

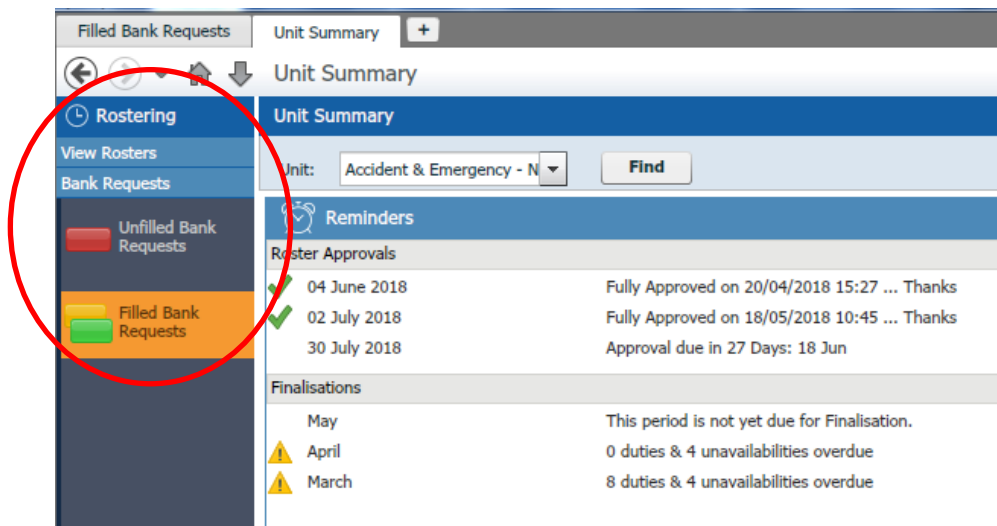
STANDARD OPERATING PROCEDURE	
<b>Title</b>	View NHSp Filled Bank Requests
<b>Purpose</b>	To view historic or future filled bank requests.
<b>Aim</b>	Matrons can review filled bank requests over a time period and use for information.

### Contents

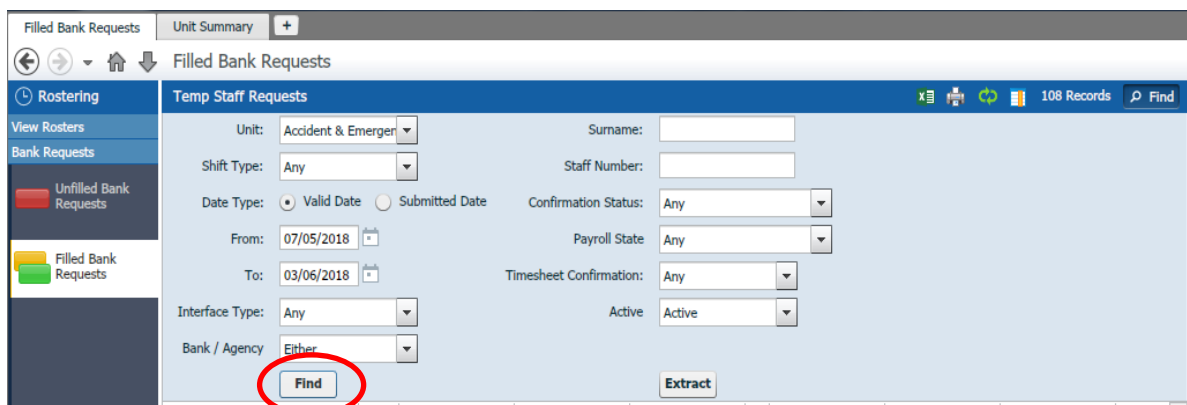
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## A. How to View Filled Bank Requests

- Log into HealthRoster
- Click 'Rostering', then 'Bank Requests'
- Then click 'Filled Bank Requests'



- You will then be directed to the 'Filled Bank Requests' page
- Here you can filter to your needs (see below)



- Once you have filtered your options, click find.

- A list of filled bank requests will show just like below.

