**[Profile][Bookings] [Accounts & Billing]**

**Client Profile page created , display, edit and update client data.[DONE]**

**Client Details**

Business Name:

Trading Name:

Business Address:

Postal Address:

Phone:

Fax:

Email:

Website:

Client ID:

Password:

**[Profile] [Bookings] [Accounts & Billing]**

**Booking tab created ,Page designed.[DONE]**

**Book a Nurse [+]**

*We will use the same form ‘Clients>Request a Nurse>Shift Booking Form’ but prefilled with facility details and add Specialty to it. Also add Specialty to original form.*

**Manage Bookings [+]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification** | **Location** | **Specialty** | **Date & Day** | **Time of Shift** | **VICNA Staff** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| RN/Div1; EEN/Div2 | Dementia Specific Unit | Aged Care  In-Charge | 01 June 2016  Sunday | Start: 21:45  Finish: 07:15 | TBA | [Cancel the booking] |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| RN/Div1; EEN/Div2 | Flinders Wing | Aged Care  In-Charge | 01 June 2016  Sunday | Start: 21:45  Finish: 07:15 | Abc Xyz (RN) | [Cancel the booking] |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| RN/Div1; EEN/Div2 | Flinders Wing | Aged Care  In-Charge | 01 June 2016  Sunday | Start: 21:45  Finish: 07:15 | Abc Xyz (RN) | [Cancel the booking] |

**[Click Here] to make another online booking**

**Completed Shifts [+]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Qualification** | **Location** | **Specialty** | **Date & Day** | **Time of Shift** | **VICNA Staff** |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| RN/Div1; EEN/Div2 | Flinders Wing | Aged Care  In-Charge | 01 June 2016  Sunday | Start: 21:45  Finish: 07:15 | Abc Xyz (RN) | [Click here to provide feedback] |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| RN/Div1; EEN/Div2 | Flinders Wing | Aged Care  In-Charge | 01 June 2016  Sunday | Start: 21:45  Finish: 07:15 | Abc Xyz (RN) | [Click here to provide feedback] |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| RN/Div1; EEN/Div2 | Flinders Wing | Aged Care  In-Charge | 01 June 2016  Sunday | Start: 21:45  Finish: 07:15 | Abc Xyz (RN) | [Click here to provide feedback] |

**[Click Here] to view older shifts**

**Do Not Send [+]**

|  |  |
| --- | --- |
| **VICNA Staff** | **Date Requested** |
| Abc Xyz | 21/05/2016 |
| Abc1 Xyz1 | 01/01/2016 |

**[Click Here] to add more**

**[Profile] [Bookings] [Accounts & Billing]**

**Accounts & Billing tab created ,Page designed.[DONE]**

*(Authority PIN is required to access this section. Ask the client to enter your 4-Digit Authority PIN.)*

**Billing Details [+]**

These details are only for billing purposes.

Business Name:

Trading Name:

ABN:

Business Address:

Postal Address:

Phone Number:

Email:

Fax:

Business Contact:

Prefer to receive invoices via:

**Invoices [+]**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Invoice Number** | **Date Invoiced** | **Amount Payable** | **Due Date** | **Status** | **View/Save Invoices** |
| VIC000012 | 17/02/2016 | $1000.00 | 24/02/2016 | **Payment Due** | **C:\Users\Shaz\AppData\Local\Microsoft\Windows\INetCache\IE\NQV5L741\pdf_icon[1].png** |
| VIC000011 | 10/02/2016 | $1500.00 | 17/02/2016 | **Paid** | **C:\Users\Shaz\AppData\Local\Microsoft\Windows\INetCache\IE\NQV5L741\pdf_icon[1].png** |
| VIC000010 | 03/02/2016 | $1500.00 | 10/02/2016 | **Paid** | **C:\Users\Shaz\AppData\Local\Microsoft\Windows\INetCache\IE\NQV5L741\pdf_icon[1].png** |

**[Click Here] to view older invoices**

**Billing Enquiries [+]**

**New Enquiry:**

|  |
| --- |
| Subject: |
| Enquiry: |

**[SUBMIT]**

**Previous Enquiries:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Date** | **Receipt Number** | **Status** | **Options** |
| 21 May 2016 | VIC00002 | In Progress | Mark Resoled [ ]  For more options  [Click Here] |
| 10 Jan 2016 | VIC0001 | Resolved | For more options  [Click Here] |

**Payment Options [+]**

|  |  |
| --- | --- |
| **Payment Mode:** | **Instructions:** |
| Direct Bank Deposit in a Branch or Electronic Funds Transfer (EFT) | Pay To  Account Holder: JOB IN MINUTES PTY LTD  BSB: 062948  Account Number: 1372 7633  Bank: Commonwealth Bank of Australia (CBA) Reference: Invoice Number |
| Cheque or Bank Cheque | Pay To  JOB IN MINUTES PTY LTD  Reference/Memo: Invoice Number  Post the cheque(s) to:  PO BOX 1234  Suburb, VIC 3333 |