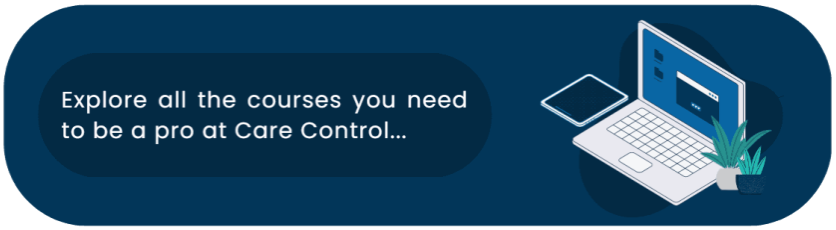
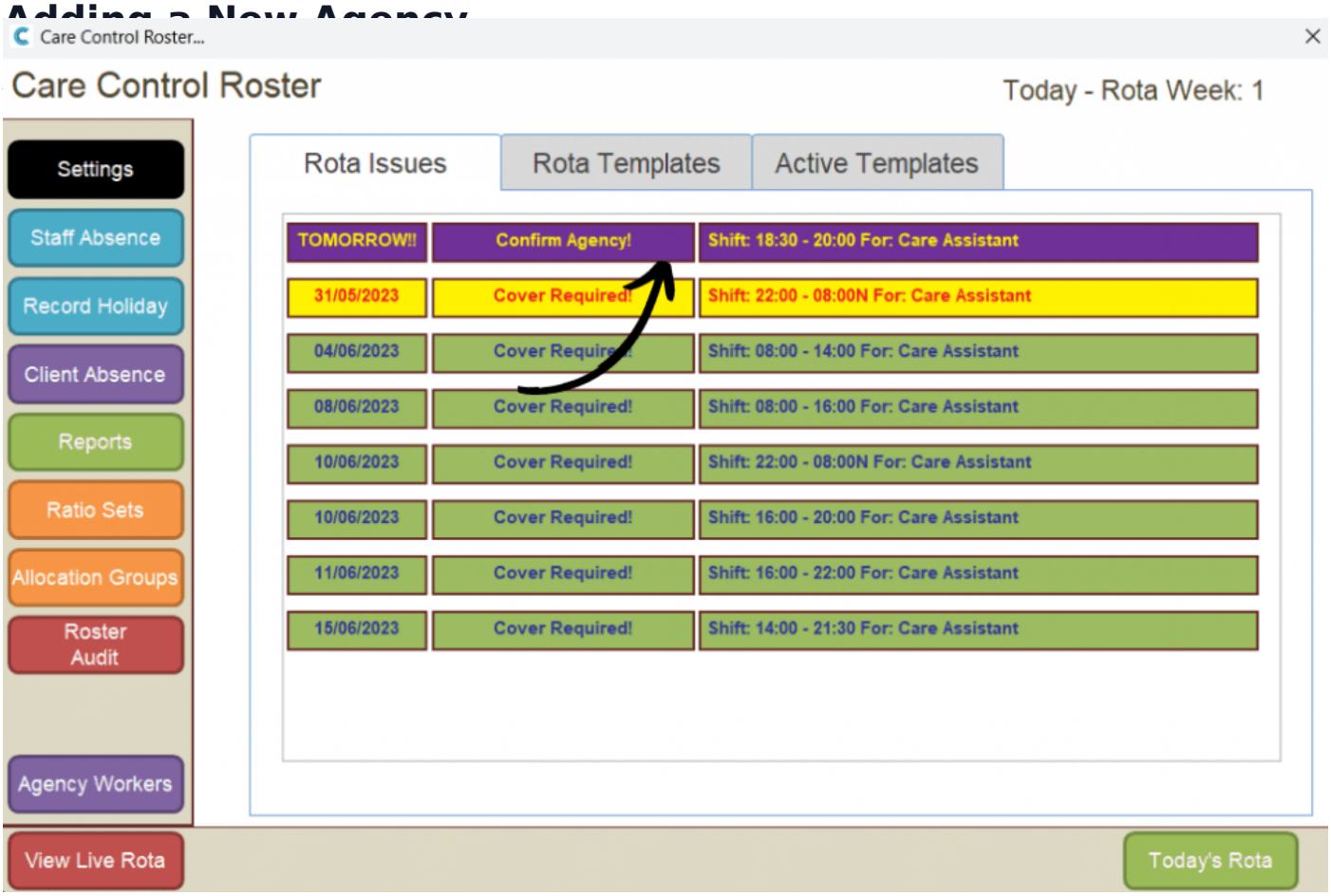
Adding a New Agency

