



Hyre locum user guide

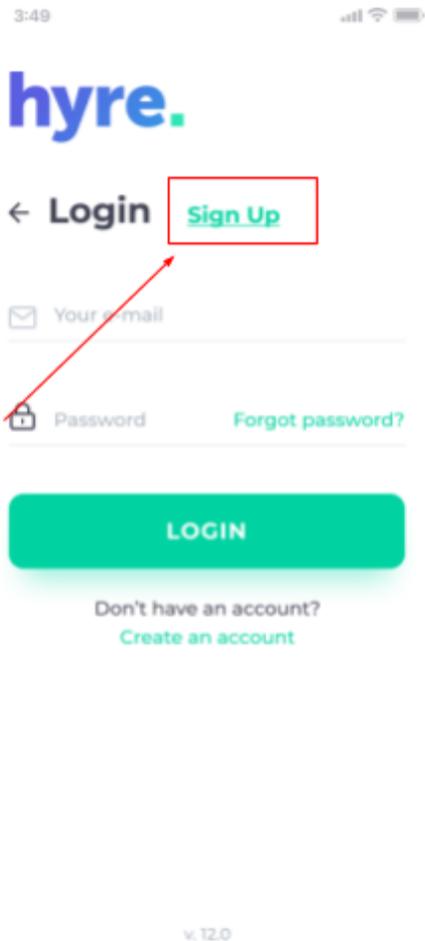
Version 1.1

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1. Sign-up

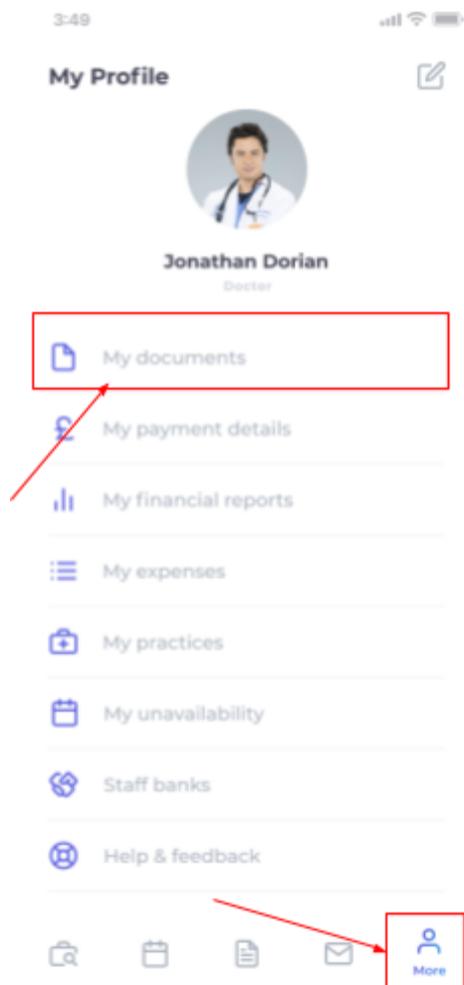
1.1. How do I sign-up?

Click sign-up on the landing screen and complete the required fields. The app will walk you through the different sections that need to be completed.



1.2. How do I upload my documents?

To upload documents, click 'More' on the bottom menu and then click 'Documents'. Here you can select the document you want to upload. You have three options to upload the document, you can take a photo using your camera, upload a photo from your phone storage or upload a document from your cloud storage. You can also set an expiry date for the document so that you are reminded by email to renew the document before it expires.

