

## How to manage the supporting information library in NHS Jobs user guide

This guide gives you instructions for how to manage your supporting information library in the NHS Jobs service.

You can add supporting documents and links to job adverts, job offers and contracts.

In your organisations account, you can:

- add supporting documents and links
- remove supporting documents and links
- change existing documents and links

Once a document or link is added, it can be used by the applicable roles in your account.

To find out which roles can do this, go to the '**Roles and permissions**' link in the '**Help and information**' section of the [employer dashboard](#).

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## Supporting information library

This page gives you instructions for how to manage the supporting information library in your organisations account.

**Important:** The employer dashboard is shown. You'll only see the 'Supporting information library' link if you're an NHS Jobs 'Super user', 'Team leader' or 'Recruitment administrator' role for your organisations account.

To manage your supporting information library, complete the following step:

1. Select the '[Supporting information library](#)' link.

The screenshot shows the NHSBSA Lee UAT Dashboard. At the top, there's a blue header with the NHS logo, 'Jobs', and user information: 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header, there's a toggle for 'Show tasks for all accounts'. A beta notice states: 'BETA Your feedback will help us to improve this service.'

The main content area is titled 'NHSBSA Lee UAT Dashboard'. It has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Under 'Tasks by stage', there's a dropdown for 'Showing tasks for' set to 'All users'. Below this is a table of job listing stages with counts and progress bars:

Stage	Count	Progress
<a href="#">Draft</a>	12	Green bar (approx. 25% full)
<a href="#">Published</a>	1	Green bar (approx. 10% full)
<a href="#">Shortlisting</a>	5 - on track 0, overdue 5	Red bar (approx. 20% full)
<a href="#">Interviews</a>	8	Green bar (approx. 25% full)
<a href="#">Ready to offer</a>	8 - on track 7, overdue 1	Green bar (approx. 25% full)
<a href="#">Conditional offers</a>	13 - on track 3, overdue 10	Red bar (approx. 20% full)
<a href="#">Pre-employment checks</a>	0	Empty bar

On the right side, there's a 'What you can do' section with three buttons: 'Create a job listing' (green), 'Search for a listing' (grey), and 'Search for an applicant' (grey). Below this is a 'Manage the account' section with links: 'Manage users', 'At risk applicants', 'Accredited logos', 'Key performance indicators (KPIs)', 'Approval settings', 'Departments', and 'Welsh listings'. At the bottom right is a 'Documents and templates' section with links: 'Overview of your organisation', 'Supporting information library' (highlighted with a yellow circle and the number 1), 'Contract templates', and 'Offer letter templates'.

## Your organisation's supporting information library

This page gives you instructions for how to add a supporting document or link.

**Important:** In this example, you do not have any supporting documents or links.

To add a supporting document or link, complete the following step:

1. Select the '[Add a document or link](#)' button.

The screenshot shows the NHS Jobs user interface. At the top, a blue header bar contains the NHS logo and 'Jobs' on the left, and user information 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link on the right. Below the header, a 'BETA' badge is followed by the text 'Your [feedback](#) will help us to improve this service.' A link '< Go back to dashboard' is visible. The main heading is 'Supporting information library' followed by 'Your organisation's supporting information library'. Below this, it states 'You can add supporting documents and links. You'll be able to attach them to job adverts, offers and contracts.' and 'You have not added any supporting documents or links.' A prominent green button with a yellow circle containing the number '1' is labeled 'Add a document or link'. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.


## Do you want to add a document or link?

This page gives you instructions for how to confirm if you want to add a document or link.

To add a document or link complete the following steps:

1. Select an answer:
  - [‘Document’](#)
  - [‘Link’](#)
2. Select the ‘Continue’ button.

You're viewing **NHSBSA Lee UAT** [Change](#)

 **Jobs** Signed in as Lee Mapes [Sign Out](#)

**BETA** Your [feedback](#) will help us to improve this service.

[Go back](#)

Supporting information library

**Do you want to add a document or a link?**

1

☐ Document

1

☐ Link

2

**Continue**

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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## Add a supporting document

This page gives you instructions for how to add a supporting document.

**Important:** This page is only shown if you've selected to add a supporting document.

To add a supporting document, complete the following steps:

1. Select the 'Choose file' button.
2. In the **What do you want to call this document?** box, enter the details.
3. Select where you want to be able to attach this document.
4. Select the '[Upload document](#)' button.

**NHS** Jobs

You're viewing **NHSBSA Lee UAT** [Change](#)

Signed in as Lee Mapes [Sign Out](#)

**BETA** Your [feedback](#) will help us to improve this service.

[Go back](#)

Supporting information library

### Add a supporting document

The file you choose must:

- not be larger than 1MB in file size
- be a DOC, DOCX or PDF

Upload a file

1 [Choose File](#) Org Chart.docx

**What do you want to call this document?**

Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service.

2

**Where do you want to be able to attach this document?**

Select all that apply.

