



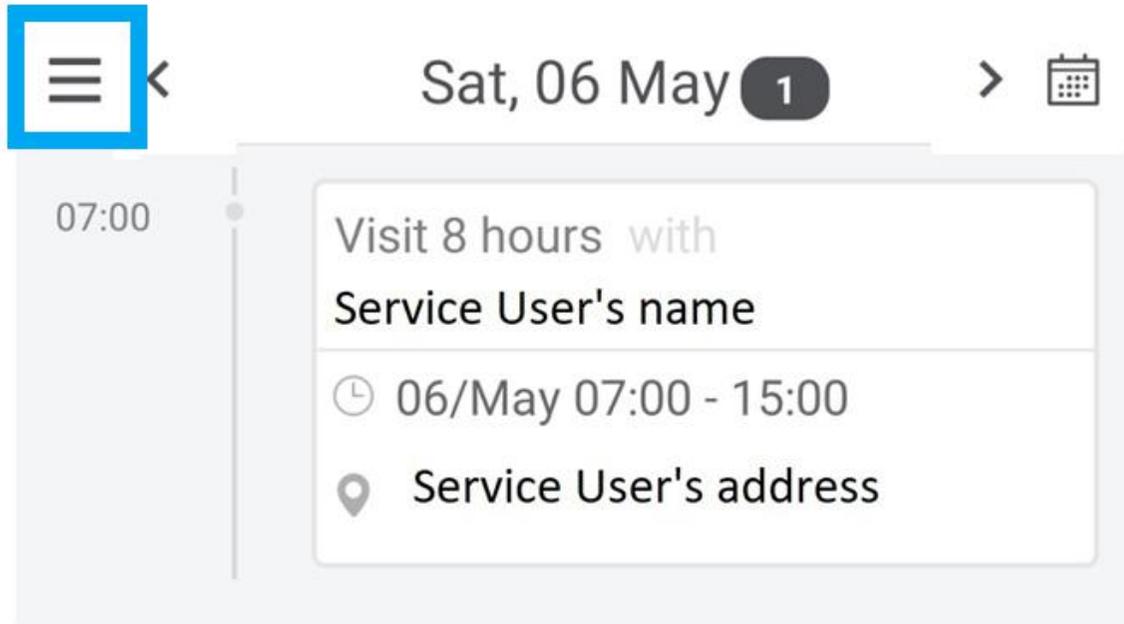
PRIMECARE  
HEALTH



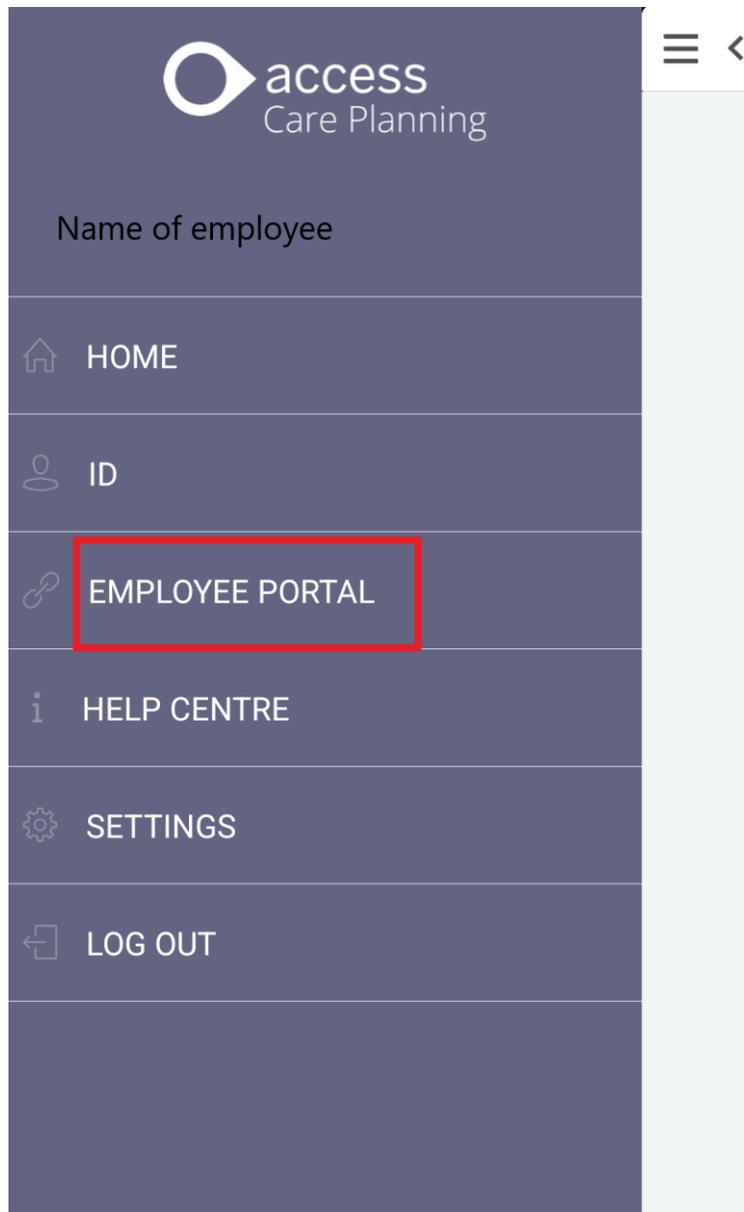
access

A quick 'how to' guide

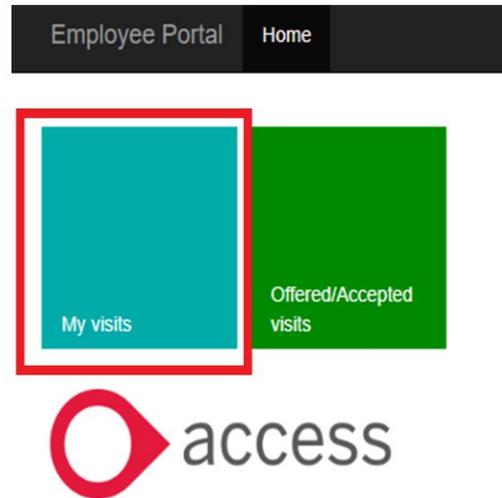
[Employee Portal](#)



Log into your Access account.  
Click on the three lines at the top left as show here in **blue**.



Click on **EMPLOYEE PORTAL** (halfway down on the screen) This will open another page.

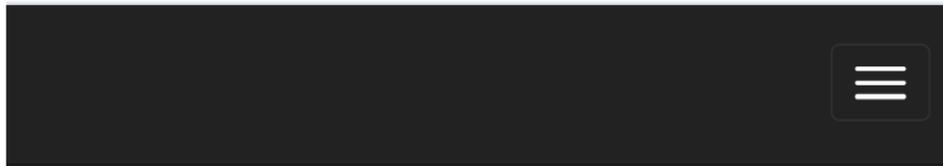


## MY VISITS.

If you click on this tab (highlighted in red), it will display your upcoming rota daily, weekly, or monthly.

(depending on when your rota is released)

You can also click on individual visits for more information.



