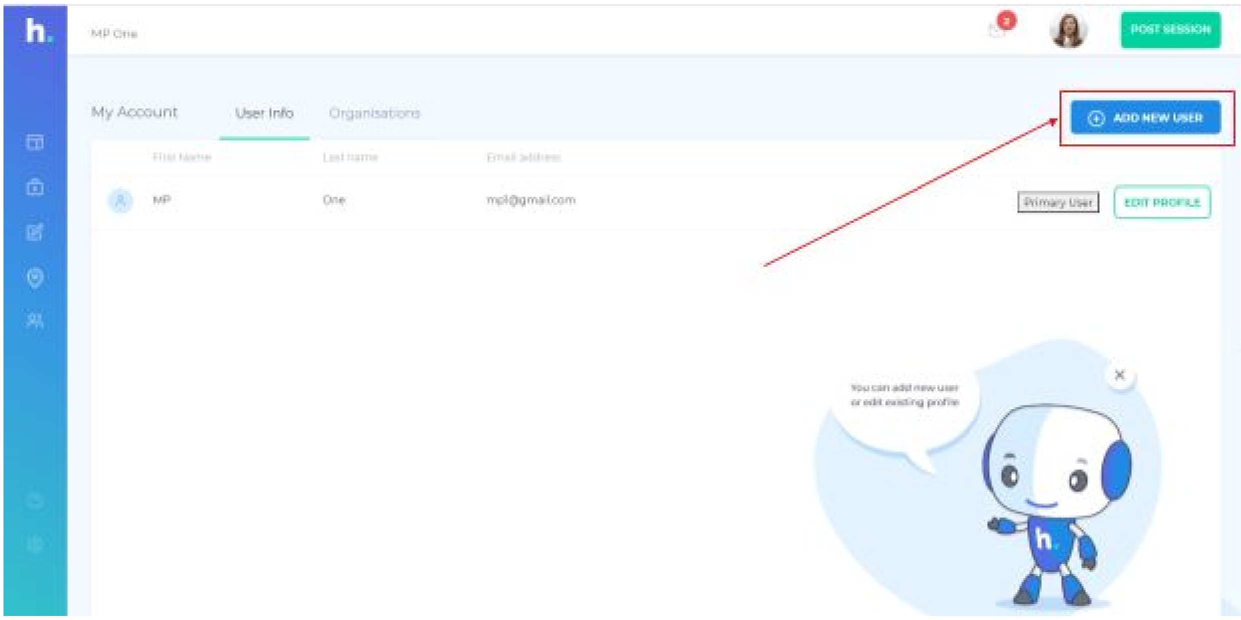


1.2. How to add multiple users to my account?

You can give access to additional users on Hyre. This gives you more flexibility, allowing you to share the workload especially when you may be off work. To add another user, click on ‘My account’ on the menu on the left side of the screen.

