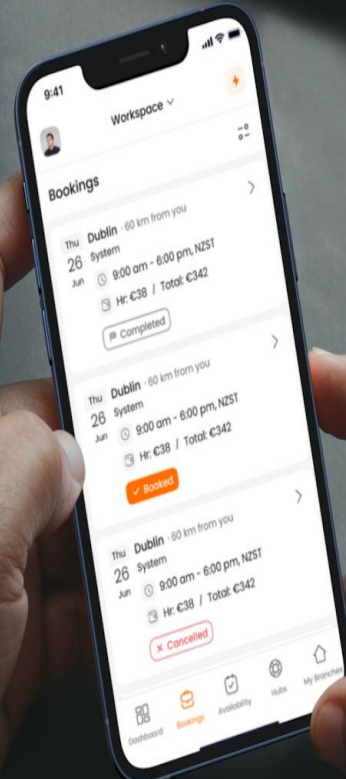
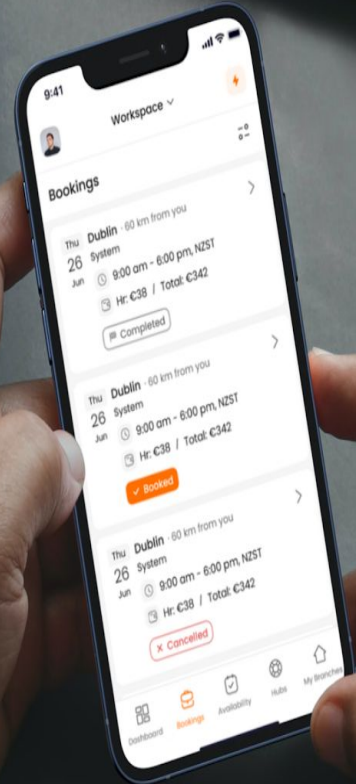


UCA-NI LocumOnline Portal and Application (powered by AER Temp)

How to use the platform





Getting Access



Once you are set up on the platform, you will receive an email to verify your account

Verify Account for UCA Inbox x Print Share

 **UCA** <no-reply@uca.app.aertemp.com> 09:53 (0 minutes ago) ☆ ↶ ⋮
to marek+uca11 ▾



Verify Account

Please verify your account and set your password for UCA. This link will expire in 7 days.

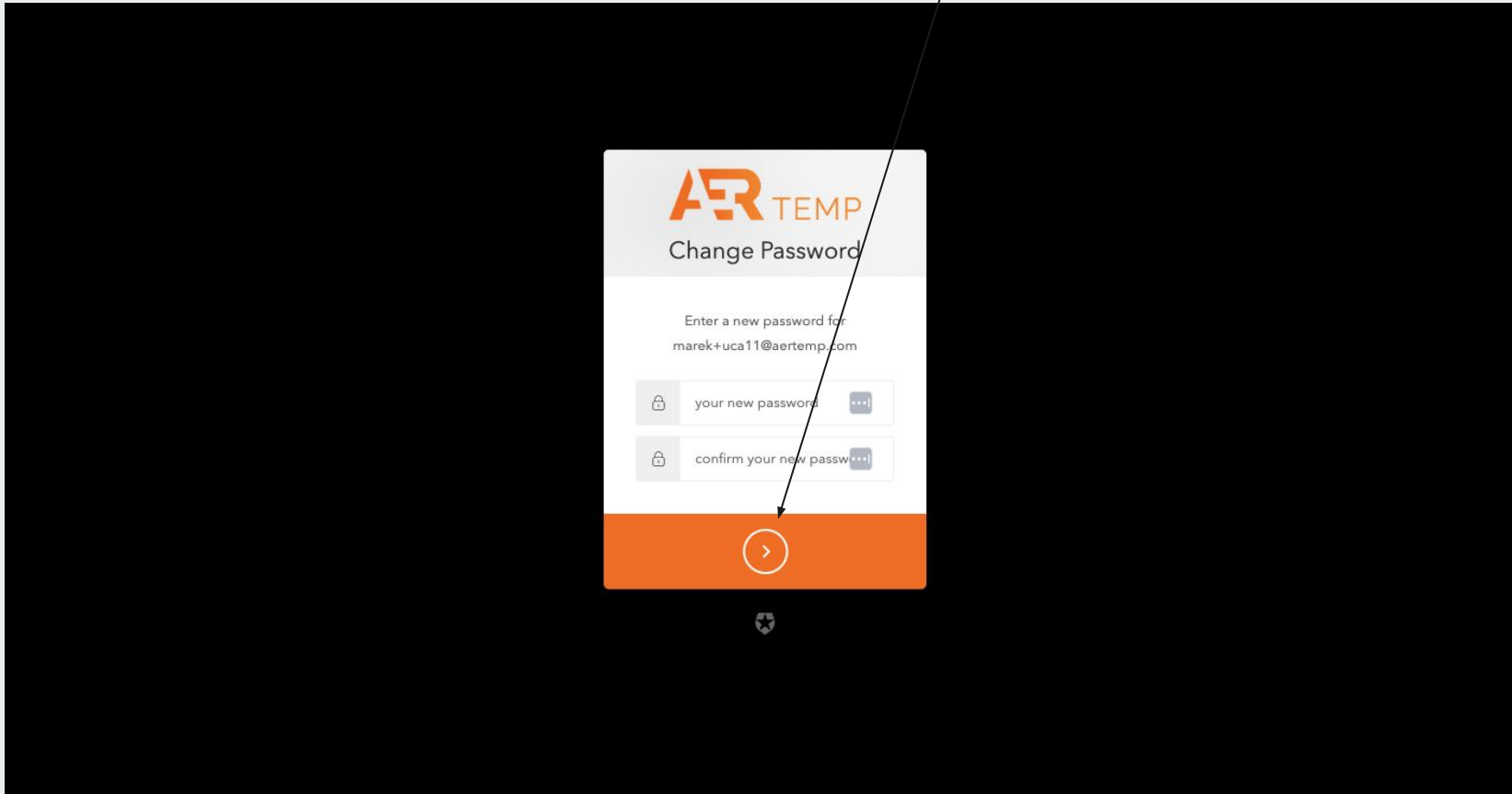
[PROCEED TO VERIFY ACCOUNT](#)

[Unsubscribe from all UCA emails](#)

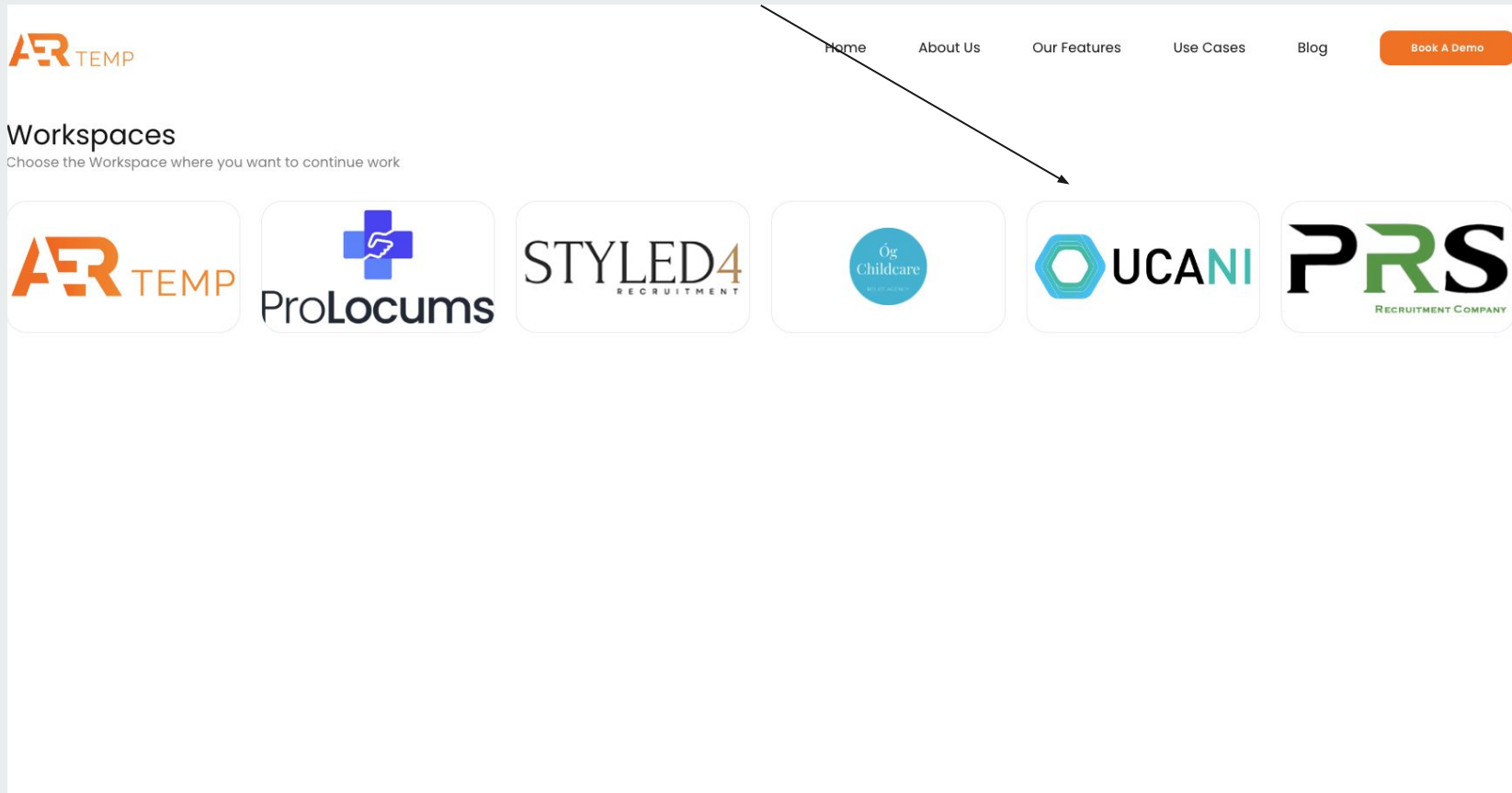
You won't receive any booking confirmations or information regarding any of your bookings if you do this.

↶ Reply ↶ Reply to all ↷ Forward

When you click you will be asked to enter a new password, then click here



You can either click Go To Workspace list and choose UCA-NI or go to <https://uca.app.aertemp.com> and sign in



The screenshot shows the AER TEMP website's 'Workspaces' section. At the top left is the AER TEMP logo. To the right is a navigation menu with links for 'Home', 'About Us', 'Our Features', 'Use Cases', and 'Blog', followed by an orange 'Book A Demo' button. Below the navigation is the heading 'Workspaces' and the subtext 'Choose the Workspace where you want to continue work'. A row of six workspace cards is displayed, each with a logo and name: AER TEMP, ProLocums, STYLED4 RECRUITMENT, Og Childcare, UCANI, and PRS RECRUITMENT COMPANY. An arrow points from the text above to the UCANI workspace card.

Dependant on access rights granted, the module list will slightly change. A Client Superuser will have these.

UC

Shifts & Blocks

Branches +

CPD Hub

Resource Hub

Settings

FAQ

Marek Występek

Client Superuser

Dashboard

Shifts
Blocks

Include Block Booking Shifts

Only Block Booking Shifts

Start Date

End Date

Shift Status

Profession

Branch

Search


Results


+ Add Shift


Download CSV


ID	BB ID	Profession	Date	Day	Start / End Time	Rate / HR	Branch	Offers	App
41	-	Pharmacist	21/12/2023	Thursday	09:00 - 18:00	£20.00	Test branch 1	0	1
51	-	Pharmacist	21/12/2023	Thursday	09:00 - 20:00	£20.00	Test branch 1	0	1
50	-	Pharmacist	22/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	0	0
47	-	Pharmacist	23/12/2023	Saturday	09:00 - 18:00	£22.00	Test branch 1	1	0
49	-	Pharmacist	24/12/2023	Sunday	12:00 - 18:00	£22.00	Test branch 1	0	0
52	-	Pharmacist	27/12/2023	Wednesday	09:00 - 18:00	£20.00	Test branch 1	0	1
55	-	Pharmacist	28/12/2023	Thursday	09:00 - 20:00	£20.00	Test branch 1	0	0
54	-	Pharmacist	29/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	0	0
56	-	Pharmacist	30/12/2023	Saturday	09:00 - 18:00	£22.00	Test branch 1	0	0
53	-	Pharmacist	31/12/2023	Sunday	12:00 - 18:00	£22.00	Test branch 1	0	0


Client Superuser is able to add new branches/locations and has access to view the CPD and Resource Hub


UC 


 Shifts & Blocks


 Branches +

 CPD Hub

 Resource Hub

 Settings

 FAQ

 **Marek Wystepik**
Client Superuser

Dashboard

Shifts
Blocks

Include Block Booking Shifts
 Only Block Booking Shifts

Start Date

07/12/2023

End Date

06/01/2024

Shift Status

Unassigned


Profession

Select option

Branch


Select option




Search

Results  + Add Shift Download CSV

ID	BB ID	Profession	Date	Day	Start / End Time	Rate / HR	Branch	Offers	App
41	-	Pharmacist	21/12/2023	Thursday	09:00 - 18:00	£20.00	Test branch 1	0	1
51	-	Pharmacist	21/12/2023	Thursday	09:00 - 20:00	£20.00	Test branch 1	0	1
50	-	Pharmacist	22/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	0	0
47	-	Pharmacist	23/12/2023	Saturday	09:00 - 18:00	£22.00	Test branch 1	1	0
49	-	Pharmacist	24/12/2023	Sunday	12:00 - 18:00	£22.00	Test branch 1	0	0
52	-	Pharmacist	27/12/2023	Wednesday	09:00 - 18:00	£20.00	Test branch 1	0	1
55	-	Pharmacist	28/12/2023	Thursday	09:00 - 20:00	£20.00	Test branch 1	0	0
54	-	Pharmacist	29/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	0	0
56	-	Pharmacist	30/12/2023	Saturday	09:00 - 18:00	£22.00	Test branch 1	0	0
53	-	Pharmacist	31/12/2023	Sunday	12:00 - 18:00	£22.00	Test branch 1	0	0

A Rota Coordinator will have these and be able to add shifts to multiple branches/locations

UC 

-  Shifts & Blocks
-  Branches
-  FAQ

Dashboard

Shifts
Blocks

Include Block Booking Shifts
 Only Block Booking Shifts


Start Date

End Date


Shift Status

Profession

Branch

Results  + Add Shift Download CSV

ID	BB ID	Profession	Date	Day	Start / End Time	Rate / HR	Branch	Offers	App
41	-	Pharmacist	21/12/2023	Thursday	09:00 - 18:00	£20.00	Test branch 1	0	1
51	-	Pharmacist	21/12/2023	Thursday	09:00 - 20:00	£20.00	Test branch 1	0	1
50	-	Pharmacist	22/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	0	0
47	-	Pharmacist	23/12/2023	Saturday	09:00 - 18:00	£22.00	Test branch 1	1	0
49	-	Pharmacist	24/12/2023	Sunday	12:00 - 18:00	£22.00	Test branch 1	0	0
52	-	Pharmacist	27/12/2023	Wednesday	09:00 - 18:00	£20.00	Test branch 1	0	1
55	-	Pharmacist	28/12/2023	Thursday	09:00 - 20:00	£20.00	Test branch 1	0	0
54	-	Pharmacist	29/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	0	0
56	-	Pharmacist	30/12/2023	Saturday	09:00 - 18:00	£22.00	Test branch 1	0	0
53	-	Pharmacist	31/12/2023	Sunday	12:00 - 18:00	£22.00	Test branch 1	0	0



Marek Wystepik

Rota Coordinator

A Store Manager will have these and will be able to add shifts to a single branch/location

UC

- Shifts & Blocks
- Branches
- FAQ

Marek Wystepek
Store Manager

Dashboard

Shifts

Blocks

Include Block Booking Shifts
 Only Block Booking Shifts

Start Date

End Date

Shift Status

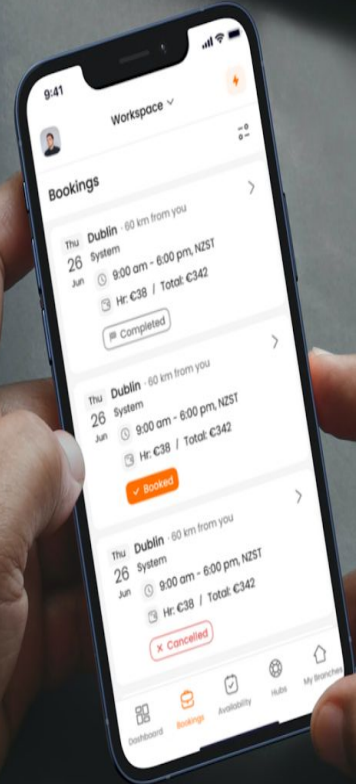
Profession

Branch

Results

ID	BB ID	Profession	Date	Day	Start / End Time	Branch
41	-	Pharmacist	21/12/2023	Thursday	09:00 - 18:00	Test branch 1
51	-	Pharmacist	21/12/2023	Thursday	09:00 - 20:00	Test branch 1
50	-	Pharmacist	22/12/2023	Friday	09:00 - 18:00	Test branch 1
47	-	Pharmacist	23/12/2023	Saturday	09:00 - 18:00	Test branch 1
49	-	Pharmacist	24/12/2023	Sunday	12:00 - 18:00	Test branch 1
52	-	Pharmacist	27/12/2023	Wednesday	09:00 - 18:00	Test branch 1
55	-	Pharmacist	28/12/2023	Thursday	09:00 - 20:00	Test branch 1
54	-	Pharmacist	29/12/2023	Friday	09:00 - 18:00	Test branch 1
56	-	Pharmacist	30/12/2023	Saturday	09:00 - 18:00	Test branch 1
53	-	Pharmacist	31/12/2023	Sunday	12:00 - 18:00	Test branch 1

Shifts & Blocks



Adding Shifts - Option to add a single shift, upload a CSV of shifts or add a block booking

UC

Dashboard

Shifts
Blocks

Include Block Booking Shifts
 Only Block Booking Shifts

Shifts & Blocks

[Add Shift](#)

[Upload Shifts](#)

[Add Block Booking](#)

[Branches](#) +

[CPD Hub](#)

[Resource Hub](#)

[Settings](#)

[FAQ](#)

Start Date

07/12/2023

End Date

06/01/2024

Shift Status

Unassigned

Profession

Select option

Branch

Select option

[Search](#)

