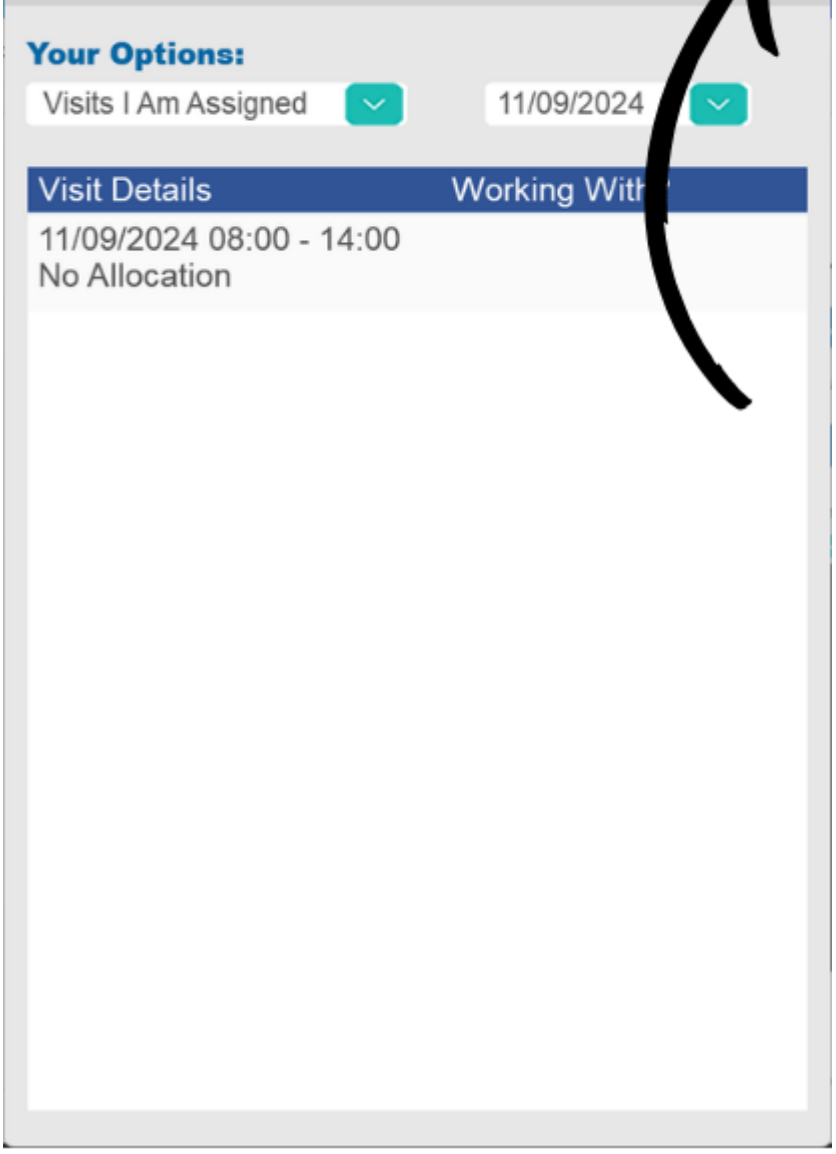
Cover shift on Pocket from Rota Select screen

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

Cover a shift on Pocket from Rota Select Home page

This guide will show how to cover a shift when the Pocket Home Page is set to Staff Rota.

Embedded media: https://cclearninghub.co.uk/wp-content/uploads/2024/09/Cover-a-shift-from-the-staff-rota-home-screen.mp4