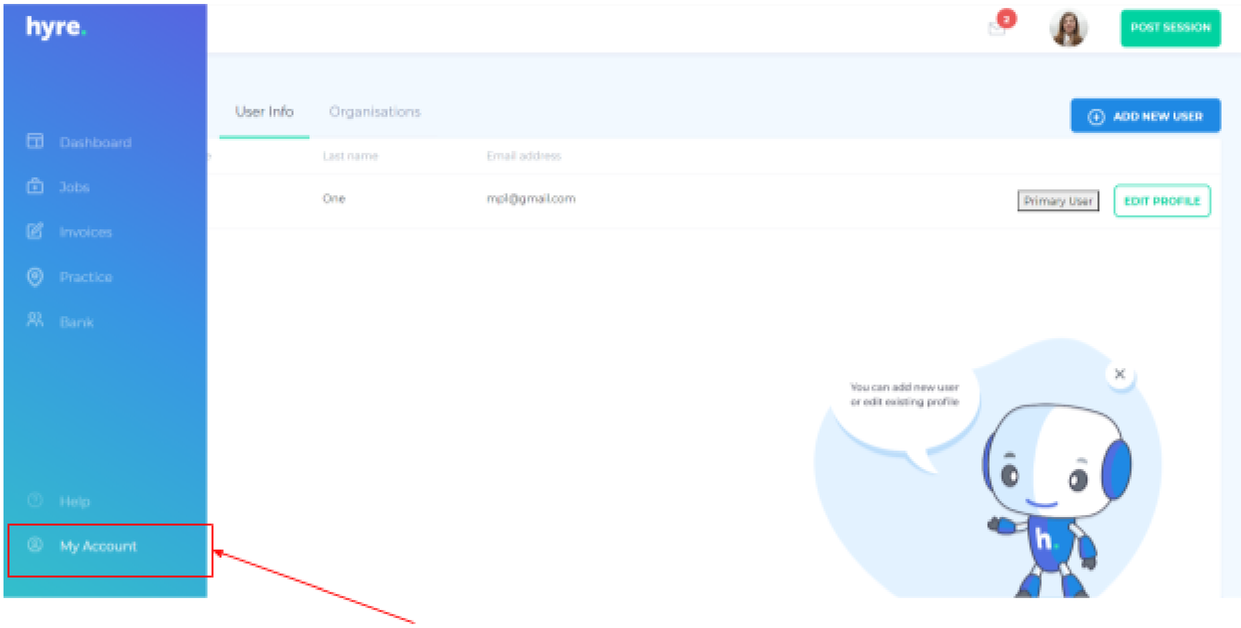


Then click on ‘Add user’ at the top right of the screen and input the user's first name, second name and email address. Then click add at the bottom of the screen. The user will then be sent an email where they can set their password and then access the system.

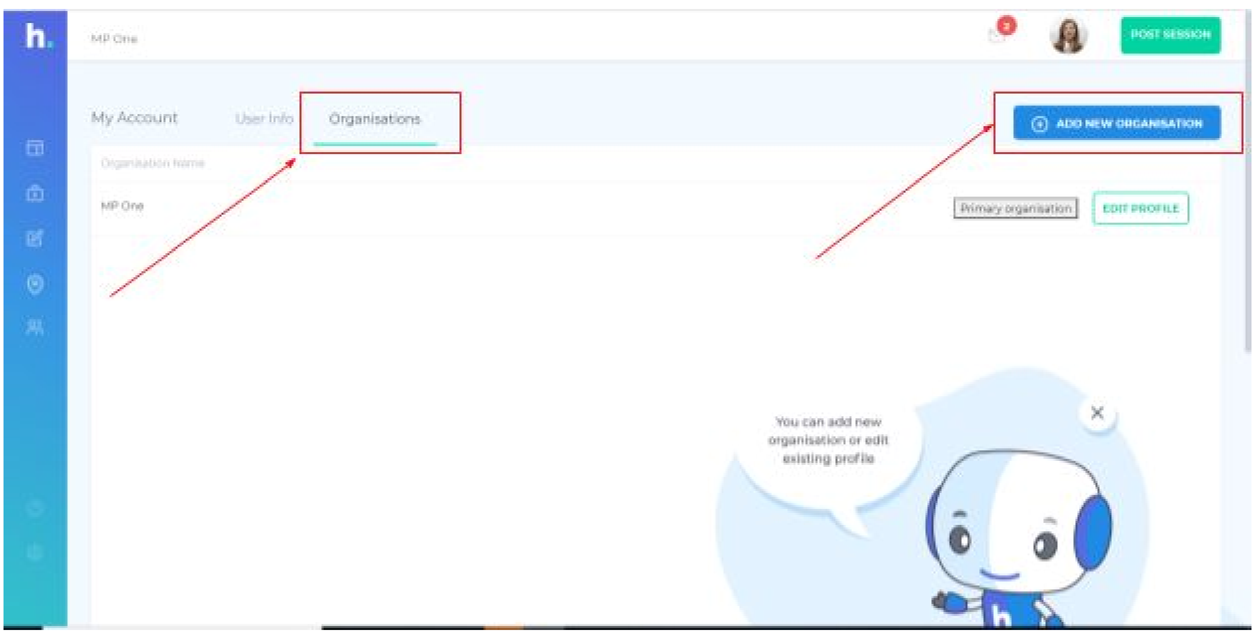


1.3. How to add multiple practices to my account?

You can multiple practices or healthcare organisations to your account. This makes it easy for you to manage staff across multiple locations without needing to create separate accounts. To add another practice, click on ‘My account’ on the menu on the left side of the screen.



