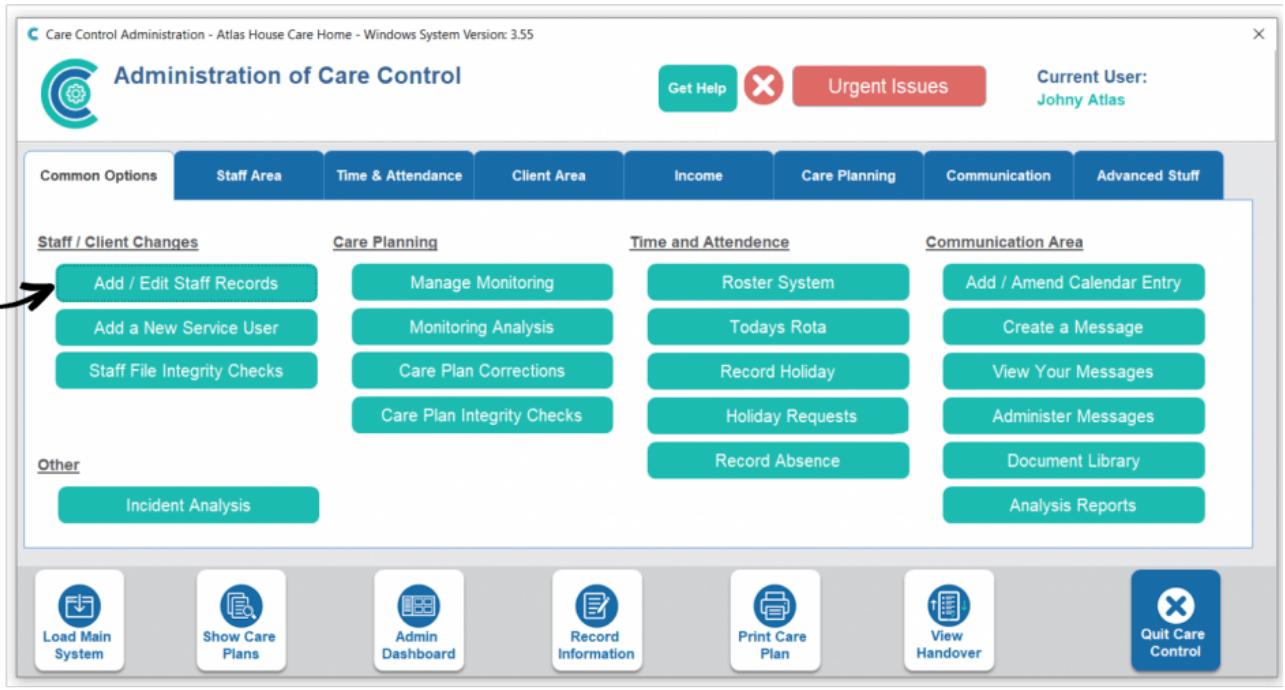
Adding a New Staff Member

Staff Windows · https://cclearninghub.co.uk/docs/adding-a-new-staff-member/



Adding a New Staff Member

This guide will cover how to add a new member of staff to Care Control via the Windows system.



1

To add on a new staff member go to the **Administration of Care Control** screen on Care Control Windows.