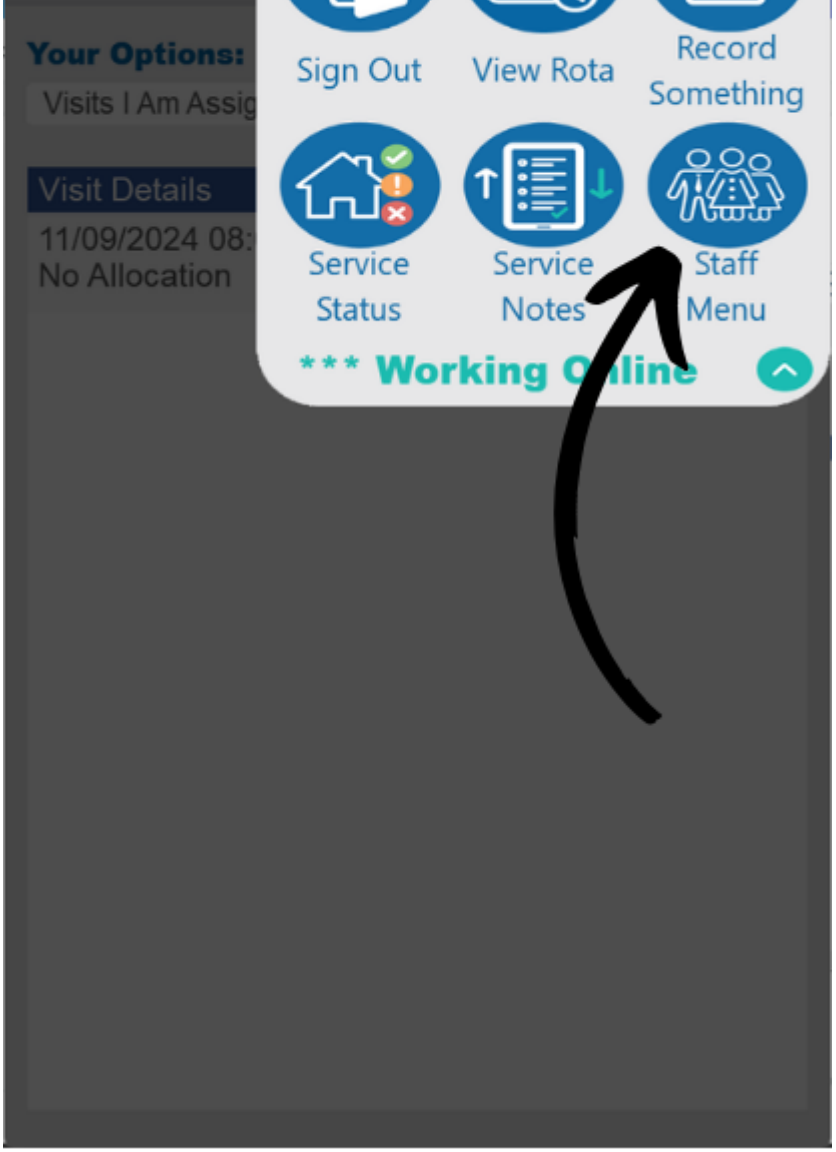


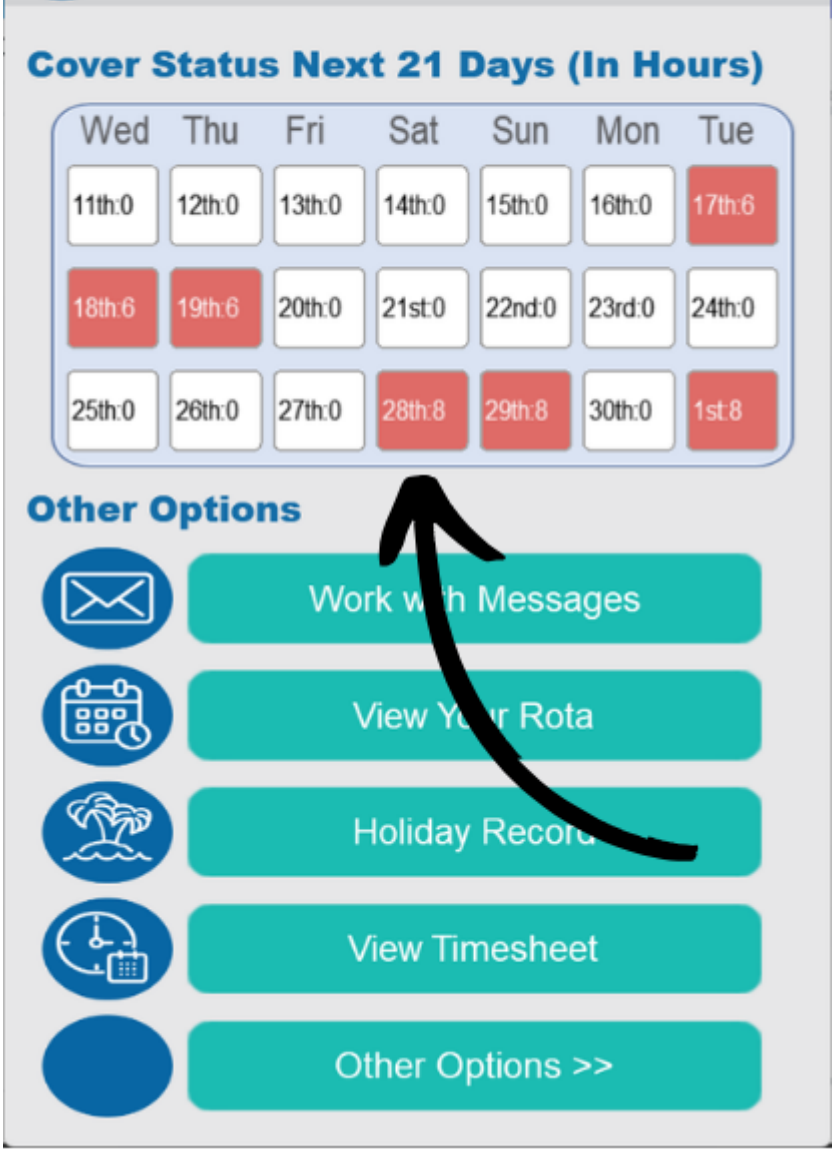
1

From the **Rota 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.


Your Options:
Visits I Am Assig
Visit Details
11/09/2024 08:
No Allocation
Sign Out