Roster Windows · https://cclearninghub.co.uk/docs/adding-a-new-agency/



Adding a New Agency

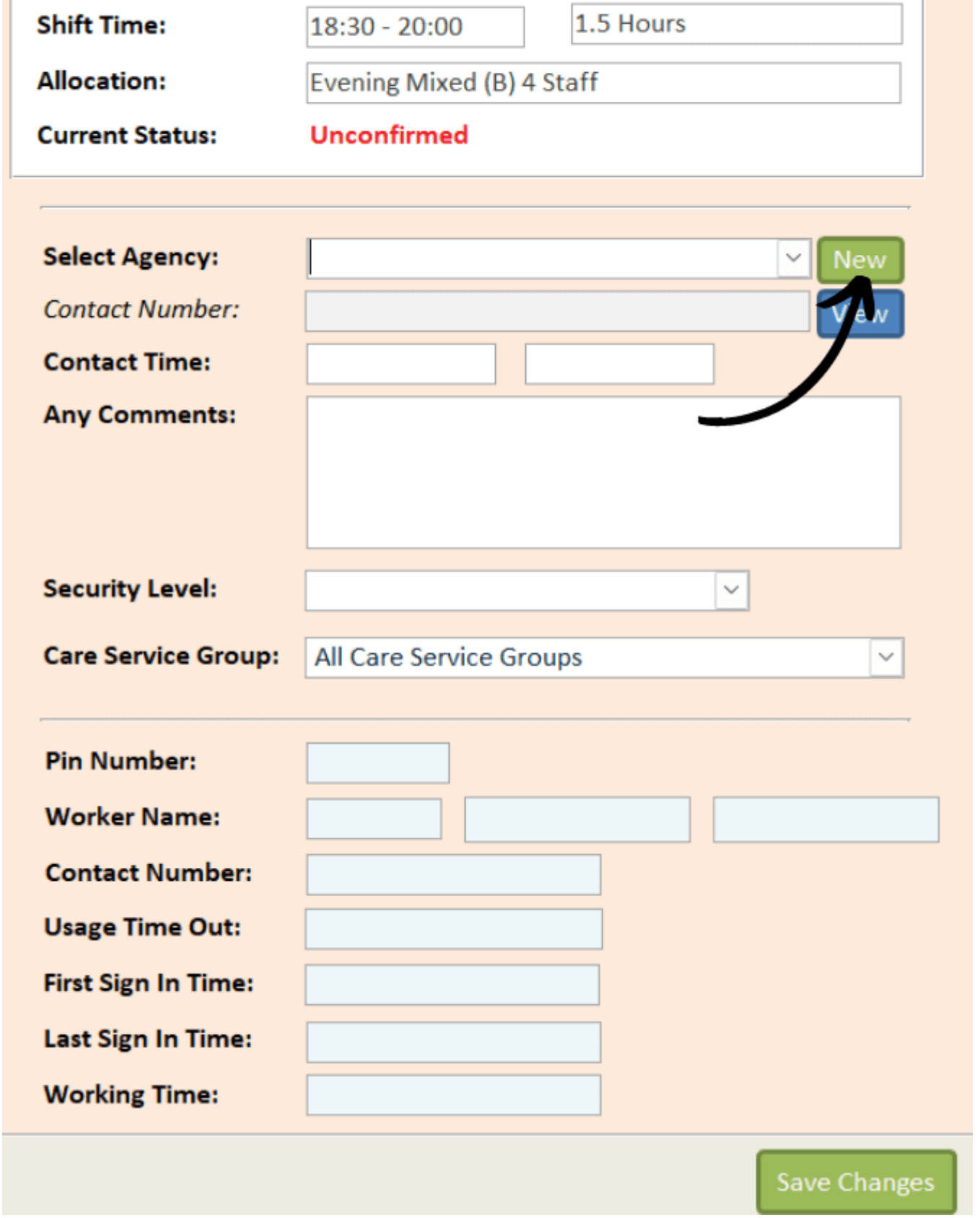


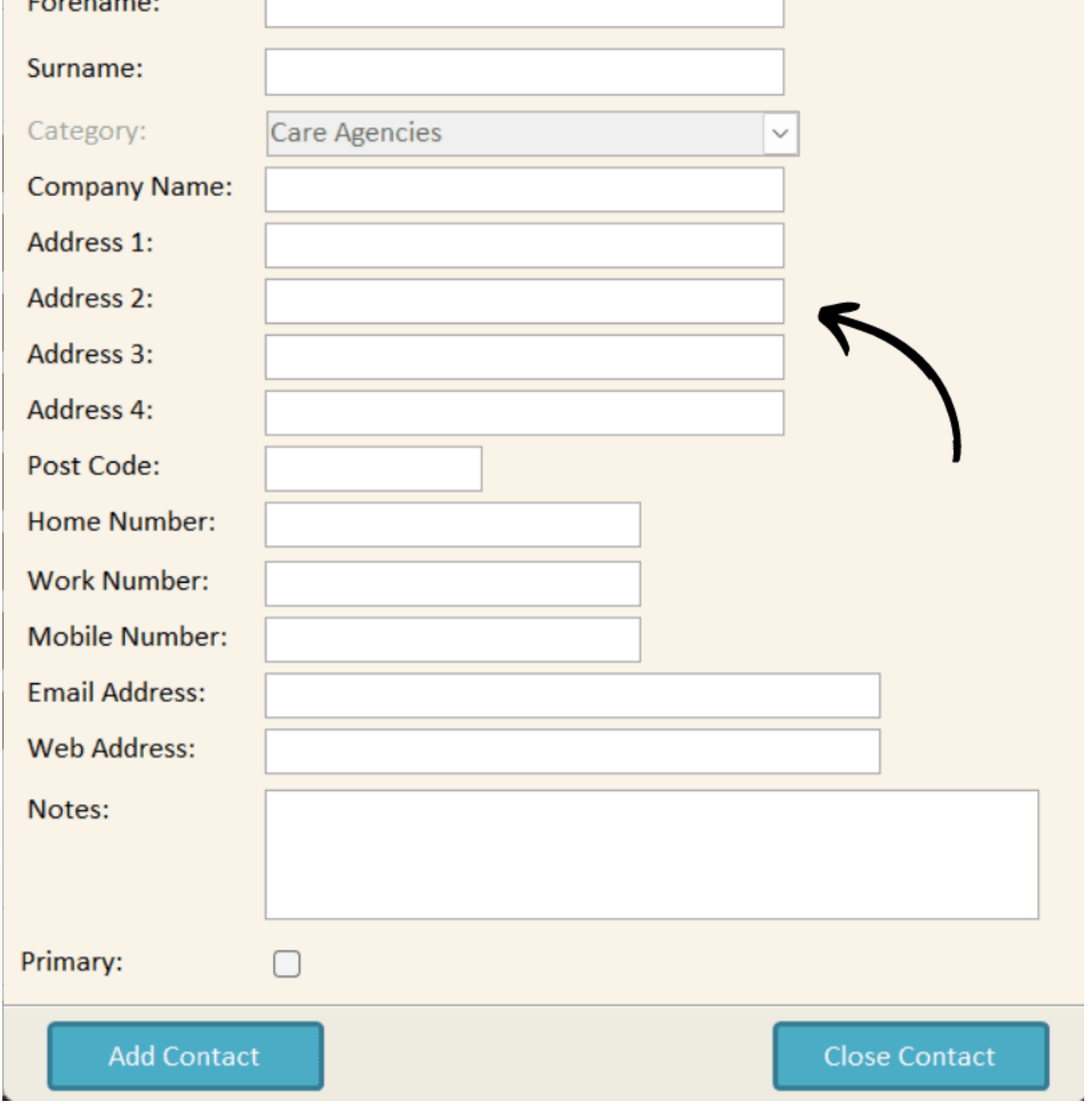
1

When an Agency shift needs to be covered, it will appear in rota issues along with any other cover requirements. Click on the shift to begin.

2

Press the green **‘New’** button next to the **Select Agency** option.