3 ☐ Job adverts

☐ Offers

☐ Contracts

4 [Upload document](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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**Tip:** Make sure you assign a name that applicants you send it to will understand, as well as those in your recruitment team who'd send it out. For example, NHS Jobs Organisation Chart.

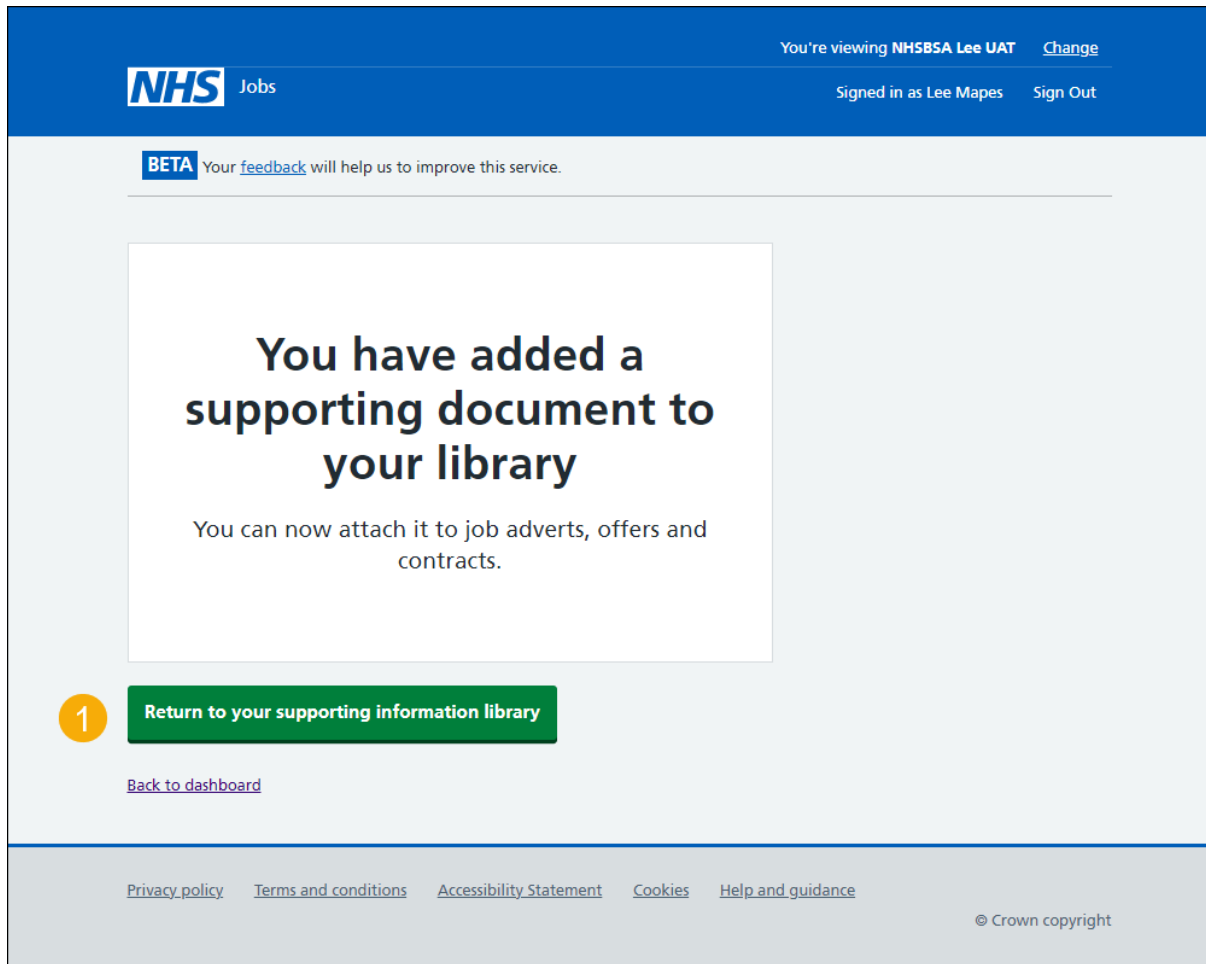
## You have added a supporting document to your library

This page shows confirmation you've added a supporting document.

**Important:** You can now attach it to job adverts, offers and contracts. Once a document is added, it can be used by the applicable roles in your account.

To return to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.



The screenshot shows the NHS Jobs user interface. At the top, a blue header bar contains the NHS logo, the word 'Jobs', and user information: 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header, a light blue banner features a 'BETA' badge and the text 'Your feedback will help us to improve this service.' The main content area is white and contains a large heading 'You have added a supporting document to your library' followed by the text 'You can now attach it to job adverts, offers and contracts.' Below this, there is a green button labeled 'Return to your supporting information library' preceded by a yellow circle with the number '1'. A link 'Back to dashboard' is positioned below the button. The footer is a light grey bar with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

You've added a supporting document to your library and have reached the end of this user guide.