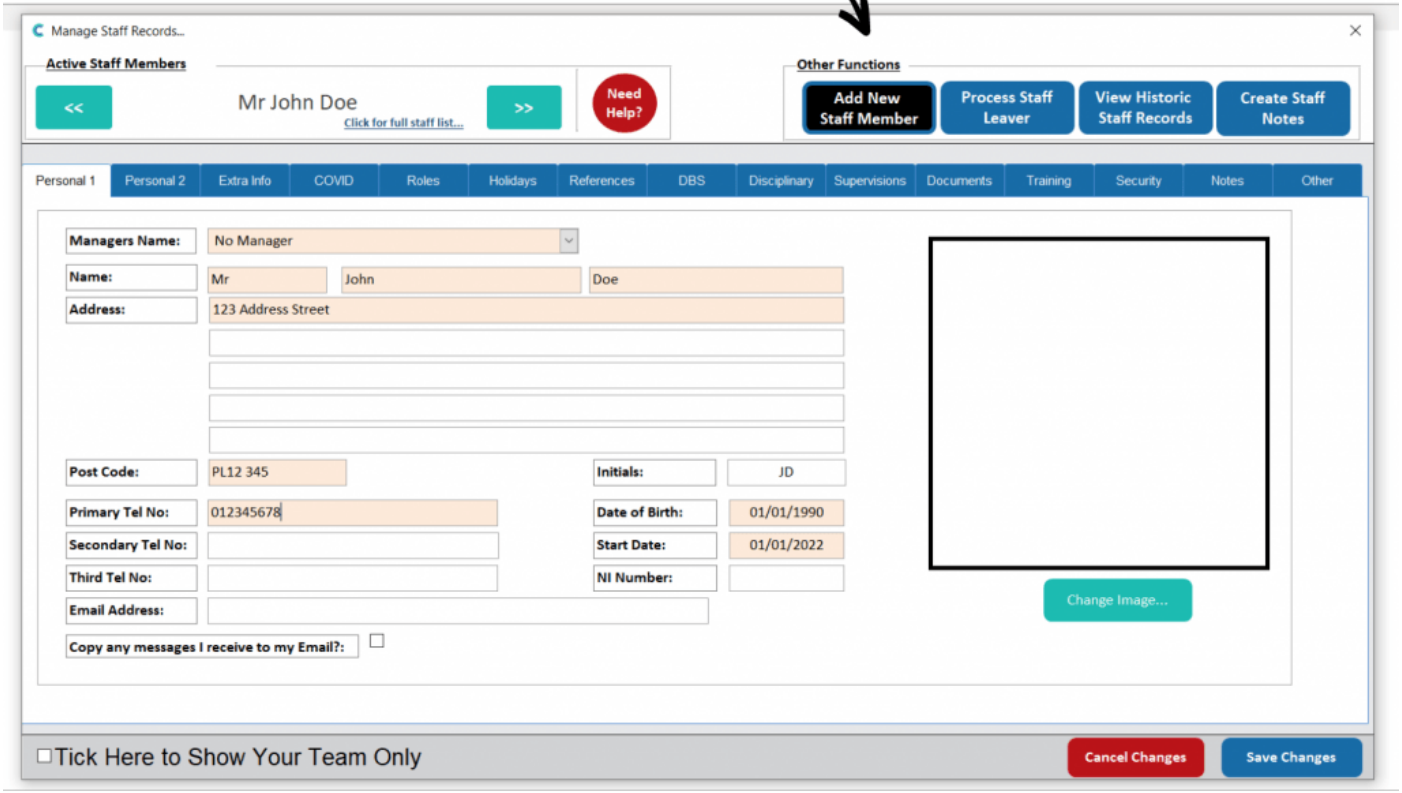
Select **Add/ Edit Staff Records**.

