CareFree Webinar – Advanced Rota Options

Webinar Content

Duration: 1 hour

Section 1 – Introduction

- Explanation of Advanced Rota Options
- Attendees must have a basic understanding of the Rotas (attend Rotas Webinar if not)

Section 2 – Different Rota Views

- Accessing the Run Rota View
- Creating Runs and allocating calls to Run
- Accessing the Site Rota View
- Create Sites and allocating calls to Sites
- Pencilling in a Carer to a call
- Viewing all calls where a Carer is Pencilled-in
- Confirming a Pencilled-in Carer

Section 3 – Unallocated Screen (Advanced)

- Pencilling in a Carer to a call via the Unallocated Screen
- Auto-allocating Carer's on the Unallocated Screen
- Understanding the Advanced Unallocated Screen
- Show Matching Criteria on the Advanced Screen
- Home Only Tick Box on the Advanced Screen
- Show Away Tick Box on the Advanced Screen
- Working Hours Tick Box on the Advanced Screen
- Allocating Carers from the Advanced Screen

Section 4 – Advanced Rota Options

- Creating Calls via the Package Wizard
- Show Unallocated Calls from the Rota
- Adding quick Away Periods
- Adding Away Periods as a Repeat Block
- Creating Shadowing Calls
- Setting and Clearing Double-up Calls
- Calculate Travel from the Rota and showing Travel Time
- Nudge Calls
- View Intervals
- Viewing the Audit Trail on a Call

Section 5 – Questions & Answers