Cover shift on Pocket from Residents screen

Care Control Pocket · https://cclearninghub.co.uk/docs/cover-shift-on-pocket-from-residents-screen/

Cover a shift on Pocket from Resident Select

This guide will show how to cover a shift from the Resident Select screen within Care Control Pocket.

Embedded media: https://cclearninghub.co.uk/wp-content/uploads/2024/09/Cover-shift-from-resident-select.mp4

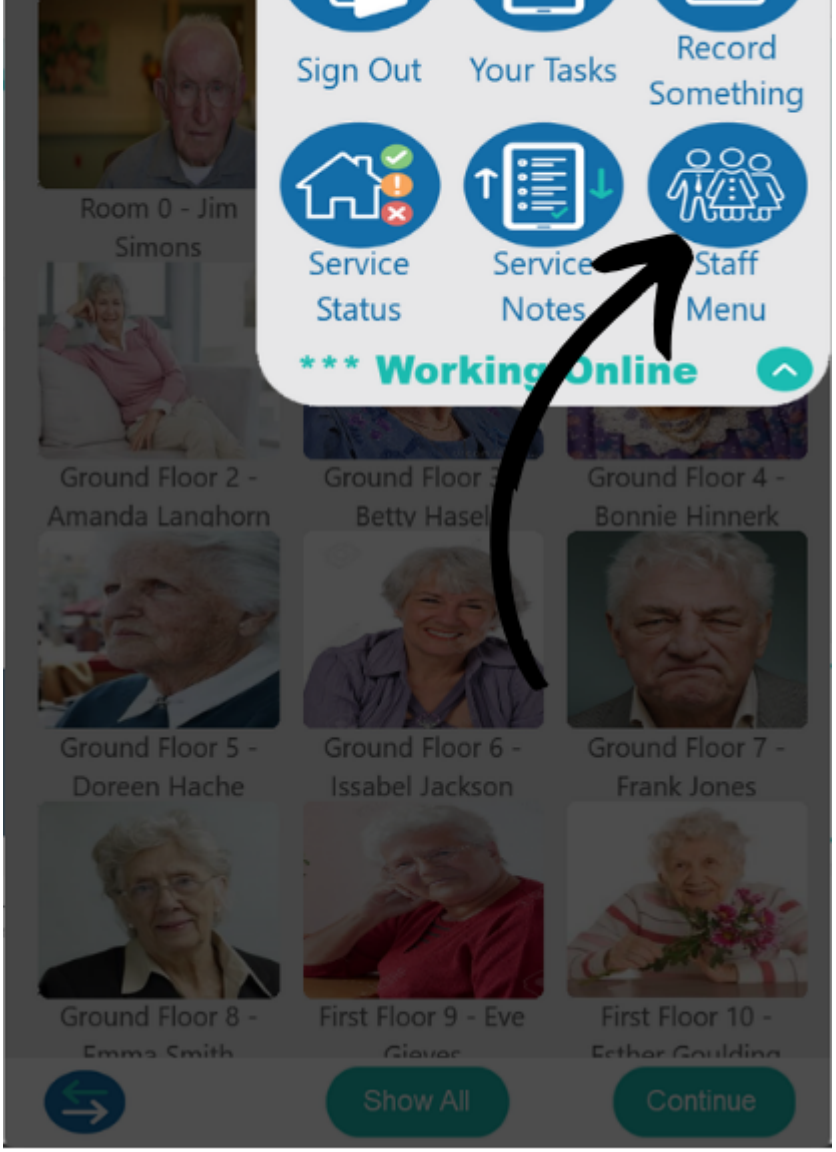


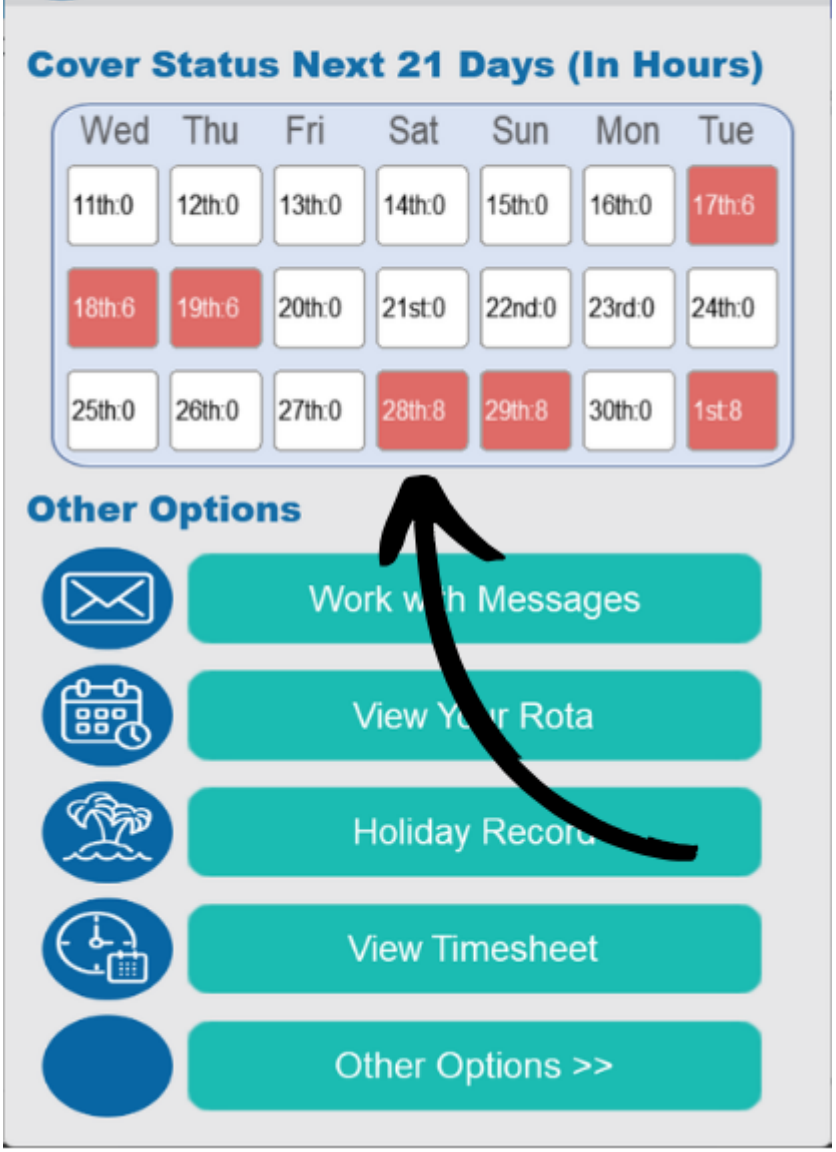
1

From the **Resident Select** screen, tap the **three lines** in the top right of the screen.

2

This menu will now open. From within this menu tap the **Staff Menu** icon.


Sign Out
Your Tasks
Record Something
Service Status
Service Notes
Staff Menu
*** Working Online
Room 0 - Jim Simons
Ground Floor 2 - Amanda Langhorn
Ground Floor 4 - Bonnie Hinnerk
Ground Floor 5 - Doreen Hache
Ground Floor 6 - Issabel Jackson
Ground Floor 7 - Frank Jones
Ground Floor 8 -
First Floor 9 - Eve
First Floor 10 -
Show All
Continue



3

The **Cover Status** screen will now show. The calendar dates highlighted in orange will show shifts that need cover.