Results ⚙️

+ Add Shift

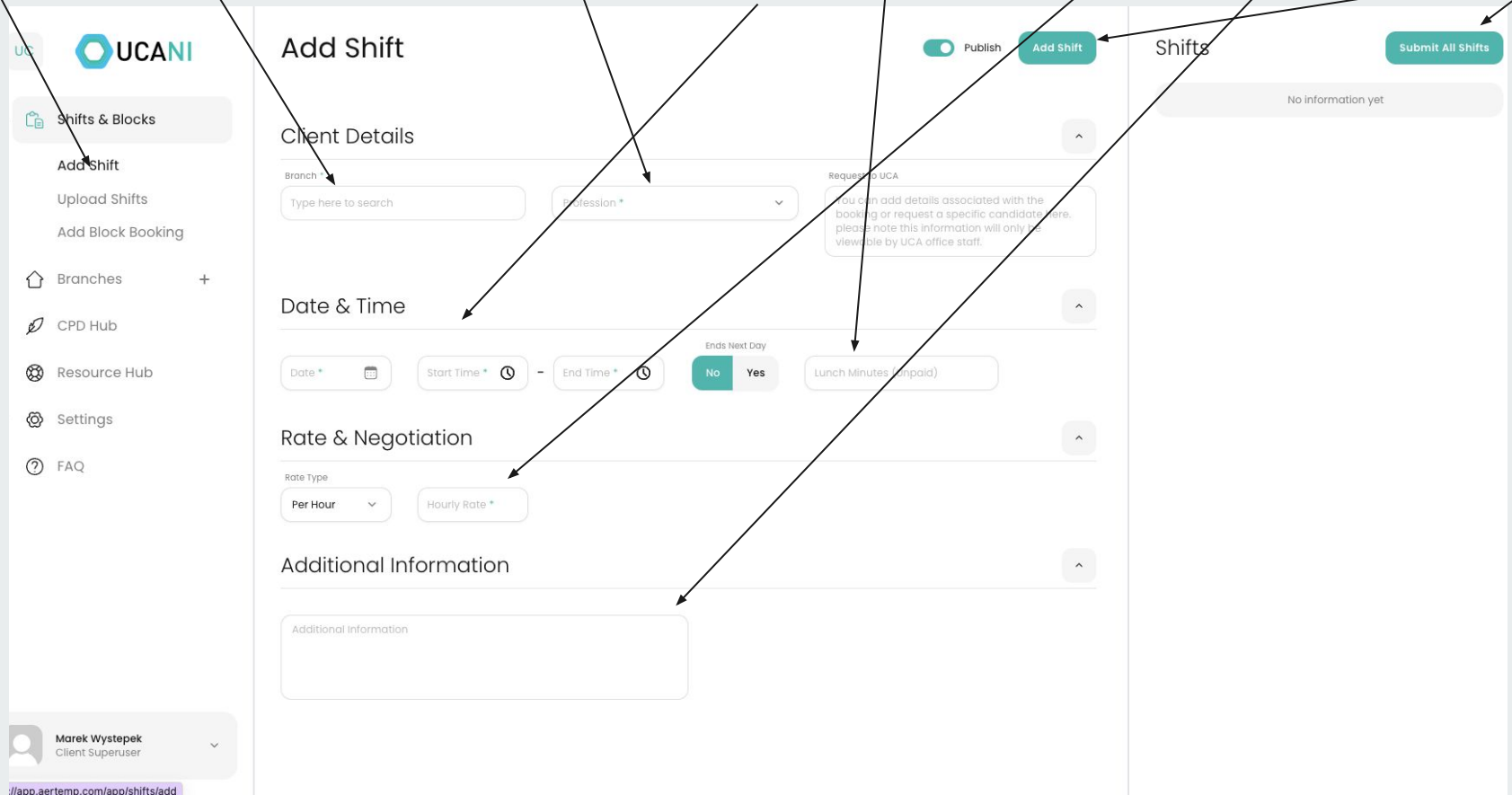
Download CSV

ID	BB ID	Profession	Date	Day	Start / End Time	Rate / HR	Branch	Offers	App
41	-	Pharmacist	21/12/2023	Thursday	09:00 - 18:00	£20.00	Test branch 1	0	1
51	-	Pharmacist	21/12/2023	Thursday	09:00 - 20:00	£20.00	Test branch 1	0	1
50	-	Pharmacist	22/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	0	0
47	-	Pharmacist	23/12/2023	Saturday	09:00 - 18:00	£22.00	Test branch 1	1	0
49	-	Pharmacist	24/12/2023	Sunday	12:00 - 18:00	£22.00	Test branch 1	0	0
52	-	Pharmacist	27/12/2023	Wednesday	09:00 - 18:00	£20.00	Test branch 1	0	1
55	-	Pharmacist	28/12/2023	Thursday	09:00 - 20:00	£20.00	Test branch 1	0	0
54	-	Pharmacist	29/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	0	0
56	-	Pharmacist	30/12/2023	Saturday	09:00 - 18:00	£22.00	Test branch 1	0	0
53	-	Pharmacist	31/12/2023	Sunday	12:00 - 18:00	£22.00	Test branch 1	0	0

Marek Wystepik

Client Superuser

Single shift - Choose Branch (if multiple branches), Profession, Date & Time (incl. unpaid breaks), rate per hour, additional info. Add Shift & Submit



UCANI

Shifts & Blocks

- Add Shift
- Upload Shifts
- Add Block Booking

Branches +

CPD Hub

Resource Hub

Settings

FAQ

Marek Wystepik
Client Superuser




Add Shift

Client Details

Branch *
Type here to search

Profession *
Request to UCA
You can add details associated with the booking or request a specific candidate here. please note this information will only be viewable by UCA office staff.

Date & Time

Date *  Start Time *  - End Time *  No Yes Ends Next Day Lunch Minutes (unpaid)

Rate & Negotiation

Rate Type
Per Hour Hourly Rate *

Additional Information

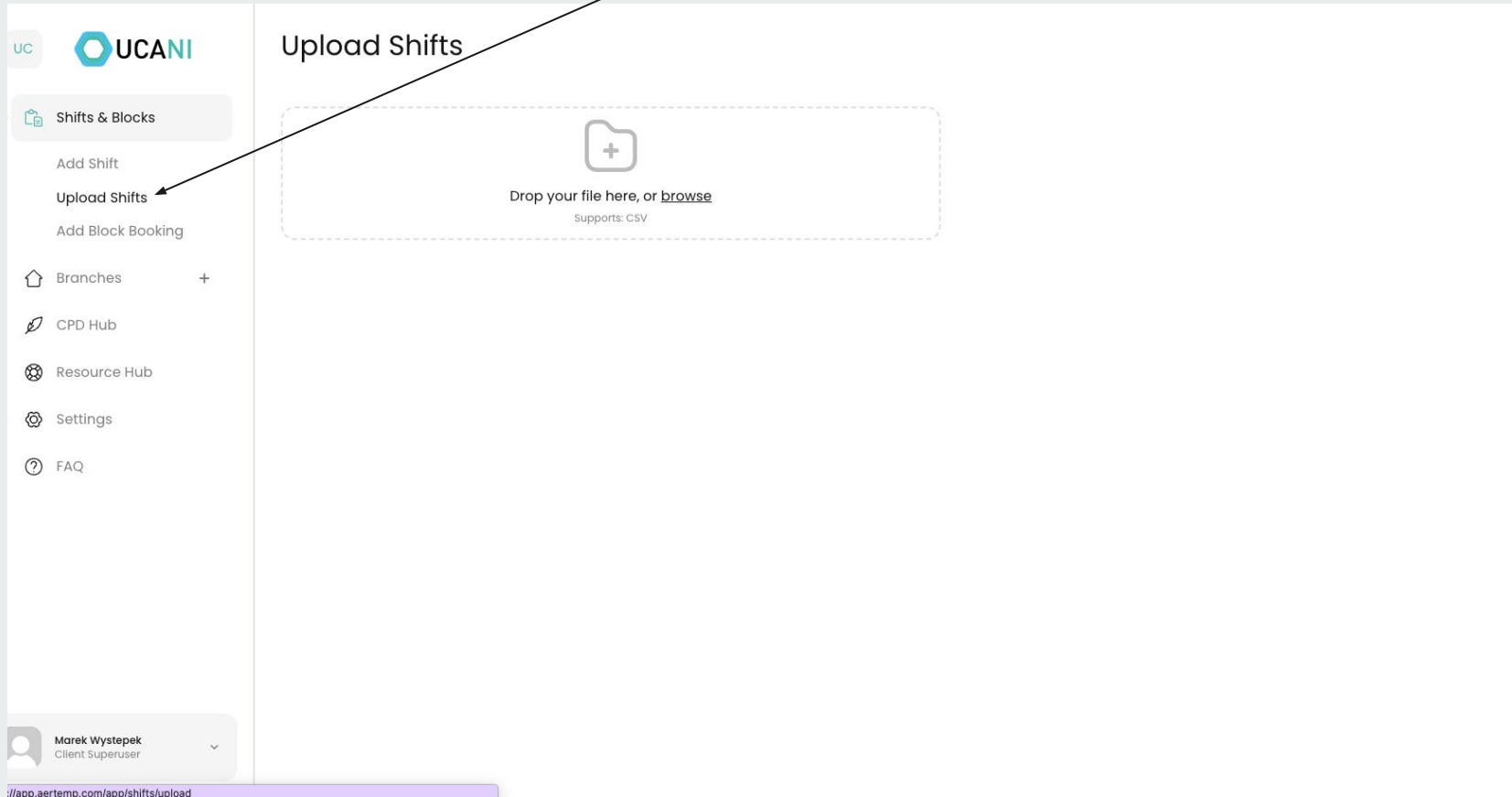
Additional Information


Publish

No information yet

<http://app.aertemp.com/app/shifts/add>

If you have multiple shifts, you can add via a CSV upload



uc 

Shifts & Blocks

Add Shift

Upload Shifts

Add Block Booking

Branches +

CPD Hub

Resource Hub

Settings

FAQ

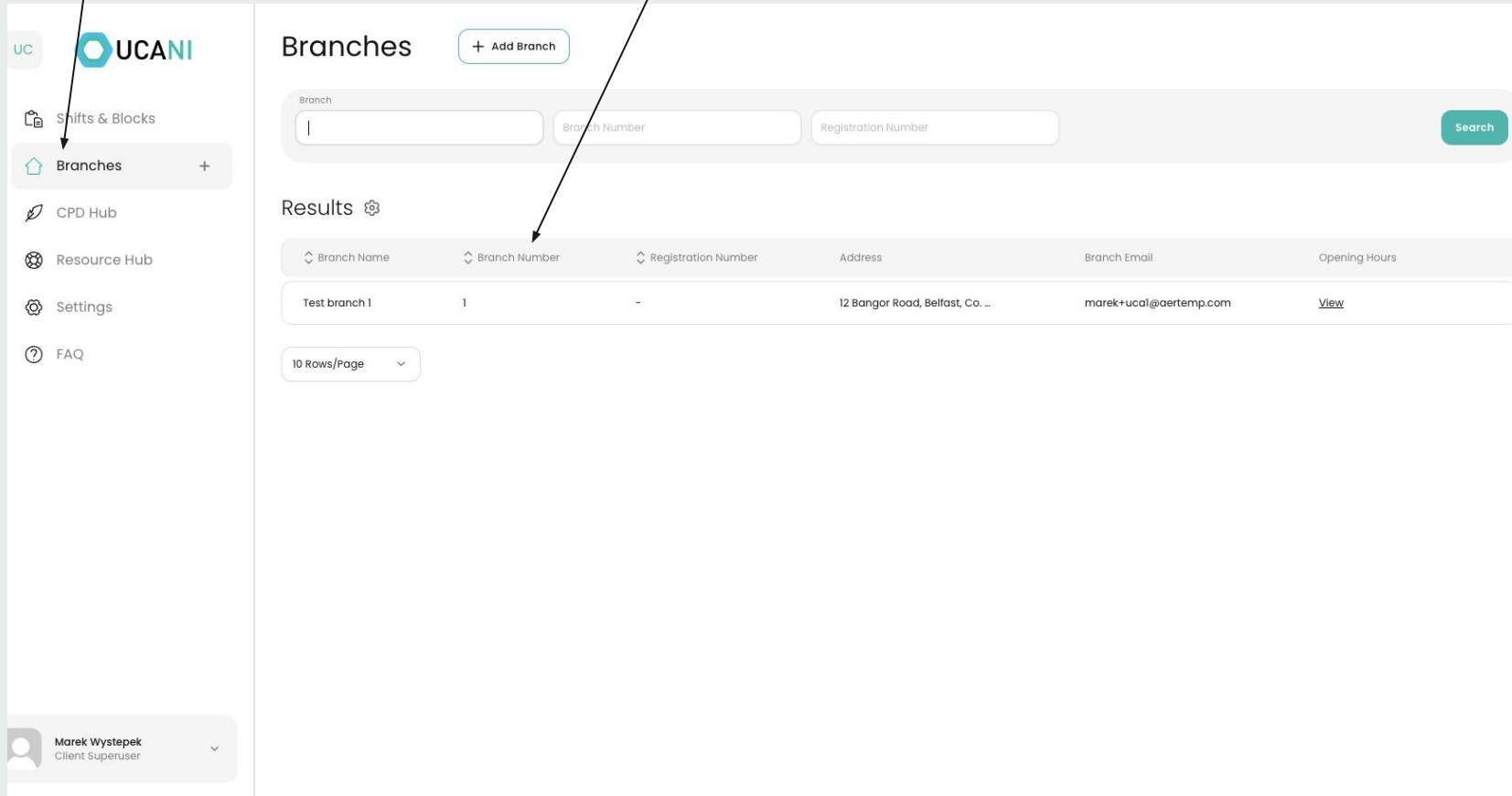
Marek Wystepik
Client Superuser

Upload Shifts

Drop your file here, or [browse](#)
Supports: CSV

://app.aertemp.com/app/shifts/upload

Under Branches, you can see the branch number assigned



UCANI

Shifts & Blocks

Branches +

CPD Hub

Resource Hub

Settings

FAQ

Marek Wystepik
Client Superuser

Branches

+ Add Branch

Branch

Branch Number

Registration Number

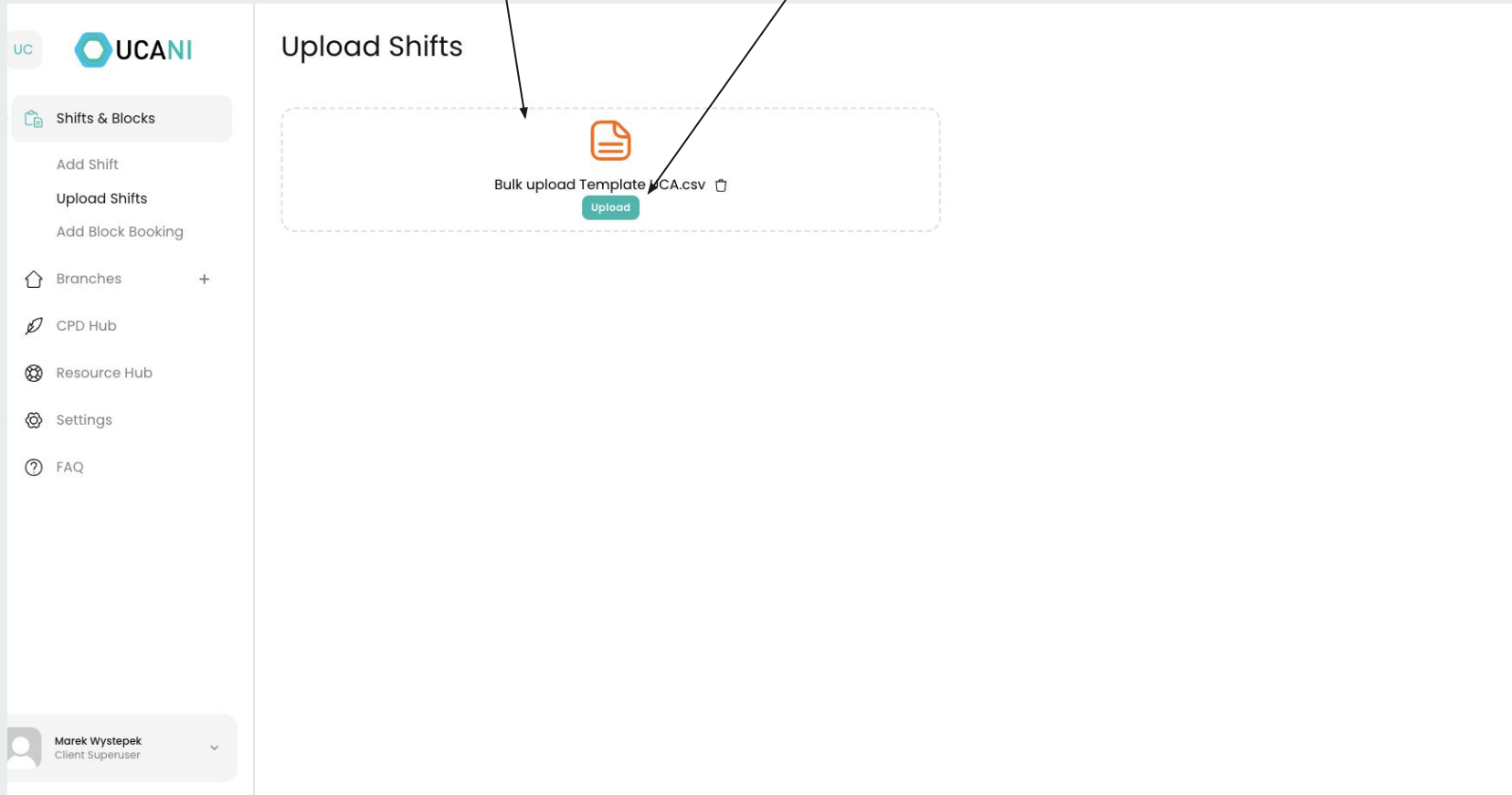
Search

Results

Branch Name	Branch Number	Registration Number	Address	Branch Email	Opening Hours
Test branch 1	1	-	12 Bangor Road, Belfast, Co. ...	marek+ucal@aertemp.com	View

10 Rows/Page

You can either browse or drag the CSV file over. Once in click upload



uc UCANI

Shifts & Blocks

- Add Shift
- Upload Shifts
- Add Block Booking

Branches +

CPD Hub

Resource Hub

Settings

FAQ

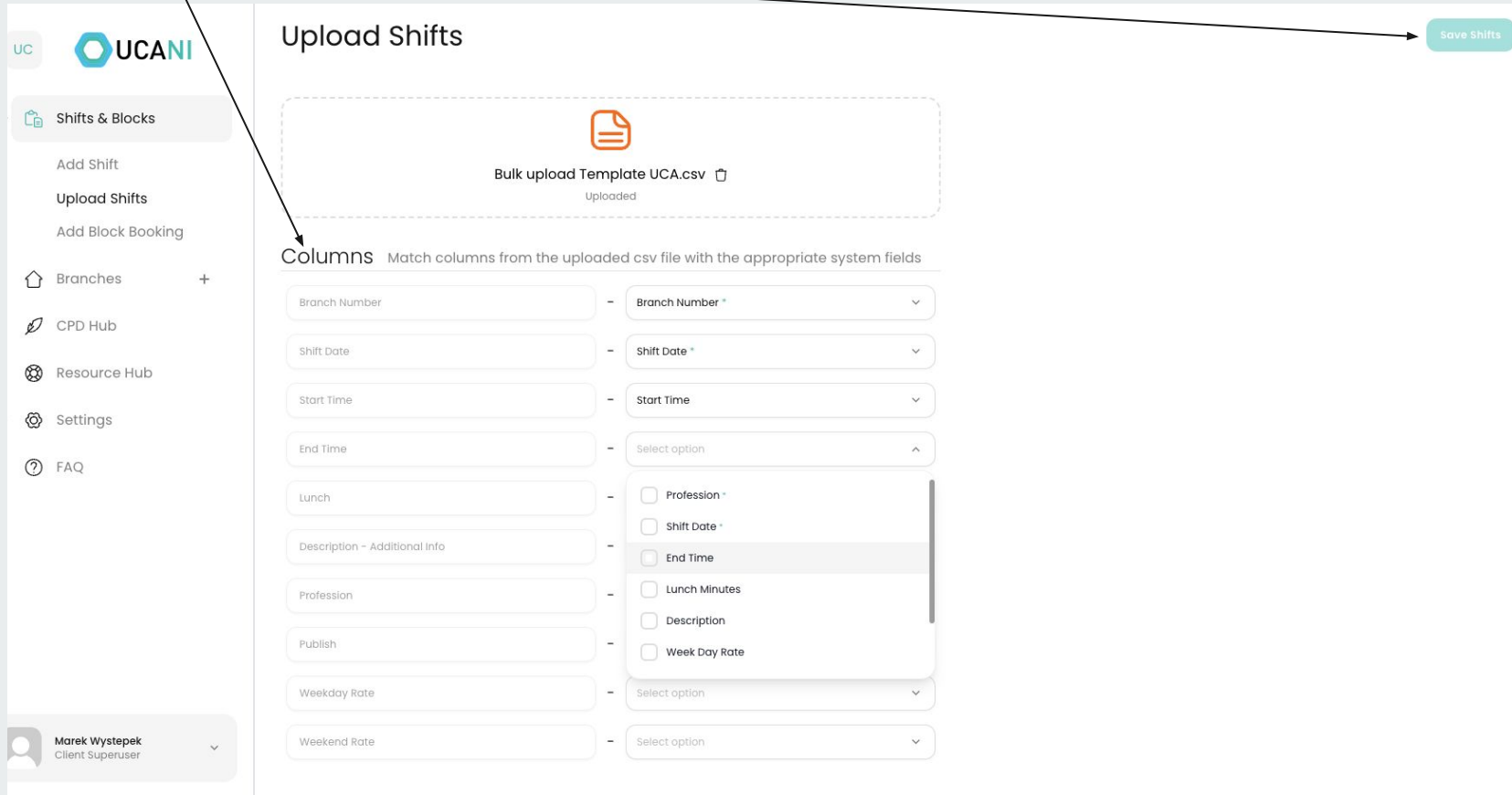
Marek Wystepik
Client Superuser

Upload Shifts

Bulk upload Template / CA.csv

Upload

Match all columns and click Save Shifts. All shifts will be uploaded onto the platform