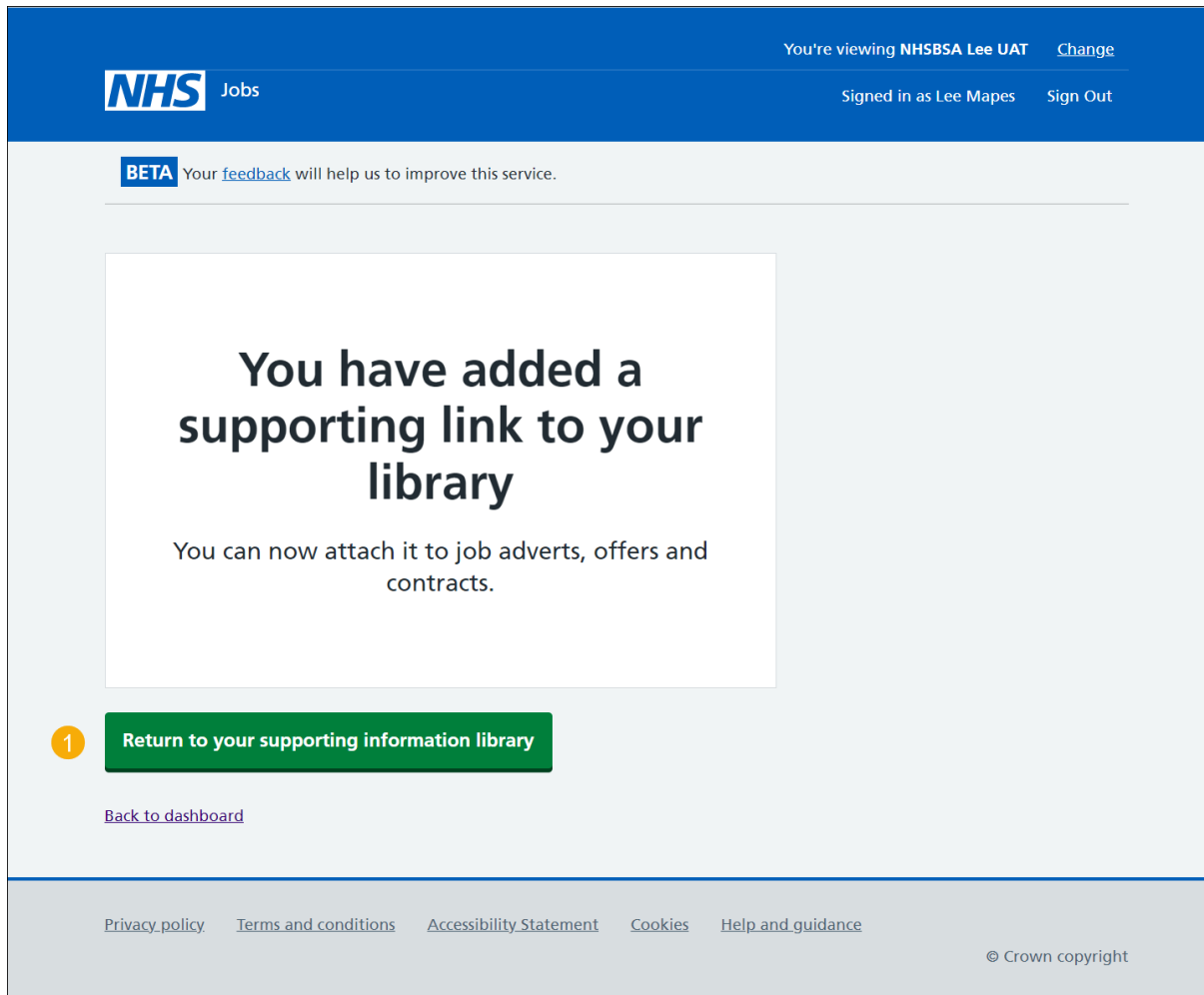
## You have added a supporting link to your library

This page shows confirmation you've added your supporting link.

**Important:** You can now attach it to job offers, adverts and contracts. Once a document is added, it can be used by the applicable roles in your account.

To return to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.



The screenshot shows the NHS Jobs website interface. At the top, a blue header bar contains the NHS logo and 'Jobs' on the left, and user information 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link on the right. Below the header, a grey banner features a 'BETA' badge and the text 'Your [feedback](#) will help us to improve this service.' The main content area has a light blue background. In the center, a white box contains the heading 'You have added a supporting link to your library' in bold, followed by the text 'You can now attach it to job adverts, offers and contracts.' Below this box, there is a green button with a yellow circle containing the number '1' and the text 'Return to your supporting information library'. Underneath the button is a purple link that says 'Back to dashboard'. At the bottom of the page, a grey footer bar contains several links: 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance'. On the far right of the footer is the copyright notice '© Crown copyright'.

You've added a supporting link to your library and have reached the end of this user guide.

## Manage your supporting information library

This page gives you instructions for how to manage your supporting information library.