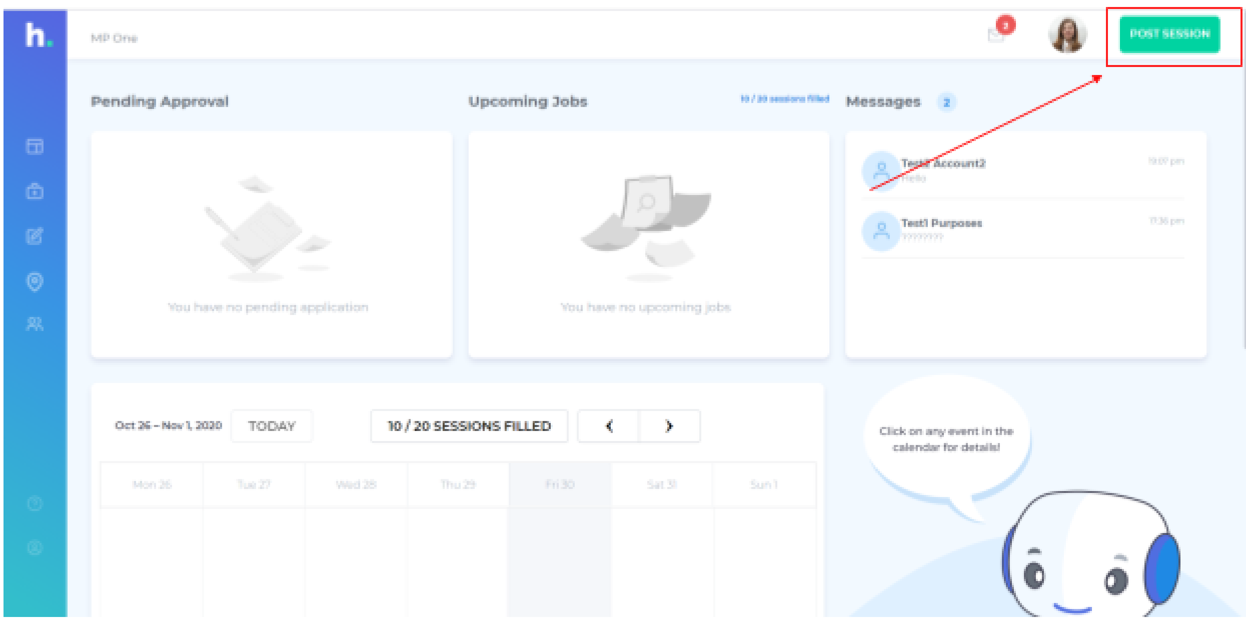
Then click on 'Organisations and 'Add new organisation'. Input the details of the new practice / organisation and click on 'Add'.

