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# CareFree Webinar – Reporting in CareFree

## Webinar Content

Duration: 1 hour

### Section 1 – Introduction

- How to access Reports
- Navigating the Reports Screen
- Requesting Custom Reports

### Section 4 – Reports Toolbar

- Activating the Reports Toolbar
- Dragging and Dropping Favourite Reports onto Toolbar

### Section 2 – Carers/Clients/Service Delivery Reports

- On-Call Report
- Rotas and Timesheets
- Away Periods
- Holidays
- Mileage
- DBS status

### Section 5 – Questions & Answers

### Section 3 – Electronic Monitoring/CQC Reports

- People and PINs
- Planned and Actual Times
- Continuity of Care