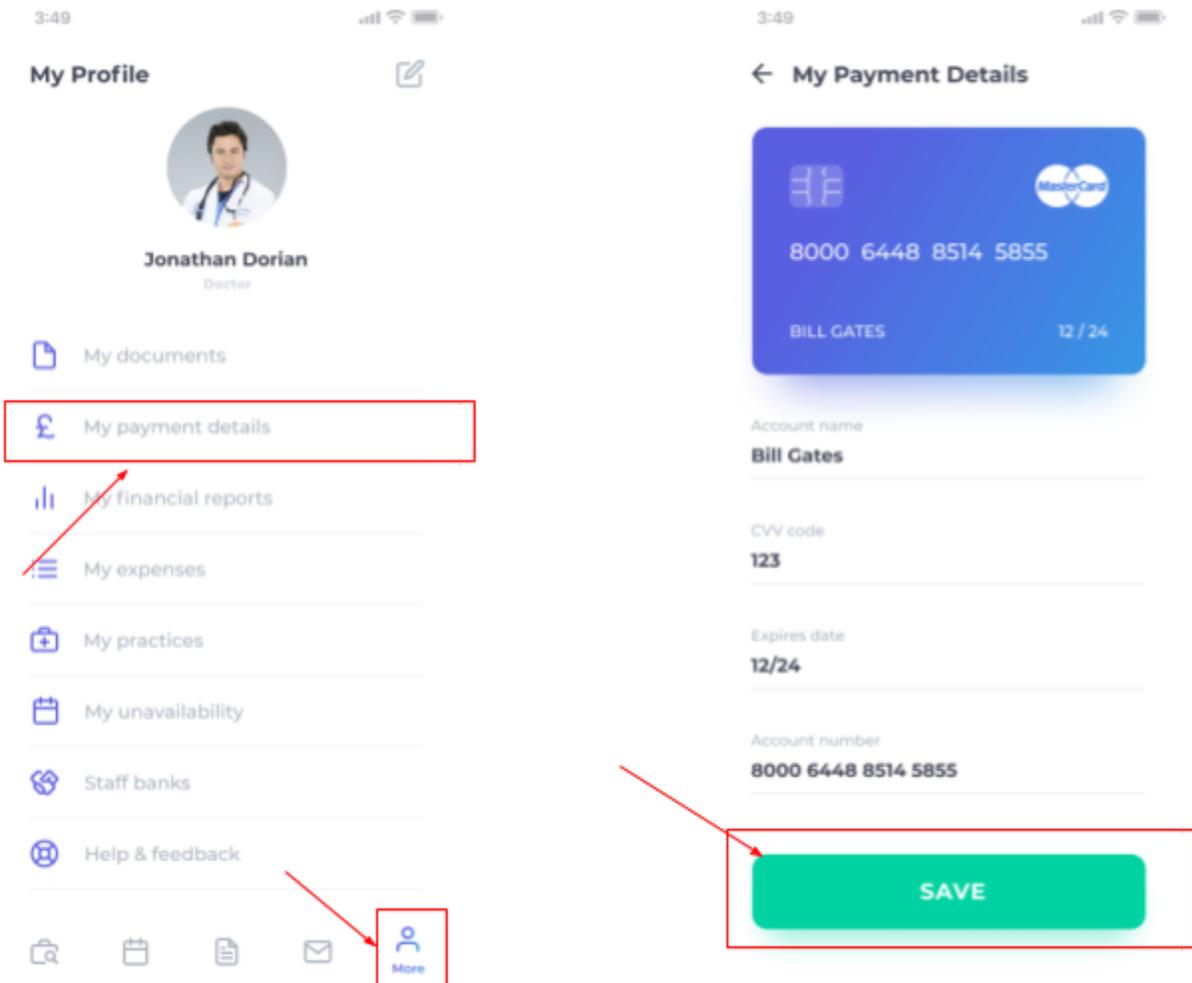


1.3. How long does it take for the documents to be approved?

Before you can apply for jobs or contact practices, your documents will need to be verified. This typically takes a few hours, but is often quicker. Once they have been approved you will be notified by email and you can start applying for jobs.

1.4. How do I update my payment details?

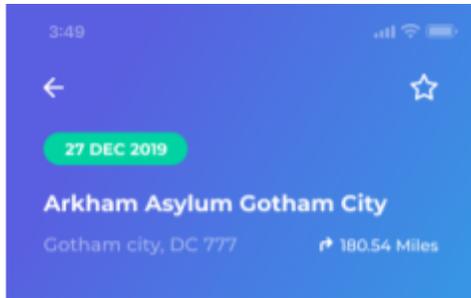
Payment details are added to the invoices so the practices know where to send the payment. These can be updated by clicking the 'More' menu at the bottom of the screen and then clicking 'Payment details'. Here you can update your bank details.



2. Jobs

2.1. How do I apply for a job?

To view available jobs, click on the 'Jobs search' on the bottom menu. Here all available jobs will be listed. To apply for a job, click on the job and you will be taken to a screen where you can see more details about the jobs, such as the address of the practice and contact details for the practice manager. Simply click on the 'Apply' button.

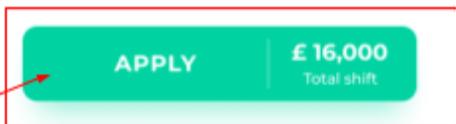


Start time	End time	Rate per hour
04:30	12:30	£ 120

Home visits	Home visit rate
Yes	£ 30

Job description

MDA is seeking a locums psychologist to work (40 hours/week) M-F for 35 weeks 8am to 4:30pm.



