

Nightingale Self Service User

INTRODUCTION

OneView is the software used to support the resource planning for the Harrogate Nightingale Y&H Hospital. Staff will be scheduled to the Nightingale Hospital in OneView. All staff working at the Nightingale should keep their contact details and next of kin details updated via the OneView Self Service Module. Staff can also view their schedules and request leave/indicate unavailability via Self Service.

This guide describes key features of the **Self Service** area.

LOGGING IN TO ONEVIEW



All users will receive an email with details of how to set up a password and log in.

To log into OneView:

1. Use the following URL to access OneView:
<https://nightingaleyh.dynamia-cloud.co.uk/OneView>
2. Enter your email and password in the login screen.
3. Click **Sign In**.



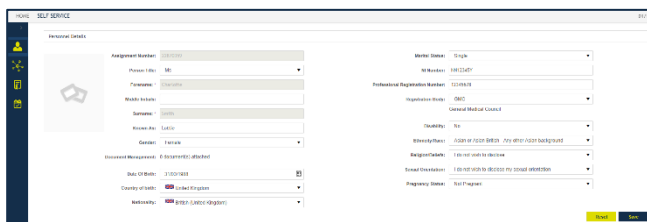
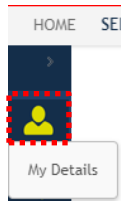
MANAGE MY DETAILS



In the **My Details** section, key data such as marital status, professional registration number, disability, home address can be maintained.

To review or maintain Personnel Details:

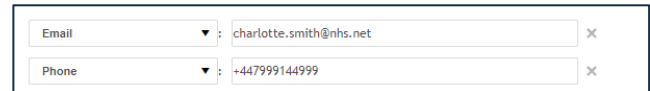
1. Navigate to **My Details**.
2. Review the information in the **Personnel Details** section and make necessary updates.
3. Click **'Save'** at the bottom of the section to save your changes.



To review or maintain Home Address information:

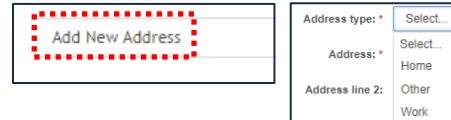
1. Navigate to **My Details**.
2. Review the information in the **Addresses** section and make necessary updates.

Please ensure that a valid email address is present as notifications from the OneView system will be sent to this address.



3. Click **'Save'** at the bottom of the section to save your changes.

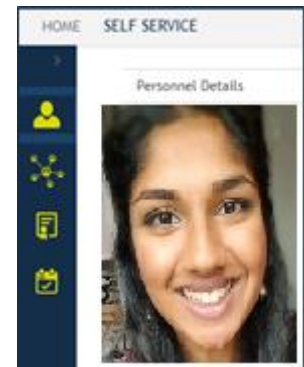
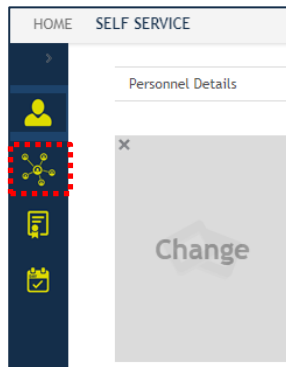
Tip – To add a new address record, click on the **'Add New Address'** option at the bottom of the **Addresses** section.



The information in the **My Details** menu of OneView can be seen by your Trust and the Nightingale Hospital OneView users. Please make sure it is always up-to-date.

To add or change a photo:

1. Move the cursor over the photo icon and click **'Change'**.
2. Click **'Select a photo from your computer'**, browse to the photo that you wish to upload and click **'Open'**.
3. Drag the photo to reposition it if necessary, then click **'Confirm'**.



Photos can be changed by following the steps above.

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MANAGE MY RELATED PEOPLE



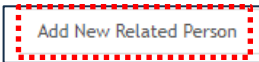
In the **My Related People** section details of your Emergency contact/Next of Kin can be maintained.

To review or maintain Related People information:

1. Navigate to **My Related People**.
2. Review the information in the **Related People** section and make necessary updates.
3. Click **'Save'** at the bottom of the section to save your changes.

To add a new Related Person record:

1. Navigate to **My Related People**.
2. Click on the **'Add New Related Person'** at the bottom of the screen.
3. Fill in the required information and click **'Save'** to save the new record.



Related People records can be deleted if no longer required. Open the relevant record and click on **'Delete'** at the bottom of the screen.



VIEW MY COMPETENCES



The Nightingale Induction course is represented as a Competence in OneView and is obtained following successful completion of the Induction.

To view your competences:

1. Navigate to **My Competences**.
2. See your competences in the **Assigned Competences** section, including effective dates and expiry dates.

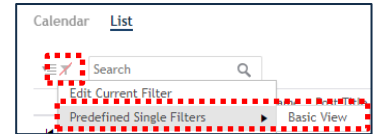
VIEW MY POSTINGS



In the **My Availability** section an overview of postings to the Nightingale Hospital can be found.

To view Nightingale postings:

1. Navigate to **My Availability**.
2. Click on the **Basic View** predefined filter to display your list in the correct format.
3. View your postings in the grid or calendar view.



MANAGE MY UNAVAILABILITY

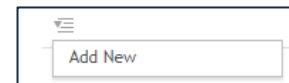


In the **My Availability** section any non-effectives such as training, sick leave, holiday (and other leave that will impact your availability to work at the Nightingale Hospital) can be managed.

To view your non-effectives:

1. Navigate to **My Availability**.
2. View the non-effectives in the list.

4. To request leave, select **'Add New'** from the context menu.



5. Select a **Non-Effective Type** from the list and fill in the Start Date and End Date fields. Click **'Next'**.

6. Review the information on the **Summary** page before clicking **'Finish'** to save the leave request.

Once your leave has been Approved or Rejected, the new status will be visible against the leave request.