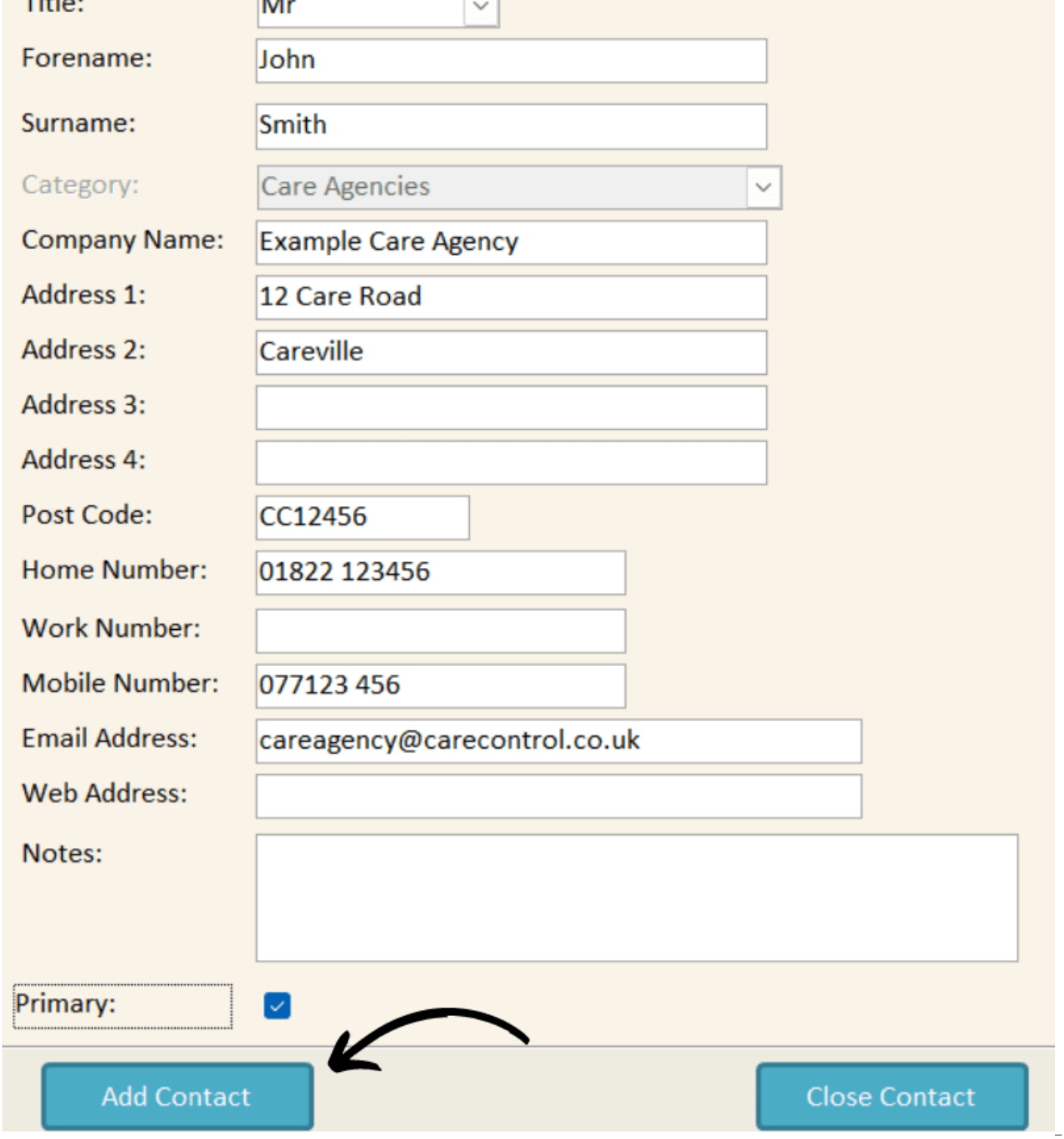

Shift Time:
18:30 - 20:00
1.5 Hours
Allocation:
Evening Mixed (B) 4 Staff
Current Status:
Unconfirmed
Select Agency:
New
Contact Number:
View
Contact Time:
Any Comments:
Security Level:
Care Service Group:
All Care Service Groups
Pin Number:
Worker Name:
Contact Number:
Usage Time Out:
First Sign In Time:
Last Sign In Time:
Working Time:
Save Changes

