
CareFree Webinar – Getting Started

Webinar Content

Duration: 1 hour

Section 1 – The Basics

- Logging In/Out of CareFree
- Explanation of branches
- Navigation of the CareFree Main Screen
- New, Edit, Delete and Close Action Buttons

Section 2 – The Carers Screen

- Navigation of the Carer Screen
- Adding Carers to CareFree
- Inputting General Information for a Carer
- Explanation of Mandatory Fields
- Postcodes in Google Maps
- Email Address for a Carer
- Minimum and Maximum hours
- Individual Carer Mileage Rates
- De-activating and Re-activating Carers
- Carer Qualifications
- Carer Wage Sheets
- DBS Information
- Securing Emails
- Branch Availability
- Creating Call Logs
- Continuity
- Carers Planner
- Holiday Entitlement (hours/days) for Carers
- Important Contacts for Carers
- Carer Preferences

Section 3 – The Clients Screen

- Navigation of the Client Screen
- Adding Clients to Carefree
- Postcodes in Google Maps
- Entering Key Safe Numbers and Entry Methods
- Also Known As
- De-activating and Re-activating Clients
- Brief Explanation of Contracts
- Including a Contract to a Clients Record
- Client Invoices
- Important Contacts for Clients
- Call Logs
- Continuity
- Client Warnings
- Needs and Skills
- Client Preferences

Section 4 – Questions & Answers