Day

Week

Month

# April 2024

today



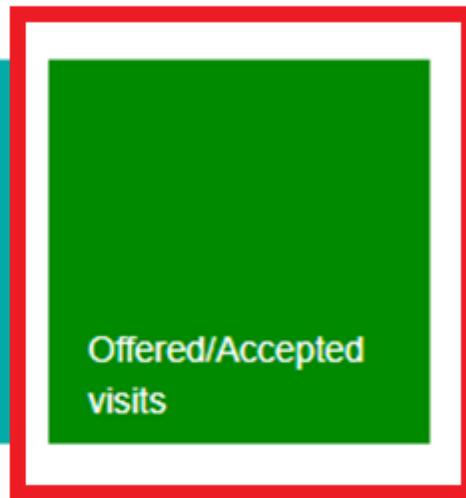
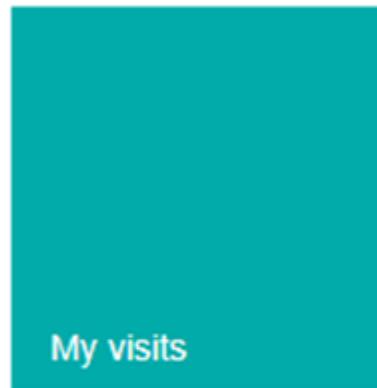
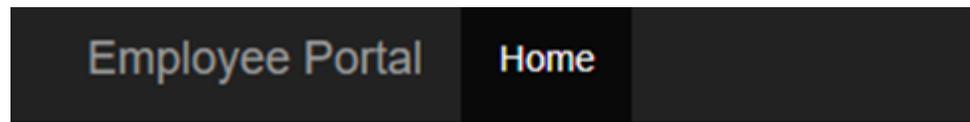
Mon	Tue	Wed	Thu	Fri	Sat	Sun
1	2	3	4	5	6	7
8	9 16:35 - 2	10	11	12	13	14
15 21:54 - 0	16	17	18	19	20 07:00 - 1	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Each of your visits are **BLUE**.

If you hover over these, they will display details including names and times of a specific visit.

As well as choosing day, week, or month, you can also select a different month using the arrow keys at the top.

## PICKING UP AVAILABLE SHIFTS



You can also pick up available visits depending on what branch and service you are assigned to. To start, click on the Offered/Accepted visits button as shown highlighted in red.



## To see available shifts:

You can change the dates for available shifts here

Home My visits Offered/Accepted visits Logout

Offered visits 0

Accepted visits

Available visits

From Thu 25, April 2024

To

Branch Autism Services

Team All

Service Type All

This is your assigned branch

This is your assigned service

Home My visits Offered/Accepted visits Logout

Offered visits 0  
Accepted visits 1  
Available visits

From Thu 25, April 2024 To

Branch Autism Services Team 24/7 Housing Support Service Type All

**NAME OF SUPPORT**  
Available

AUT Shift (Aut Visit)  
Mon 29th, April 2024  
Start Time: 07:00  
End Time: 15:00  
Address: ADDRESS DETAILS ARE LOCATED HERE

Request

Using the Team drop down menu (highlighted orange), select a specific service to see if a visit is available. Click on the **REQUEST** button (highlighted red). Then click **REQUEST** again.

Offered visits

Accepted visits

Available visits

# Are you sure you want to request this visit?

Cancel

Request

**AUT Shift (Aut Visit)**

Mon 29th, April 2024

**Start Time:** 07:00

**End Time:** 15:00

**Address:** ADDRESS DETAILS ARE LOCATED HERE

Request

Home My visits Offered/Accepted visits Logout

Offered visits 0  
Accepted visits 1  
Available visits

From: Thu 25, April 2024 To:

Branch: Autism Services Team: 24/7 Housing Support Service Type: All

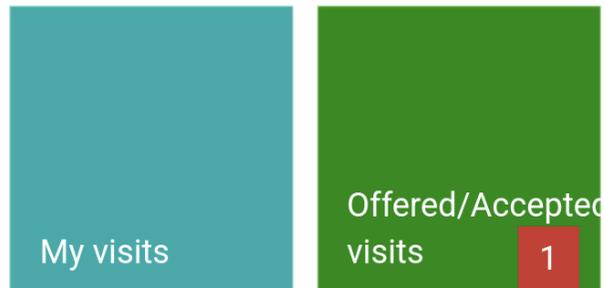
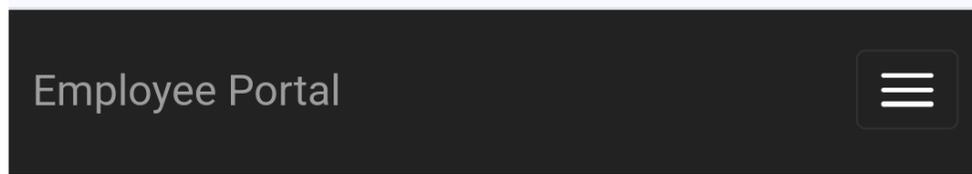
**NAME OF SUPPORT**  
Available

AUT Shift (Aut Visit)  
Mon 29th, April 2024  
Start Time: 07:00  
End Time: 15:00  
Address: ADDRESS DETAILS ARE LOCATED HERE

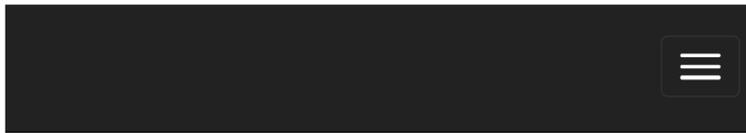
Requested

The visit has now successfully been requested and the office made aware. They will then in turn contact you with an outcome as soon as possible.

