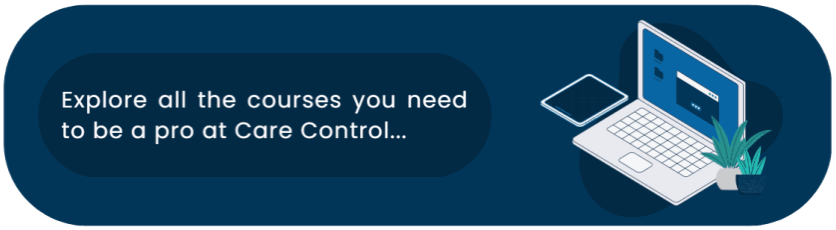
Bulk Staff Notes

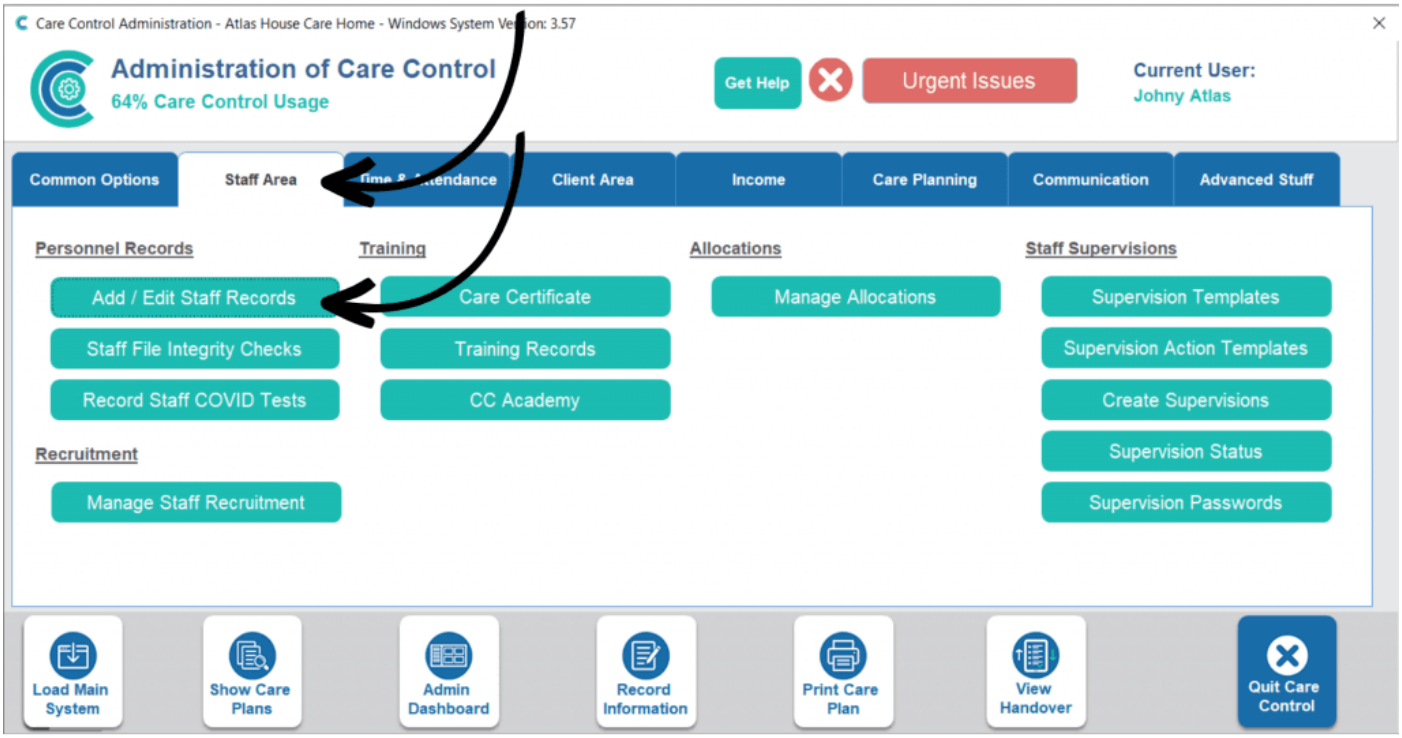
Administration Windows · https://cclearninghub.co.uk/docs/bulk-staff-notes/



Bulk Staff Notes

This guide will cover how you can add notes to multiple staff records at once. Staff notes are useful for adding information to a staff record which is not covered elsewhere.