UCANI

Shifts & Blocks

- Add Shift
- Upload Shifts**
- Add Block Booking

Branches +

CPD Hub


Resource Hub

Settings

FAQ

Marek Wystepik
Client Superuser

Upload Shifts

Bulk upload Template UCA.csv 
Uploaded

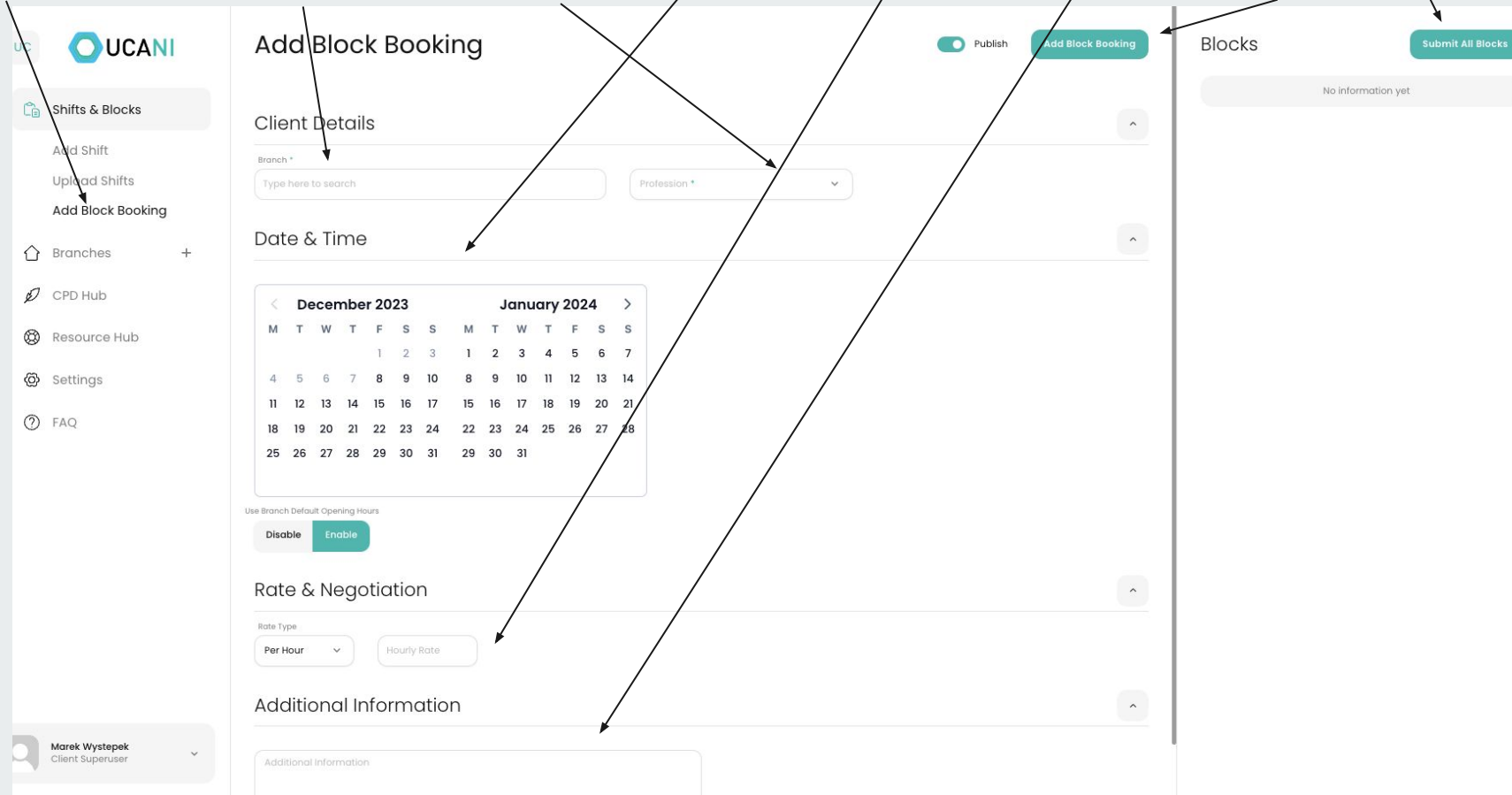
Columns

Match columns from the uploaded csv file with the appropriate system fields

Branch Number	-	Branch Number *
Shift Date	-	Shift Date *
Start Time	-	Start Time
End Time	-	Select option
Lunch	-	<input type="checkbox"/> Profession *
Description - Additional Info	-	<input type="checkbox"/> Shift Date *
Profession	-	<input checked="" type="checkbox"/> End Time
Publish	-	<input type="checkbox"/> Lunch Minutes
Weekday Rate	-	<input type="checkbox"/> Description
Weekend Rate	-	<input type="checkbox"/> Week Day Rate
	-	Select option
	-	Select option

Save Shifts

Block Booking - Choose Branch, Profession, Dates & Times, rate per hour & additional info. Add Block & Submit



The screenshot shows the 'Add Block Booking' form in the UCANI system. The form is divided into several sections, each with a collapse/expand arrow on the right:

- Client Details:** Includes a 'Branch *' search field and a 'Profession *' dropdown menu.
- Date & Time:** Features a calendar view for December 2023 and January 2024. Below the calendar, there is a toggle for 'Use Branch Default Opening Hours' with 'Disable' and 'Enable' buttons.
- Rate & Negotiation:** Includes a 'Rate Type' dropdown menu (set to 'Per Hour') and an 'Hourly Rate' input field.
- Additional Information:** A text area for providing extra details.

At the top right of the form, there is a 'Publish' toggle and an 'Add Block Booking' button. To the right of the form is a 'Blocks' section with a 'Submit All Blocks' button and a message 'No information yet'.

Arrows from the main title point to the following elements:

- Branch * search field
- Profession * dropdown
- Calendar (Date & Time)
- Hourly Rate input field
- Additional Information text area
- 'Add Block Booking' button
- 'Submit All Blocks' button

With Block Bookings, there is the ability to put different details by day if required

UCANI

- Shifts & Blocks
 - Add Shift
 - Upload Shifts
 - Add Block Booking
- Branches +
- CPD Hub
- Resource Hub
- Settings
- FAQ

Add Block Booking

Publish
Add Block Booking

Client Details

Branch * Profession * v

Date & Time

< December 2023
January 2024 >

M	T	W	T	F	S	S	M	T	W	T	F	S	S
				1	2	3	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21
18	19	20	21	22	23	24	22	23	24	25	26	27	28
25	26	27	28	29	30	31	29	30	31				

Use Branch Default Operating Hours

Disable
Enable

Rate & Negotiation

Rate Type v Hourly Rate

Days & Hours

Monday

Start Time * 🕒

-
End Time * 🕒

Lunch Minutes (Unpaid)

Hourly Rate *

Tuesday

Start Time * 🕒

-
End Time * 🕒

Lunch Minutes (Unpaid)

Hourly Rate *


Blocks


No information yet

Submit All Blocks


Marek Wystepek
Client Superuser


Negotiation/SOP - Negotiation is only active if you requested at the beginning and will be a set amount you agreed to. If you wanted your SOP's sent/read, this will be set up at the very beginning and sent automatically to applicants


UC 


 Shifts & Blocks


Add Shift
Upload Shifts
Add Block Booking


 Branches +

 CPD Hub

 Resource Hub

 Settings

 FAQ

 Marek Wystepik
Client Superuser

Add Shift

Publish [Add Shift](#)

Client Details

Branch * Profession *

Request to UCA You can add details associated with the booking or request a specific candidate here, please note this information will only be viewable by UCA office staff.

Date & Time

Date * Start Time * - End Time * Ends Next Day Lunch Minutes (Unpaid)

Rate & Negotiation

Rate Type Hourly Rate *

Additional Information

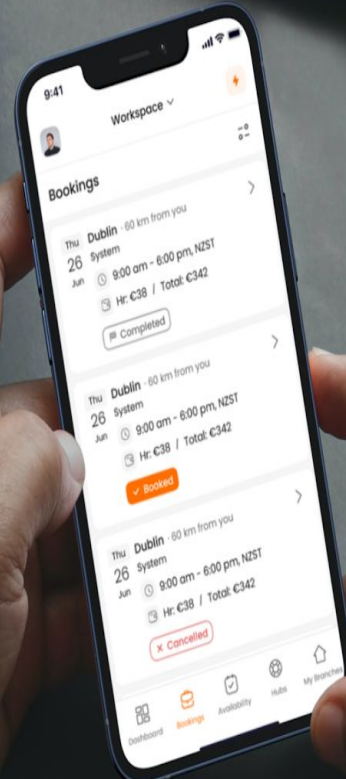
Additional Information

Shifts


[Submit All Shifts](#)

No information yet

Assigning Candidates including negotiation



From Dashboard, with shift status as Unassigned, you can see shifts with both applications and offers (negotiation)

UC 

- Shifts & Blocks
- Branches +
- CPD Hub
- Resource Hub
- Settings
- FAQ

Marek Wystepiek
Client Superuser

Dashboard

Shifts
Blocks

Start Date
01/12/2023

End Date
06/01/2024

Shift Status
Unassigned

Profession
Select option

Branch
Select option


Include Block Booking Shifts
 Only Block Booking Shifts







Results
+ Add Shift


ID	BB ID	Profession	Date	Day	Start / End Time	Rate / HR	Branch	Offers	App
41	-	Pharmacist	21/12/2023	Thursday	09:00 - 18:00	£20.00	Test branch 1	0	1
51	-	Pharmacist	21/12/2023	Thursday	09:00 - 20:00	£20.00	Test branch 1	0	1
50	-	Pharmacist	22/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	0	1
47	-	Pharmacist	23/12/2023	Saturday	09:00 - 18:00	£22.00	Test branch 1	1	0
49	-	Pharmacist	24/12/2023	Sunday	12:00 - 18:00	£22.00	Test branch 1	0	0
52	-	Pharmacist	27/12/2023	Wednesday	09:00 - 18:00	£20.00	Test branch 1	0	1
55	-	Pharmacist	28/12/2023	Thursday	09:00 - 20:00	£20.00	Test branch 1	0	0
54	-	Pharmacist	29/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	0	0
56	-	Pharmacist	30/12/2023	Saturday	09:00 - 18:00	£22.00	Test branch 1	0	0
53	-	Pharmacist	31/12/2023	Sunday	12:00 - 18:00	£22.00	Test branch 1	0	0

Applications / Offers

Click on either the application or offer or quick links on the right (previous screen) to see the candidates

UC 

-  Shifts & Blocks
-  Branches +
-  CPD Hub
-  Resource Hub
-  Settings
-  FAQ

 **Marek Wystepik**
Client Superuser



← Back

Shift Applications

Test client 1; Test branch 1 ⓘ

Wednesday, 27/12/2023 · 09:00 - 18:00 · £20 (Hourly Rate)

Applications ^

Candidate Name	Email	Mobile Number	Status	Documents	
David John McCrea	marek+ucatest@aertemp.com	+353874128638	Pending	View	 


Offers ^


No offers


Users Worked in Last 12 Weeks ^


Candidate Name	Mobile Number	Date Last Worked	Number Shifts Worked
Aidan James Murphy	+353874128638	30/11/2023	15
David John McCrea	+353874128638	06/12/2023	3


If the candidate name is underlined, then you can click to view their profile


UC 


 Shifts & Blocks


 Branches +

 CPD Hub

 Resource Hub

 Settings

 FAQ

 **Marek Wystepik**
Client Superuser



← Back

Shift Applications

Test client 1; Test branch 1 ⓘ

Wednesday, 27/12/2023 · 09:00 - 18:00 · £20 (Hourly Rate)

Applications ^

Candidate Name	Email	Mobile Number	Status	Documents	
<u>David John McCrea</u>	marek+ucatest@aertemp.com	+353874128638	Pending	View	 

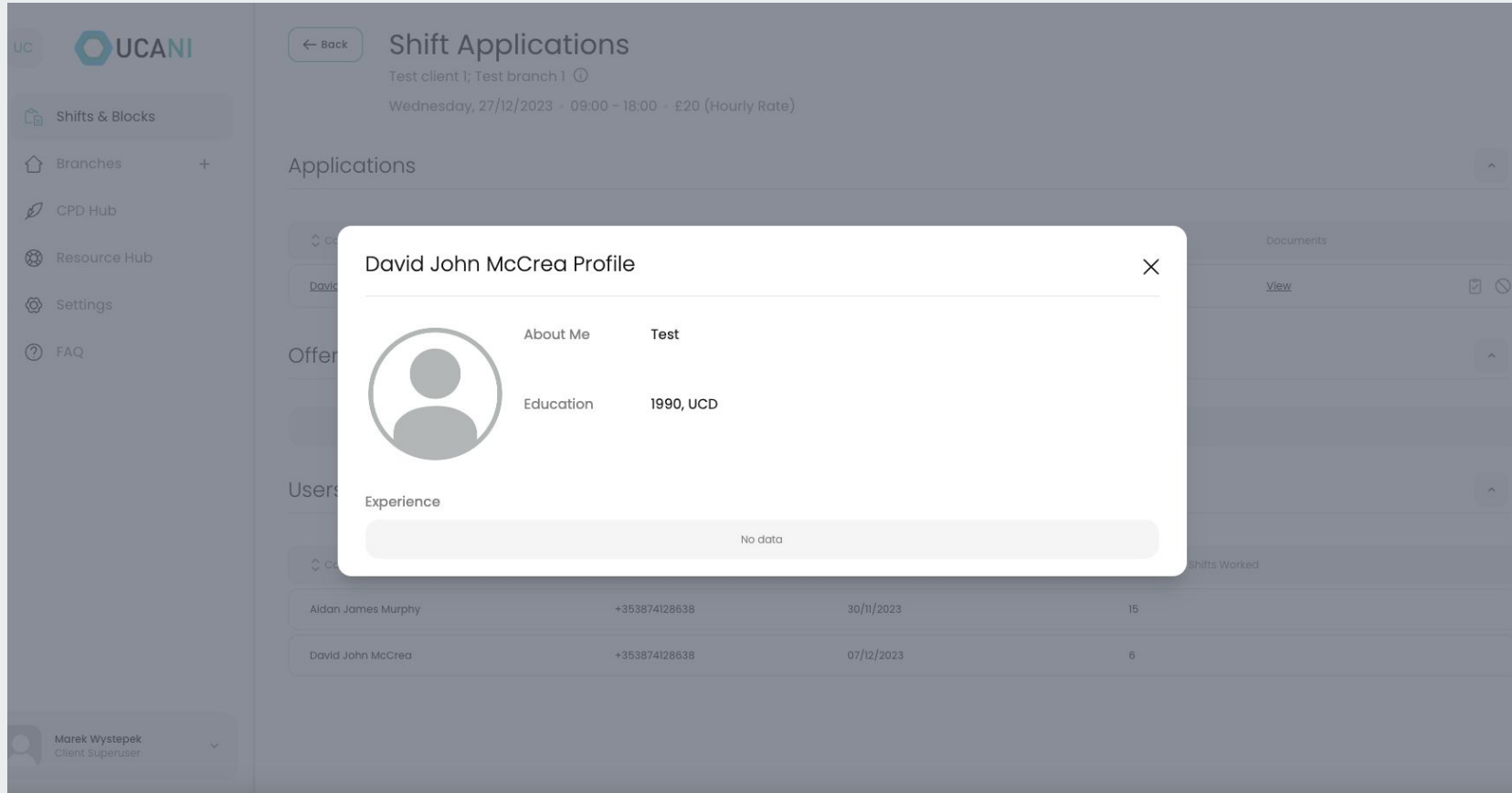
Offers ^

No offers

Users Worked in Last 12 Weeks ^

Candidate Name	Mobile Number	Date Last Worked	Number Shifts Worked
Aidan James Murphy	+353874128638	30/11/2023	15
David John McCrea	+353874128638	06/12/2023	3

Candidate profile



The screenshot shows a web application interface with a sidebar on the left containing navigation items: Shifts & Blocks, Branches, CPD Hub, Resource Hub, Settings, and FAQ. The main content area is titled "Shift Applications" and shows details for "Test client 1; Test branch 1" on "Wednesday, 27/12/2023" from "09:00 - 18:00" at a rate of "£20 (Hourly Rate)".

A modal window titled "David John McCrea Profile" is open, displaying the candidate's information:

- About Me:** Test
- Education:** 1990, UCD
- Experience:** No data

The modal also includes a profile picture placeholder and a close button (X). In the background, a table lists applications for other candidates:

Client Name	Phone Number	Application Date	Shifts Worked
Aidan James Murphy	+353874128638	30/11/2023	15
David John McCrea	+353874128638	07/12/2023	6

At the bottom left, a user profile for "Marek Wystepok" (Client Superuser) is visible.

You need to view and review the candidates documents before you can assign them to a shift

UC

Shifts & Blocks

Branches +

CPD Hub

Resource Hub

Settings

FAQ

Marek Wysteppek

Client Superuser

[← Back](#)

Shift Applications

Test client 1; Test branch 1 ⌵

Wednesday, 27/12/2023 · 09:00 - 18:00 · £20 (Hourly Rate)

Applications ⌵

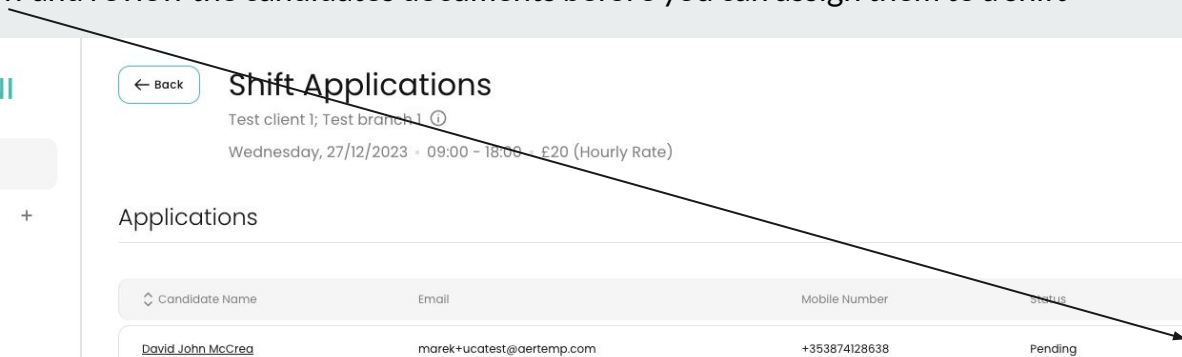
Candidate Name	Email	Mobile Number	STATUS	Documents
David John McCrea	marek+ucatest@aertemp.com	+353874128638	Pending	View 📄 🗑