View Rota
Record Something
Service Status
Service Notes
Staff Menu
*** Working Online



3

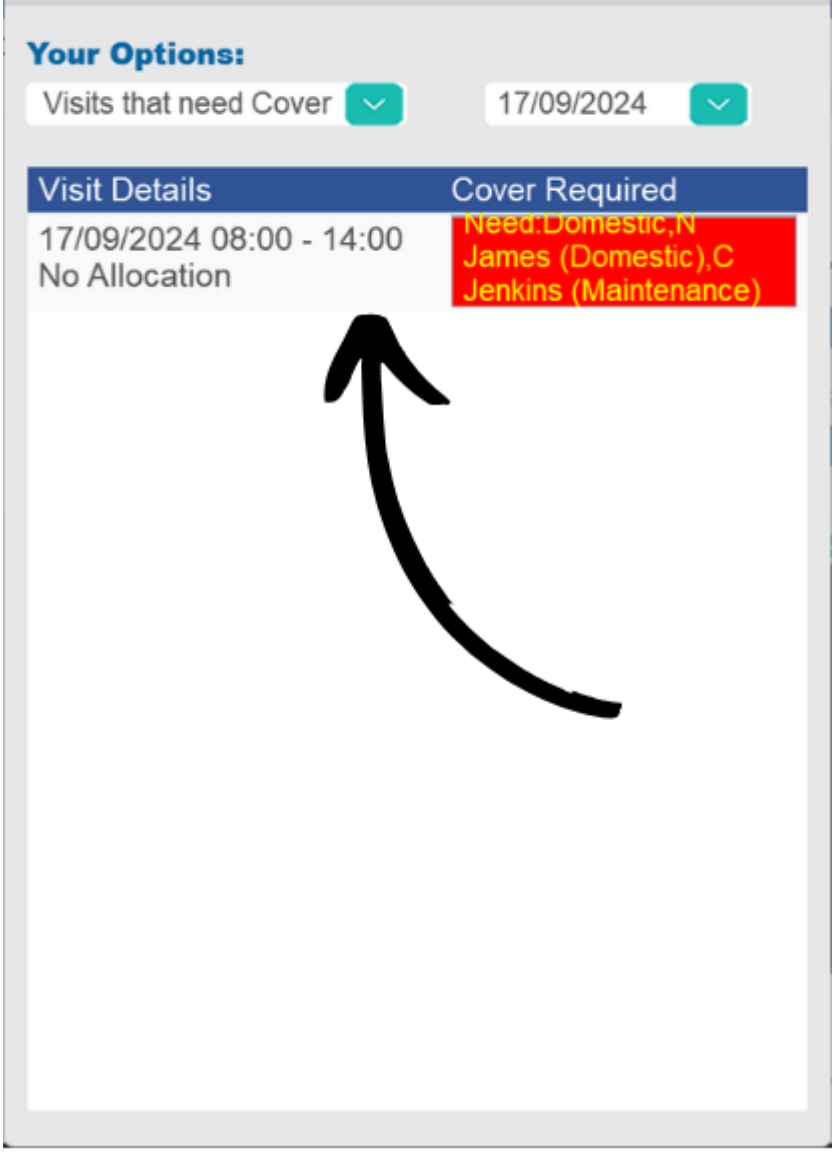
The **Cover Status** screen will now show. The calendar dates highlighted in orange will show shifts that need cover.