**Important:** In this example supporting documents and links have been added.

To manage your supporting documents, complete the following steps:

1. Select the '[Add a document or link](#)' button (optional).
2. Select this '[Change](#)' link for a document (optional).
3. Select this '[Change](#)' link for a link (optional).
4. Select this '[Remove](#)' link for a document (optional).
5. Select this '[Remove](#)' link for a link (optional).

Jobs

You're viewing NHSBSA Lee UAT
[Change](#)

Signed in as Lee Mapes
[Sign Out](#)

BETA

Your [feedback](#) will help us to improve this service.

[Go back to dashboard](#)

Supporting information library

### Your organisation's supporting information library

You can add supporting documents and links. You'll be able to attach them to job adverts, offers and contracts.

You can have up to 25 documents and 50 links in your library.

1
Add a document or link

#### Documents

Name	Document	Stage	What you can do
NHS Jobs Organisation Chart	<a href="#">Org Chart.docx (0 Byte)</a>	Advert Offer Contract	2 <a href="#">Change</a> or <a href="#">Remove</a> 4

#### Links

Name	URL	Stage	What you can do
NHS UK	<a href="https://www.nhs.uk">https://www.nhs.uk</a> (opens in new tab)	Advert Offer Contract	3 <a href="#">Change</a> or <a href="#">Remove</a> 5
NHSBSA UK	<a href="https://www.nhsbsa.uk">https://www.nhsbsa.uk</a> (opens in new tab)	Advert Offer Contract	<a href="#">Change</a> or <a href="#">Remove</a>

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[Help and guidance](#)

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## Change a supporting document

This page gives you instructions for how to change a supporting document.

**Important:** This page will only be shown if you're changing a supporting document.

To change a supporting document, complete the following steps:

1. In the **What do you want to call this document?** box, enter the details (optional).
2. Select where you want to be able to attach the document (optional).
3. Select the '[Save changes](#)' button.

Jobs

You're viewing NHSBSA Lee UAT

Change

Signed in as Lee Mapes

Sign Out

BETA

Your [feedback](#) will help us to improve this service.

[Go back](#)

Supporting information library

Change a supporting document

File name	Size
<a href="#">Org Chart.docx</a>	0 Byte

What do you want to call this document?

Use a name that both applicants and your recruitment team will understand. For example, Working for the London Ambulance Service

1

NHS Jobs Organisation Chart

Where do you want to be able to attach this document?

Select all that apply.

2

☒ Job adverts
 ☒ Offers
 ☒ Contracts

3

Save changes

[Privacy policy](#)
[Terms and conditions](#)
[Accessibility Statement](#)
[Cookies](#)
[Help and guidance](#)

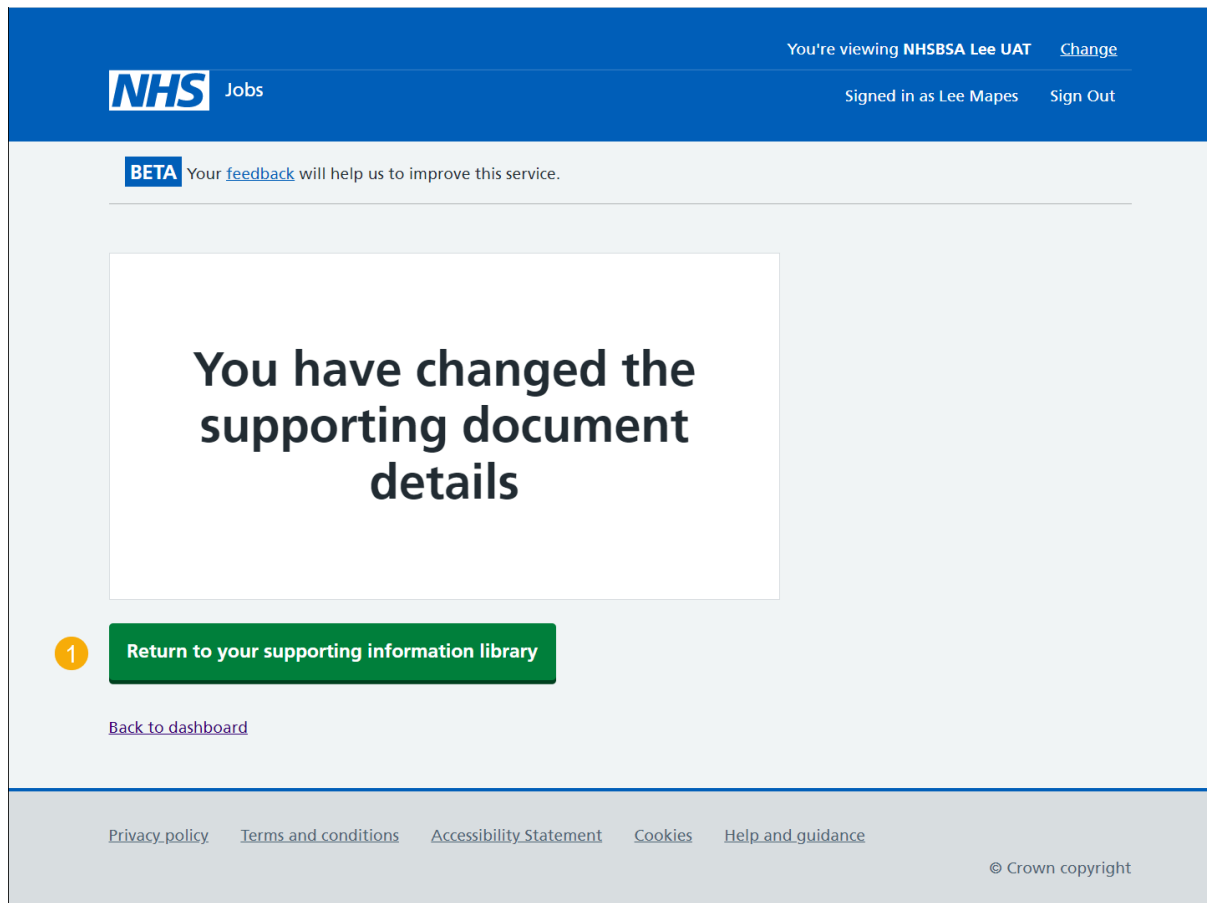
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## You have changed the supporting document details