Embedded media:
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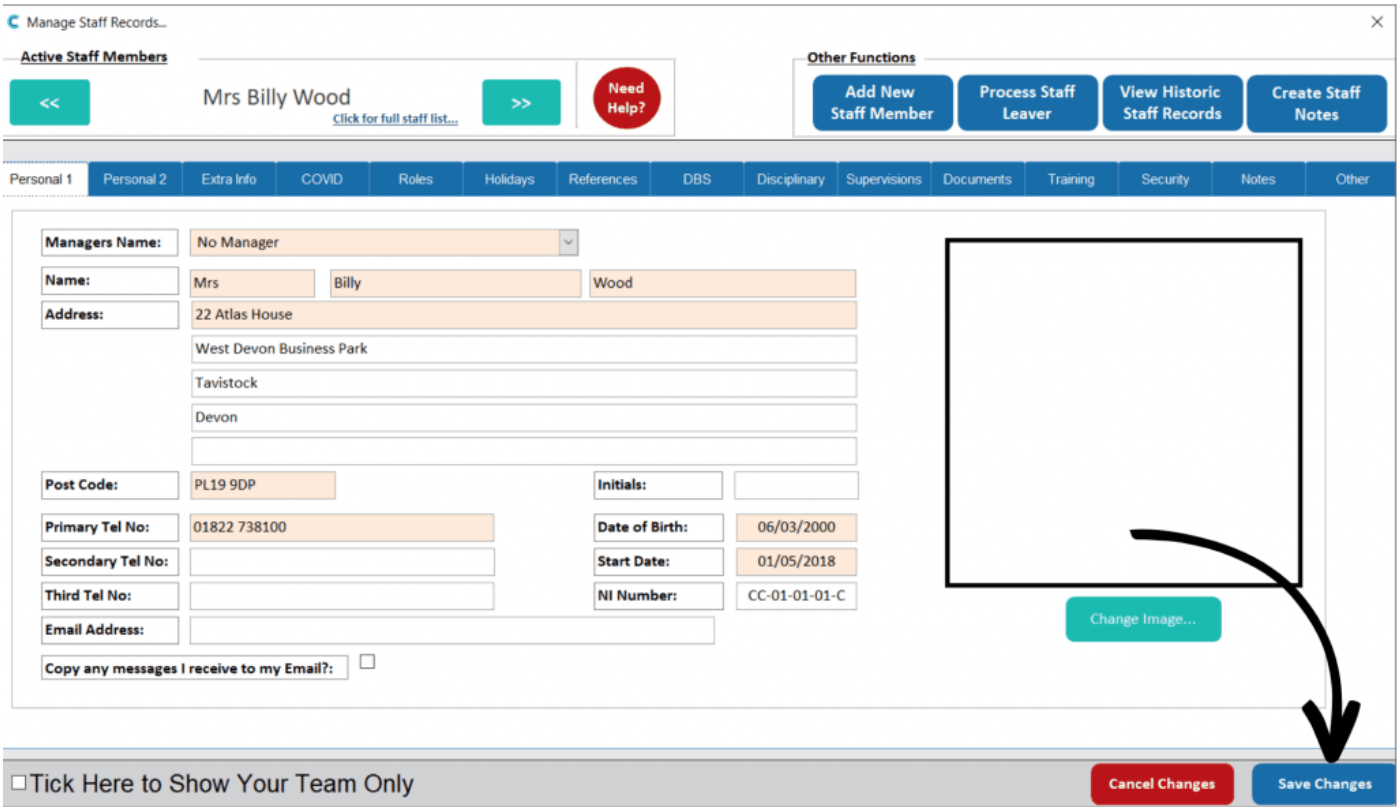


