Accessing Staff Records on Pocket

Care Control Pocket · https://cclearninghub.co.uk/docs/accessing-staff-records-on-pocket/

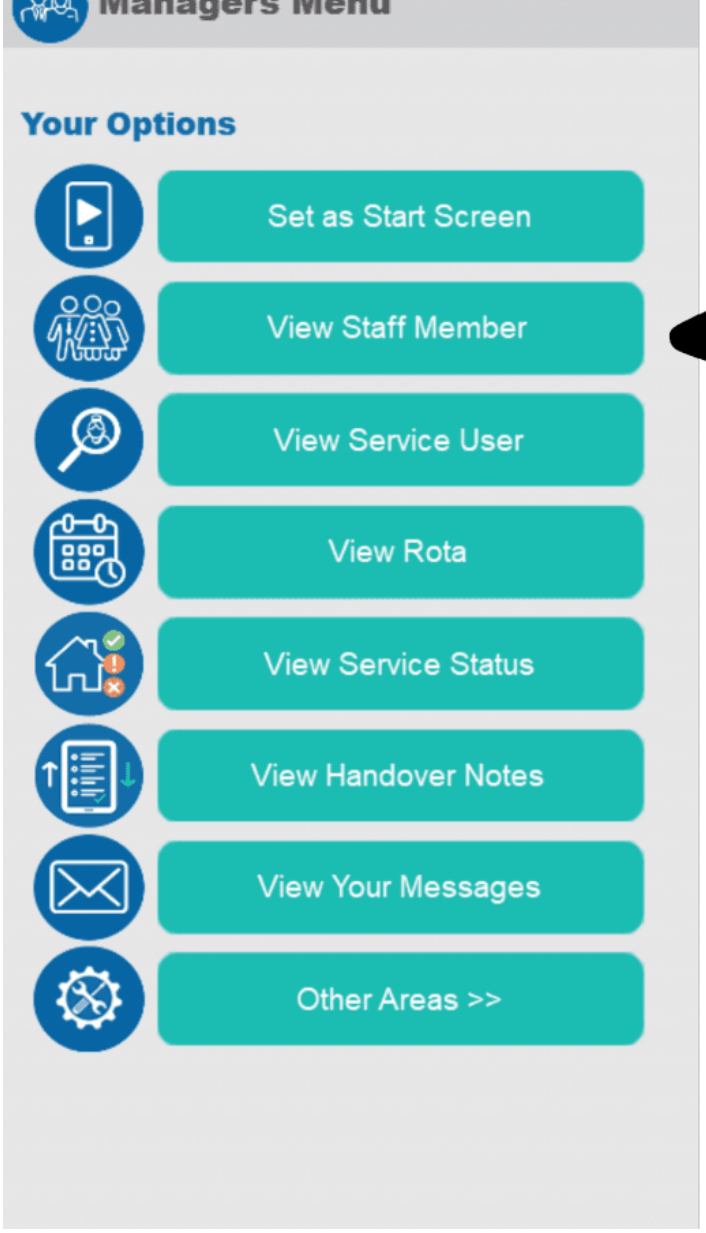


Accessing Staff Records on Pocket

Staff records can now be accessed on Care Control Pocket via the Managers Menu. To access this menu please refer to the dedicated guide.

Embedded media:
https://player.vimeo.com/video/792567298?color&autopause=0&loop=0&muted=0&title=1&portrait=1&byline=1&h=9fb4