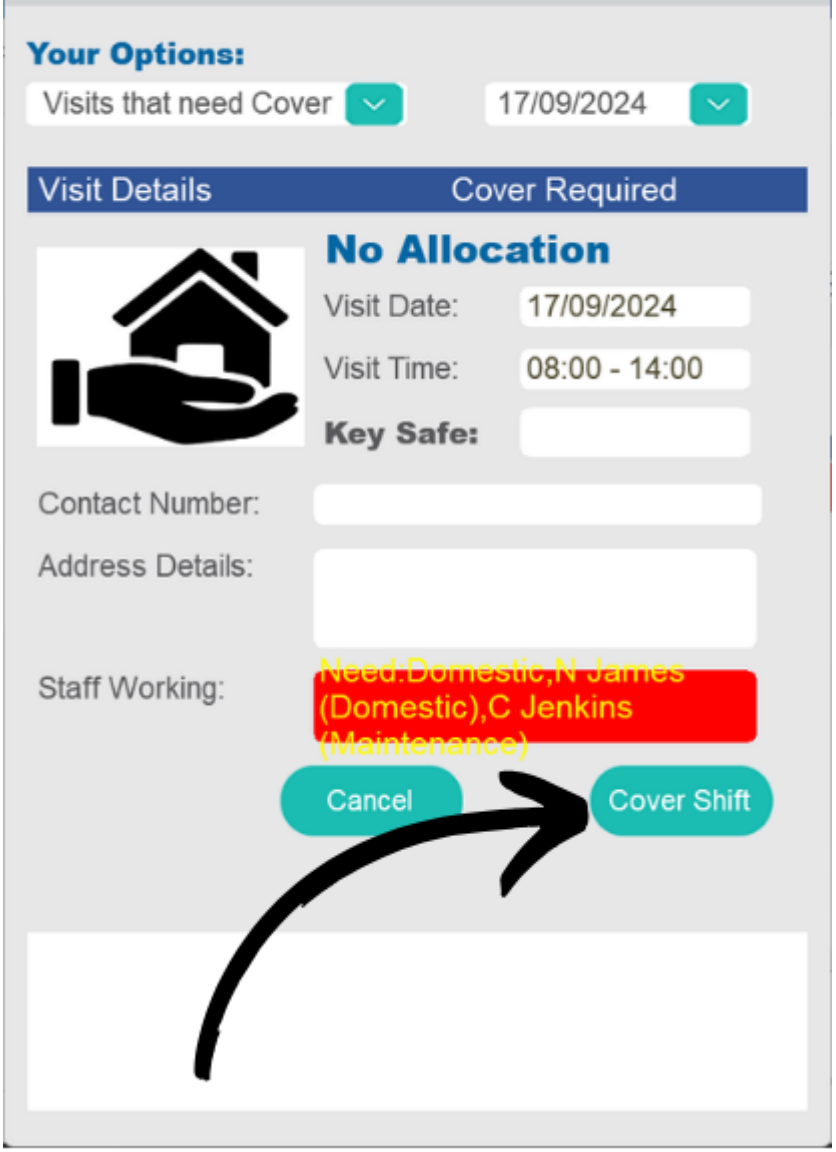
Tap one of the **orange boxes** to open the next menu.