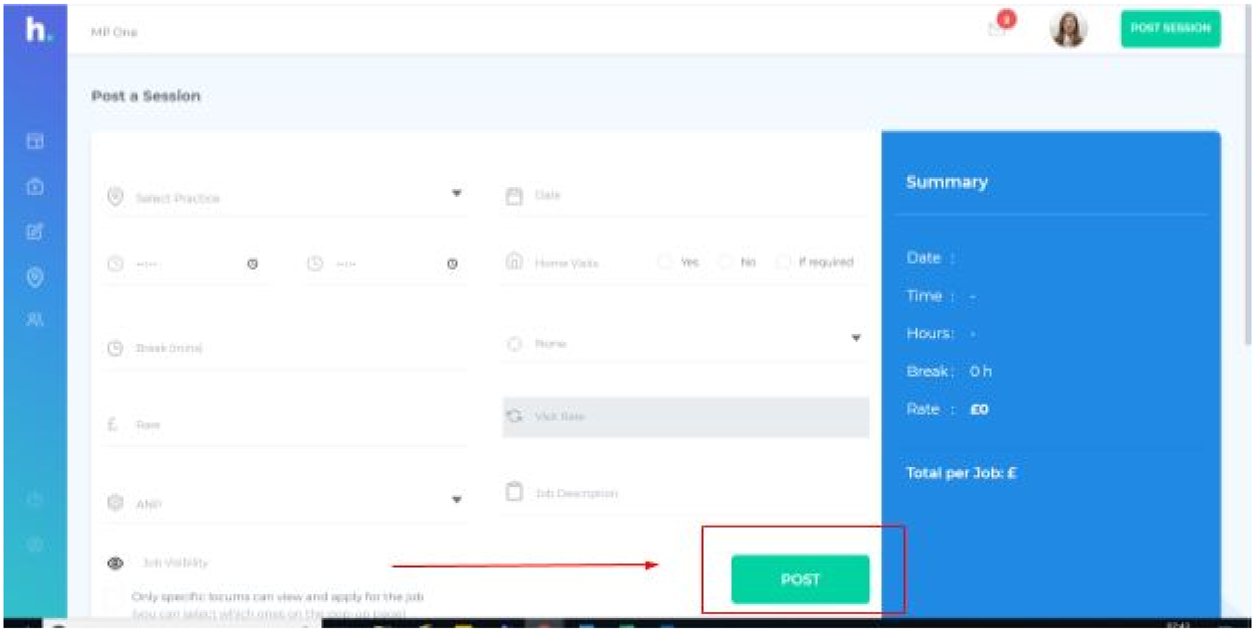


2. Jobs

2.1. How to post a job

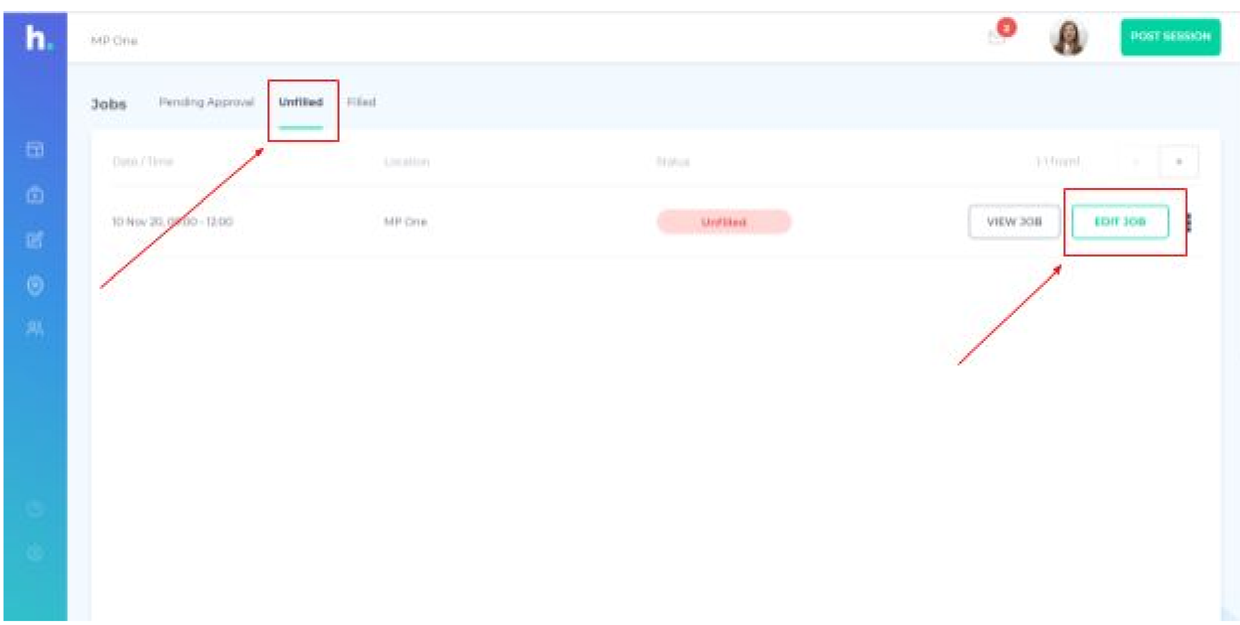
To post a job, click on the ‘Post job’ button at the top right of screen and fill in the job details and click the ‘Post’ button.





2.2. How to edit or delete a job

Jobs can be edited if required. To edit a job, click on the jobs menu on the left of the screen. Then select the ‘Unfilled’ tab and click the ‘Edit’ button. Make the necessary changes and click the ‘Update’ button.