This page shows confirmation you've changed the supporting document details.

To return to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.



You've changed the supporting document details and have reached the end of this user guide.

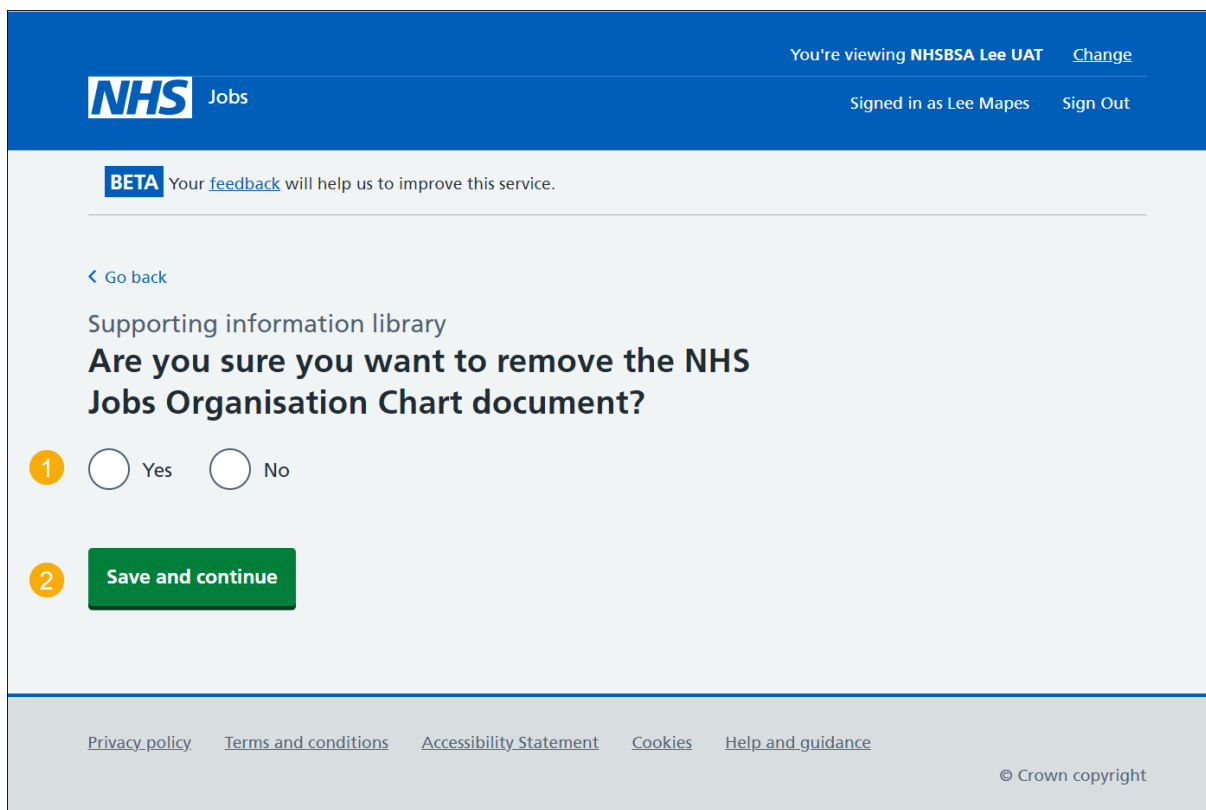
## Are you sure you want to remove the document?

This page gives you instructions for how to confirm if you're sure you want to remove the document.

**Important:** In this example, the 'NHS Jobs Organisation Chart' document is used. This will permanently remove the document.

