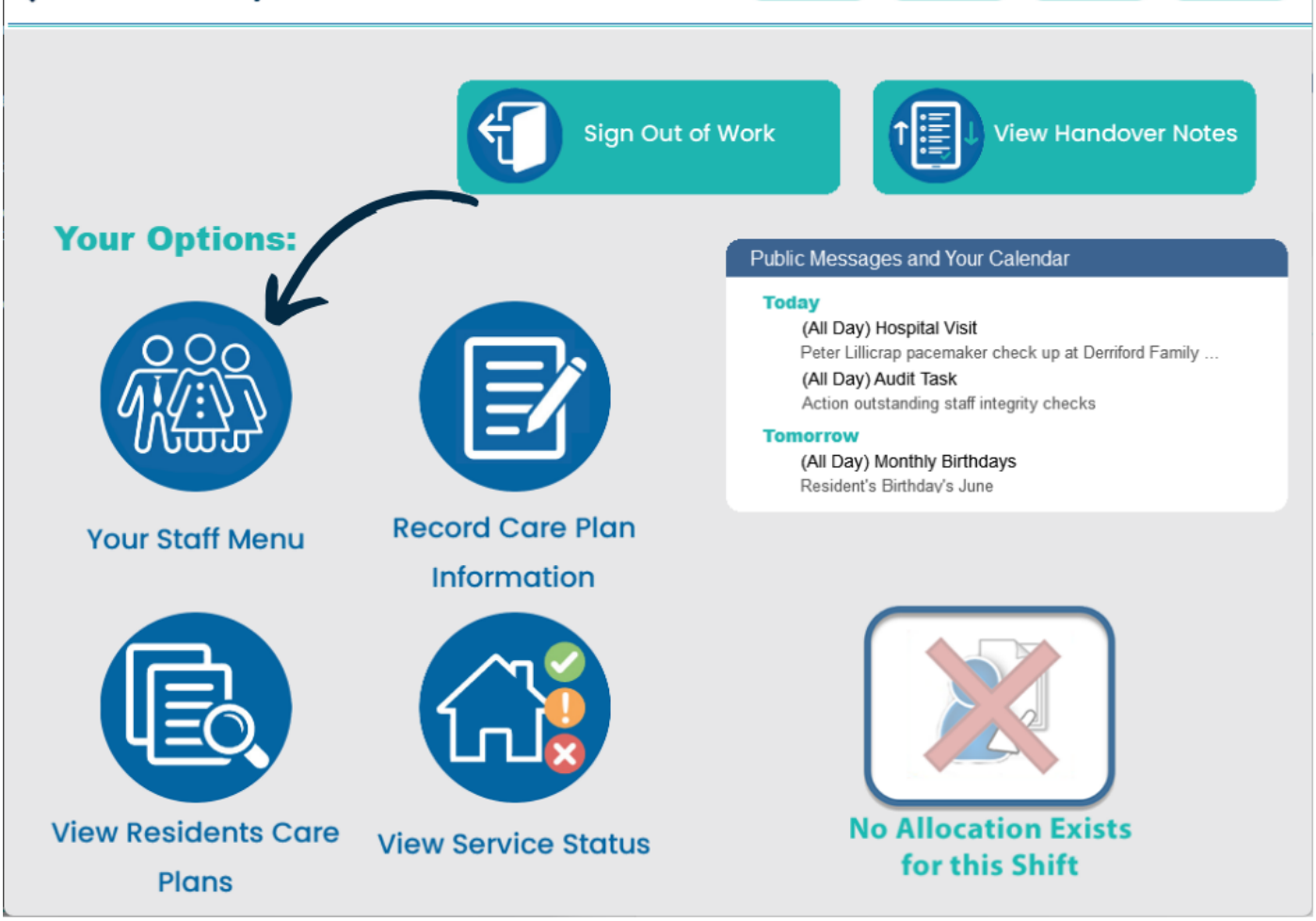
Covering a Shift on Mobile

Care Control Mobile · https://cclearninghub.co.uk/docs/covering-a-shift-on-mobile/

Covering a Shift on Mobile

This guide will cover how to cover a shift as a staff member via the Staff Menu on Care Control Mobile.