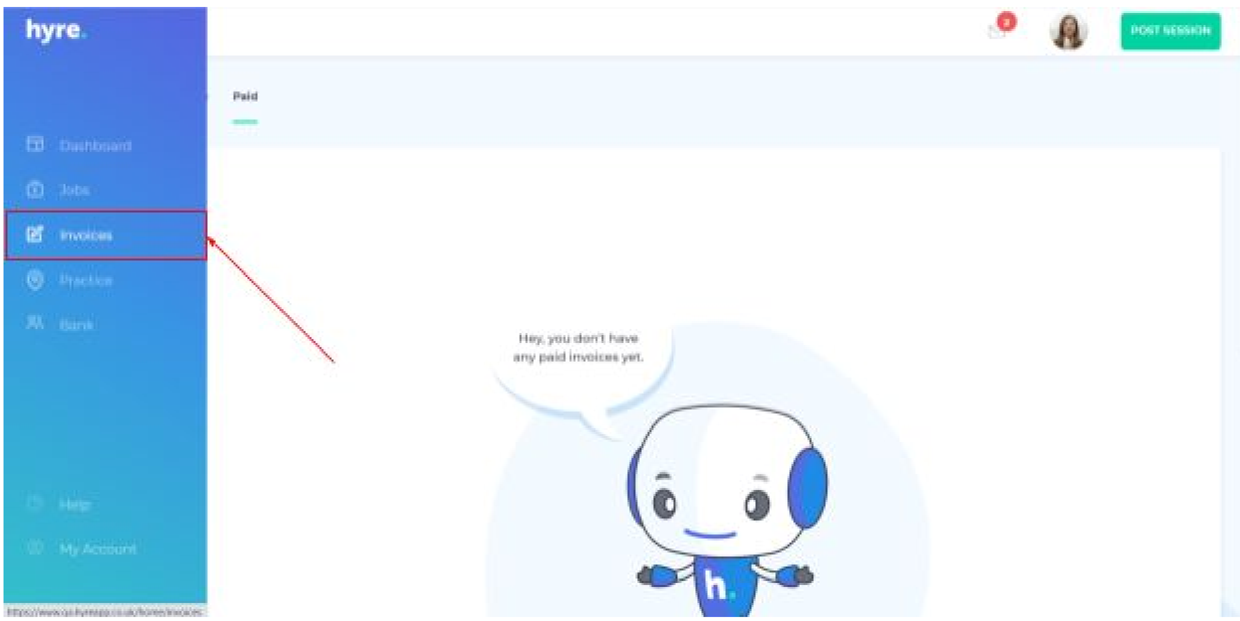
2.3. How to approve a job

Jobs that have received applications from locums appear on the dashboard in the ‘Pending Approval’ panel and also in the ‘Pending Approval’ tab under the ‘Jobs’ menu. Click on the job which will take you to the list of applicants. Then click the ‘Approve’ button.