Offers ⌵

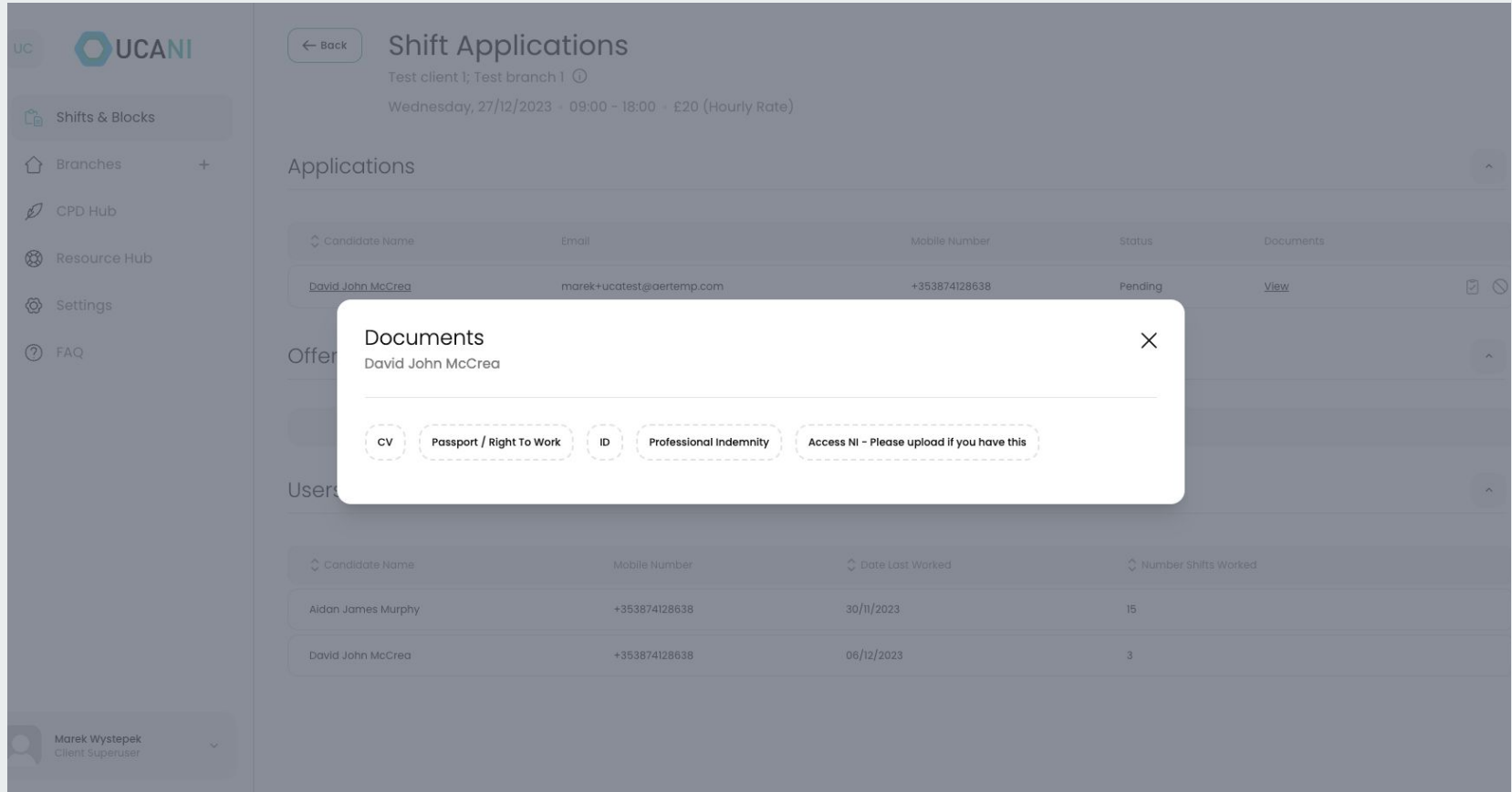
No offers

Users Worked in Last 12 Weeks ⌵

Candidate Name	Mobile Number	Date Last Worked	Number Shifts Worked
Aidan James Murphy	+353874128638	30/11/2023	15
David John McCrea	+353874128638	06/12/2023	3



Download and review the documents to make sure you are happy to assign a candidate first










The screenshot shows the UCANI Shift Applications interface. The main header displays 'Shift Applications' for 'Test client 1; Test branch 1' on 'Wednesday, 27/12/2023' from '09:00 - 18:00' at a rate of '£20 (Hourly Rate)'. A modal window titled 'Documents' is open for 'David John McCrea', showing five document categories: CV, Passport / Right To Work, ID, Professional Indemnity, and Access NI - Please upload if you have this. The background interface includes a sidebar with navigation options like 'Shifts & Blocks', 'Branches', 'CPD Hub', 'Resource Hub', 'Settings', and 'FAQ'. Below the modal, a table lists other candidates with their mobile numbers, last worked dates, and number of shifts worked.


Candidate Name	Email	Mobile Number	Status	Documents
David John McCrea	marek+ucatest@aertemp.com	+353874128638	Pending	View

Candidate Name	Mobile Number	Date Last Worked	Number Shifts Worked
Aidan James Murphy	+353874128638	30/11/2023	15
David John McCrea	+353874128638	06/12/2023	3

Once you are happy, you can click [here](#) to assign this person to a shift. If there are numerous applicants, any applicants not chosen will receive an automated email

UC 

-  Shifts & Blocks
-  Branches +
-  CPD Hub
-  Resource Hub
-  Settings
-  FAQ



Marek Wystepik
Client Superuser



← Back

Shift Applications

Test client 1; Test branch 1 ⓘ

Wednesday, 27/12/2023 · 09:00 - 18:00 · £20 (Hourly Rate)

Applications

Candidate Name	Email	Mobile Number	Status	Documents	Book to shift
David John McCrea	marek+ucatest@aertemp.com	+353874128638	Pending	View	 

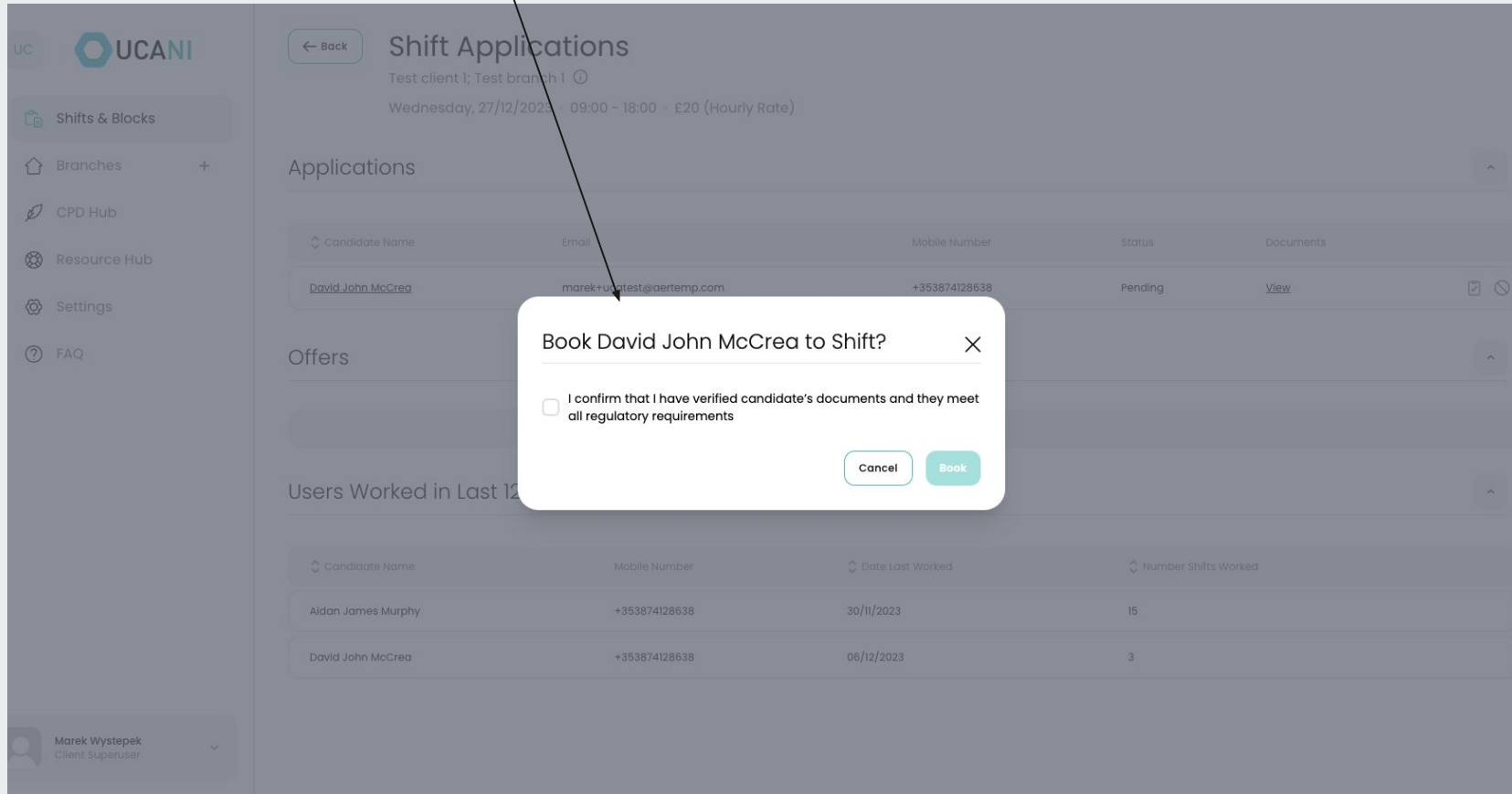
Offers

No offers

Users Worked in Last 12 Weeks

Candidate Name	Mobile Number	Date Last Worked	Number Shifts Worked
Aidan James Murphy	+353874128638	30/11/2023	15
David John McCrea	+353874128638	06/12/2023	3

You will be prompted to confirm you reviewed the candidates documents to complete the booking



The screenshot shows the UCANI Shift Applications interface. A modal dialog box is displayed in the foreground, prompting the user to confirm booking for David John McCrea. The dialog contains a checkbox for confirming document verification and two buttons: 'Cancel' and 'Book'.

Shift Applications
 Test client 1; Test branch 1
 Wednesday, 27/12/2023 - 09:00 - 18:00 - £20 (Hourly Rate)

Applications

Candidate Name	Email	Mobile Number	Status	Documents
David John McCrea	marek+ucanitest@aertemp.com	+353874128638	Pending	View

Book David John McCrea to Shift?

I confirm that I have verified candidate's documents and they meet all regulatory requirements

[Cancel](#) [Book](#)


Offers







Users Worked in Last 12 Months


Candidate Name	Mobile Number	Date Last Worked	Number Shifts Worked
Aidan James Murphy	+353874128638	30/11/2023	15
David John McCrea	+353874128638	06/12/2023	3

Marek Wystepek
Client Superuser

Where a candidate has made an offer, you can accept and book to shift, place a counter offer or reject

UC 

-  Shifts & Blocks
-  Branches +
-  CPD Hub
-  Resource Hub
-  Settings
-  FAQ



Marek Wystepok
Client Superuser

← Back

Shift Applications

Test client 1; Test branch 1 ⓘ

Saturday, 23/12/2023 · 09:00 - 18:00 · £22 (Hourly Rate)

Applications

No applications

Offers

Candidate Name	Status	Date/Time	Offer	Counter Offer	Text	Documents
David John McCrea	Initial Offer	6 December 2023 15:49	£25	-	I would do this shift for £25 per hour	View

Users Worked in Last 12 Weeks

Candidate Name	Mobile Number	Date Last Worked	Number Shifts Worked
Aidan James Murphy	+353874128638	30/11/2023	15
David John McCrea	+353874128638	06/12/2023	3

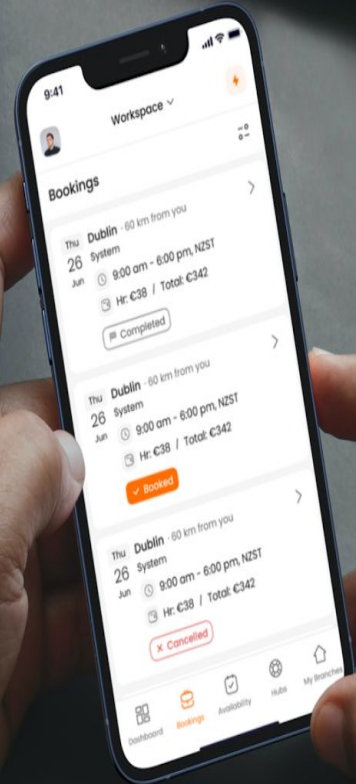
I would do this shift for £25 per hour

I would do this shift...

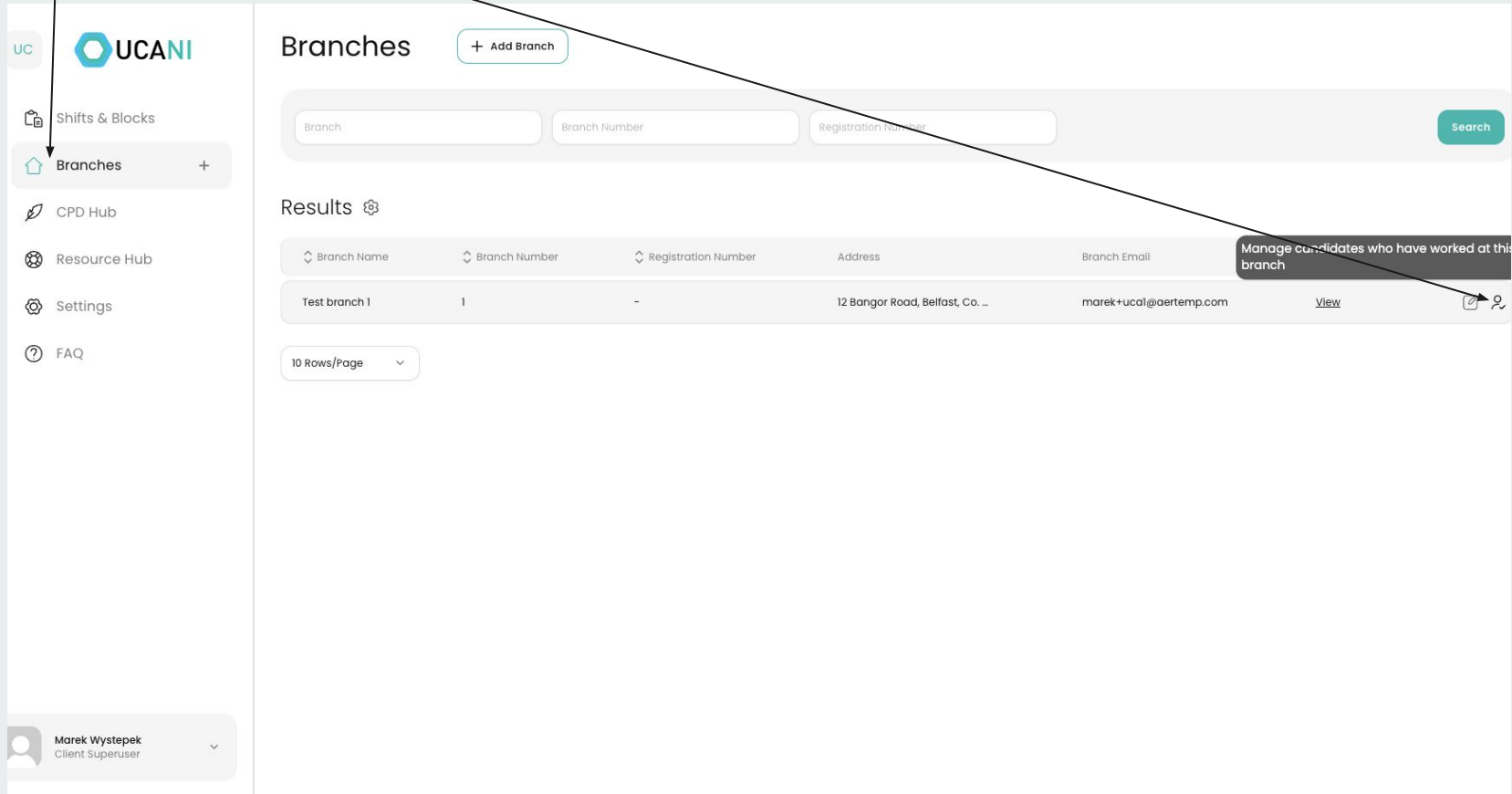
[View](#)



Adding Approved Users



In Branches, you click the tab here to add approved users



UCANI

Shifts & Blocks

Branches +

CPD Hub

Resource Hub

Settings

FAQ


Marek Wysteppek
Client Superuser

Branches

+ Add Branch


Branch Branch Number Registration Number Search







Results


Branch Name	Branch Number	Registration Number	Address	Branch Email	Manage candidates who have worked at this branch
Test branch 1	1	-	12 Bangor Road, Belfast, Co. ...	marek+ucal@aertemp.com	View 

10 Rows/Page

Once someone has worked at a branch, they will be listed here. Anyone set as Approved will receive shifts 24 hours before other candidates

uc 



-  Shifts & Blocks
-  Branches +
-  CPD Hub
-  Resource Hub
-  Settings
-  FAQ

 **Marek Wystepik**
Client Superuser

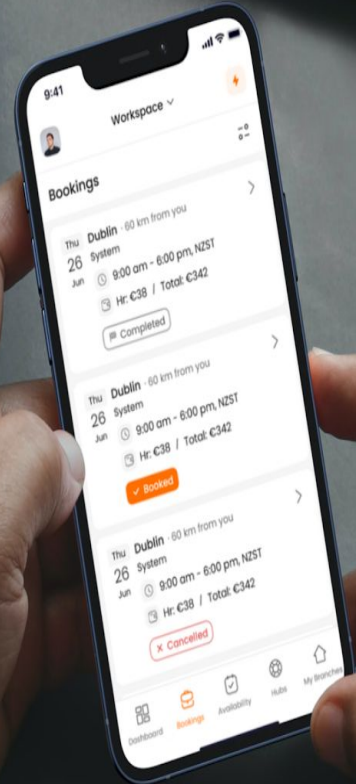
← Back

Candidates Who Have Worked Here

Test client 1, Test branch 1

Candidate Name	Email	Approved	Blocked	Candidate Review
Aidan James Murphy	marek+uca3@aertemp.com	<input type="checkbox"/>	<input type="checkbox"/>	
David John McCree	marek+ucatest@aertemp.com	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

Verifying shifts



Once a shift is completed, the candidate will verify or query the times (if they worked longer)

UC UCANI

Dashboard
Shifts
Blocks

Include Block Booking Shifts
 Only Block Booking Shifts

Start Date

End Date

Shift Status

Shift Verification Required

Profession


Branch

Results

ID	BB ID	Profession	Date	Day	Start / End Time	Rate / HR	Branch	App	Candidate Booked	Verified By Candidate	Verified By Client
62	-	Pharmacist	01/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	Yes	<input type="button" value="Verify"/>
61	-	Pharmacist	04/12/2023	Monday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	No	<input type="button" value="Verify"/>
60	-	Pharmacist	05/12/2023	Tuesday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	Yes	<input type="button" value="Verify"/>

10 Rows/Page

First
Previous
1
Next
Last

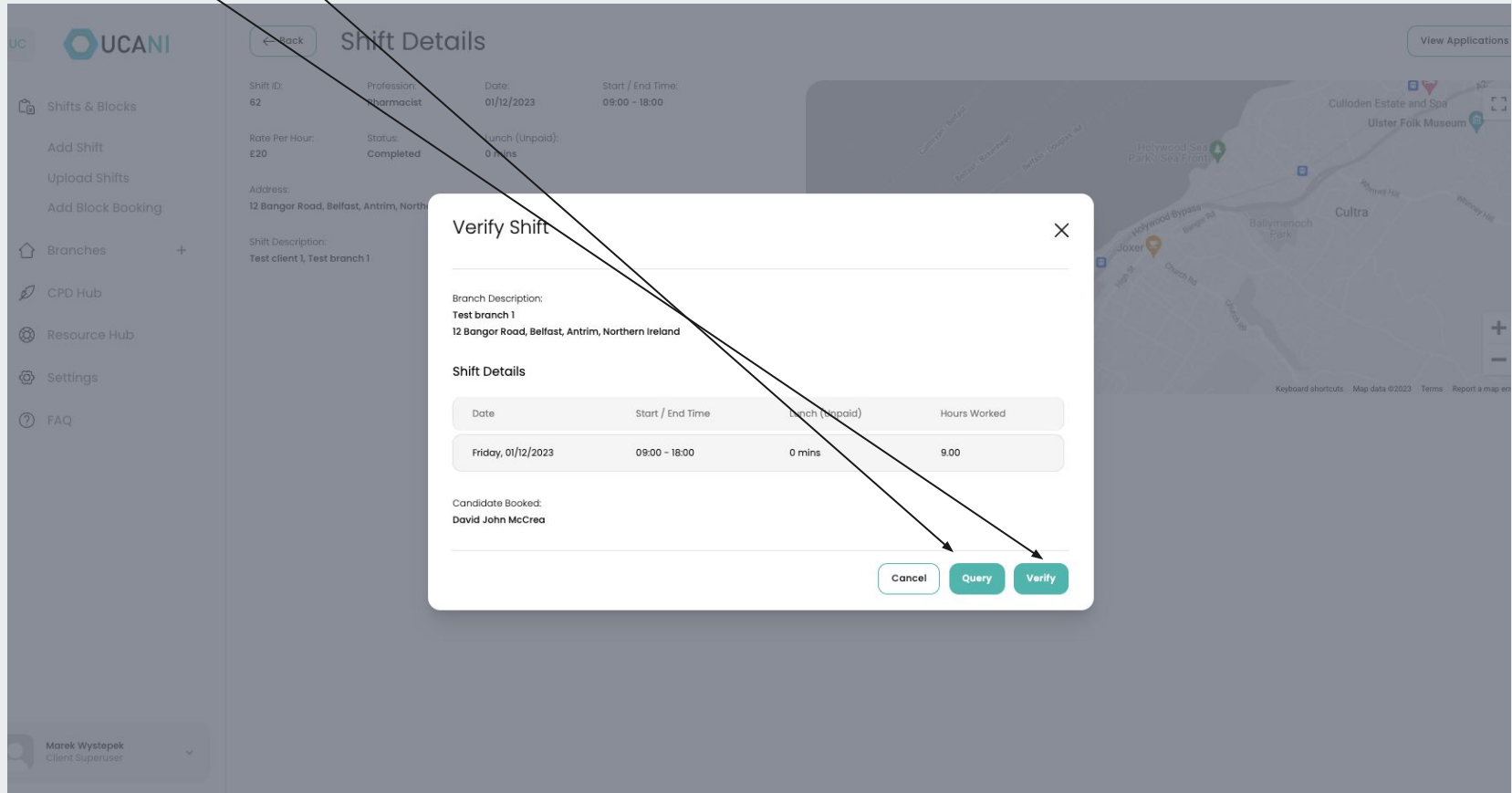


Marek Wystepik
Client Superuser

For verified shifts, you will receive an email asking to verify. Click on the link in the email



You can now verify or query these details



The screenshot shows the UCANI Shift Details page. A modal window titled "Verify Shift" is open in the foreground. The modal contains the following information:

- Branch Description: Test client 1, Test branch 1
- Branch Address: 12 Bangor Road, Belfast, Antrim, Northern Ireland
- Shift Details table:

Date	Start / End Time	Lunch (Unpaid)	Hours Worked
Friday, 01/12/2023	09:00 - 18:00	0 mins	9.00

- Candidate Booked: David John McCrea

At the bottom of the modal, there are three buttons: "Cancel", "Query", and "Verify". Two arrows from the text above point to the "Query" and "Verify" buttons.