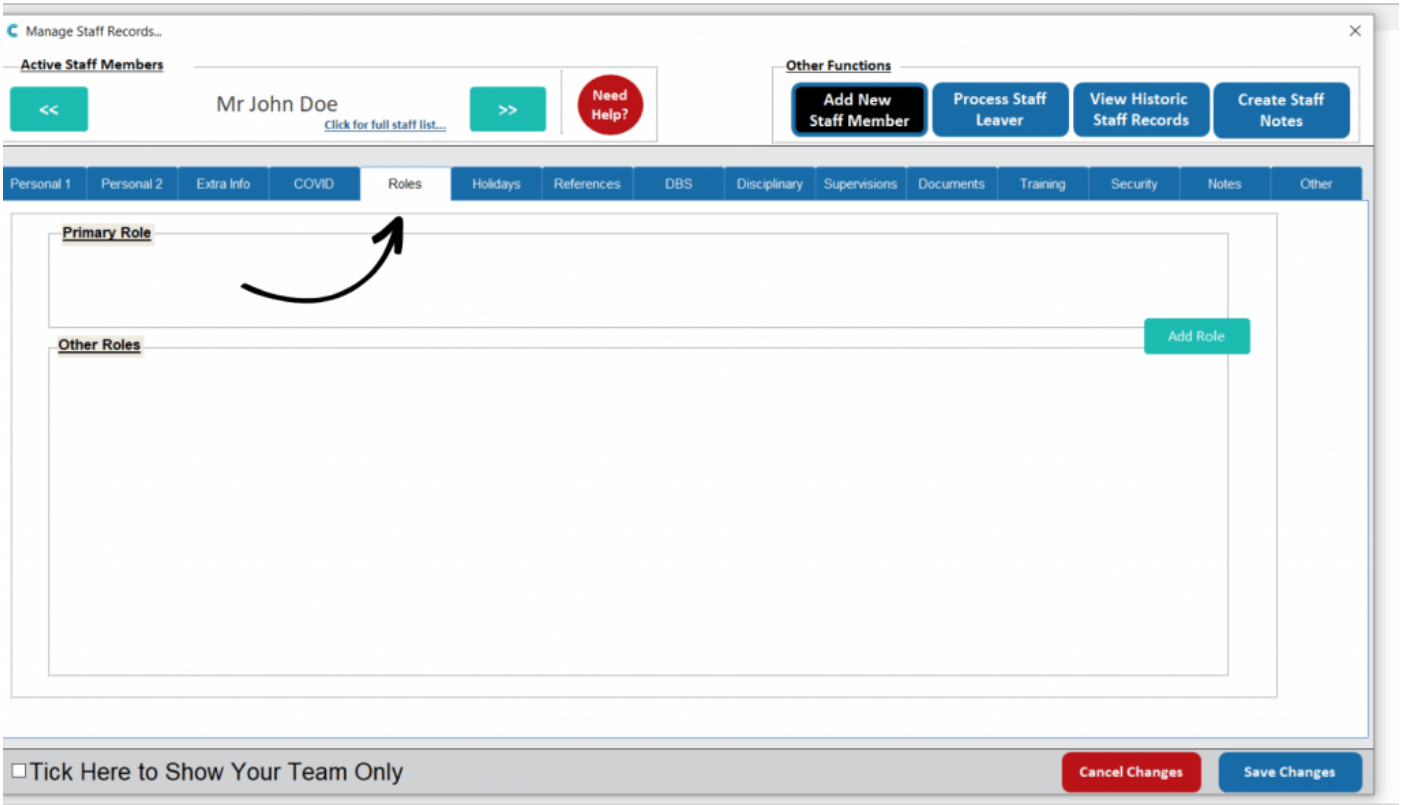
2

Select **Add New Staff Member** from the **Other Functions** in the top right of the screen. Make sure that the ‘Tick Here to Show Your Team Only’ box is un-ticked before starting.

This will create a new staff record.

Enter the information into the text boxes. You must complete at least all the pale orange boxes, as the system requires this information as a minimum to create a new member of staff.


Manage Staff Records...
Active Staff Members
<<
Mr John Doe
Click for full staff list...
>>
Need Help?
Other Functions
Add New Staff Member
Process Staff Leaver
View Historic Staff Records
Create Staff Notes
Personal 1
Personal 2
Extra Info
COVID
Roles
Holidays
References
DBS
Disciplinary
Supervisions
Documents
Training
Security
Notes
Other
Managers Name:
No Manager
Name:
Mr
John
Doe
Address:
123 Address Street
Post Code:
PL12 345
Initials:
JD
Primary Tel No:
012345678
Date of Birth:
01/01/1990
Secondary Tel No:
Start Date:
01/01/2022
Third Tel No:
NI Number:
Email Address:
Copy any messages I receive to my Email?:
Change Image...
Tick Here to Show Your Team Only
Cancel Changes
Save Changes



