

AC End of Shift Reporting Guide

Link to Form & QR Code Time Format Importance

OFFICIAL



The following link will take you to the AC End of Shift Reporting tool (EoSr) - <https://forms.office.com/e/R2TCNcqwN7>

The QR code will also take you to the AC End of Shift Reporting tool (EoSr)



Note: Please ensure that you enter the time in the following format 00:00 as if it is not entered in this format, it will cause the reporting to crash.

Saving Form to an iDevice (Safari & Chrome)



iPad - [Bookmark a website in Safari on iPad – Apple Support \(UK\)](#)

Bookmark a website

1. Go to the Safari app  on your iPad.
2. Go to the website you want to bookmark.
3. Tap  to the right of the search field, tap , then tap “Add Bookmark to.”
4. Choose a location, then tap Save.

Bookmark open tabs

1. Go to the Safari app  on your iPad.
2. Tap  to view all your tabs.
3. Tap , then tap Add Bookmarks for [number of] Tabs.

iPhone - [Bookmark a website in Safari on iPhone – Apple Support \(UK\)](#)

Bookmark a favorite website

1. Go to the Safari app  on your iPhone.
2. Open the webpage you want to bookmark.
3. Tap , tap “Add Bookmark to,” choose a location, then tap Save.

If your Tabs layout is Bottom or Top, touch and hold , then tap Add Bookmark. See [Change the layout in Safari](#).

iPad & iPhone - [Create, find and edit bookmarks in Chrome - iPhone & iPad](#)

Add a bookmark

1. On your iPhone or iPad, open Chrome .
2. Go to a site you frequently visit or want to visit again in the future.
3. Tap More  > Add to Bookmarks .

Open a bookmark

1. On your iPhone or iPad, open Chrome .
2. Tap More  > Bookmarks .
3. Review the folders.
4. To open bookmarks, tap a folder.
 - To open in a new tab or Incognito tab, touch and hold the bookmark to choose from the menu.

If you can't find the bookmark you want, it might be in a different folder. To change folders, at the top left, tap Back . Tap the folder with the bookmark you want.

Saving Form to an Android Device on Chrome

Add a bookmark

1. On your Android device, open Chrome .
2. Go to a site you want to visit again in the future.
3. To the right of the address bar, tap More  > Add to bookmarks .

Open a bookmark

1. On your Android device, open Chrome .
2. At the top right, tap More  > Bookmarks .

 - If your address bar is at the bottom, swipe up on the address bar. Tap Bookmarks .

3. Tap a folder.
 - If you recently opened a folder, you'll find the same folder. To find other folders, at the top left, tap Back .
4. In the folder, tap the specific bookmark.

Tip: To find something specific, you can use the “Search your bookmarks” search bar at the top.