4

The **Visits that need cover** will be highlighted on this page.

Tap the **Date and time** underneath the **Visit Details** and **Cover Required.**


Your Options:
Visits that need Cover
17/09/2024
Visit Details
Cover Required
17/09/2024 08:00 - 14:00
No Allocation
Need:Domestic,N
James (Domestic),C
Jenkins (Maintenance)



5

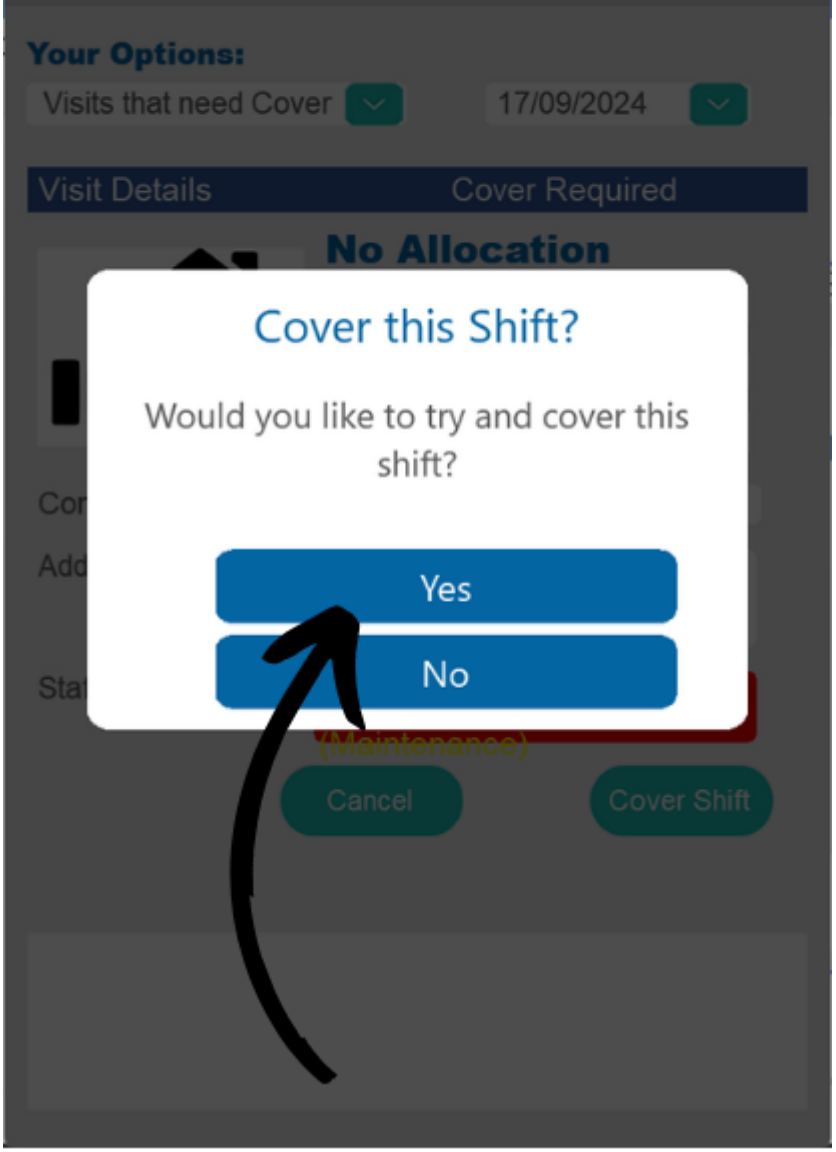
Further details about the cover required will then show on your screen.

