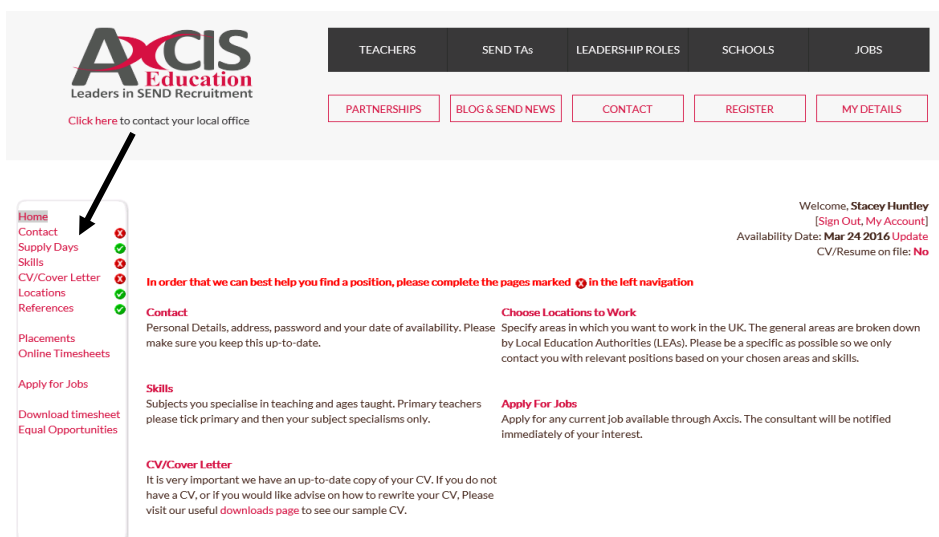




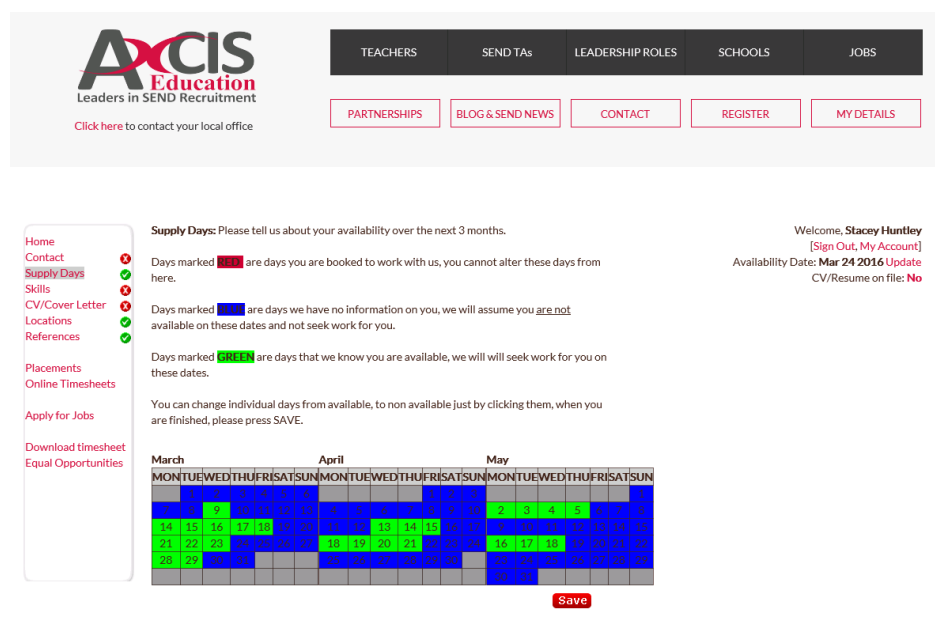
Updating Your Availability

Updating Your Daily Supply Availability

1. Log in to the web site as usual
2. Click on the "Supply Days" option (see below, left)



3. This will give you a supply calendar (see below). Now simply click the days you are available to work (they should turn green). You can update up to 3 months at a time.



4. Now click on "save" or your changes will be lost!

Your consultant will be informed of your changes and you will now show as being available for work on these days. However, it is also beneficial to call us at 7am if you are up and ready for work on 0800 107 9900 – this will keep you at the highest priority for work on that day!