## Being offered shifts



The office may offer available visits to support staff. They will appear on your Employee Portal depending on the number of visits that have been offered (in this case one)



- Offered visits 1
- Accepted visits 0
- Available visits

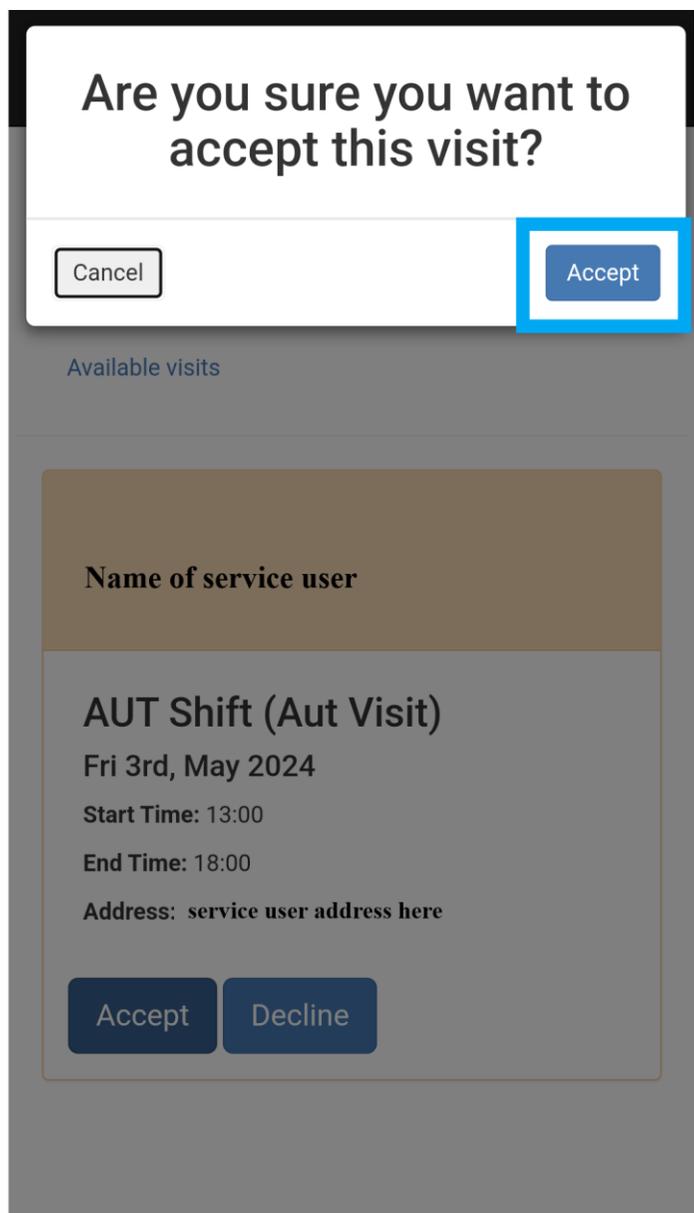
**Name of service user here.**

**AUT Shift (Aut Visit)**  
Fri 3rd, May 2024  
**Start Time:** 13:00  
**End Time:** 18:00  
**Address:** service user address here

**Accept** **Decline**

The selected visit will be displayed at the bottom of the page.

You can either accept or decline the offered visit (highlighted red)



To confirm or decline the visit click on the box again.

(highlighted blue)

This will then send a notification to the office.

If you have accepted the visit it will appear on your rota and calendar.

**Any questions please contact the office in the first instance:**

**01506 890 970**