You can also find completed shifts from the dashboard. Choose dates and shift status to Completed and click Search

UC UCANI

Shifts & Blocks

- Branches +
- CPD Hub
- Resource Hub
- Settings
- FAQ

Marek Wystepik
Client Superuser

Dashboard

Shifts Blocks

Include Block Booking Shifts Only Block Booking Shifts

Start Date: 01/12/2023 End Date: 06/01/2024 Shift Status: Completed

Shift Verification Required: Not Verified By Candidate Not Verified By Client

Profession: Select option Branch: Select option

Search

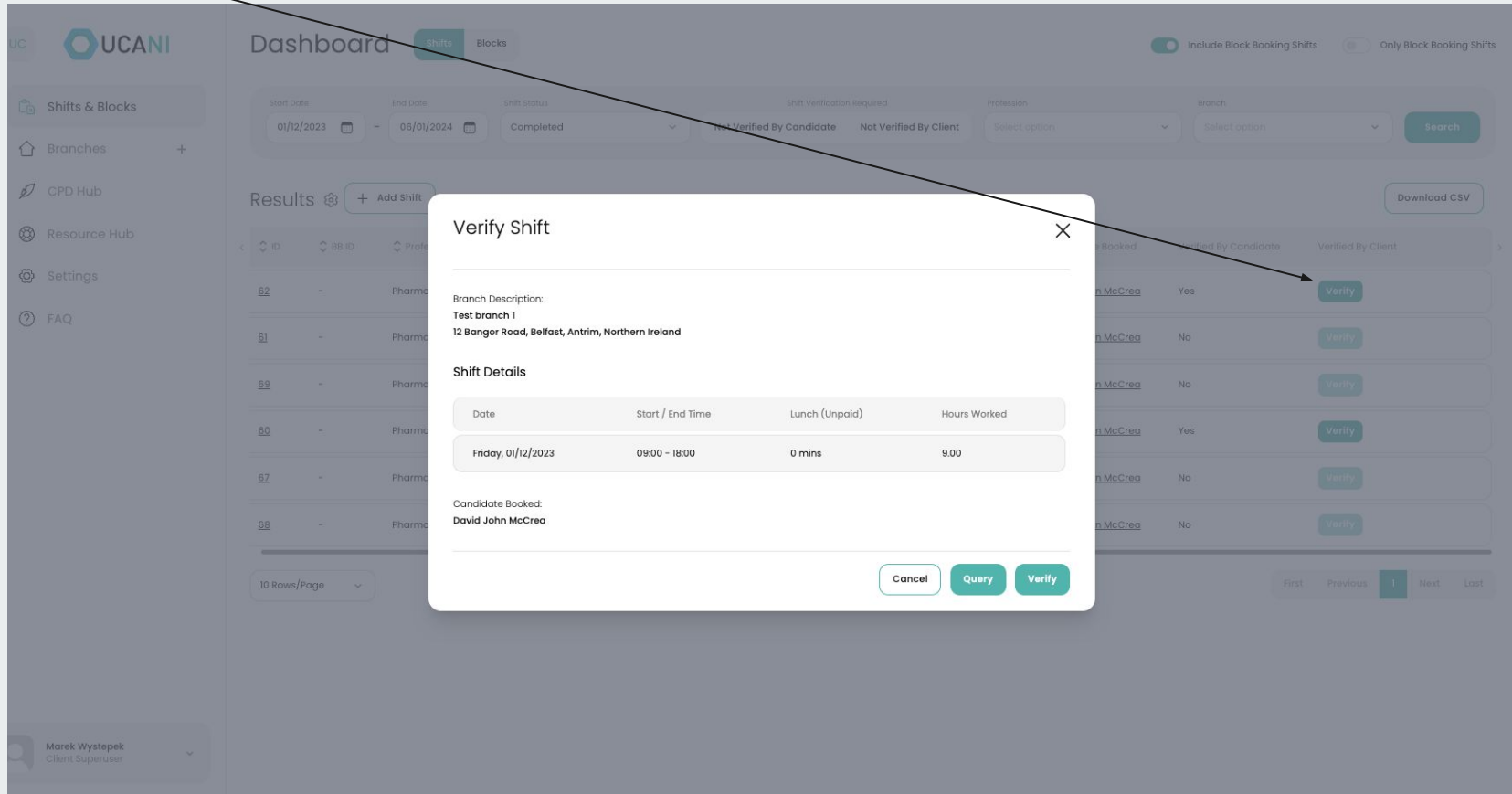
Results + Add Shift Download CSV

ID	BB ID	Profession	Date	Day	Start / End Time	Rate / HR	Branch	App	Candidate Booked	Verified By Candidate	Verified By Client
62	-	Pharmacist	01/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	Yes	Verify
61	-	Pharmacist	04/12/2023	Monday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	No	Verify
69	-	Pharmacist	04/12/2023	Monday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	No	Verify
60	-	Pharmacist	05/12/2023	Tuesday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	Yes	Verify
67	-	Pharmacist	05/12/2023	Tuesday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	No	Verify
68	-	Pharmacist	06/12/2023	Wednesday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	No	Verify

10 Rows/Page

First Previous 1 Next Last

By clicking Verify (as long as candidate has verified) you can complete the process



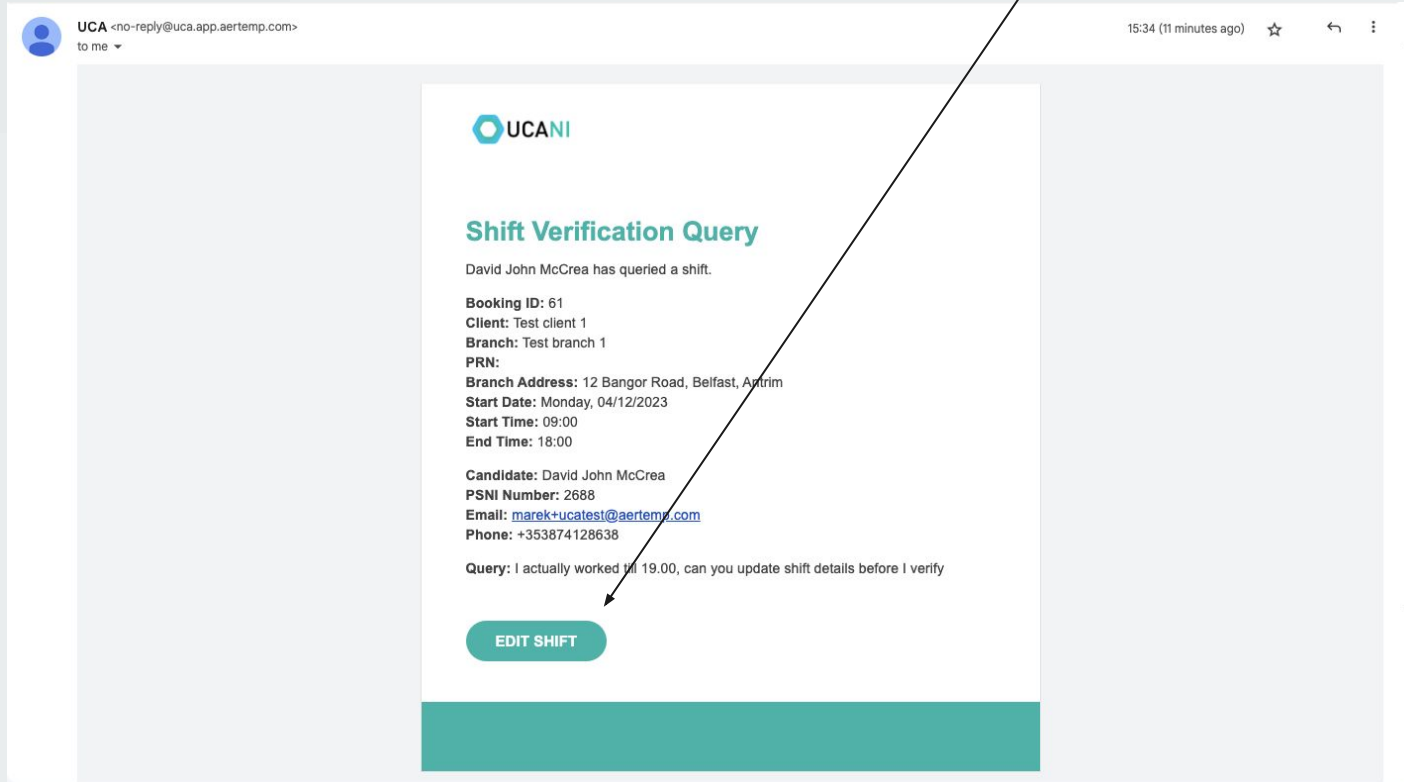
The screenshot shows the UCANI dashboard with a 'Verify Shift' modal window open. The modal contains the following information:

- Branch Description:** Test branch 1, 12 Bangor Road, Belfast, Antrim, Northern Ireland
- Shift Details:**

Date	Start / End Time	Lunch (Unpaid)	Hours Worked
Friday, 01/12/2023	09:00 - 18:00	0 mins	9.00
- Candidate Booked:** David John McCrea


The background dashboard shows a table of shifts with columns for 'Booked', 'Verified By Candidate', and 'Verified By Client'. A 'Verify' button is visible in the table, and an arrow points from the text above to this button.

When a candidate queries a shift, you will receive an email with the query. Click on Edit Shift to update the timesheet



UCA <no-reply@uca.app.aertemp.com>
to me

15:34 (11 minutes ago) ☆ ↶ ⋮

 UCANI

Shift Verification Query

David John McCrea has queried a shift.

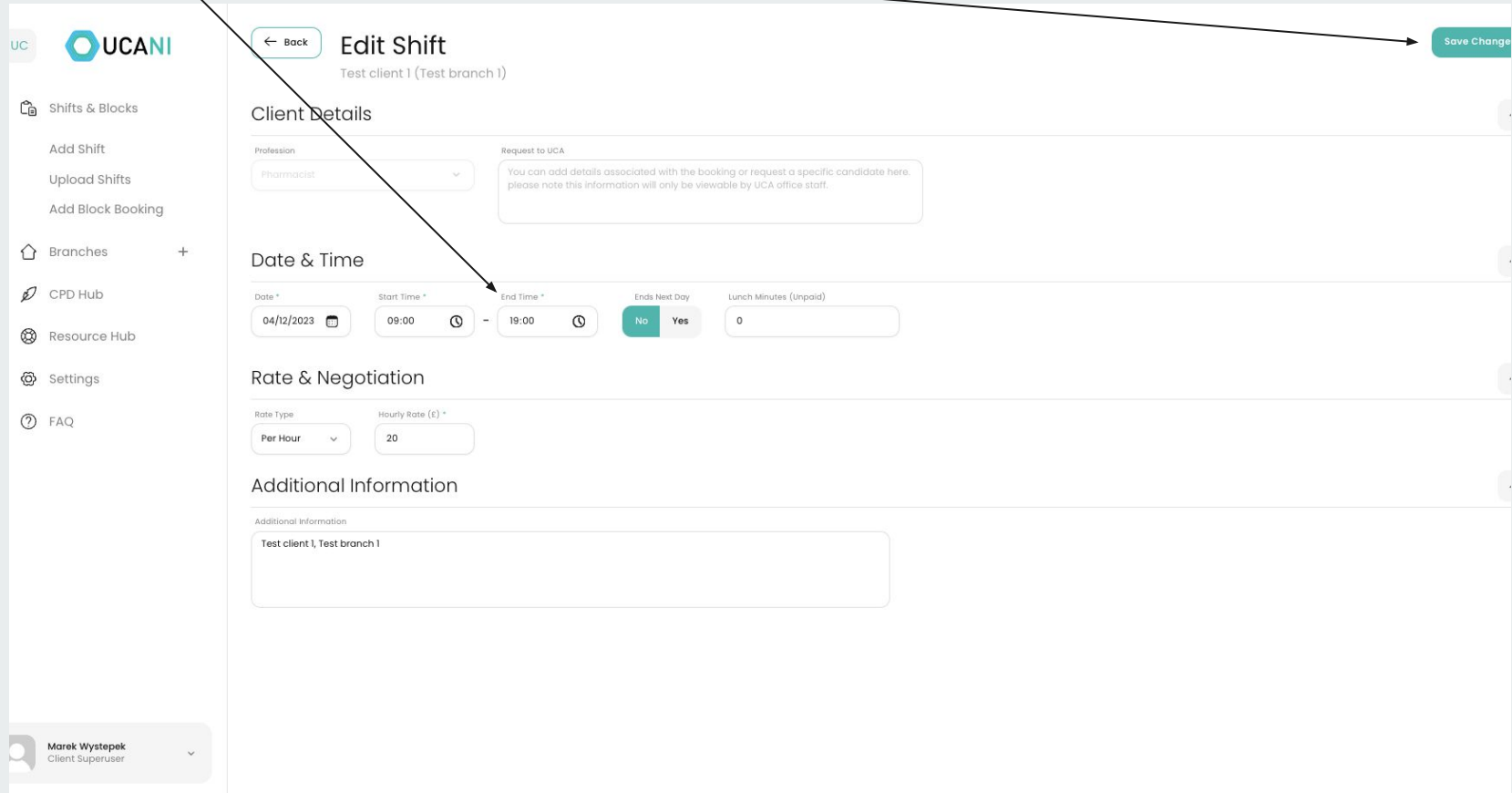
Booking ID: 61
Client: Test client 1
Branch: Test branch 1
PRN:
Branch Address: 12 Bangor Road, Belfast, Antrim
Start Date: Monday, 04/12/2023
Start Time: 09:00
End Time: 18:00

Candidate: David John McCrea
PSNI Number: 2688
Email: marek+ucatest@aertemp.com
Phone: +353874128638

Query: I actually worked till 19.00, can you update shift details before I verify

[EDIT SHIFT](#)

Update the details and click Save Changes. Candidate will then verify and you will complete verification.



UCANI

← Back Edit Shift

Test client 1 (Test branch 1)

Save Changes

Client Details

Profession
Pharmacist

Request to UCA
You can add details associated with the booking or request a specific candidate here. please note this information will only be viewable by UCA office staff.

Date & Time

Date * 04/12/2023

Start Time * 09:00

End Time * 19:00

Ends Next Day No Yes

Lunch Minutes (Unpaid) 0

Rate & Negotiation

Rate Type Per Hour

Hourly Rate (£) * 20

Additional Information

Additional Information
Test client 1, Test branch 1

Marek Wystepik
Client Superuser

When a candidate has not verified, click on Applications/Offers in quick links

UC UCANI

Include Block Booking Shifts
Only Block Booking Shifts


Dashboard Shifts Blocks

Start Date: 01/12/2023 - End Date: 06/01/2024 - Shift Status: Completed - Shift Verification Required: Not Verified By Candidate Not Verified By Client - Profession: Select option - Branch: Select option Search

Results + Add Shift Download CSV


ID	BB ID	Profession	Date	Day	Start / End Time	Rate / HR	Branch	App	Candidate Booked	Verified By Candidate	Verified By Client
62	-	Pharmacist	01/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	Yes	Verify
61	-	Pharmacist	04/12/2023	Monday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	No	Verify Applications / Offers
69	-	Pharmacist	04/12/2023	Monday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	No	Verify
60	-	Pharmacist	05/12/2023	Tuesday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	Yes	Verify
67	-	Pharmacist	05/12/2023	Tuesday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	No	Verify
68	-	Pharmacist	06/12/2023	Wednesday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	No	Verify







10 Rows/Page First Previous 1 Next Last




Marek Wystepik
Client Superuser

Here you can find email and mobile to contact the candidate to get them to verify

UC 

-  Shifts & Blocks
-  Branches +
-  CPD Hub
-  Resource Hub
-  Settings
-  FAQ



Marek Wystepik
Client Superuser

← Back

Shift Applications

Test client 1; Test branch 1 ⓘ
Monday, 04/12/2023 - 09:00 - 19:00 - £20 (Hourly Rate)

i Shift with start date in the past

Applications

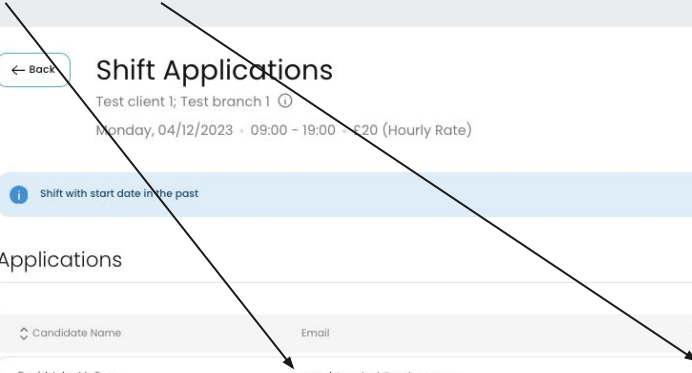
Candidate Name	Email	Mobile Number	Status	Documents
David John McCrea	marek+ucatest@aertemp.com	+353874128638	Completed	View

