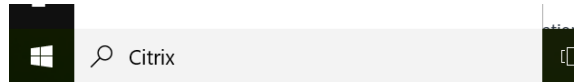


How to access the Buy and Sell annual leave request forms if you're having issues

You should be able to access both buy and sell leave forms if you are either at a NHSBT location OR are logged in to the NHSBT system using your hybrid/laptop.

If you are not on a NHSBT wifi (e.g. using your home wifi or at a NHSBT location) you will need to access the form via Citrix or Workspace. To do this follow the guidance below;

1. Open Citrix/Workspace through your hybrid/laptop. To do this click on the 'window' icon in the bottom left-hand corner of your computer and then in the search box that appears next to it type 'Citrix'



2. Click on the Citrix receiver option that shows from the search, this should take you to the Citrix StoreFront



3. Click on 'Desktops' option and then 'NHSBT Workspace'
4. This should open up Workspace (*you may have to put your login details in, if this does not work contact the IT Servicedesk as you may need to be set up with remote access*)
5. Now open either Google or Internet Explorer or Edge



6. Go to the [Buying Annual Leave page](#) on People. Find and open the Buy Annual Leave form

OR

7. Go to the [Selling Annual Leave page](#) on People. Find and open the Sell Annual Leave form