2.2. How do I cancel a job?

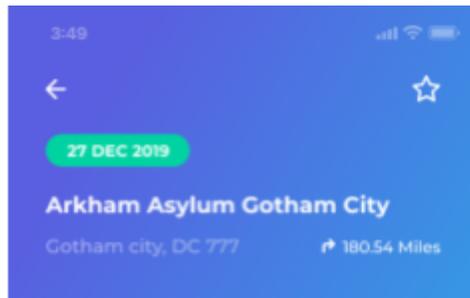
To cancel a job, go to 'Applied' jobs under the 'My Jobs' menu, click on the job you want to cancel and then click the 'Cancel' button. Please note that depending on the practice you may only be able to cancel a job via the hyre app if it is done within a certain period of time before the date of the job.

2.3. How do I know if I have been booked for a job?

If your application for a job has been approved by a practice, you will receive an email and a notification. To view a job that you have been booked for, go to Booked jobs under the My jobs menu.

2.4. How do I add jobs not sourced on Hyre?

You can also add jobs not sourced on hyre to the app. This will allow you to manage all your jobs and invoices in the one place. To add a job, click on 'Booked jobs' and the '+' button in the bottom right of the screen.



Start time	End time	Rate per hour
04:30	12:30	£ 120

Home visits	Home visit rate
Yes	£ 30

Job description

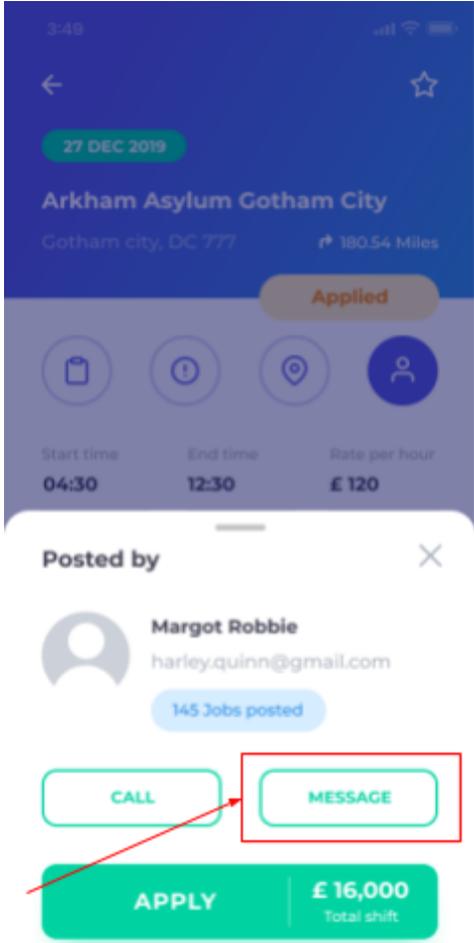
MDA is seeking a locums psychologist to work (40 hours/week) M-F for 35 weeks 8am to 4:30pm.



3. Messaging

3.1. How do I message a healthcare organisation?

Your documents need to be verified before you can message a healthcare organisation. To message a healthcare organisation click on a job posted by the healthcare organisation and then on the 'Message' button.



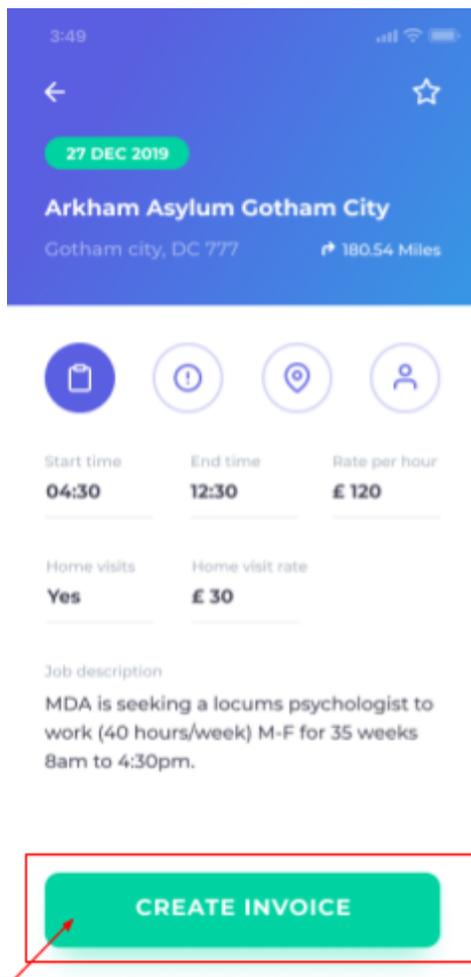
3.2. How do I know if I have received any messages?