3. Invoices

3.1. How to view an invoice sent by a locum

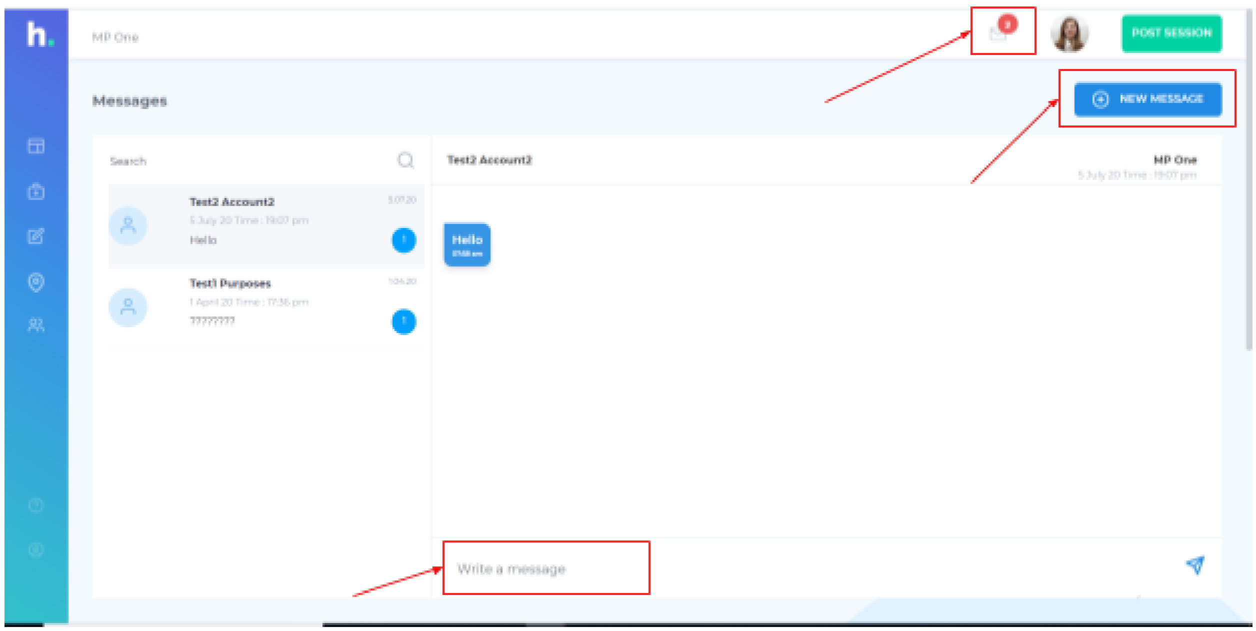
You will receive locum invoices sent via the hyre app by email. You can also view the invoice in the hyre app by clicking on the ‘Invoices’ items in the menu on the left hand side of the screen. Once paid, the invoice can be marked as paid.



4. Messages

4.1. How to view a message from a locum

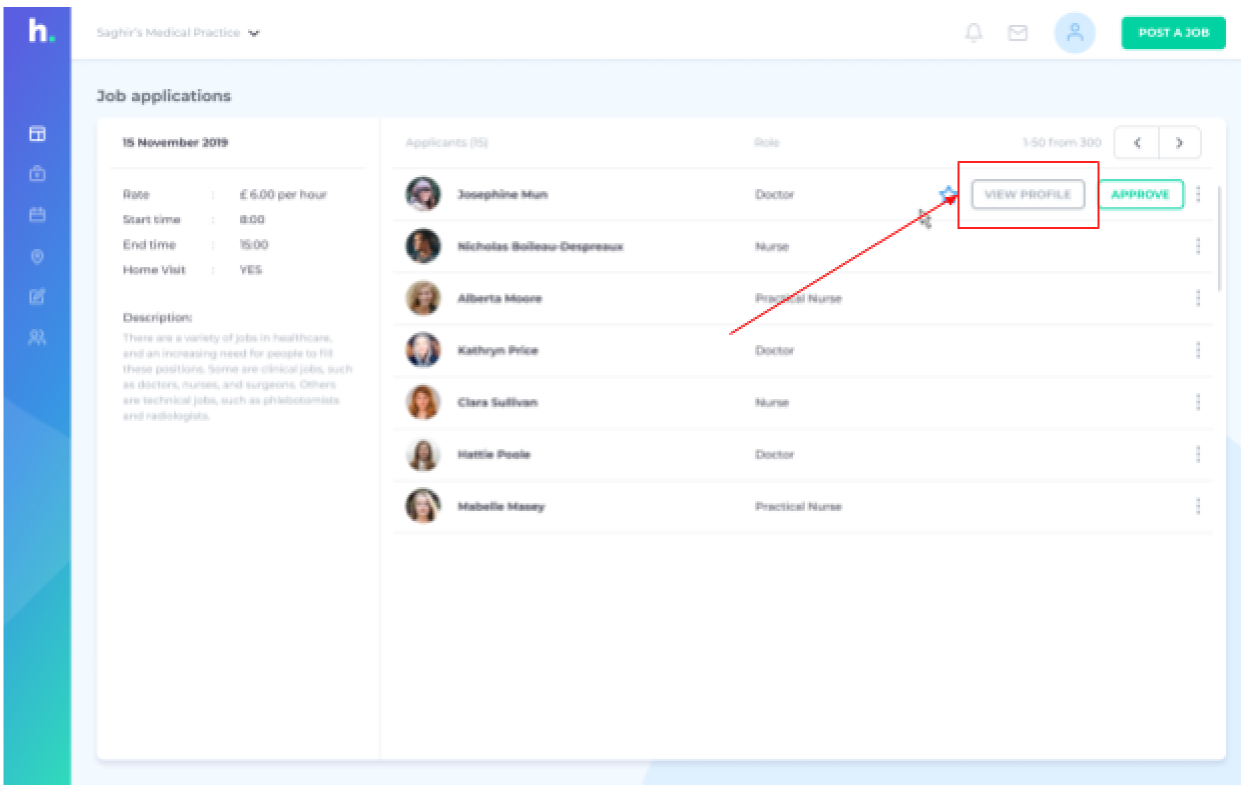
You can view messages from locums via the dashboard screen or by clicking on the message icon at the top of the screen. This will take you to your message inbox where you can read the message and if required reply.