Accessing Managers Menu on Pocket Guide

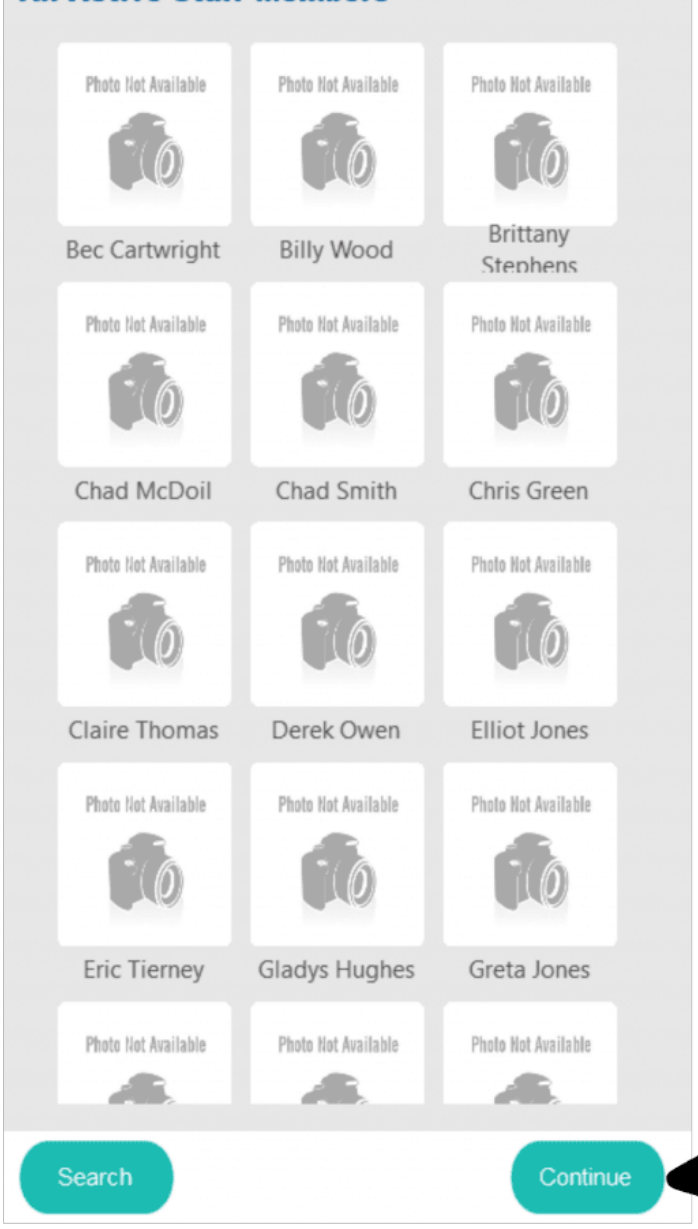


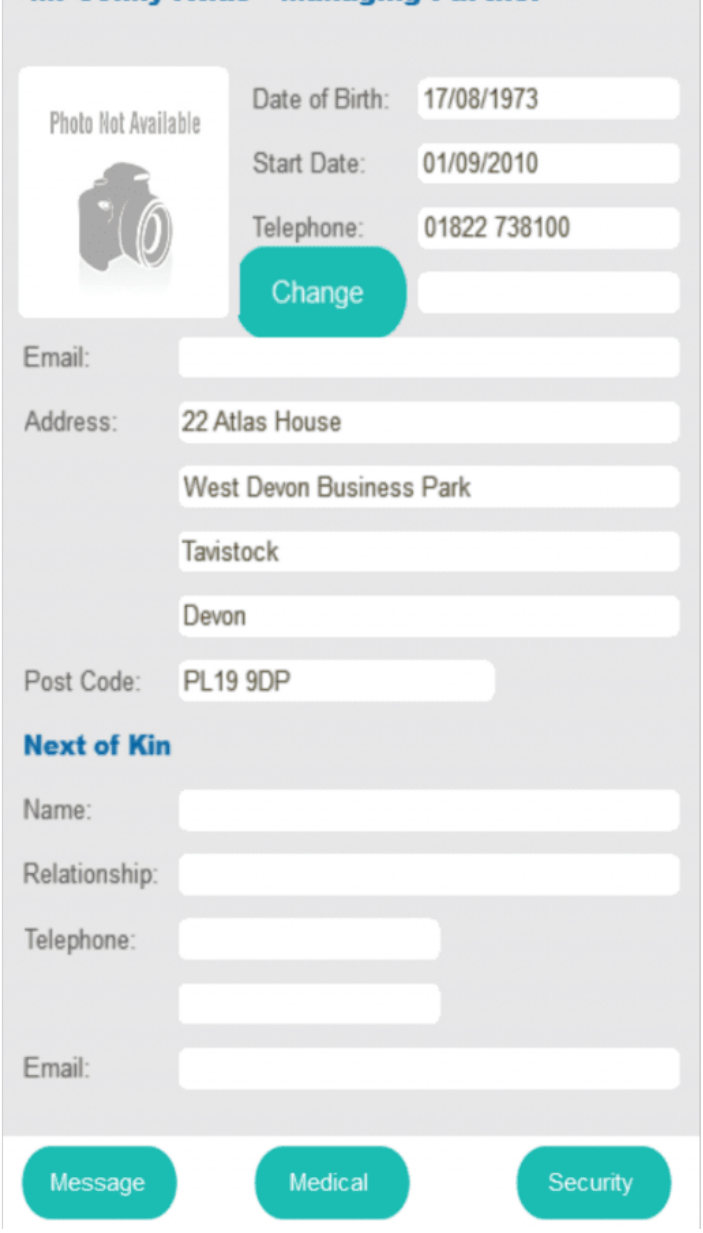
1

After navigating to the **Managers Menu**, select **View Staff Member**.

2

Select a staff member from the list and press **Continue**.


Photo Not Available
Bec Cartwright
Billy Wood
Brittany Stephens
Chad McDoil
Chad Smith
Chris Green
Claire Thomas
Derek Owen
Elliot Jones
Eric Tierney
Gladys Hughes
Greta Jones
Search
Continue