To confirm if you're sure you want to remove the document, complete the following steps:

1. Select an answer:
  - ['Yes'](#)
  - ['No'](#)
2. Select the 'Save and Continue' button.



The screenshot shows a web interface for NHS Jobs. At the top, there's a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header, there's a 'BETA' badge and a message: 'Your feedback will help us to improve this service.' A 'Go back' link is visible. The main content area has the heading 'Supporting information library' followed by the question 'Are you sure you want to remove the NHS Jobs Organisation Chart document?'. Below this, there are two radio buttons: 'Yes' and 'No'. The 'Yes' option is selected, indicated by a yellow circle with the number '1'. Below the radio buttons, there's a green button labeled 'Save and continue', which is also indicated by a yellow circle with the number '2'. At the bottom, there's a footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with a copyright notice '© Crown copyright'.

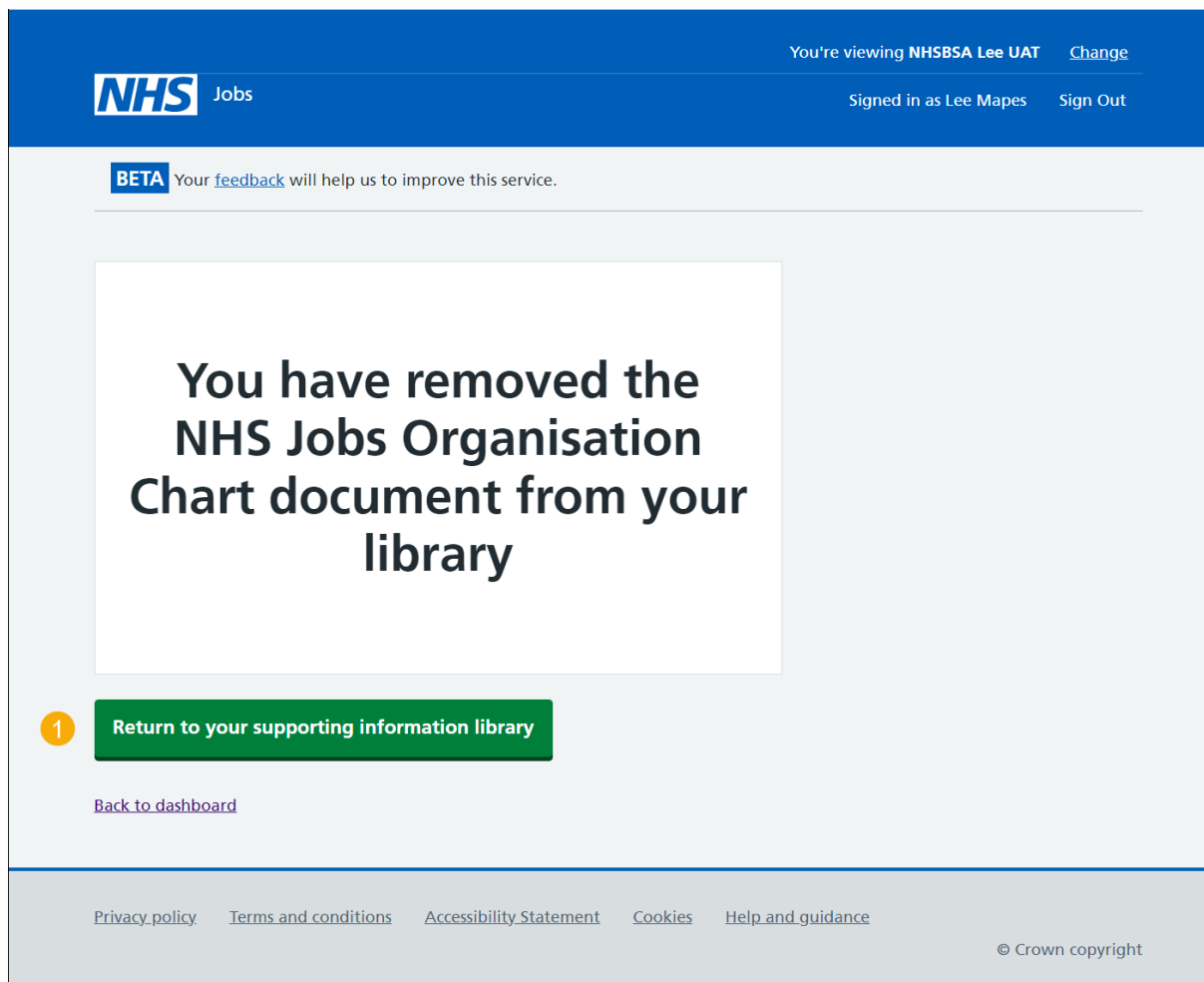
If you don't want to delete the document, you've reached the end of this user guide.

## You have removed the supporting document

This page shows confirmation you've removed the supporting document.

To go back to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.



You've removed your supporting document and reached the end of this user guide.