3

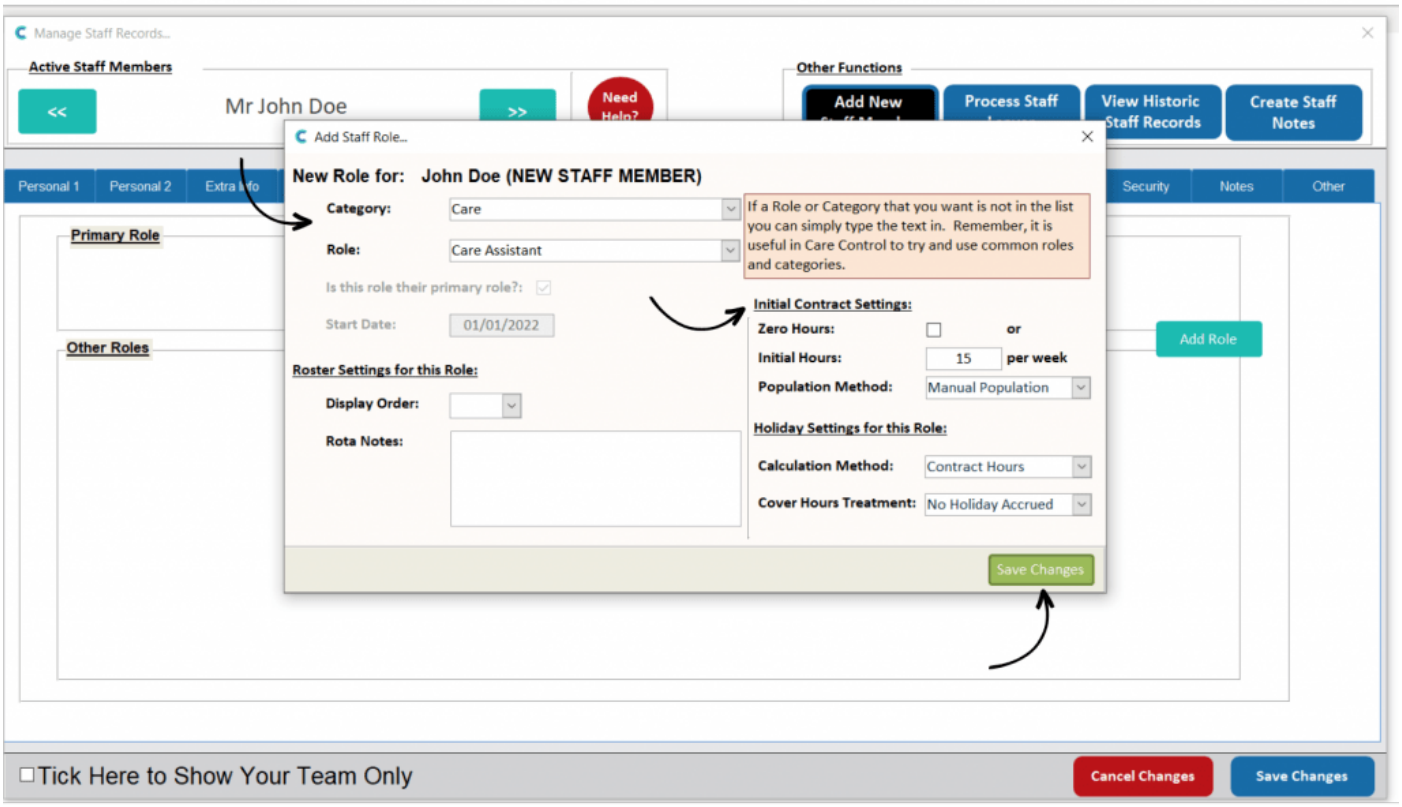
Next select **Role**. Click **Add Role** to add the new staff member's **Primary Role**.

