



# Allocate ME

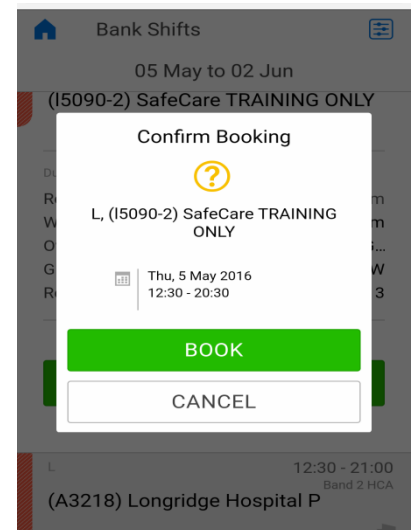
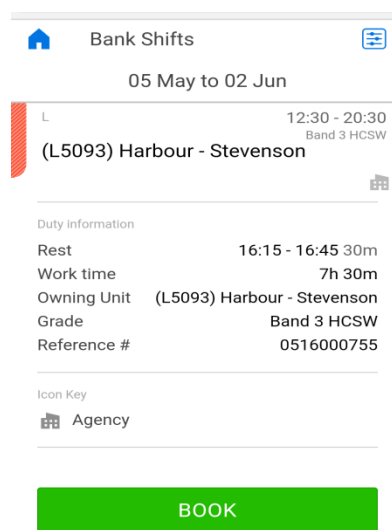
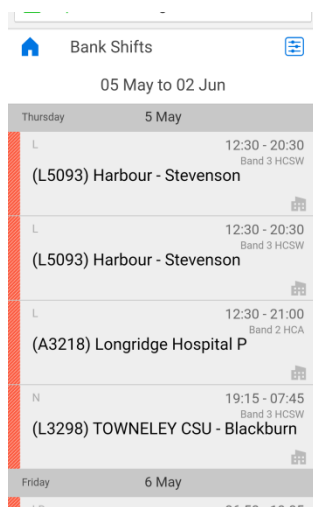
## Bank Shift User Guide

### BOOKING BANK SHIFTS

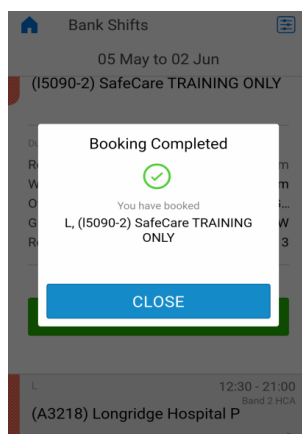
It is possible to view and book bank shifts on the ME app

Once you have logged in, select **Available Bank Duties** from the main ME page.

Simply select the shift you wish to work and this will then be displayed with more information about the shift. Simply click 'Book' and a confirmation pop up will appear. Select 'Book' if you wish to work this shift.



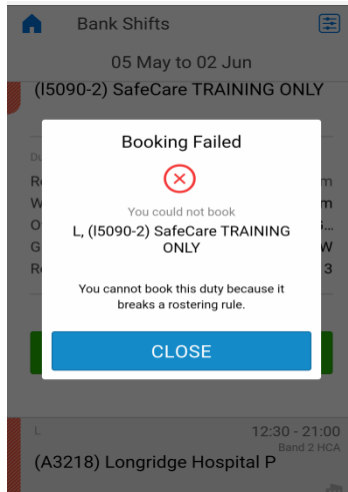
If your booking is successful, you will receive a confirmation message:





This shift will then appear in your roster.

If you have tried to book a shift and you see this screen:



You will need to contact the Co-ordinators in the Temporary Staffing Department by emailing [staff.bank@lancashirecare.nhs.uk](mailto:staff.bank@lancashirecare.nhs.uk)

If you need to cancel a shift, you will need to contact the Co-ordinators in the Temporary Staffing Department by emailing [staff.bank@lancashirecare.nhs.uk](mailto:staff.bank@lancashirecare.nhs.uk)