Offers

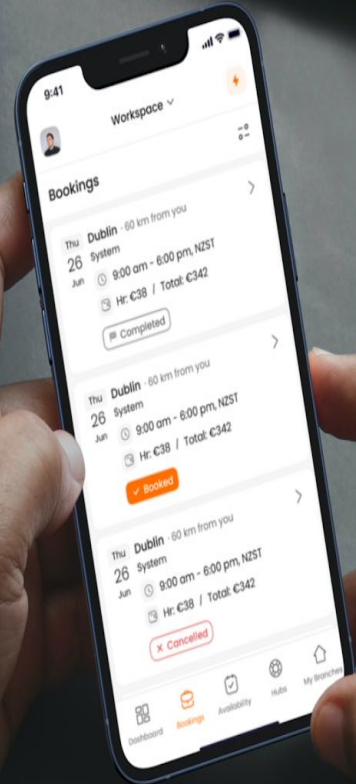
No offers

Users Worked in Last 12 Weeks

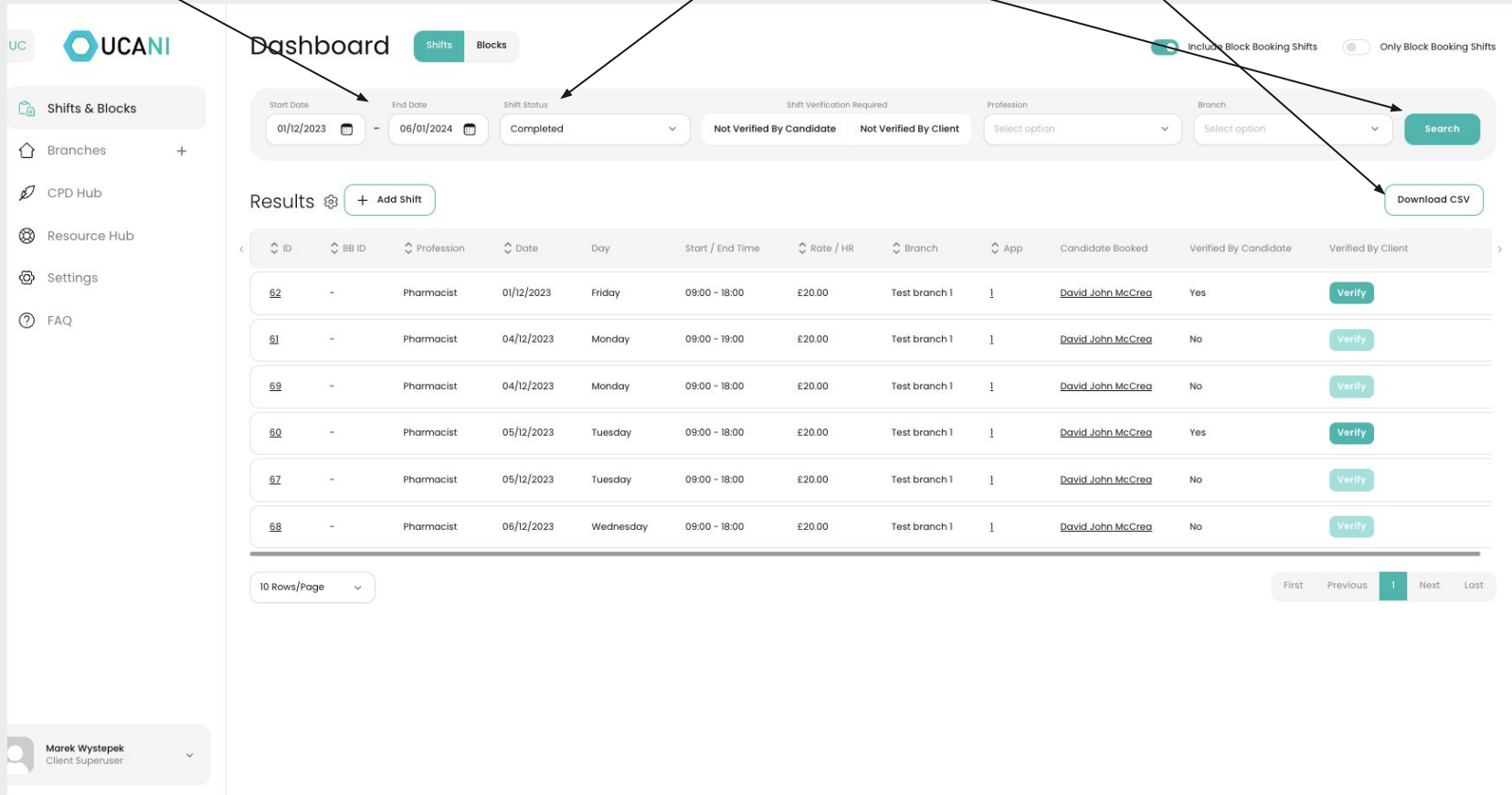
Candidate Name	Mobile Number	Date Last Worked	Number Shifts Worked
Aidan James Murphy	+353874128638	30/11/2023	15
David John McCrea	+353874128638	07/12/2023	6



Pulling Billing Information



Set dates for pulling payroll info, change shift status to Complete, hit Search. Then Download CSV



Dashboard Shifts Blocks

Start Date: 01/12/2023 - End Date: 06/01/2024 Shift Status: Completed Shift Verification Required: Not Verified By Candidate Not Verified By Client Profession: Select option Branch: Select option Search

Include Block Booking Shifts Only Block Booking Shifts

Results + Add Shift Download CSV

ID	BB ID	Profession	Date	Day	Start / End Time	Rate / HR	Branch	App	Candidate Booked	Verified By Candidate	Verified By Client
52	-	Pharmacist	01/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	Yes	Verify
51	-	Pharmacist	04/12/2023	Monday	09:00 - 19:00	£20.00	Test branch 1	1	David John McCrea	No	Verify
59	-	Pharmacist	04/12/2023	Monday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	No	Verify
60	-	Pharmacist	05/12/2023	Tuesday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	Yes	Verify
57	-	Pharmacist	05/12/2023	Tuesday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	No	Verify
58	-	Pharmacist	06/12/2023	Wednesday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCrea	No	Verify

10 Rows/Page First Previous 1 Next Last

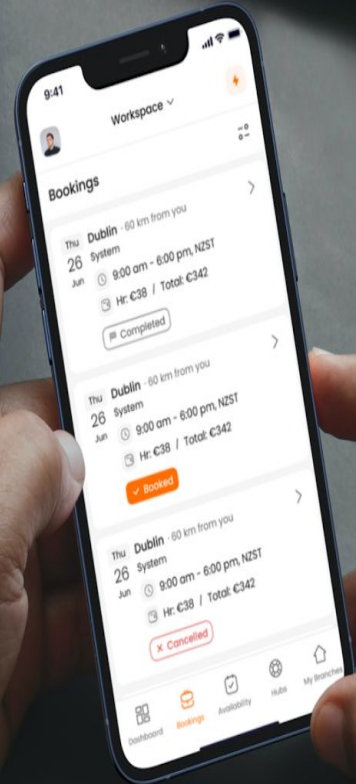
Marek Wystepek Client Superuser

This will create a CSV of all the shifts completed and costs to pay and Candidate details. This is only available to Client Superuser and Rota Coordinators

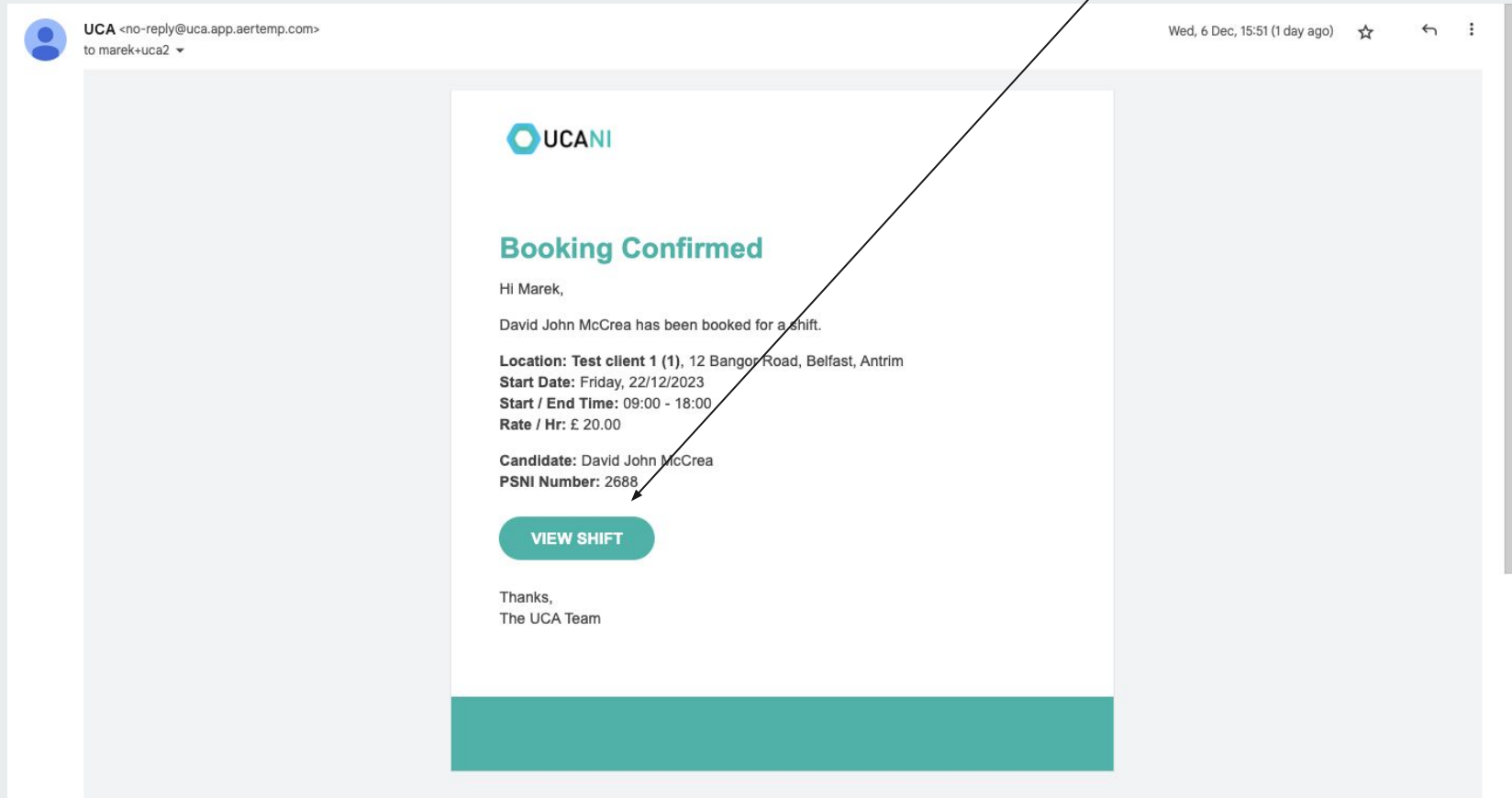
dashboard_export_2023_12_07_155503

ID	Profession	Role	Day	Date	Start Time	End Time	Lunch (Unpaid)	Hours Worked	Candidate Rate	Total Shift Cost	Client	Branch Region	Branch	Local Area	County	Booked Date to Start Time (days)	Verified By Candidate	Verification Date	Sales Total	Verified By Client	Candidate Name
62	Pharmacist		Friday	2023-12-01	09:00	18:00	0	9	20	180	Test client 1		Test branch 1	Belfast	Antrim		5 Yes	2023-12-06 15:53:03		No	David John McCrea
61	Pharmacist		Monday	2023-12-04	09:00	19:00	0	10	20	200	Test client 1		Test branch 1	Belfast	Antrim		2 No				David John McCrea
69	Pharmacist		Monday	2023-12-04	09:00	18:00	0	9	20	180	Test client 1		Test branch 1	Belfast	Antrim		3 No				David John McCrea
60	Pharmacist		Tuesday	2023-12-05	09:00	18:00	0	9	20	180	Test client 1		Test branch 1	Belfast	Antrim		1 Yes	2023-12-06 16:19:38		No	David John McCrea
67	Pharmacist		Tuesday	2023-12-05	09:00	18:00	0	9	20	180	Test client 1		Test branch 1	Belfast	Antrim		2 No				David John McCrea
68	Pharmacist		Wednesday	2023-12-06	09:00	18:00	0	9	20	180	Test client 1		Test branch 1	Belfast	Antrim		1 No				David John McCrea

Notifications




You will receive notifications on all key aspects around candidates and bookings. Just click on the link in the email to resolve



The screenshot shows an email interface with a header bar containing the sender's name and email address, the recipient's name, and the date and time of the email. The main content of the email is a booking confirmation from UCA. It includes a greeting, a confirmation message, and detailed information about the booking: location, start date, start/end time, rate per hour, candidate name, and PSNI number. A prominent teal button labeled 'VIEW SHIFT' is provided for the recipient to click. The email concludes with a thank you and the sender's name.

UCA <no-reply@uca.app.aertemp.com>
to marek+uca2

Wed, 6 Dec, 15:51 (1 day ago)

 UCANI

Booking Confirmed

Hi Marek,

David John McCrea has been booked for a shift.

Location: Test client 1 (1), 12 Bangor Road, Belfast, Antrim
Start Date: Friday, 22/12/2023
Start / End Time: 09:00 - 18:00
Rate / Hr: £ 20.00


Candidate: David John McCrea
PSNI Number: 2688


[VIEW SHIFT](#)

Thanks,
The UCA Team

Some notifications will include the shift ID in the subject to help identify within the dashboard

Shift Verification Query (ID: 61) Inbox x 📄 🔗

 **UCA** <no-reply@uca.app.aertemp.com>
to me ▾ 15:34 (26 minutes ago) ☆ ↶ ⋮



Shift Verification Query

David John McCrea has queried a shift.


Booking ID: 61
Client: Test client 1
Branch: Test branch 1
PRN:
Branch Address: 12 Bangor Road, Belfast, Antrim
Start Date: Monday, 04/12/2023
Start Time: 09:00
End Time: 18:00







Candidate: David John McCrea
PSNI Number: 2688
Email: marek+ucatest@aertemp.com
Phone: +353874128638

Query: I actually worked till 19.00, can you update shift details before I verify

[EDIT SHIFT](#)

Shift ID in dashboard

UC 

-  Shifts & Blocks
-  Branches +
-  CPD Hub
-  Resource Hub
-  Settings
-  FAQ

Dashboard

Shifts
Blocks

Include Block Booking Shifts
 Only Block Booking Shifts

Start Date

End Date

Shift Status

Shift Verification Required


Profession

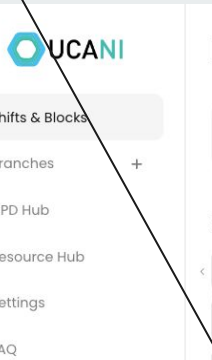
Branch

Results

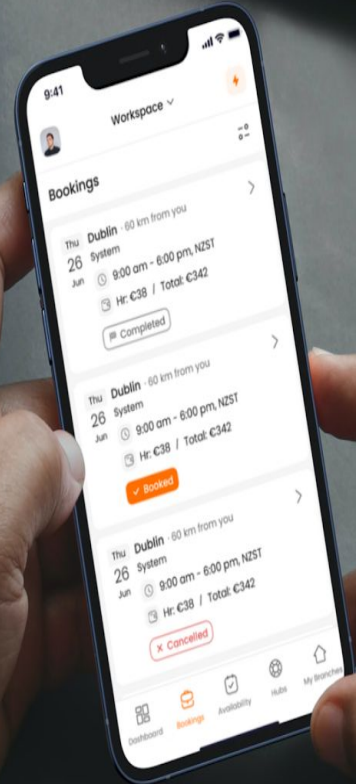
ID	BB ID	Profession	Date	Day	Start / End Time	Rate / HR	Branch	App	Candidate Booked	Verified By Candidate	Verified By Client
62	-	Pharmacist	01/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCreag	Yes	<input type="button" value="Verify"/>
61	-	Pharmacist	04/12/2023	Monday	09:00 - 19:00	£20.00	Test branch 1	1	David John McCreag	No	<input type="button" value="Verify"/>
69	-	Pharmacist	04/12/2023	Monday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCreag	No	<input type="button" value="Verify"/>
60	-	Pharmacist	05/12/2023	Tuesday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCreag	Yes	<input type="button" value="Verify"/> 10
67	-	Pharmacist	05/12/2023	Tuesday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCreag	No	<input type="button" value="Verify"/>
68	-	Pharmacist	06/12/2023	Wednesday	09:00 - 18:00	£20.00	Test branch 1	1	David John McCreag	No	<input type="button" value="Verify"/>

First Previous 1 Next Last


 **Marek Wystepok**
Client Superuser










CPD & Resource Hub



CPD & Resource Hub is accessible by both Client Super User and Store Manager

UC 


-  Shifts & Blocks
-  Branches +
-  CPD Hub
-  Resource Hub
-  Settings
-  FAQ





Marek Wysteppek
Client Superuser


Dashboard Shifts Blocks


Include Block Booking Shifts
 Only Block Booking Shifts

Start Date
08/12/2023 


End Date
07/01/2024 




Shift Status
Unassigned 

Profession
Select option 


Branch
Select option 

[Search](#)

Results  [+ Add Shift](#)
Download CSV

ID	BB ID	Profession	Date	Day	Start / End Time	Rate / HR	Branch	Offers	App
41	-	Pharmacist	21/12/2023	Thursday	09:00 - 18:00	£20.00	Test branch 1	0	1   
50	-	Pharmacist	22/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	0	0
47	-	Pharmacist	23/12/2023	Saturday	09:00 - 18:00	£22.00	Test branch 1	1	0
49	-	Pharmacist	24/12/2023	Sunday	12:00 - 18:00	£22.00	Test branch 1	0	0
52	-	Pharmacist	27/12/2023	Wednesday	09:00 - 18:00	£20.00	Test branch 1	0	1
55	-	Pharmacist	28/12/2023	Thursday	09:00 - 20:00	£20.00	Test branch 1	0	0
54	-	Pharmacist	29/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	0	0
56	-	Pharmacist	30/12/2023	Saturday	09:00 - 18:00	£22.00	Test branch 1	0	0
53	-	Pharmacist	31/12/2023	Sunday	12:00 - 18:00	£22.00	Test branch 1	0	0
59	-	Pharmacist	02/01/2024	Tuesday	09:00 - 18:00	£20.00	Test branch 1	0	0

CPD Hub has content specific for Professional Development added by UCA for all candidates


UC 

- Shifts & Blocks
- Branches +
- CPD Hub
- Resource Hub
- Settings
- FAQ

CPD Hub

Date Created From: 08/11/2023


Date Created To: 08/12/2023



Menopause: A Guide To Managing Symptoms, Pharmacy In Focus Edition 4,...

Article Highlighting The Impact Of Menopause On Female Health & Wellbeing And How Pharmacists Can Offer Advice And Support.


24/11/2023



Widening Protection Against Shingles, Pharmacy In Focus Edition 4, 2023

Article Focussing On The PHA Singles Vaccine Campaign Sept 2023

24/11/2023




A Clear Vision: Optimal Eye Health, Pharmacy In Focus Edition 4, 2023

Article Exploring The Importance Of Eye Health, Shedding Light On Common Eye Conditions, Preventative Measures, And The Crucial Role Pharmacists Play In...