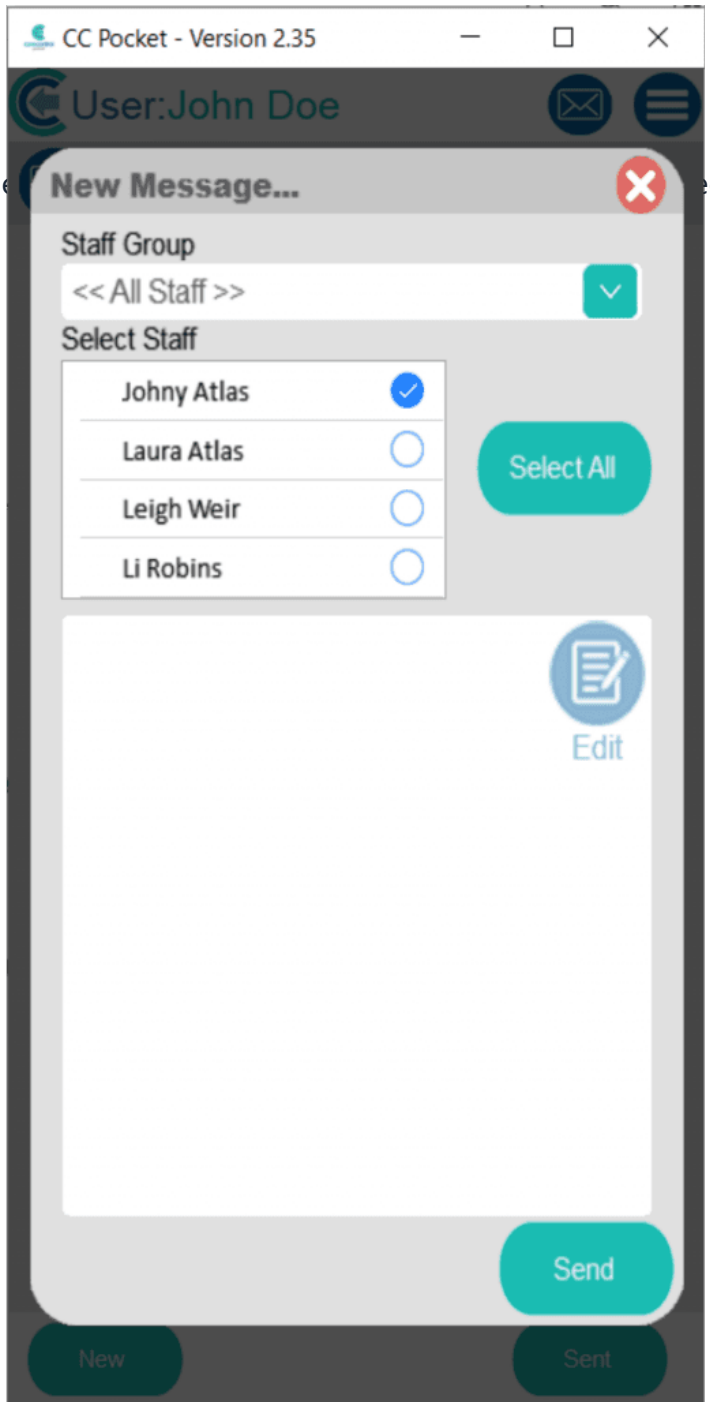


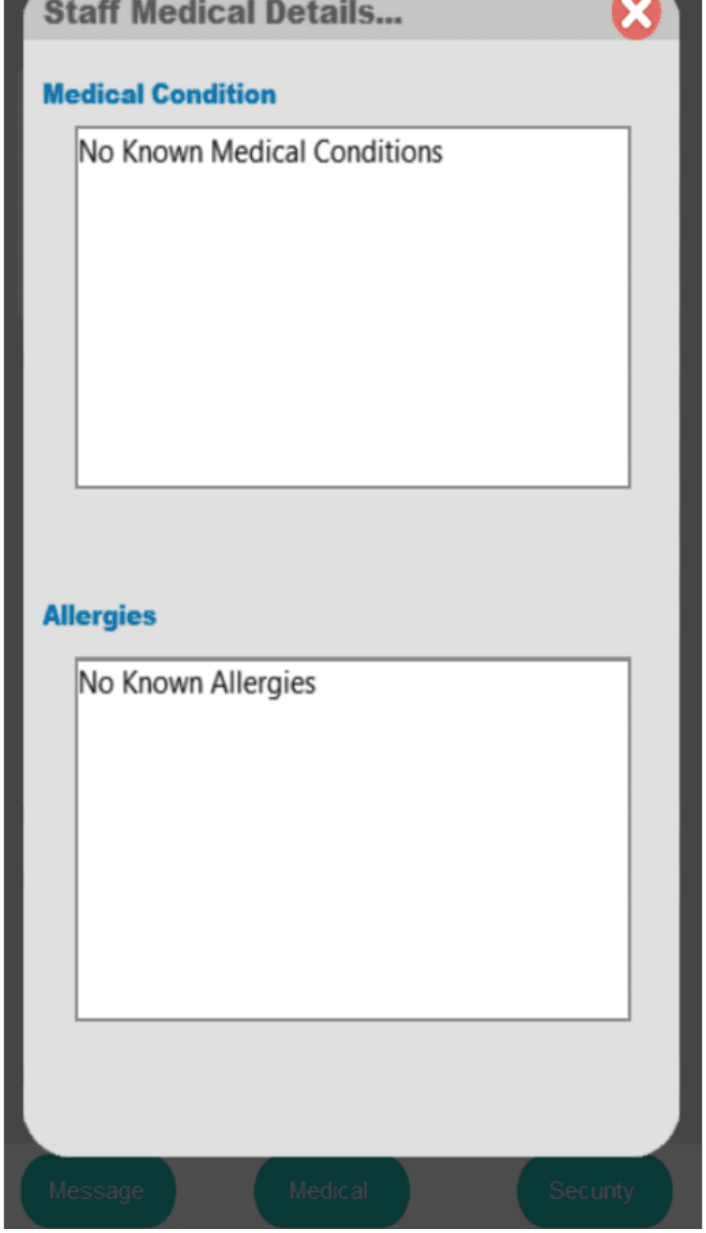
3

The staff record will be displayed. This is a refined version of the one available on Care Control Windows. From this screen you can:

- Change staff photo
- Message the staff member
- View medical information
- View security information

4

To message the staff meeen to open the message window displayed here.