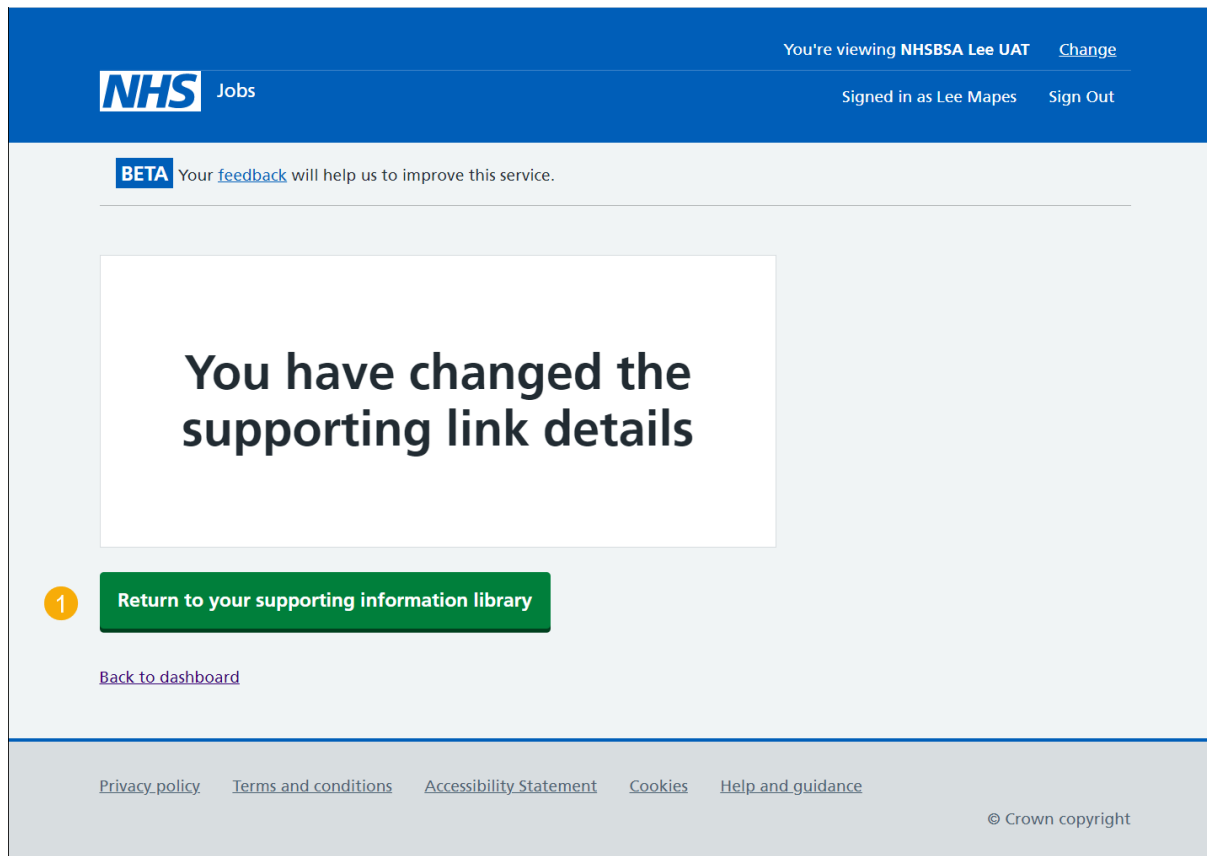


## You have changed the supporting link details

This page shows confirmation you've changed the supporting link details.

To return to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.



You've changed the supporting link details and have reached the end of this user guide.

## Are you sure you want to remove the link?

This page gives you instructions to confirm if you're sure you want to remove the link.

**Important:** In this example, the 'NHSBSA UK' link is used. This will permanently remove the link.

To confirm if you're sure you want to remove the link, complete the following steps:

1. Select an answer:

- ['Yes'](#)
- 'No'

Select the 'Save and Continue' button.

The screenshot shows a web page with a blue header. On the left is the NHS logo and the word 'Jobs'. On the right, it says 'You're viewing NHSBSA Lee UAT' with a 'Change' link, and 'Signed in as Lee Mapes' with a 'Sign Out' link. Below the header is a grey banner with a 'BETA' tag and the text 'Your feedback will help us to improve this service.' Below this is a 'Go back' link. The main content area has the heading 'Supporting information library' followed by the question 'Are you sure you want to remove the NHSBSA UK link?'. There are two radio button options: 'Yes' (selected, indicated by a yellow circle with '1') and 'No'. Below these is a green button labeled 'Save and continue' with a yellow circle and '2' next to it. At the bottom is a grey footer with links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', followed by '© Crown copyright'.