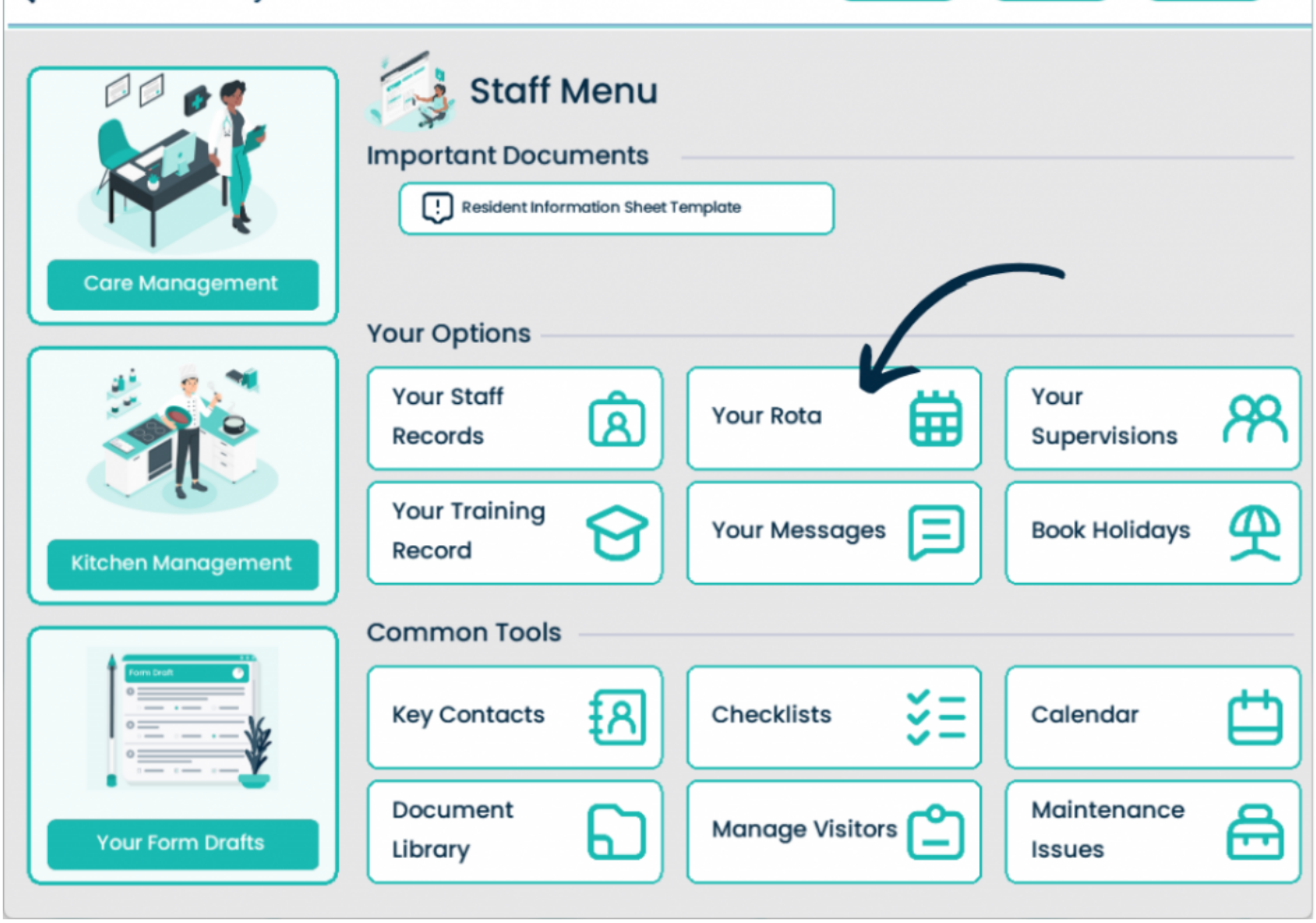


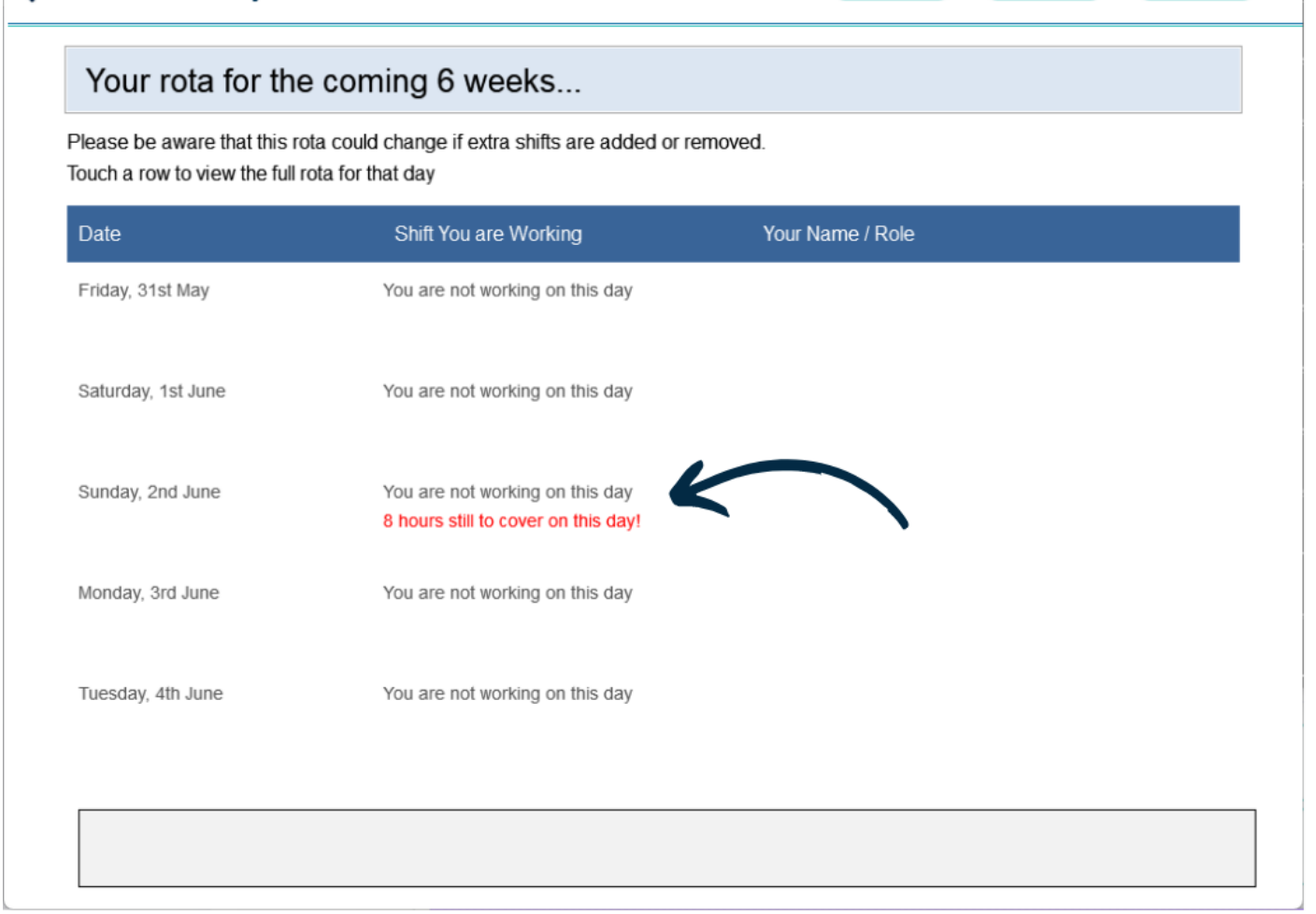
1

After signing into Care Control Mobile, navigate to **Your Staff Menu**.

2

Here, select **Your Rota**.


Staff Menu
Important Documents
Resident Information Sheet Template
Care Management
Kitchen Management
Your Form Drafts
Your Options
Your Staff Records
Your Rota
Your Supervisions
Your Training Record
Your Messages
Book Holidays
Common Tools
Key Contacts
Checklists
Calendar
Document Library
Manage Visitors
Maintenance Issues



3

A list of upcoming dates will appear and display whether you are working or not.