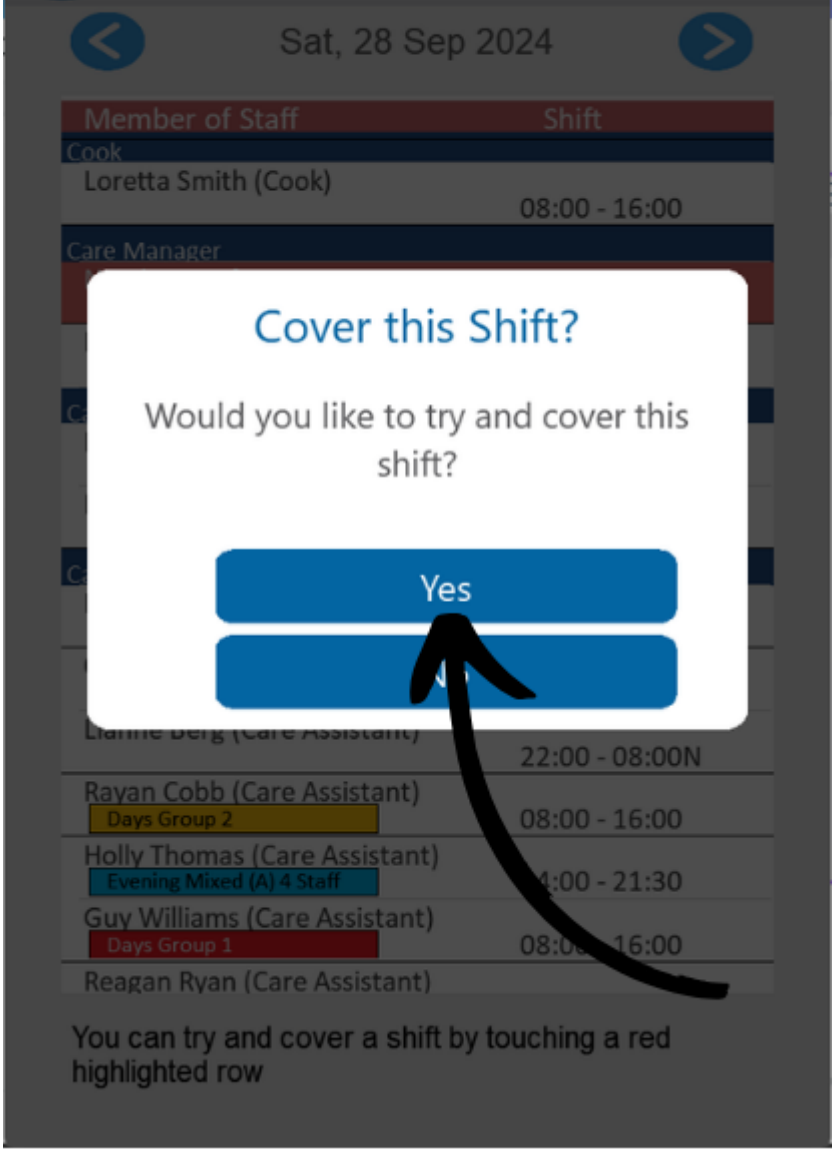
Tap one of the **orange boxes** to open the next menu.

4

The rota page will show all current staff members on shift for that day.

The **orange highlighted are**a show which **shift needs cover**.


Day View of Rota...
Sat, 28 Sep 2024
Member of Staff
Shift
Cook
Loretta Smith (Cook)
08:00 - 16:00
Care Manager
Need Cover for Care Manager
08:00 - 16:00
Lorna Prowse (Care Manager)
:00 - 22:00
Care Assistant(S)
Nora Smith (Care Assistant(S))
Days Group 2
08:00 - 16:00
Roy Bailey (Care Assistant(S))
Evening Mixed (A) 4 Staff
:00 - 21:30
Care Assistant
Renee James (Care Assistant)
22:00
:00N
Chad McDoil (Care Assistant)
Days Group 1
08:00 - 14:00
Lianne Berg (Care Assistant)
22:00 - 08:00N
Rayan Cobb (Care Assistant)
Days Group 2
08:00 - 16:00
Holly Thomas (Care Assistant)
Evening Mixed (A) 4 Staff
14:00 - 21:30
Guy Williams (Care Assistant)
Days Group 1
08:00 - 16:00
Reagan Ryan (Care Assistant)
You can try and cover a shift by touching a red highlighted row



5

The **confirmation** pop-up will appear.