24/11/2023







10 Rows/Page


First Previous 1 Next Last




Resource Hub is content added by UCA that is relevant to all pharmacies

uc 

-  Shifts & Blocks
-  Branches +
-  CPD Hub
-  Resource Hub
-  Settings
-  FAQ

 **Marek Wystepik**
Client Superuser


Resource Hub



Project ECHO For Community Pharmacy

Information On The Community Of Practice For Community Pharmacy Hosted By SPPG. Monthly Zoom Meetings Providing Information On New Or Amended Services + Live Q&A


24/11/2023



Pharmacy Forum NI

Link To Pharmacy Forum NI Website Including Good Practice Guidance Documents, CPD Support And PASS (Pharmacists' Advice & Support Service):<https://www.pfni.org.uk/>

24/11/2023

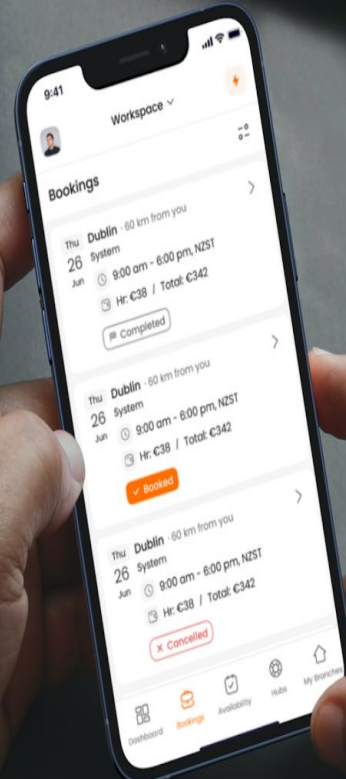


NI Formulary

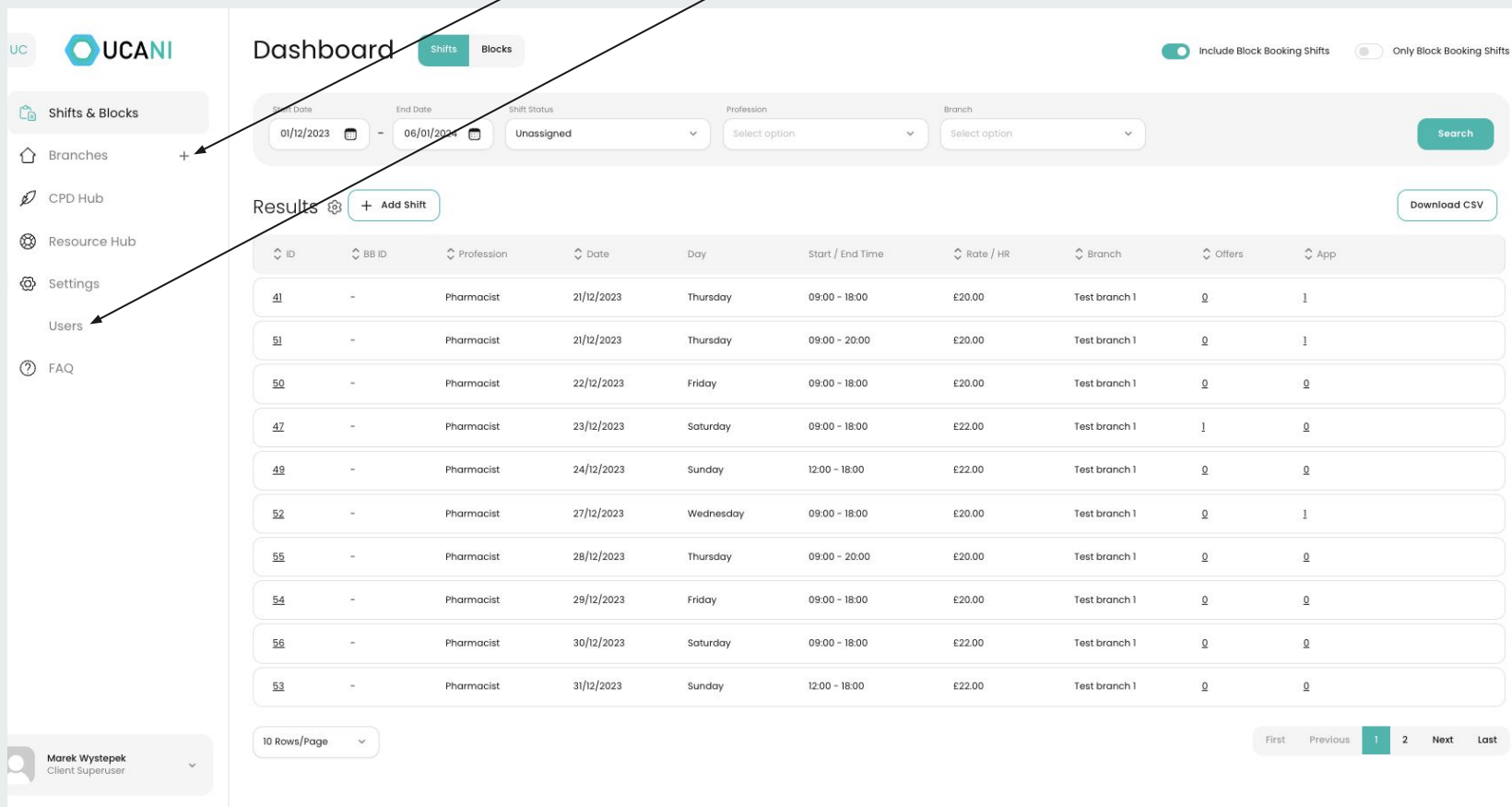
Link To NI Formulary Website Including Medicines Management Newsletter Archive:<https://niformulary.hscni.net/>

24/11/2023

Client Superuser additional access



Client Superuser has the ability to add Branches and additional users

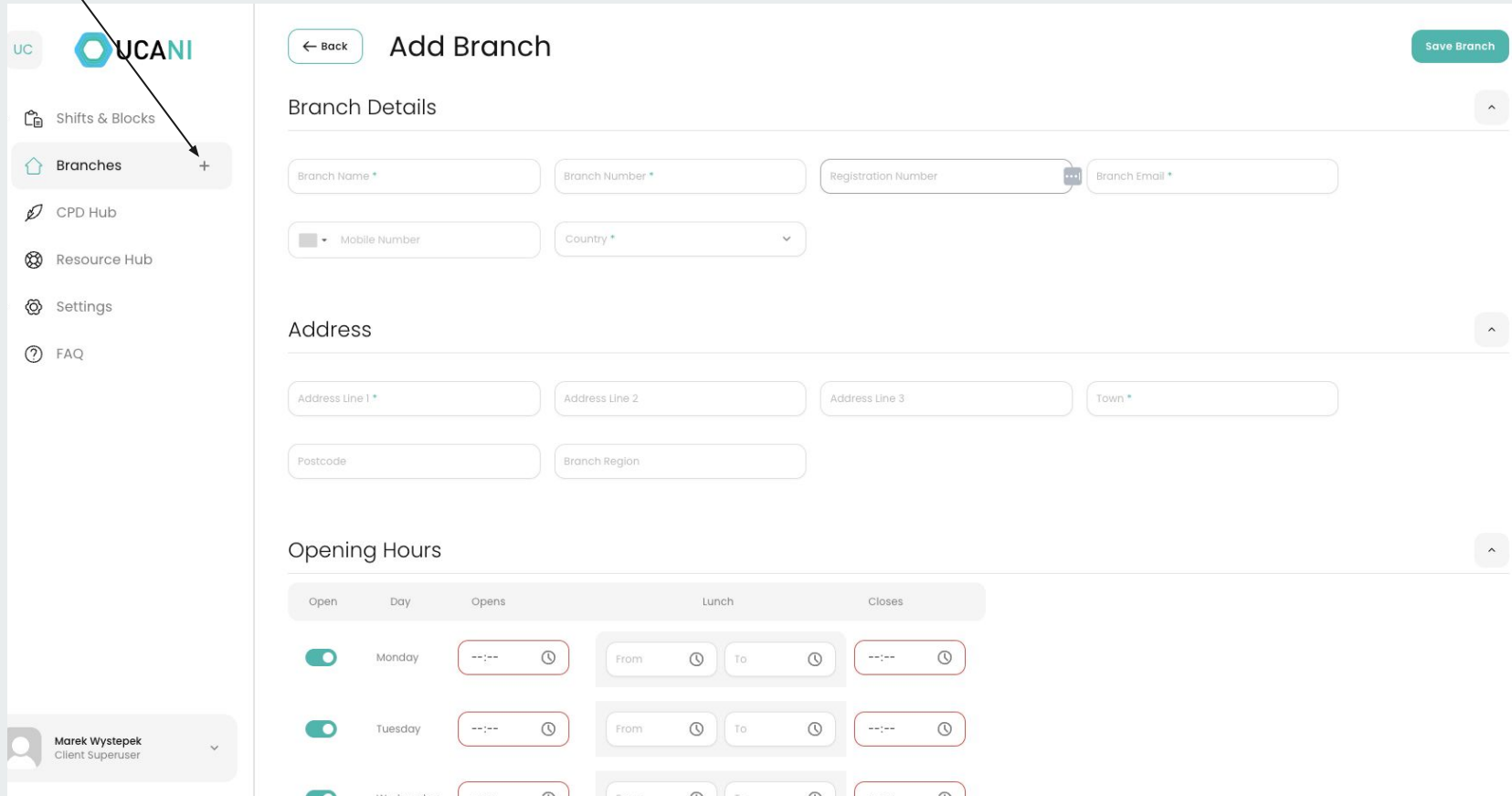


The screenshot shows the UCANI Dashboard interface. On the left sidebar, the 'Users' menu item is highlighted with an arrow. In the main content area, the 'Shifts & Blocks' section is active, and the '+ Add Shift' button is highlighted with another arrow. The dashboard includes a search bar with filters for Start Date, End Date, Shift Status, Profession, and Branch. Below the search bar, there is a 'Results' section with a table of shift data.

ID	BB ID	Profession	Date	Day	Start / End Time	Rate / HR	Branch	Offers	App
41	-	Pharmacist	21/12/2023	Thursday	09:00 - 18:00	£20.00	Test branch 1	0	1
51	-	Pharmacist	21/12/2023	Thursday	09:00 - 20:00	£20.00	Test branch 1	0	1
50	-	Pharmacist	22/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	0	0
47	-	Pharmacist	23/12/2023	Saturday	09:00 - 18:00	£22.00	Test branch 1	1	0
49	-	Pharmacist	24/12/2023	Sunday	12:00 - 18:00	£22.00	Test branch 1	0	0
52	-	Pharmacist	27/12/2023	Wednesday	09:00 - 18:00	£20.00	Test branch 1	0	1
55	-	Pharmacist	28/12/2023	Thursday	09:00 - 20:00	£20.00	Test branch 1	0	0
54	-	Pharmacist	29/12/2023	Friday	09:00 - 18:00	£20.00	Test branch 1	0	0
56	-	Pharmacist	30/12/2023	Saturday	09:00 - 18:00	£22.00	Test branch 1	0	0
53	-	Pharmacist	31/12/2023	Sunday	12:00 - 18:00	£22.00	Test branch 1	0	0

At the bottom of the page, the user profile for 'Marek Wystepik Client Superuser' is visible on the left, and a pagination control shows '10 Rows/page' and page numbers '1', '2', 'Next', 'Last'.

Click + and complete all details to add a new branch/location



UCANI

← Back Add Branch Save Branch

Branch Details

Branch Name * Branch Number * Registration Number Branch Email *

Mobile Number Country *

Address

Address Line 1 * Address Line 2 Address Line 3 Town *

Postcode Branch Region

Opening Hours

Open	Day	Opens	Lunch	Closes
<input checked="" type="checkbox"/>	Monday	--:--	From To	--:--
<input checked="" type="checkbox"/>	Tuesday	--:--	From To	--:--
<input checked="" type="checkbox"/>	Wednesday	--:--	From To	--:--

Marek Wystepik Client Superuser

Fill out all sections including opening hours and if branch is closed for lunch and Save Branch

UC UCANI

- Shifts & Blocks
- Branches +**
- CPD Hub
- Resource Hub
- Settings
- FAQ

Marek Wystepik
Client Superuser

[← Back](#) **Add Branch** [Save Branch](#)

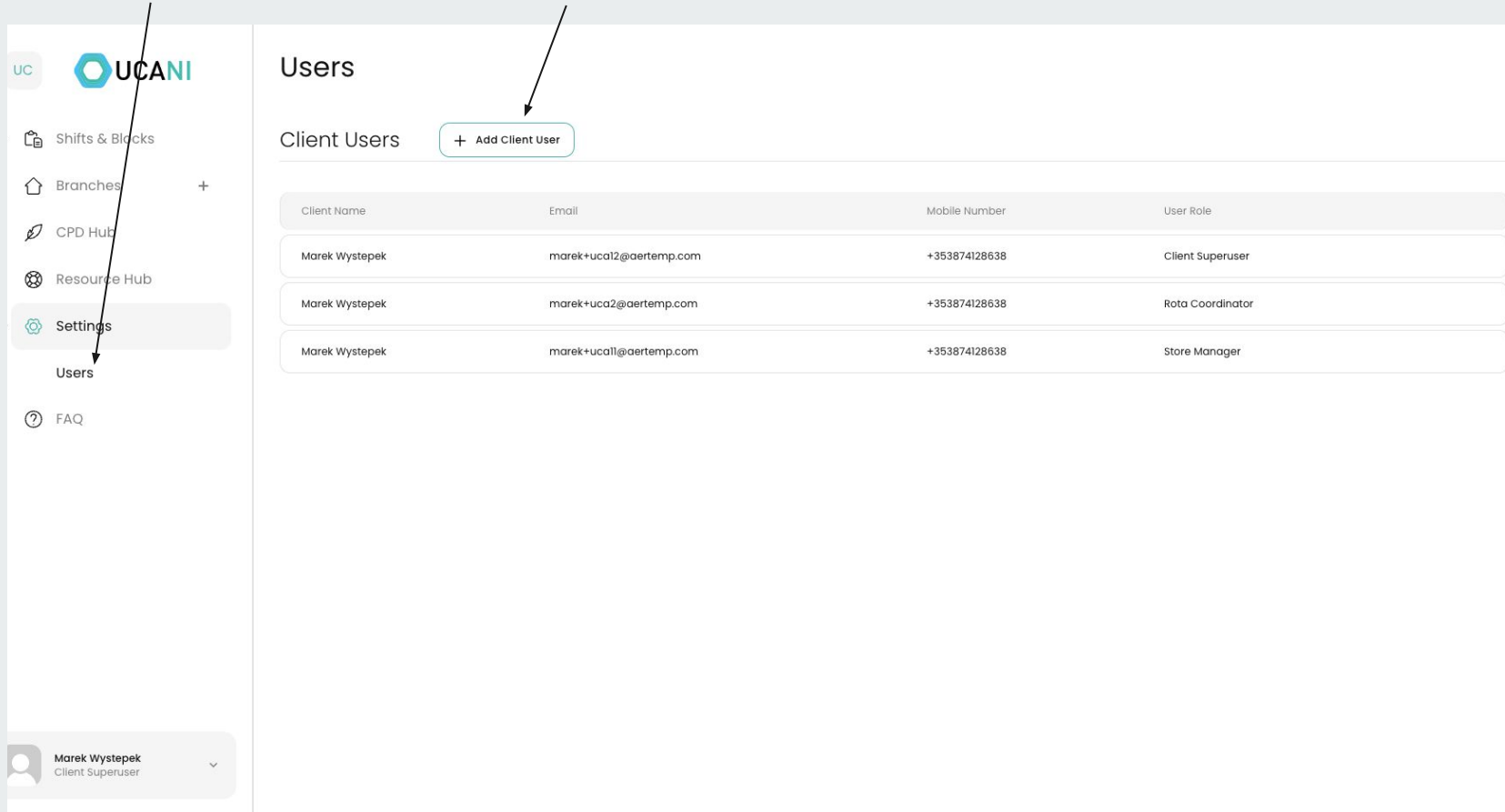
<input checked="" type="checkbox"/>	Tuesday	---:--	🕒	From	🕒	To	🕒	---:--	🕒
<input checked="" type="checkbox"/>	Wednesday	---:--	🕒	From	🕒	To	🕒	---:--	🕒
<input checked="" type="checkbox"/>	Thursday	---:--	🕒	From	🕒	To	🕒	---:--	🕒
<input checked="" type="checkbox"/>	Friday	---:--	🕒	From	🕒	To	🕒	---:--	🕒
<input checked="" type="checkbox"/>	Saturday	---:--	🕒	From	🕒	To	🕒	---:--	🕒
<input checked="" type="checkbox"/>	Sunday	---:--	🕒	From	🕒	To	🕒	---:--	🕒

Additional Information ^

Staffing * Parking *

Default Shift Notes

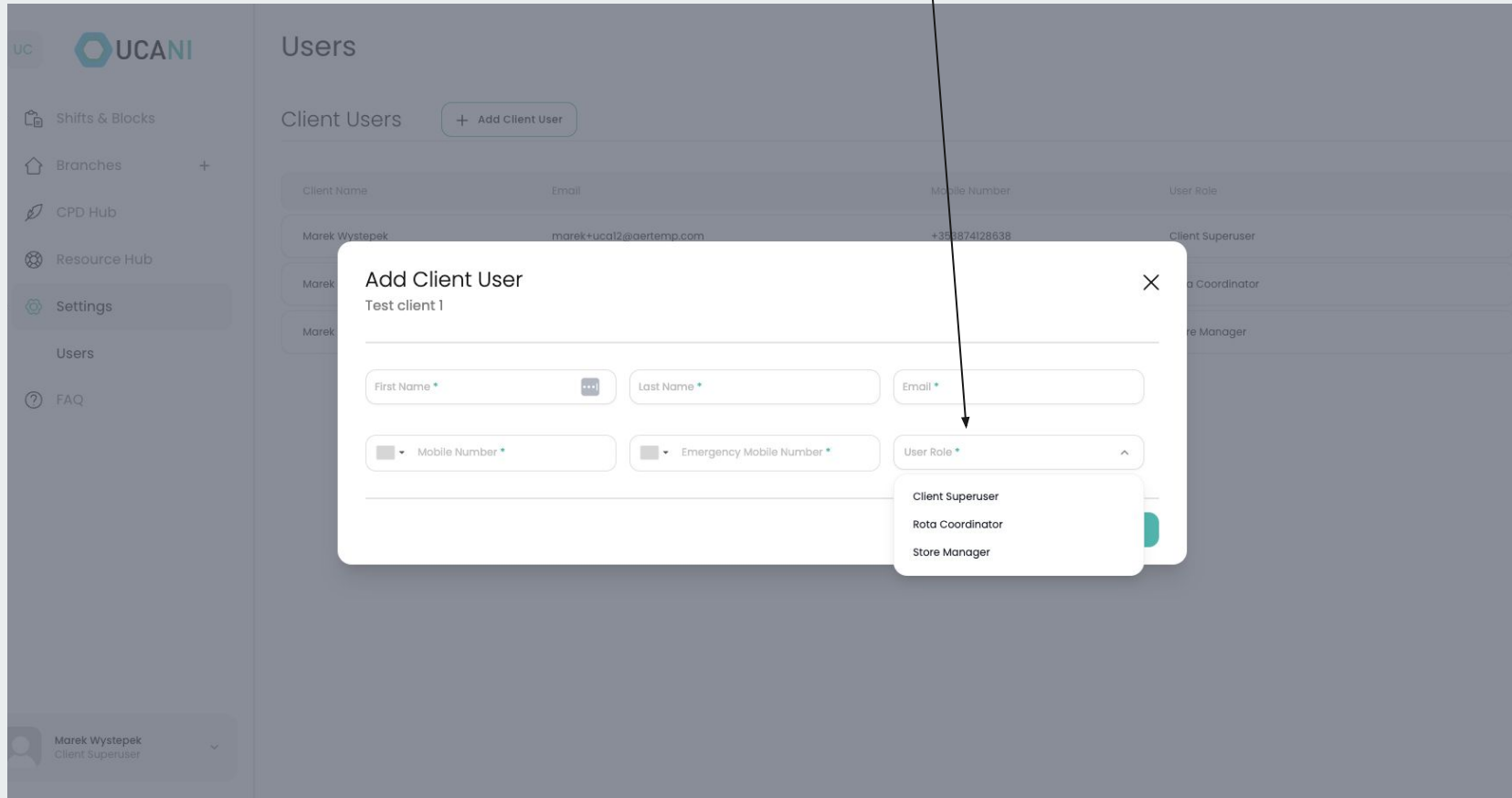
Then click users under Settings to add new client users



The screenshot displays the UCANI application interface. On the left, a sidebar contains navigation items: Shifts & Blocks, Branches, CPD Hub, Resource Hub, Settings (highlighted), Users, and FAQ. The main content area is titled 'Users' and features a 'Client Users' section with a '+ Add Client User' button. Below this button is a table listing three users for 'Marek Wystepok' with different roles: Client Superuser, Rota Coordinator, and Store Manager.

Client Name	Email	Mobile Number	User Role
Marek Wystepok	marek+uca12@aertemp.com	+353874128638	Client Superuser
Marek Wystepok	marek+uca2@aertemp.com	+353874128638	Rota Coordinator
Marek Wystepok	marek+uca11@aertemp.com	+353874128638	Store Manager

Fill out the details and choose the User Role. Client Superuser has the complete access, Rota coordinator can add shifts to multiple branches, store manager can only add shifts to specified branches. Then click save



The screenshot displays the UCANI Users management interface. A modal window titled "Add Client User" is open, showing a form for creating a new user. The form includes fields for First Name, Last Name, Email, Mobile Number, and Emergency Mobile Number, all marked as required. A dropdown menu for "User Role" is open, showing three options: Client Superuser, Rota Coordinator, and Store Manager. An arrow points from the text above to the "User Role" dropdown menu.