Filled Bank Requests

Temp Staff Requests

Unit: Accident & Emerg... Surname:

Shift Type: Any Staff Number:

Date Type:  Valid Date  Submitted Date Confirmation Status: Any

From: 07/05/2018 Payroll State: Any



To: 03/06/2018 Timesheet Confirmation: Any

Interface Type: Any Active: Active


Bank / Agency: Either

Find Extract

Owning Org Unit	Re...	Person	Booking Reference	Valid Date	S...	Day of week	Work Time	Assignment No	Sent T
Accident & Emergency - Nurs	Band	Andrea McLoughlin	82136672	07/05/2018	M	Monday	11		30/04/2
Accident & Emergency - Nurs	RN	Grace Espinosa	82193377	07/05/2018	N	Monday	12		03/05/2
Accident & Emergency - Nurs	RN	Tabitha Ngambwa	82222538	07/05/2018	E	Monday	12		05/05/2
Accident & Emergency - Nurs	RN	Annabelle Crossley	81618764	07/05/2018	N	Monday	12		29/03/2
Accident & Emergency - Nurs	Band	Daniel Gavenda	81617865	07/05/2018	TW	Monday	12		29/03/2
Accident & Emergency - Nurs	AP	Julie Walker	82149233	07/05/2018	M	Monday	10		01/05/2
Accident & Emergency - Nurs	Band	Debbie Ryan	81873043	07/05/2018	N	Monday	12	11522100-2	15/04/2
Accident & Emergency - Nurs	Band	Paula Chase	82043311	07/05/2018	N	Monday	12		25/04/2
Accident & Emergency - Nurs	RN	Lynsey Derbyshire	82222539	08/05/2018	E	Tuesday	10		05/05/2
Accident & Emergency - Nurs	RN	Susan Young	82161661	08/05/2018	E	Tuesday	12		01/05/2
Accident & Emergency - Nurs	Band	Victoria Stelfox	82161709	08/05/2018	TW	Tuesday	12		01/05/2
Accident & Emergency - Nurs	Band	Chloe Sillence	82043312	08/05/2018	N	Tuesday	12		25/04/2
Accident & Emergency - Nurs	AP	Lauren Wild	82161706	08/05/2018	E	Tuesday	12		01/05/2
Accident & Emergency - Nurs	Band	Jane Young	82043314	09/05/2018	N	Wednesday	12		25/04/2
Accident & Emergency - Nurs	RN	Nicola Downes	81761316	09/05/2018	E	Wednesday	12		08/04/2
Accident & Emergency - Nurs	AP	Kay MacLean	82161708	09/05/2018	M	Wednesday	12		01/05/2
Accident & Emergency - Nurs	Band	Jamie Varley	81617868	09/05/2018	TW	Wednesday	12		29/03/2
Accident & Emergency - Nurs	RN	Susan Parkinson	81847675	09/05/2018	N	Wednesday	12		13/04/2
Accident & Emergency - Nurs	Band	Beverley Pusey	82043313	09/05/2018	E	Wednesday	12		25/04/2
Accident & Emergency - Nurs	Band	Beverley Pusey	81617869	10/05/2018	TW	Thursday	12		29/03/2
Accident & Emergency - Nurs	RN	Nancy Arceo	82193382	10/05/2018	N	Thursday	12		03/05/2
Accident & Emergency - Nurs	RN	Daniel White	81847677	10/05/2018	N	Thursday	12		13/04/2
Accident & Emergency - Nurs	RN	Laura Battersby	82003096	10/05/2018	E	Thursday	12		23/04/2
Accident & Emergency - Nurs	RN	Littimol Joseph	82275817	11/05/2018	N	Friday	12		09/05/2

- You can choose to export this information to excel or print the information as it is.
- Click one of the icons in the top right of the information window above to export to excel  or print. 

**Tip:**

You can filter the resulting columns to your preference by clicking  in the top right of the information window.

Visible Columns

Visible	Column Name
<input checked="" type="checkbox"/>	Owning Org Unit
<input type="checkbox"/>	Resource Requirement
<input checked="" type="checkbox"/>	Person
<input checked="" type="checkbox"/>	Requirement Name
<input checked="" type="checkbox"/>	Booking Reference
<input checked="" type="checkbox"/>	Valid Date
<input checked="" type="checkbox"/>	Shift
<input type="checkbox"/>	Day of week
<input type="checkbox"/>	Planned Start Date

Select All Clear All

Reset column and browser preferences OK Cancel

- Here you can untick the information you don't want to see. Once updated, click OK.