5. GP Profiles

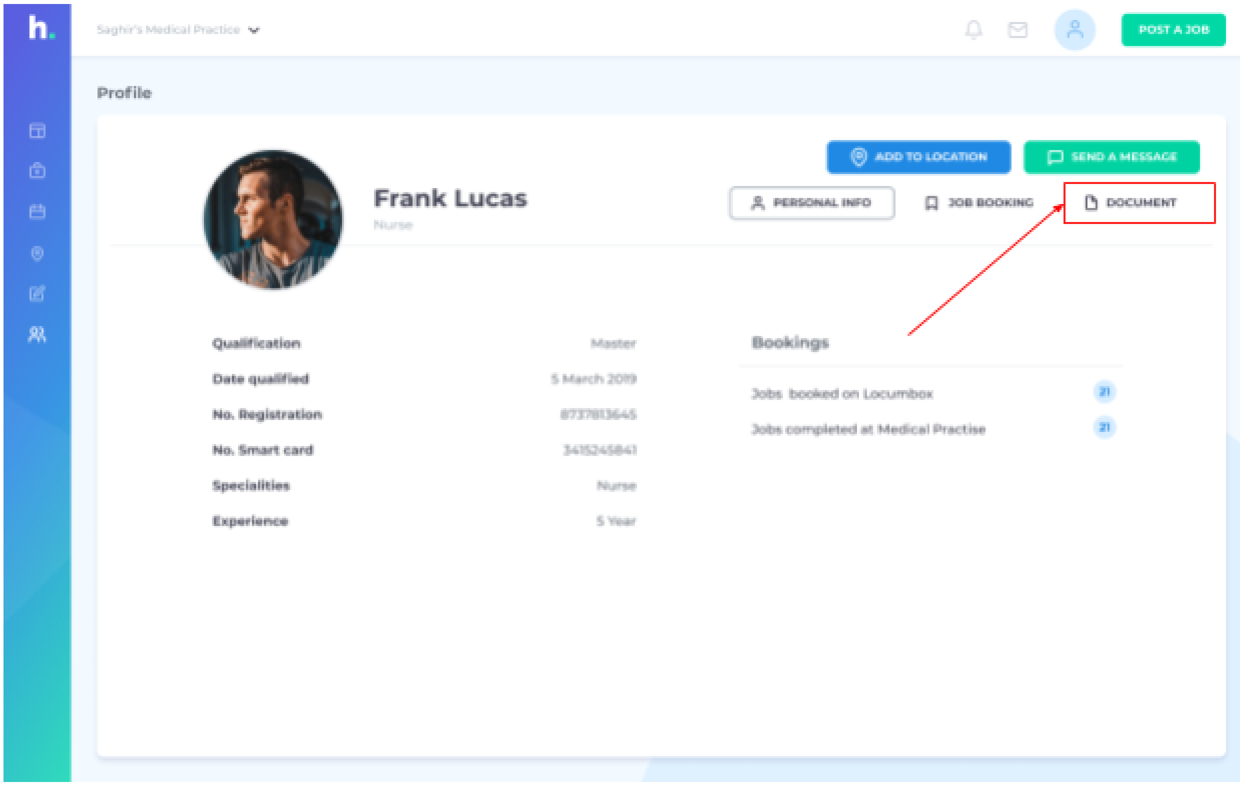
5.1. How to view a locum profile

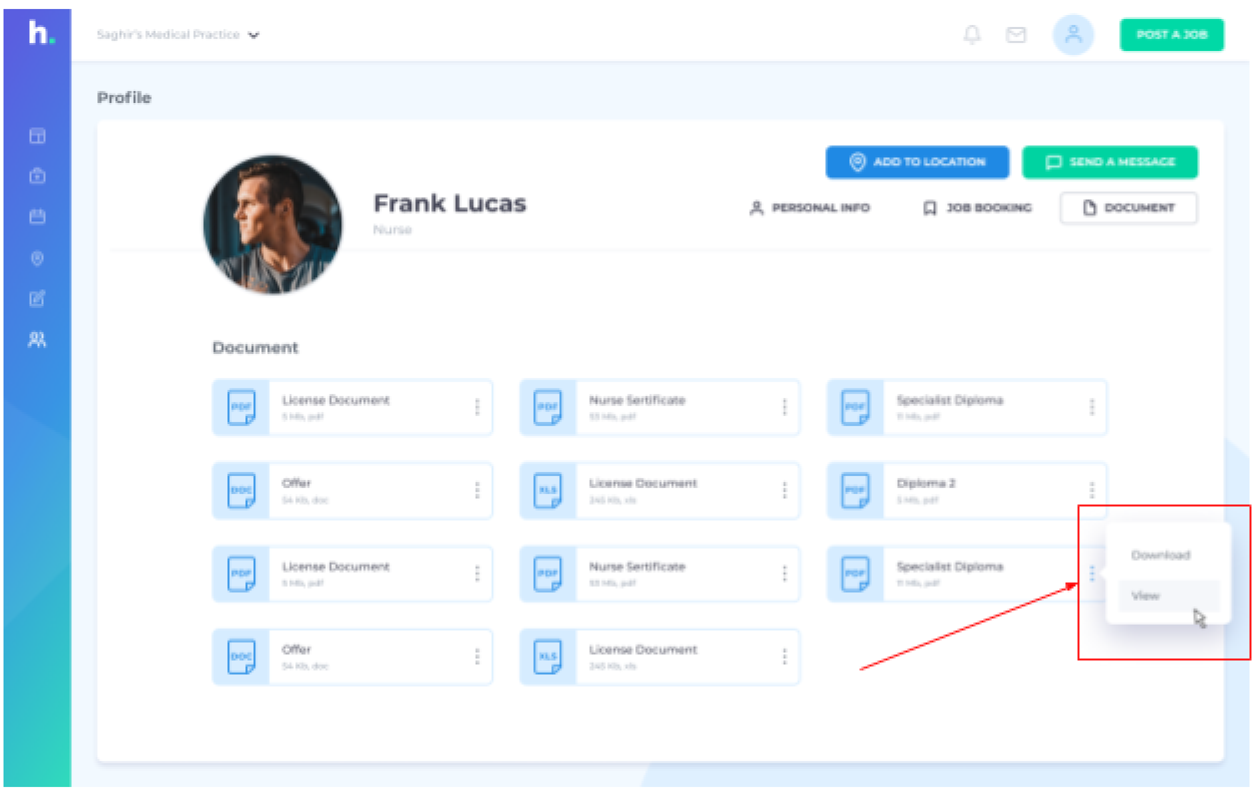
You can view the profile of a locum who has applied for a job. Click on the ‘Applied’ jobs tab and then on job. The list of applicants will be displayed. Click on the ‘View Profile’ button for the respective applicant.



5.2. How to view locum documents

On the locum profile page, click on the ‘Documents’ button. Then click on the respective document. You can view or download the document.


Saghir's Medical Practice
POST A JOB
Profile
ADD TO LOCATION
SEND A MESSAGE
Frank Lucas
Nurse
PERSONAL INFO
JOB BOOKING
DOCUMENT
Qualification
Master
Date qualified
5 March 2019
No. Registration
8737813645
No. Smart card
3415245841
Specialities
Nurse
Experience
5 Year
Bookings
Jobs booked on Locumbox
21
Jobs completed at Medical Practise
21


Saghir's Medical Practice
POST A JOB
Profile
ADD TO LOCATION
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Frank Lucas
Nurse
PERSONAL INFO
JOB BOOKING
DOCUMENT
Document
License Document
Nurse Sertificate
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