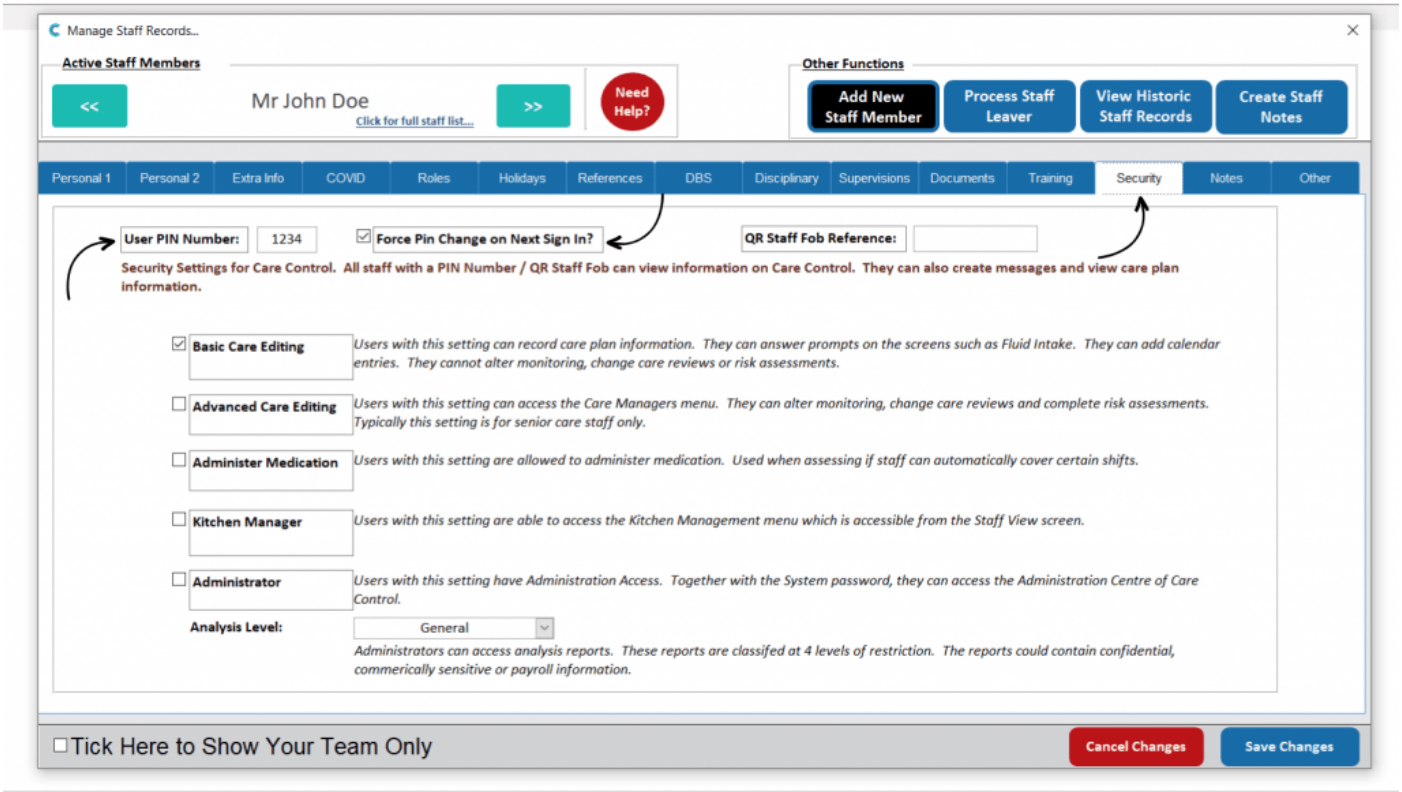
4

Select the **Category** and **Role** from the drop down lists. You can enter your own data here manually if necessary.

Enter contract details under **Initial Contract Settings**. Enter the initial hours or tick to mark the contract as zero hours.

Click **Save Changes**. Staff role information will appear after you save your record.


Manage Staff Records...
Active Staff Members
<<
Mr John Doe
>>
Need Help?
Other Functions
Add New
Process Staff
View Historic Staff Records
Create Staff Notes
Personal 1
Personal 2
Extra Info
Security
Notes
Other
Primary Role
Other Roles
Add Role
Add Staff Role...
New Role for: John Doe (NEW STAFF MEMBER)
Category:
Care
Role:
Care Assistant
Is this role their primary role?:
Start Date:
01/01/2022
If a Role or Category that you want is not in the list you can simply type the text in. Remember, it is useful in Care Control to try and use common roles and categories.
Initial Contract Settings:
Zero Hours:
or
Initial Hours:
15
per week
Population Method:
Manual Population
Roster Settings for this Role:
Display Order:
Rota Notes:
Holiday Settings for this Role:
Calculation Method:
Contract Hours
Cover Hours Treatment:
No Holiday Accrued
Save Changes
Tick Here to Show Your Team Only
Cancel Changes
Save Changes