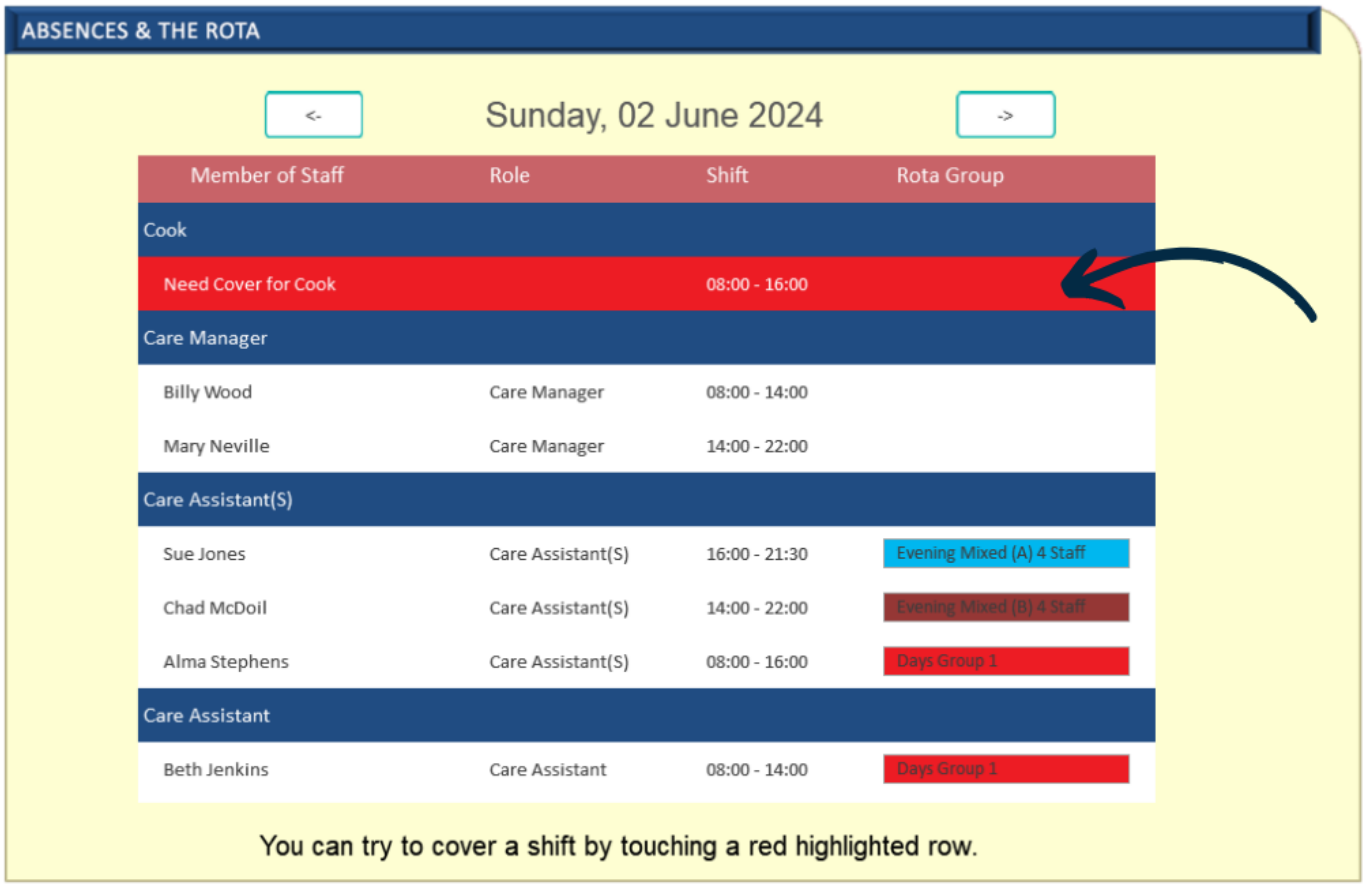
Shifts that are available for cover will be highlighted in red next to the date. Simply click on the date for more information.