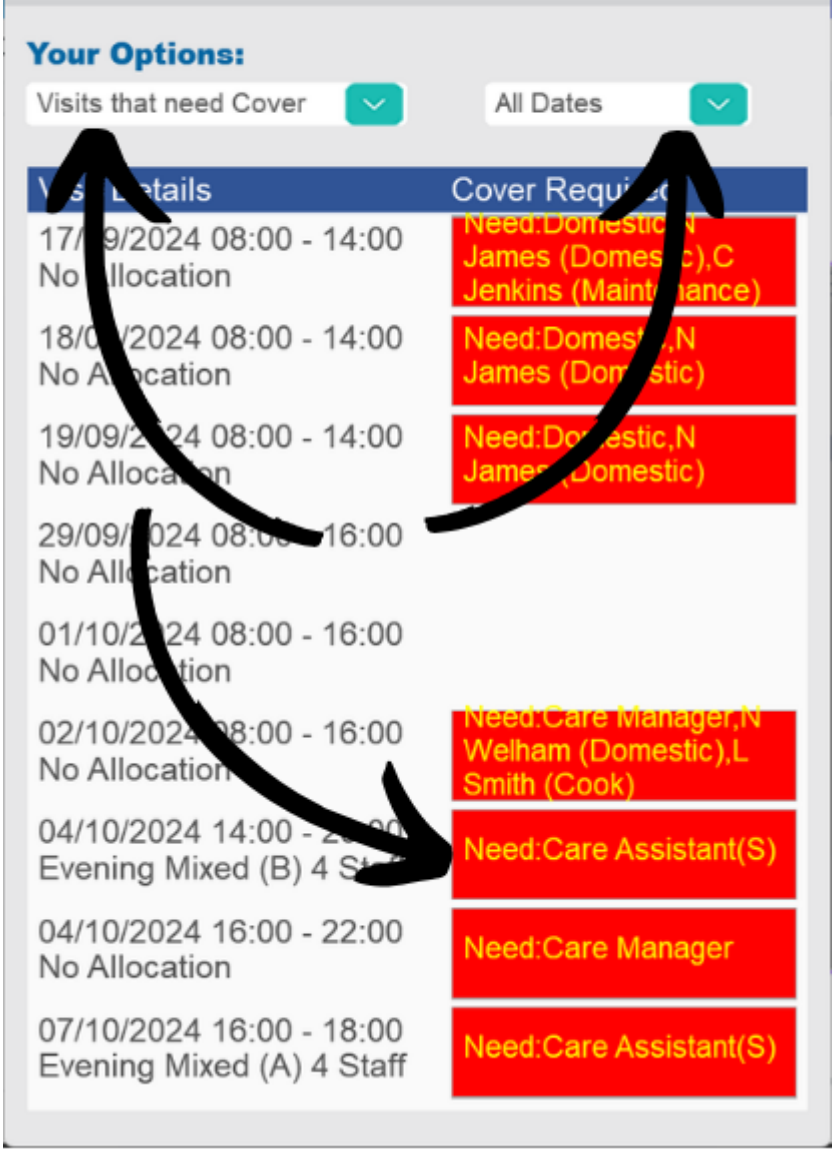
Once you are happy with the information, tap **Cover Shift.**

6

Tap **Yes** to confirm the cover.

Tap **No** if you would like to cancel the cover.


Your Options:
Visits that need Cover
17/09/2024
Visit Details
Cover Required
No Allocation
Cover this Shift?
Would you like to try and cover this shift?
Yes
No
(Maintenance)
Cancel
Cover Shift



7

From the **Rota** screen you can also view all shifts that need cover.

Under the **Your Options** header you can filter by **Visits that need cover**, **Visits I am assigned** and **Show All**.

You can also filter by **All Dates** and selecting **Specific Dates.**

To cover a shift tap the shift you would like to cover and follow the previous steps.