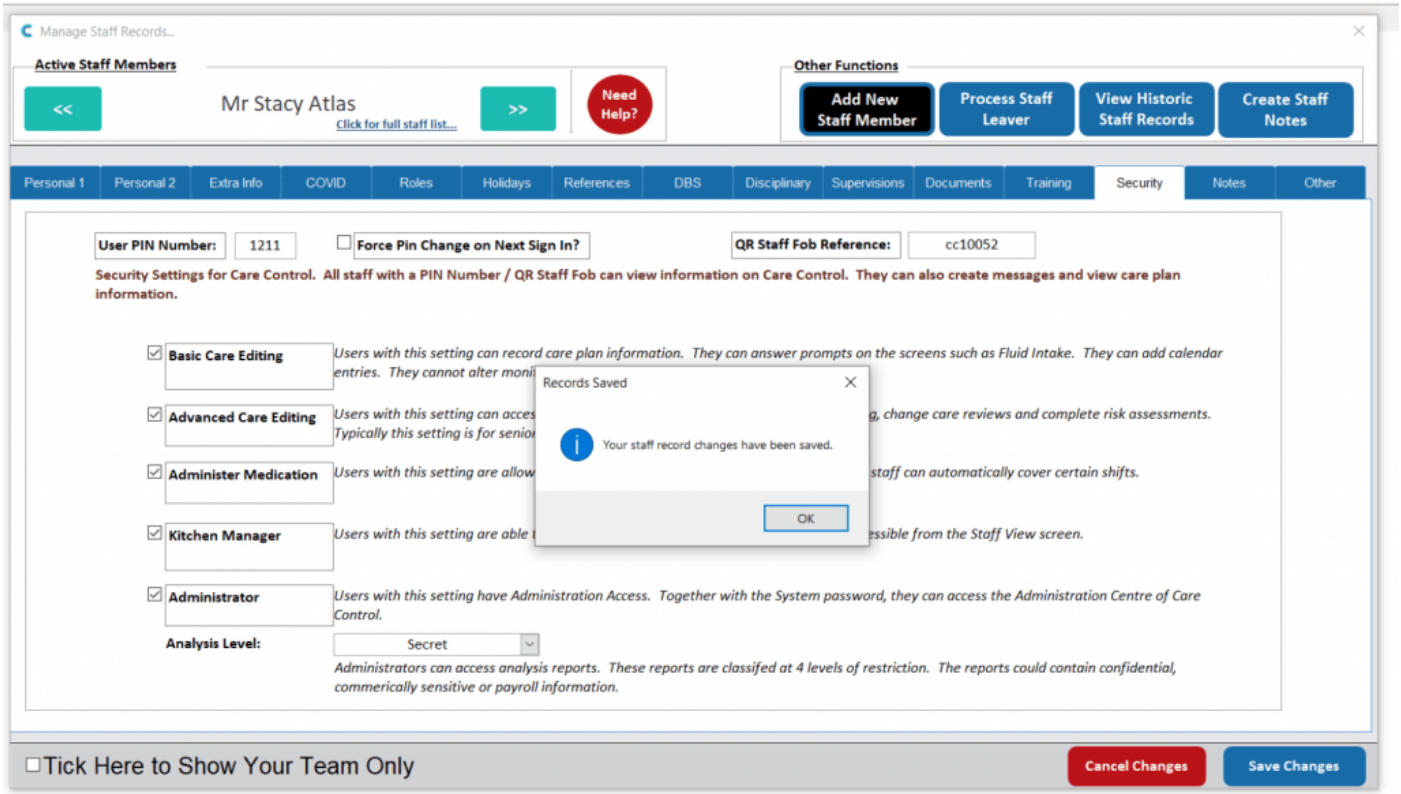
5

Go to **Security**, and enter the **PIN** number for the staff member in the **User PIN Number** box. To make the staff member change their PIN the first time they use the system, tick the **Force Pin Change** on next **Sign In?** box.

Next, choose the staff member's access level. To the right of each level is a description to help you decide.

6

Once you click **Save Changes**, this window will appear, click **OK**.


Manage Staff Records...
Active Staff Members
<<
Mr Stacy Atlas
Click for full staff list...
>>
Need Help?
Other Functions
Add New Staff Member
Process Staff Leaver
View Historic Staff Records
Create Staff Notes
Personal 1
Personal 2
Extra Info
COVID
Roles
Holidays
References
DBS
Disciplinary
Supervisions
Documents
Training
Security
Notes
Other
User PIN Number:
1211
Force Pin Change on Next Sign In?
QR Staff Fob Reference:
cc10052
Security Settings for Care Control. All staff with a PIN Number / QR Staff Fob can view information on Care Control. They can also create messages and view care plan information.
Basic Care Editing
Users with this setting can record care plan information. They can answer prompts on the screens such as Fluid Intake. They can add calendar entries. They cannot alter moni
Advanced Care Editing
Users with this setting can acces
g, change care reviews and complete risk assessments.
Typically this setting is for senio
Administer Medication
Users with this setting are allow
staff can automatically cover certain shifts.
Kitchen Manager
Users with this setting are able
essible from the Staff View screen.
Administrator
Users with this setting have Administration Access. Together with the System password, they can access the Administration Centre of Care Control.
Analysis Level:
Secret
Administrators can access analysis reports. These reports are classifed at 4 levels of restriction. The reports could contain confidential, commerically sensitive or payroll information.
Records Saved
Your staff record changes have been saved.
OK
Tick Here to Show Your Team Only
Cancel Changes
Save Changes