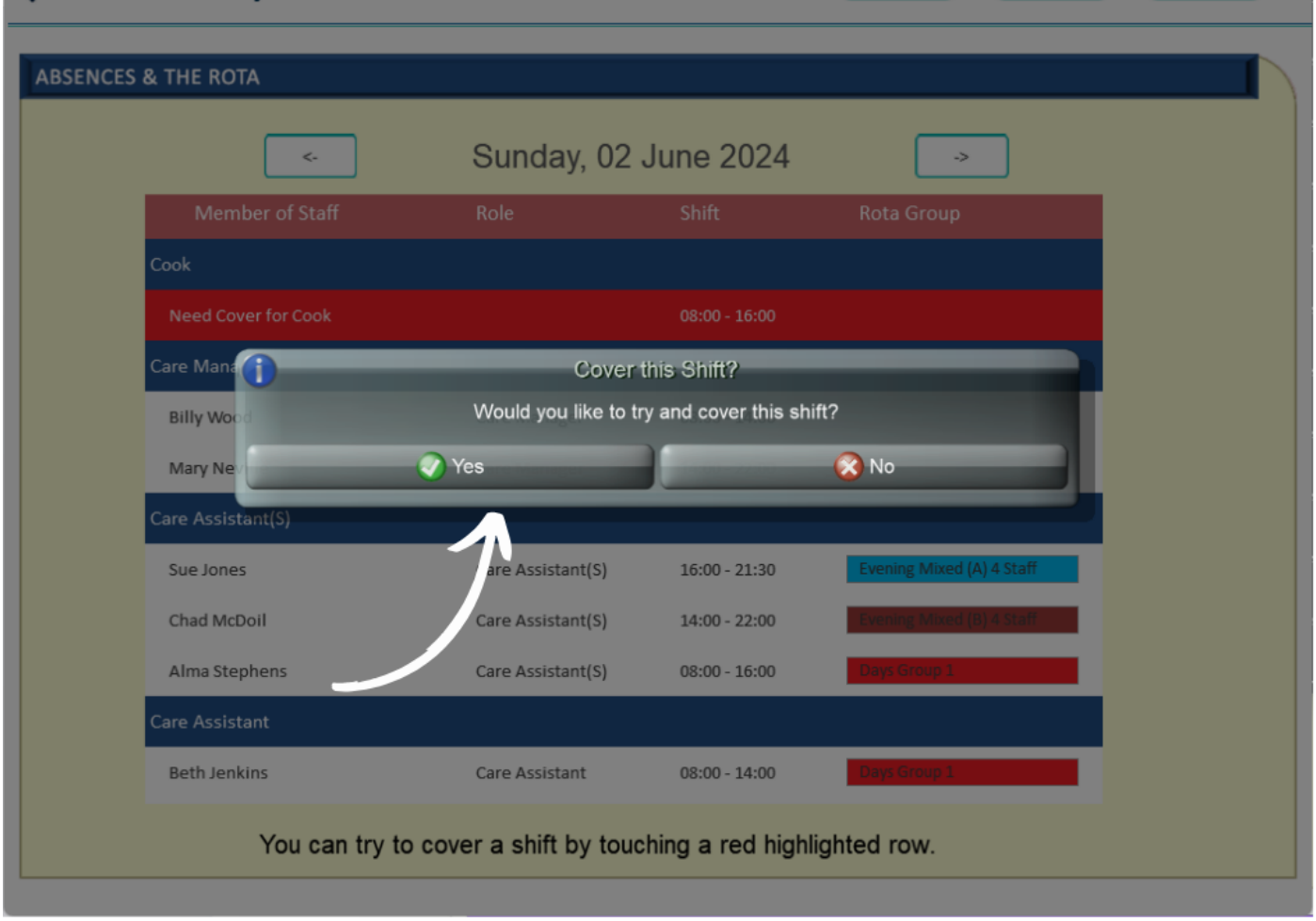
4

The rota for the selected day will open. Here, shifts that need covering will display at the top.

If you would like to cover it, and have the correct role, tap on the shift.

ABSENCES & THE ROTA





5

Press **Yes** to confirm.