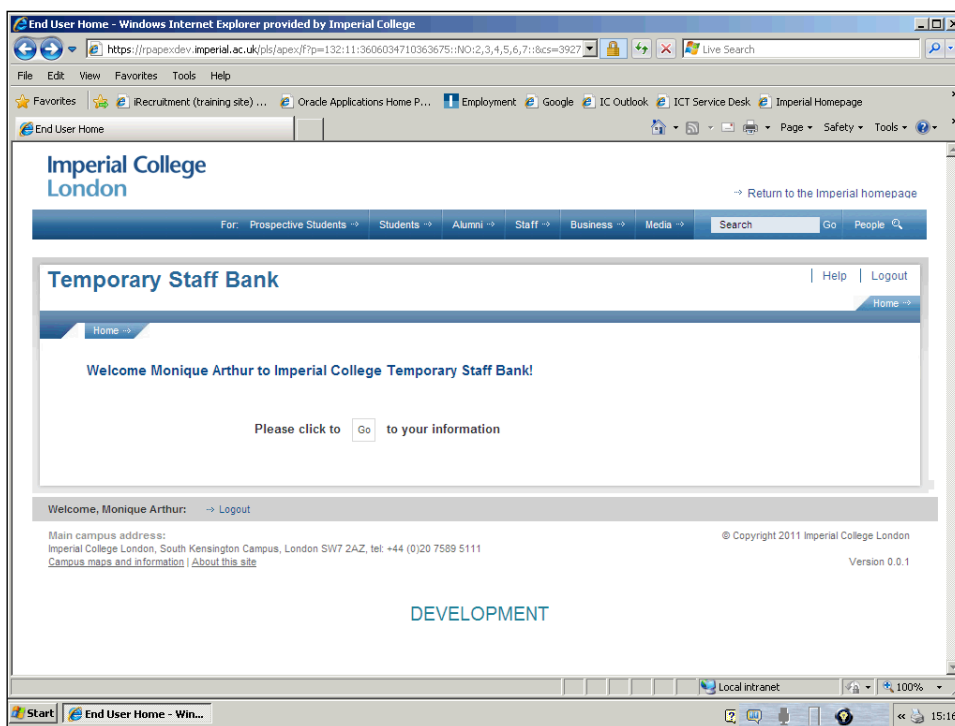


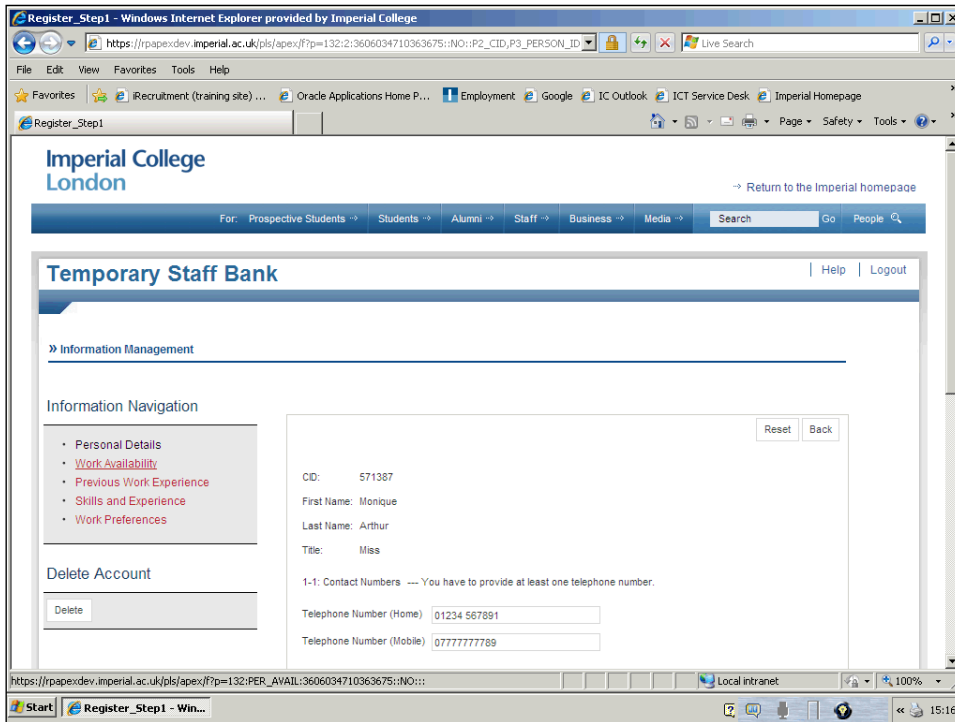
Guide for Individuals Maintaining Records

Procedure Note

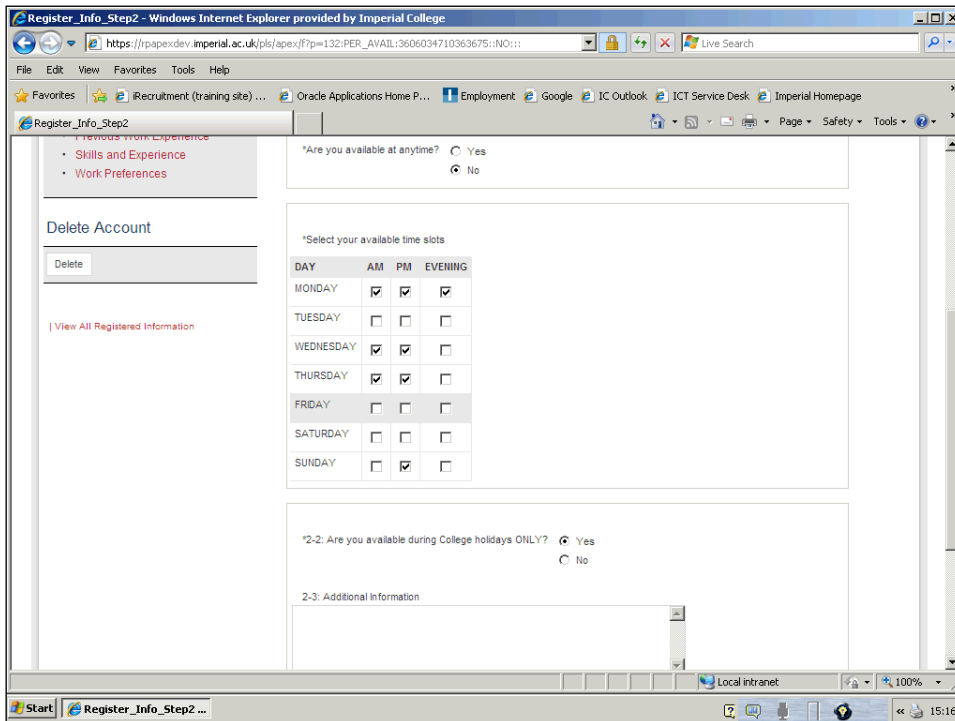
Please find below the steps you need to follow to maintain your Temporary Staff Bank record.




Step	Action
1.	Click the Go button to maintain/amend your details. <input type="button" value="Go"/>



Step	Action
2.	Select the area you wish to amend. This can be undertaken for any area(s). Work Availability



Step	Action
3.	Amend as appropriate.

Step	Action
4.	Click the Save button once you have made your amendments. 
5.	A confirmation email will be sent to you, informing you of the changes you have made to your record.
6.	End of Procedure.