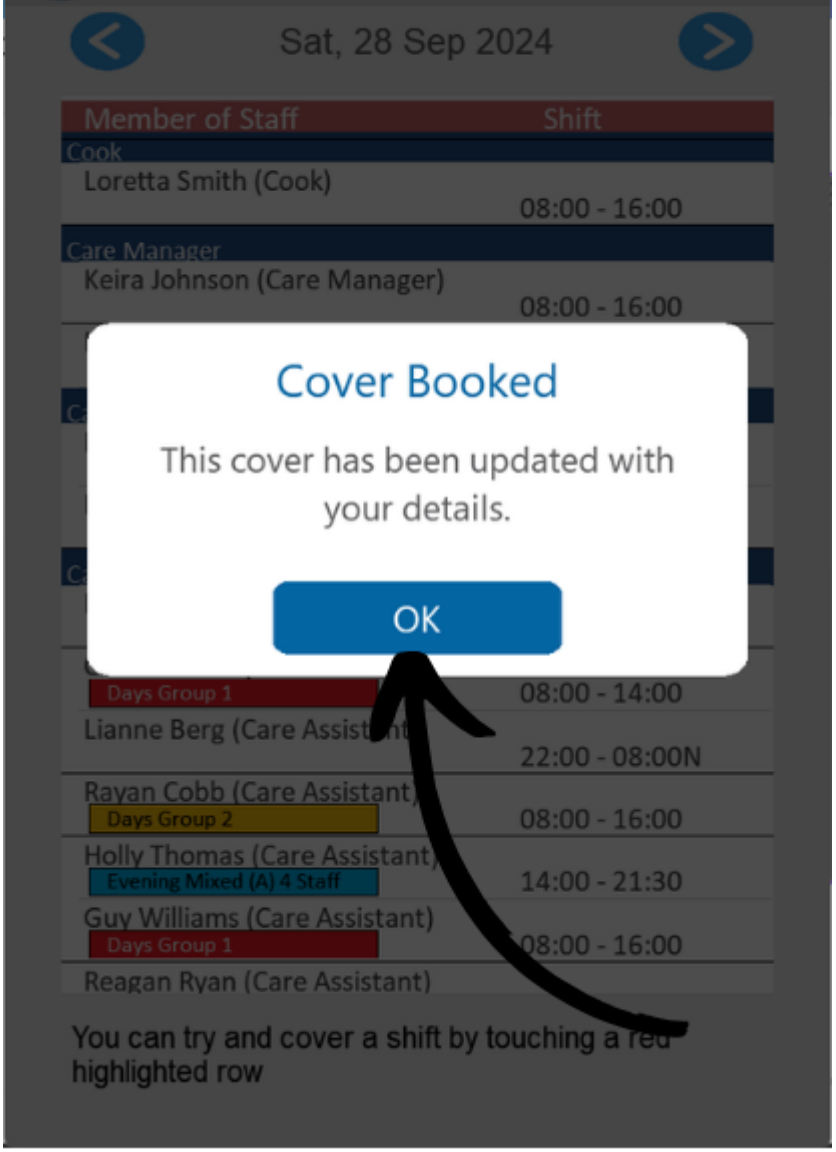
When you are ready to accept the shift select **Yes.**

If you would like to cancel the cover, select **No.**

6

The cover will then be confirmed with your details.

Tap **OK** to finish the process.


Sat, 28 Sep 2024
Member of Staff
Shift
Cook
Loretta Smith (Cook)
08:00 - 16:00
Care Manager
Keira Johnson (Care Manager)
08:00 - 16:00
Cover Booked
This cover has been updated with your details.
OK
Days Group 1
08:00 - 14:00
Lianne Berg (Care Assist
22:00 - 08:00N
Rayan Cobb (Care Assistant)
Days Group 2
08:00 - 16:00
Holly Thomas (Care Assistant)
Evening Mixed (A) 4 Staff
14:00 - 21:30
Guy Williams (Care Assistant)
Days Group 1
08:00 - 16:00
Reagan Ryan (Care Assistant)
You can try and cover a shift by touching a red highlighted row