CareFree Webinar – Advanced User Webinar Part 2

Webinar Content

Duration: 1 hour

Section 1 – Working Hours

- Accessing Carers Working Hours
- Adding Working, Non-Working, Cover and Office Time Periods
- Creating Rotational Working Hours using Time Period Cycle & Weeks
- Applying Time Period to Multiple Days
- Adding One-Off Working Hours

Section 2 – Planner

- Accessing the Planner
- Selecting the appropriate Branch
- Switching between Carer and Client Planners
- Viewing the Planner from a Daily, Weekly or Month View
- Viewing Calls, Away Periods, QA's or Working Hours on the Planner
- Choosing which Away Reason(s) to view on the Planner
- Choosing which QA(s) to view on the Planner
- Changing the day, week or month to view on the Planner
- Previewing/Printing the current view of the Planner

Section 3 – Efficiency Planner

- Accessing the Efficiency Planner
- Explanation of the Efficiency Planner and what it shows
- Selecting the Appropriate Branch
- Explanation of the Start-Finish Option
- Explanation of the Working Hours Option
- Changing the Month

Section 4 – Capacity Planner

- Accessing the Capacity Planner
- Explanation of the Capacity Planner and what it shows
- Selecting the Appropriate Company and Branch
- Changing the Date
- Configuring what is considered to be Low, Medium and High Capacity
- Working Hours Tick Box
- Home Tick Box
- Viewing which Carer's are available
- Previewing, Printing, Exporting or Emailing the Current View of the Capacity Planner

Section 5 – Individual Absence Planner

- Configuring which Away Reasons to Show on the Absence Planner
- Accessing the Absence Planner
- Changing the Months to view
- Previewing, Printing, Exporting or Emailing the Current View of the Absence Planner

Section 6 – Questions & Answers