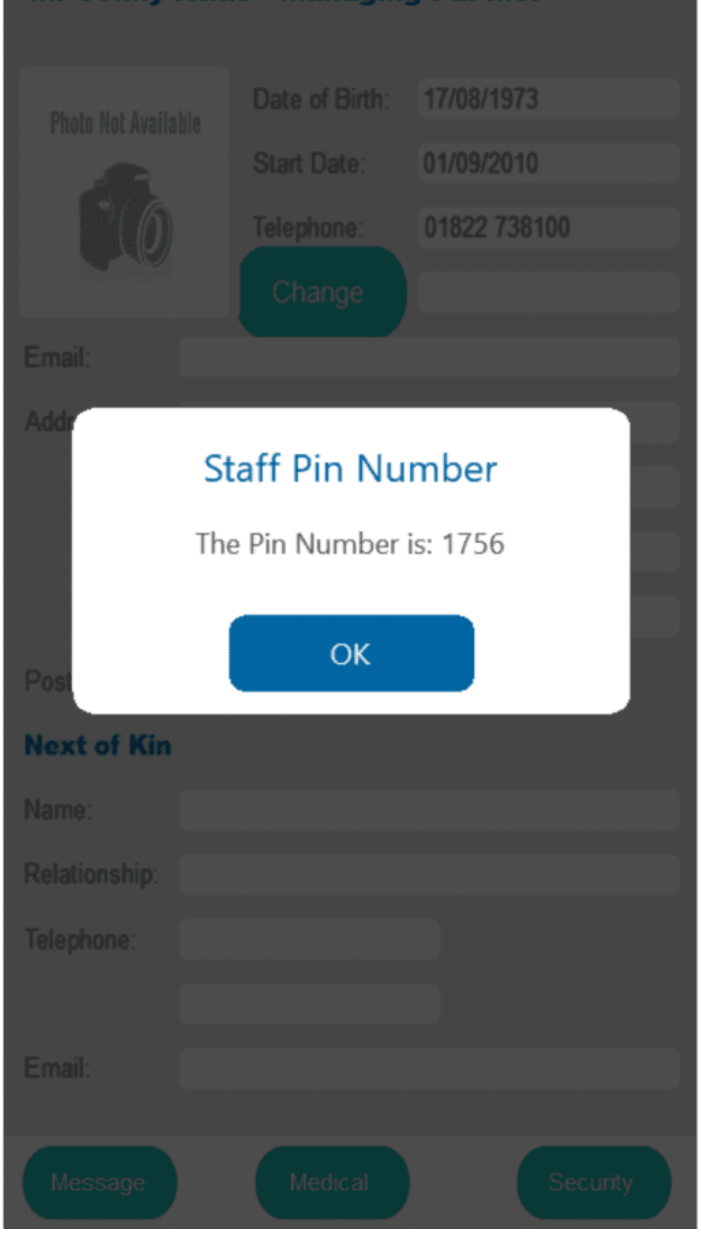


5

To view medical information, select **Medical** from the staff record screen to open the medical details window displayed here.

6

To view the staff PIN, select **Security** from the staff record screen to open the PIN information displayed here.


Photo Not Available
Date of Birth:
17/08/1973
Start Date:
01/09/2010
Telephone:
01822 738100
Change
Email:
Staff Pin Number
The Pin Number is: 1756
OK
Next of Kin
Name:
Relationship:
Telephone:
Email:
Message
Medical
Security