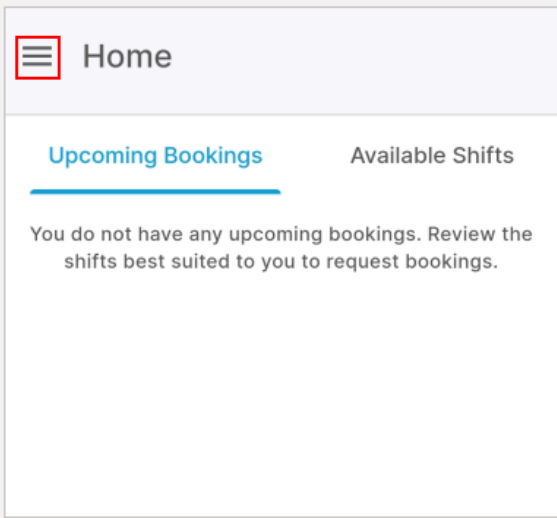


ADDING OR EDITING LICENSE DETAILS

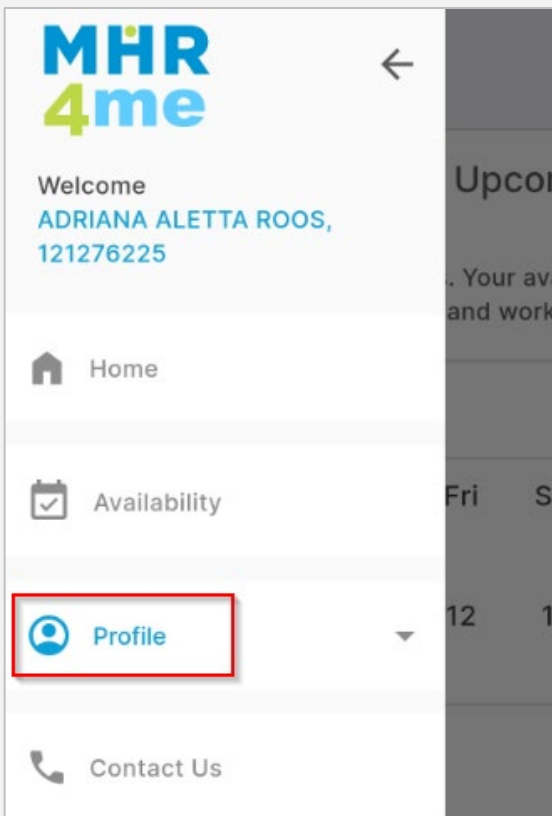
How to add a License

Follow these steps:

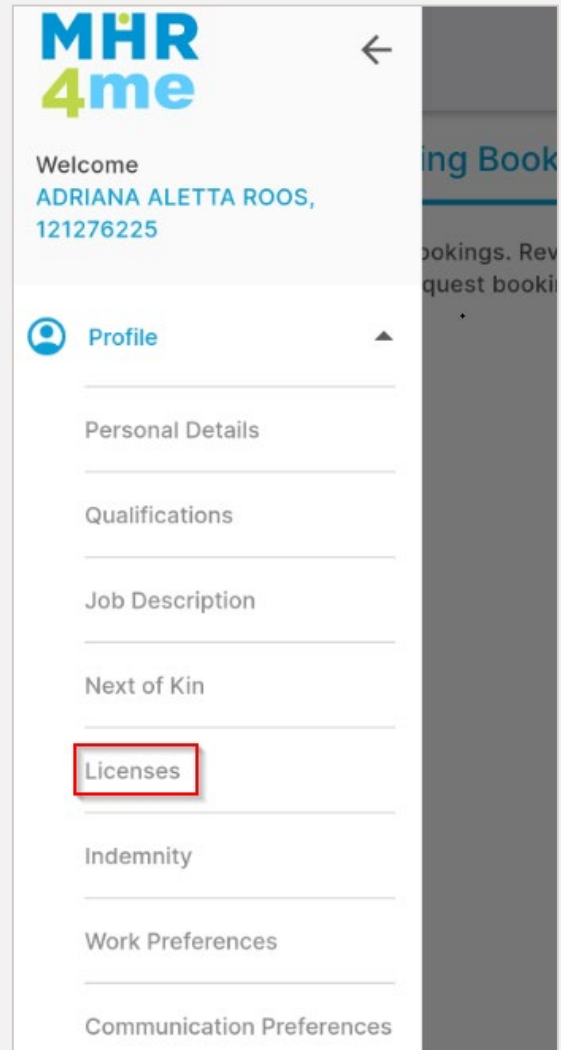
- 1 From the **Home** screen, tap the **Hamburger button**.



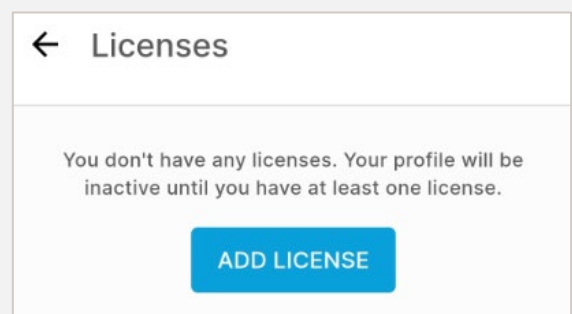
- 2 Tap to expand the **Profile** option.



- 3 The list of profile options will be displayed. Tap the **Licenses** option.



- 4 Tap the **Add License** button.



5 Complete all the fields and then tap the **Save** button.

Add License

License Type *
SANC

License Name *
Nurse

Date Obtained *
27/12/2023

Date Expired *
31/12/2024

Screenshot_20240708_104229.jpg *

CANCEL SAVE

6 The new license will be displayed and is awaiting approval from MHR.

MHR will review the update during office hours (Monday to Friday) and either approve or reject the update. If rejected, you will receive a notification explaining the reason.

Licenses

ADD LICENSE

Nurse ... ✓

TYPE
SANC

DATE OBTAINED
27 December, 2023

DATE EXPIRED
31 December, 2024

How to edit a license entry on the app

7 To report a change, tap the **ellipsis icon/ the three dots (...)** next to the relevant license.

Licenses

ADD LICENSE

Nurse ... ✓

TYPE
SANC

DATE OBTAINED
27 December, 2023

DATE EXPIRED
31 December, 2024

- Then tap **Request Change** at the bottom of the screen.
- When the Request Change screen is displayed, explain the change you want to make.
- Once you have provided the details, click on **Request**.

Request Change

Do you want to request a change in your details?
If you request the change, your admin assistant will contact you.

What would you like to change? *

What would you like to change?

CANCEL REQUEST

MHR will review the requested change during office hours (Monday to Friday), make the change, or contact you for more information.