

# iBook feature - Shift search

## Search for shifts by distance

Step One: Visit the iBook feature on the homepage

Step Two: Select Location search

Step Three: Select the type of shift you would like using the tick boxes and provide the distance (Km) you are willing to travel for work using the sliding bar.

Step Four: Click Search

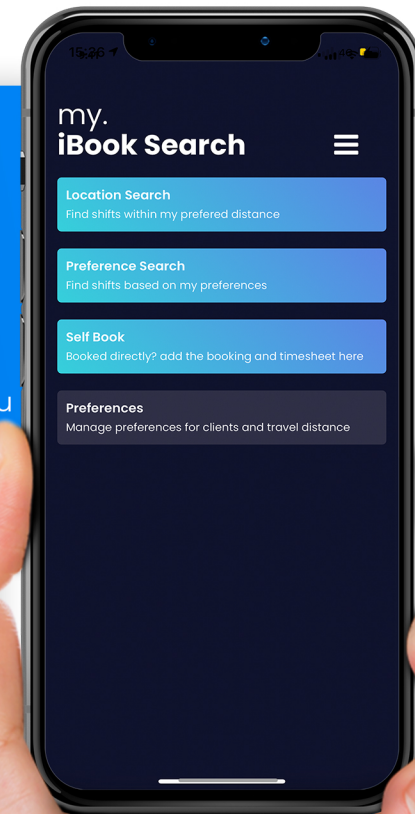
Step Five: Once you found a shift you like, click 'Request shift' and your consultant will be notified to book you in. If the shift booking is successful, the consultant will send you a shift confirmation message as usual.

## Search for shifts by preferences

Step One: Visit the iBook feature on the homepage

Step Two: Search for shifts within a certain distance using Location search or search for shifts that match the preferences you gave us

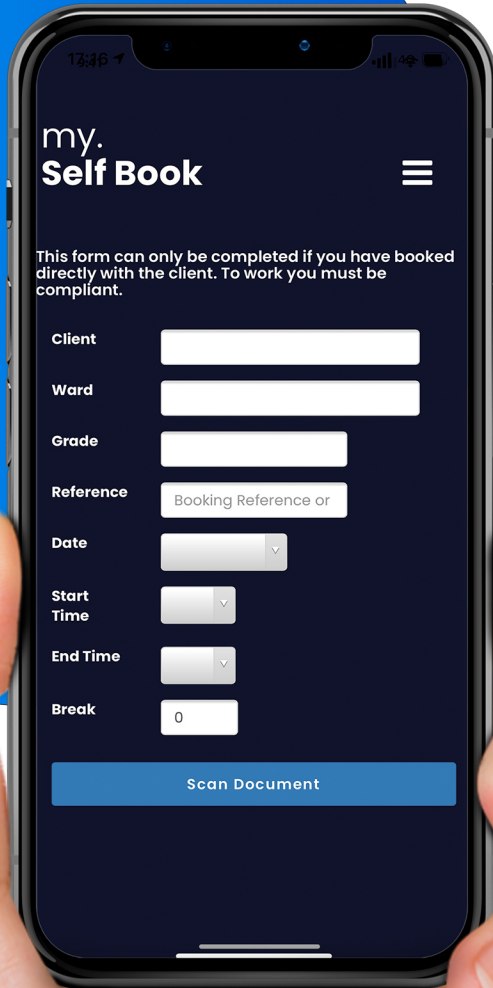
Step Five: Once you found a shift you like, click 'Request shift' and your consultant will be notified to book you in. If the shift booking is successful, the consultant will send you a shift confirmation message as usual.



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# iBook feature - Self book



my.  
**Self Book**

This form can only be completed if you have booked directly with the client. To work you must be compliant.

Client

Ward

Grade

Reference

Date

Start Time

End Time

Break

[Scan Document](#)

## Add a Self-booked shift

Step One: Visit the iBook feature on the homepage

Step Two: Select Self Book

Step Three: Complete the form with information regarding the self booked shift.

Step Four: Select Scan Document, and scan an image of the timesheet for the self booked shift.

Step Five: Once the document had uploaded, simply click send.

Once you have submitted your self-booking, your consultant will be notified and add this to you required payments, ensuring you are paid correctly.

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