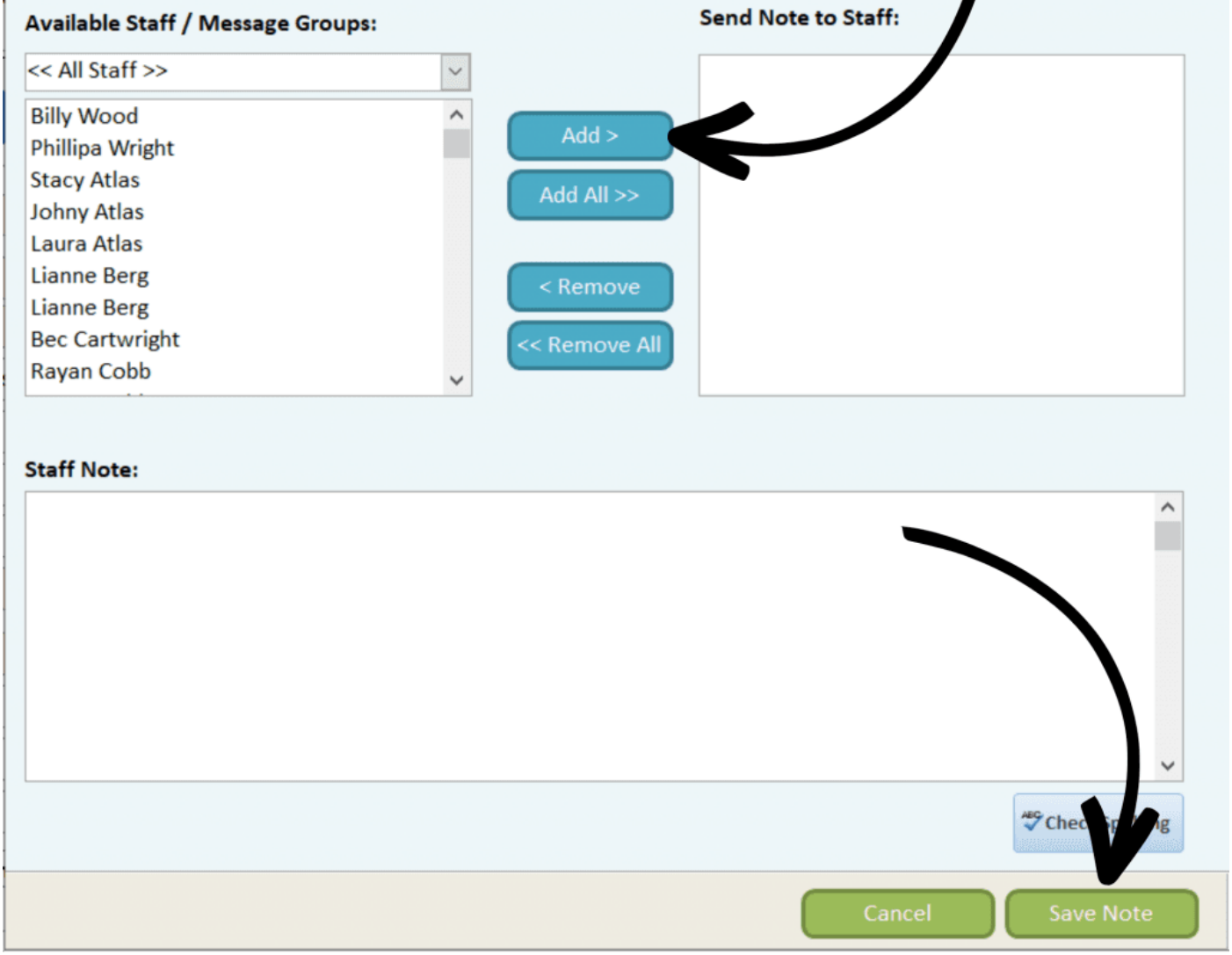
1

In the **Administration of Care Control Windows**, navigate to th**e Add / Edit Staff Records** tool, which can be found under the **Common Options** and **Staff Area** tabs.

2

Next, select **Create Staff Notes** from the options in the top right corner of the window.


Manage Staff Records...
Active Staff Members
<<
Mrs Billy Wood
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:
Mrs
Billy
Wood
Address:
22 Atlas House
West Devon Business Park
Tavistock
Devon
Post Code:
PL19 9DP
Initials:
Primary Tel No:
01822 738100
Date of Birth:
06/03/2000
Secondary Tel No:
Start Date:
01/05/2018
Third Tel No:
NI Number:
CC-01-01-01-C
Email Address:
Copy any messages I receive to my Email?:
Change Image...
Tick Here to Show Your Team Only
Cancel Changes
Save Changes



3

Select the staff members you wish to add the note for by clicking on their name on the left-hand list, then press **Add**. This will move them to a list on the right-hand side.

Next, enter the contents of the note.

Finally, press **Save Note**.

4

The note will be saved in the **Notes** tab of the staff record.