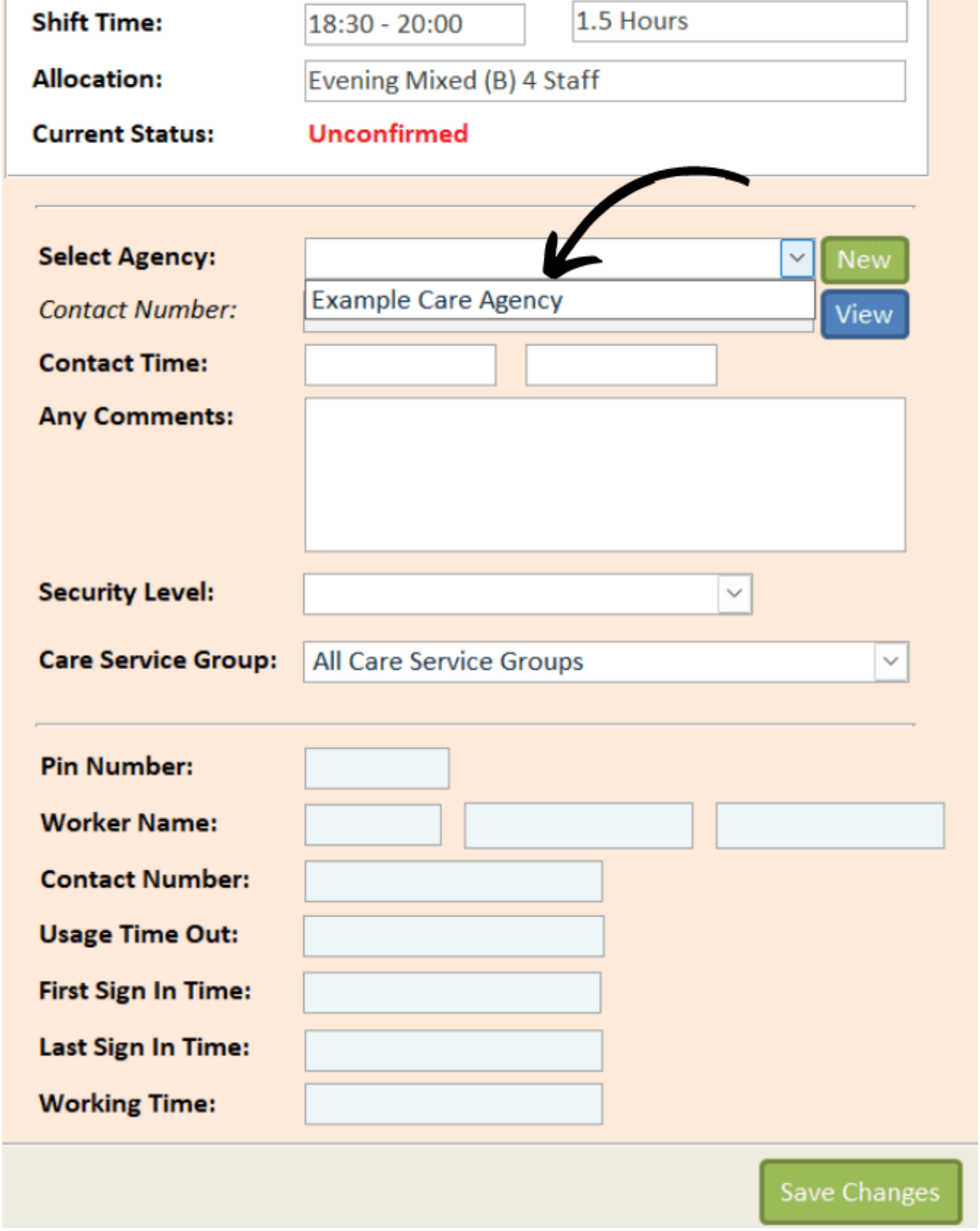


3

A blank form will open. Here, fill out the details of the new agency contact and details.

4


Title:
Mr
Forename:
John
Surname:
Smith
Category:
Care Agencies
Company Name:
Example Care Agency
Address 1:
12 Care Road
Address 2:
Careville
Address 3:
Address 4:
Post Code:
CC12456
Home Number:
01822 123456
Work Number:
Mobile Number:
077123 456
Email Address:
careagency@carecontrol.co.uk
Web Address:
Notes:
Primary:
Add Contact
Close Contact


Shift Time:
18:30 - 20:00
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Allocation:
Evening Mixed (B) 4 Staff
Current Status:
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Select Agency:
New
Example Care Agency
Contact Number:
View
Contact Time:
Any Comments:
Security Level:
Care Service Group:
All Care Service Groups
Pin Number:
Worker Name:
Contact Number:
Usage Time Out:
First Sign In Time:
Last Sign In Time:
Working Time:
Save Changes

5

The new agency contact will now be available to select from the drop-down list.