You will receive an email notifying you that you have received a message from a healthcare organisation. You can view the message in the app by clicking on the 'Message' item on the bottom menu.

4. Invoices

4.1. How do I create an invoice for my completed sessions

To raise an invoice for a completed session, click on the completed job and then click on the 'Create invoice' button. You can add multiple jobs to the invoice making it easier for you.



4.2. How do I update the invoice?

To update an invoice, click on the 'Invoice' item in the bottom menu, click on the respective invoice and then the 'Edit' button.

4.3. How do I send the invoice?

To send an invoice to a healthcare organisation, click on the invoice and then click on the 'Send' button.

The screenshot shows a mobile application interface for creating a new invoice. At the top, the time is 3:49 and there are signal, Wi-Fi, and battery icons. The title is 'New Invoice' with a back arrow. Below this, there is a 'To' field with the placeholder 'Select medical practice'. The 'Date' is set to '20 Jan 2020' and the 'Invoice Due date' is '30 Jan 2020'. A list of 'Completed session' items is shown with their respective dates, times, and amounts: '12 Jan 20, 10:00 – 12:00' for £ 100.00, '13 Jan 20, 11:00 – 12:00' for £ 80.00, and '14 Jan 20, 10:00 – 14:00' for £ 120.00. There is an 'Add session' button. The 'Subtotal' is £ 300.00. Under 'Additional fee', there are '3 x home visits' for £ 50.00, with an 'Add fee' button. The 'Total' amount is £ 350.00. At the bottom, there are two buttons: 'SAVE' and 'SEND'. A red box highlights the 'SEND' button, and a red arrow points to it from the left.

Date	Invoice Due date
20 Jan 2020	30 Jan 2020

Completed session	Amount
12 Jan 20, 10:00 – 12:00	£ 100.00
13 Jan 20, 11:00 – 12:00	£ 80.00
14 Jan 20, 10:00 – 14:00	£ 120.00

Subtotal	Amount
Subtotal	£ 300.00

Additional fee	Amount
3 x home visits	£ 50.00

Total	Amount
Total	£ 350.00

5. Expenses

5.1. How do I add an expense?

To add an expense, click on the 'More' item on the menu at the bottom of the screen then click on 'Expenses', then click on the '+' button.



Clothing expenses	£ 12.00
Pair of disposable gloves	06 Feb 2020
<hr/>	
Marketing entertainment	£ 338.00
Clown mask and balloons	06 Feb 2020
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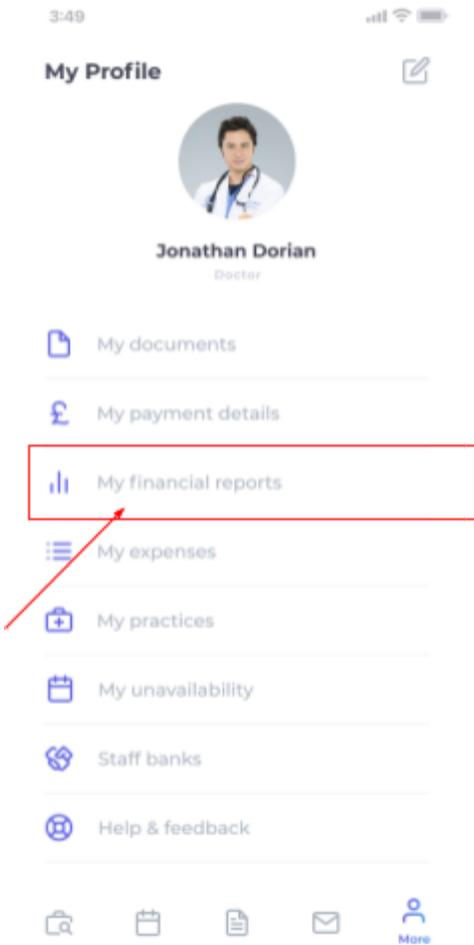
5.2. How do I edit an expense?

To update an expense, click on the 'More' item on the menu at the bottom of the screen, then click on 'Expenses', then the respective expense.

6. Financial reports

6.1. How do I access financial information?

To view the financial reports / data, click on the 'More' item on the menu at the bottom of the screen. Then click on 'Financial reports'.



6.2. How do I extract the invoice and expense data for my accountant?

To extract financial data, click on the 'More' item on the menu at the bottom of the screen. Then click on 'Financial reports' followed by 'Extract CSV'.

