

# CareFree Webinar – Rotas

## Webinar Content

Duration: 1 hour

### Section 1 – Contracts

- Importance of Contracts when adding Calls to the Rota

### Section 2 – Packages

- Adding a package to an existing package
- Overwriting a package

### Section 3 – Rotas

- Navigation of the CareFree Rota
- Branch Filters
- Date View
- Client, Carer and Run Rota View
- Selecting the Correct Working Mode
- Editing Call Details
- Selecting Multiple Calls
- Right-Click Options
- Dragging and Dropping
- Adding and Deleting Calls
- Allocating Calls
- Matching Criteria
- Previewing and Printing Rotas

### Section 4 – Unallocated Calls

- Viewing Unallocated Calls
- Allocating Calls from the Unallocated Screen
- Unallocating Calls

### Section 5 – Questions & Answers