You're viewing NHSBSA Lee UAT [Change](#)

Signed in as Lee Mapes [Sign Out](#)

**BETA** Your [feedback](#) will help us to improve this service.

[Go back](#)

Supporting information library

**Are you sure you want to remove the NHSBSA UK link?**

1 ☒ Yes ☐ No

2 [Save and continue](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

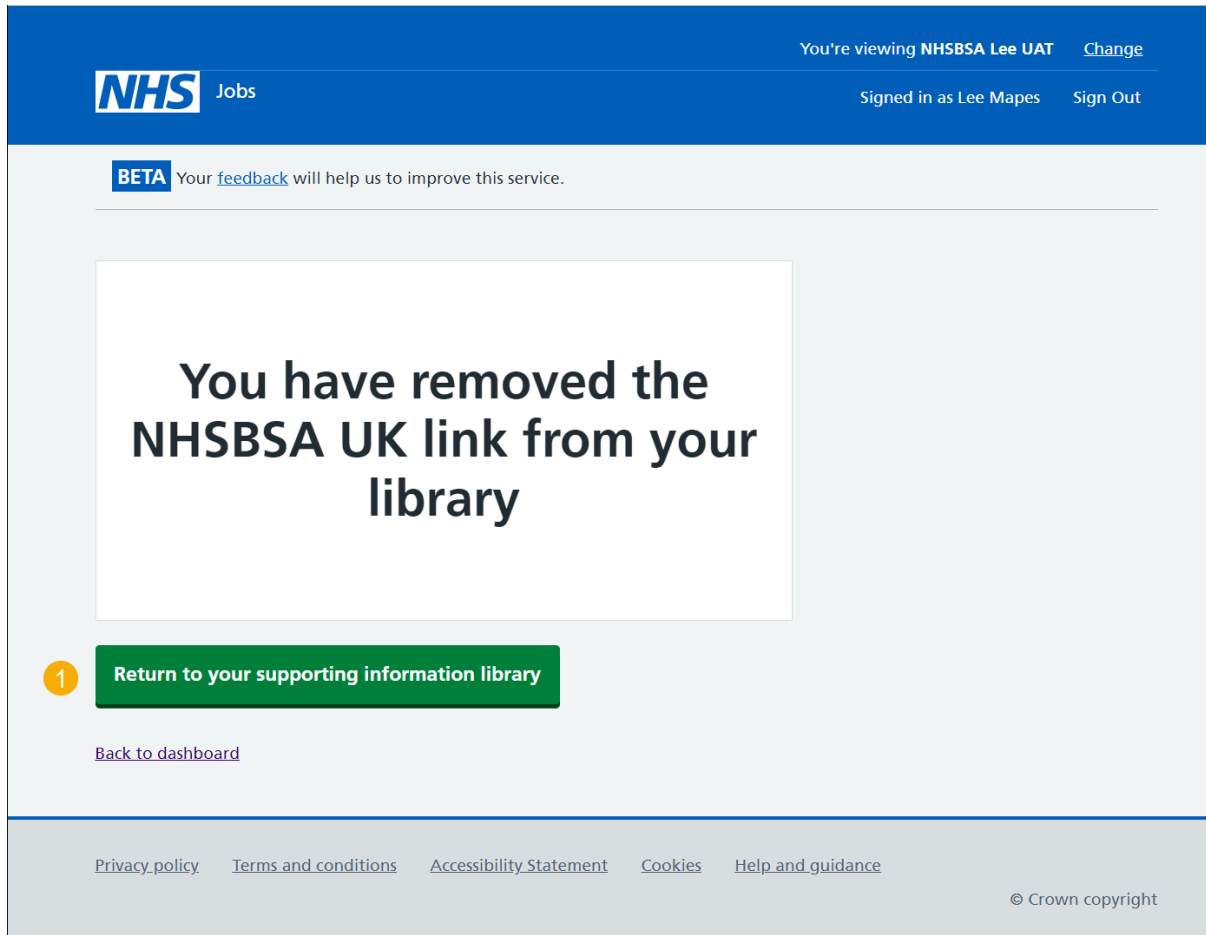
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## You have removed the supporting link

This page shows confirmation you've removed the supporting link.

To go back to your supporting information library, complete the following step:

1. Select the '[Return to your supporting information library](#)' button.



The screenshot shows the NHS Jobs website interface. At the top, there's a blue header with the NHS logo and 'Jobs' text on the left, and user information 'You're viewing NHSBSA Lee UAT' with a 'Change' link on the right. Below the header, there's a 'Signed in as Lee Mapes' and a 'Sign Out' link. A 'BETA' badge is present with the text 'Your feedback will help us to improve this service.' The main content area has a large white box with the text 'You have removed the NHSBSA UK link from your library'. Below this, there's a green button with a yellow circle containing the number '1' and the text 'Return to your supporting information library'. A link 'Back to dashboard' is also visible. The footer contains links for 'Privacy policy', 'Terms and conditions', 'Accessibility Statement', 'Cookies', and 'Help and guidance', along with the copyright notice '© Crown copyright'.

**NHS** Jobs

You're viewing **NHSBSA Lee UAT** [Change](#)

Signed in as Lee Mapes [Sign Out](#)

**BETA** Your [feedback](#) will help us to improve this service.

**You have removed the  
NHSBSA UK link from your  
library**

**1** [Return to your supporting information library](#)

[Back to dashboard](#)

[Privacy policy](#) [Terms and conditions](#) [Accessibility Statement](#) [Cookies](#) [Help and guidance](#)

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You've removed your supporting link and reached the end of this user guide.