Users

Client Users + Add Client User

Client Name	Email	Mobile Number	User Role
Marek Wystepok	marek+ucan12@artemp.com	+353874128638	Client Superuser
Marek			Rota Coordinator
Marek			Store Manager

Add Client User ×

Test client 1

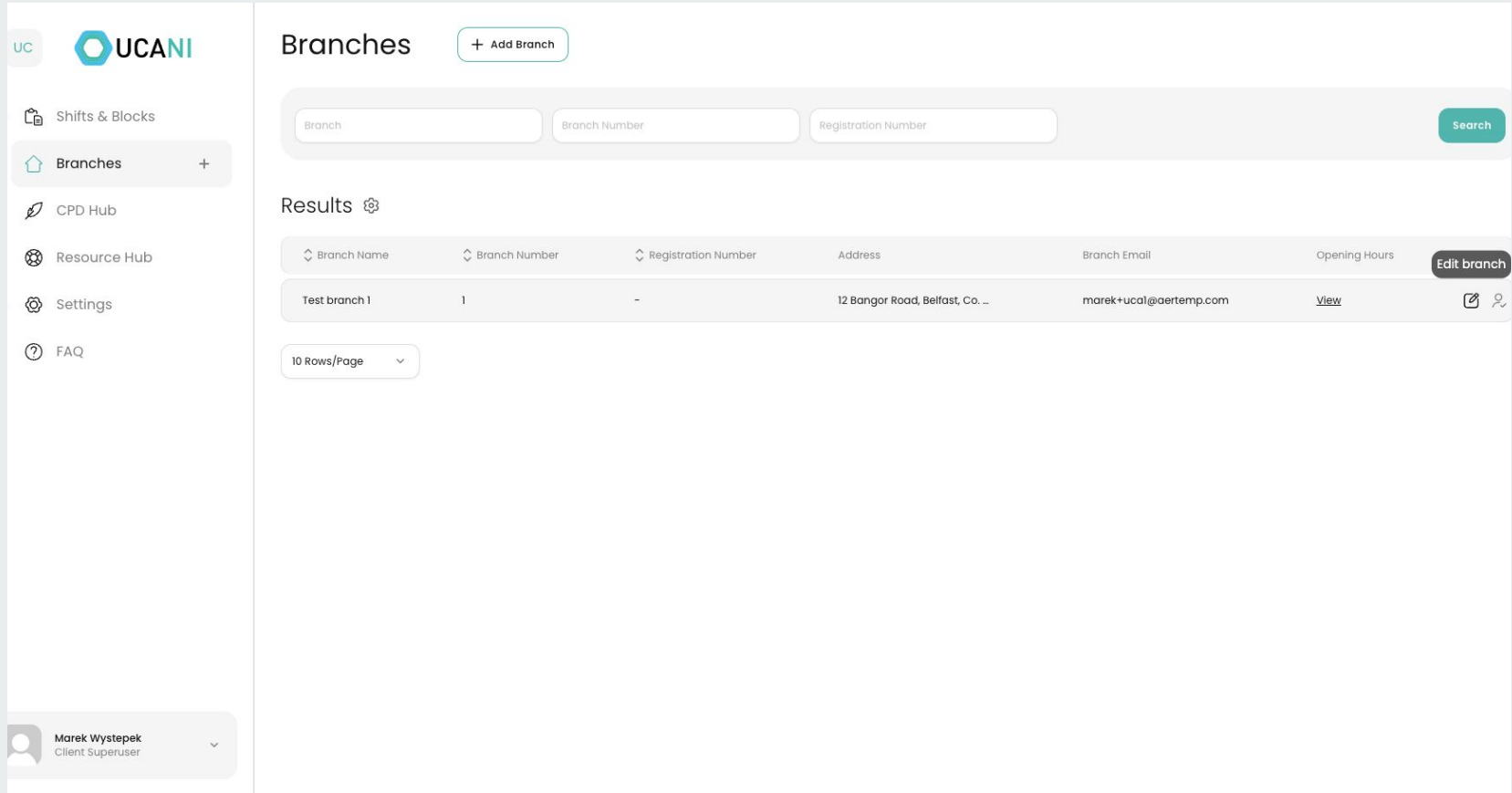
First Name * ⋮ Last Name * Email *

Mobile Number * Emergency Mobile Number * User Role *

- Client Superuser
- Rota Coordinator
- Store Manager

Marek Wystepok
Client Superuser

If a Branch has changed ownership or closes, please inform UCA (Adrienne Clugston) who can amend the details for you



The screenshot shows the UCANI web application interface for managing branches. On the left is a sidebar with navigation options: Shifts & Blocks, Branches (selected), CPD Hub, Resource Hub, Settings, and FAQ. The main content area is titled 'Branches' and includes an '+ Add Branch' button. Below this is a search bar with three input fields: 'Branch', 'Branch Number', and 'Registration Number', followed by a 'Search' button. The search results are displayed in a table with columns: Branch Name, Branch Number, Registration Number, Address, Branch Email, and Opening Hours. A single row is shown for 'Test branch 1'. An 'Edit branch' button is located to the right of the table. At the bottom left of the main area, there is a '10 Rows/Page' dropdown menu. The user profile 'Marek Wystepik, Client Superuser' is visible in the bottom left corner.

Branches [+ Add Branch](#)

Branch Branch Number Registration Number [Search](#)

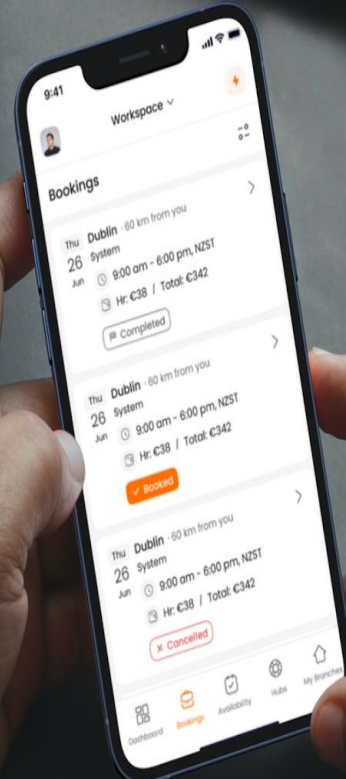
Results ⚙️

Branch Name	Branch Number	Registration Number	Address	Branch Email	Opening Hours	Edit branch
Test branch 1	1	-	12 Bangor Road, Belfast, Co. ...	marek+uca1@aertemp.com	View	✎ 👤

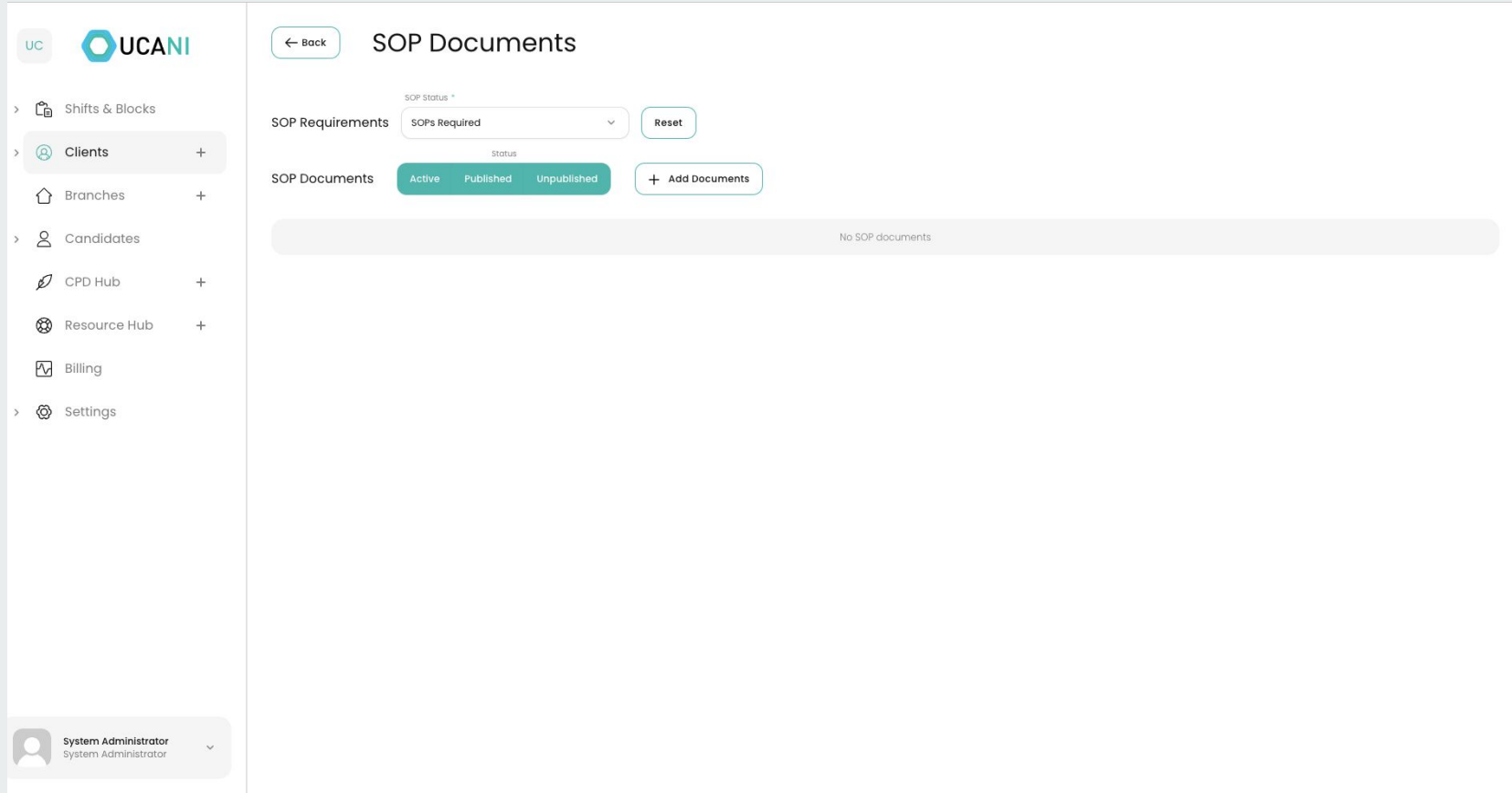
10 Rows/Page

Marek Wystepik
Client Superuser

Adding an SOP (via UCA)

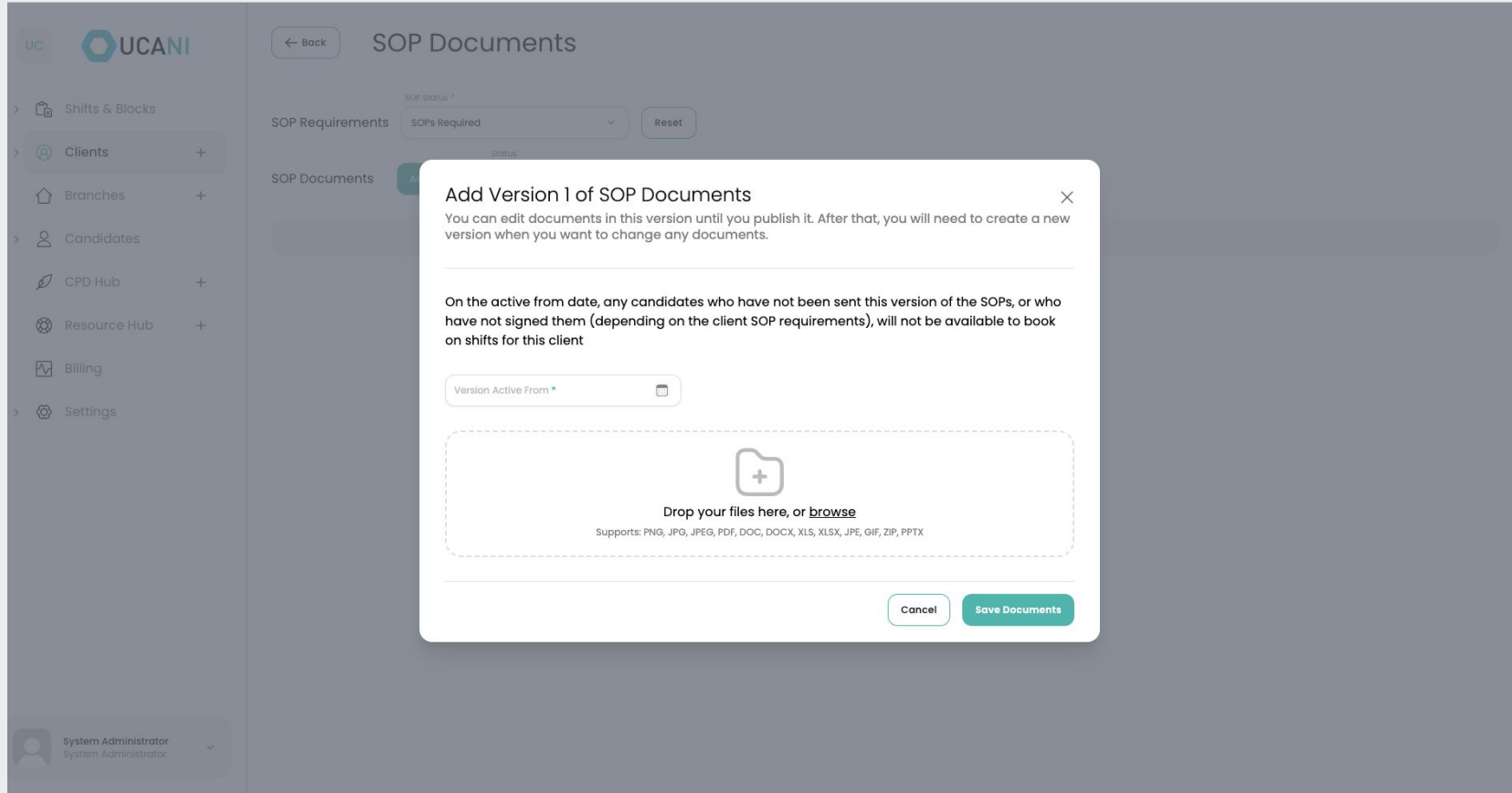


SOP's can be added by UCA (Adrienne Clugston) if required



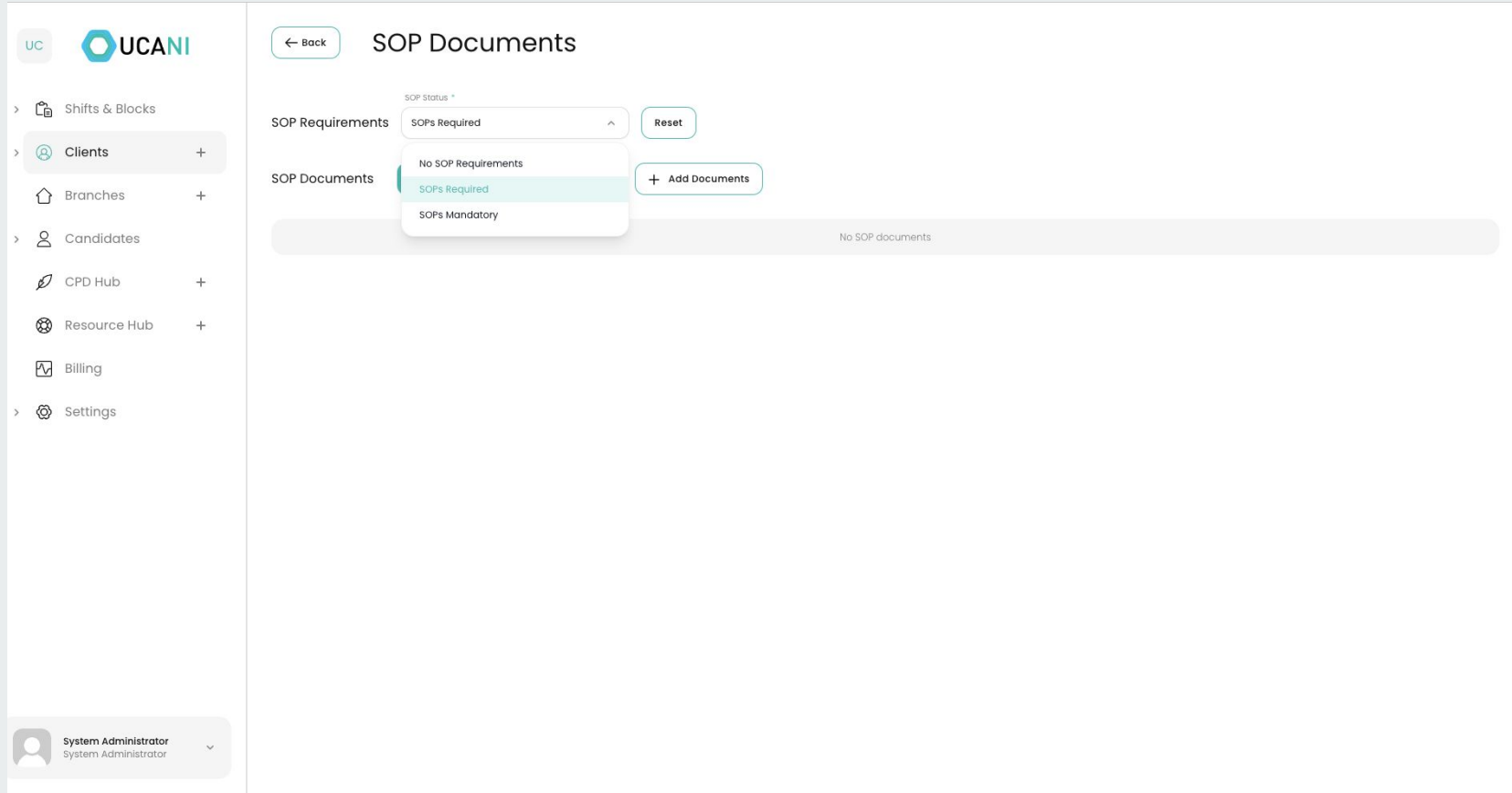
The screenshot shows the UCANI web application interface for managing SOP Documents. On the left is a navigation sidebar with the UCANI logo and menu items: Shifts & Blocks, Clients (highlighted), Branches, Candidates, CPD Hub, Resource Hub, Billing, and Settings. At the bottom of the sidebar is a user profile for 'System Administrator'. The main content area is titled 'SOP Documents' and includes a 'Back' button. Below the title are two filter sections: 'SOP Requirements' with a dropdown menu set to 'SOPs Required' and a 'Reset' button, and 'SOP Documents' with tabs for 'Active', 'Published', and 'Unpublished', along with a '+ Add Documents' button. A large grey message box at the bottom of the main area states 'No SOP documents'.

Please send all documents required (formats below) and the date the SOP needs to be active from



The screenshot shows the UCANI web application interface. On the left is a navigation sidebar with menu items: Shifts & Blocks, Clients, Branches, Candidates, CPD Hub, Resource Hub, Billing, and Settings. The main content area is titled "SOP Documents" and includes a "Back" button, "SOP Status" dropdown, "SOP Requirements" dropdown, and a "Reset" button. A modal dialog titled "Add Version 1 of SOP Documents" is open in the center. The dialog contains the following text: "You can edit documents in this version until you publish it. After that, you will need to create a new version when you want to change any documents." Below this is a warning: "On the active from date, any candidates who have not been sent this version of the SOPs, or who have not signed them (depending on the client SOP requirements), will not be available to book on shifts for this client". There is a "Version Active From" field with a calendar icon. A dashed box contains a folder icon with a plus sign and the text "Drop your files here, or [browse](#)". Below the dashed box, it says "Supports: PNG, JPG, JPEG, PDF, DOC, DOCX, XLS, XLSX, JPE, GIF, ZIP, PPTX". At the bottom of the dialog are "Cancel" and "Save Documents" buttons. The user profile at the bottom left of the sidebar is "System Administrator".

The SOP can be set to just be sent to all new applicants (SOP's required), or can include a confirmation that they have been read (SOP's Mandatory). Please confirm which option



The screenshot shows the UCANI user interface for configuring SOP Documents. On the left is a navigation sidebar with the UCANI logo and menu items: Shifts & Blocks, Clients (selected), Branches, Candidates, CPD Hub, Resource Hub, Billing, and Settings. At the bottom of the sidebar, the user is identified as System Administrator. The main content area is titled 'SOP Documents' and includes a 'Back' button. Below the title, there are two sections: 'SOP Requirements' and 'SOP Documents'. The 'SOP Requirements' section has a dropdown menu currently set to 'SOPs Required' and a 'Reset' button. The 'SOP Documents' section has a dropdown menu with three options: 'No SOP Requirements', 'SOPs Required' (highlighted), and 'SOPs Mandatory', along with an '+ Add Documents' button. A large grey bar at the bottom of the main content area contains the text 'No SOP documents'.

Videos:

[Getting Access](#)

[Shifts & Blocks](#)

[Assigning Candidates + negotiation](#)

[Adding Approved Users](#)

[Verifying Shifts](#)

[Pulling Billing Information](#)

[Notifications](#)

[CPD & Resource Hub](#)

[Client Superuser additional rights](#)

