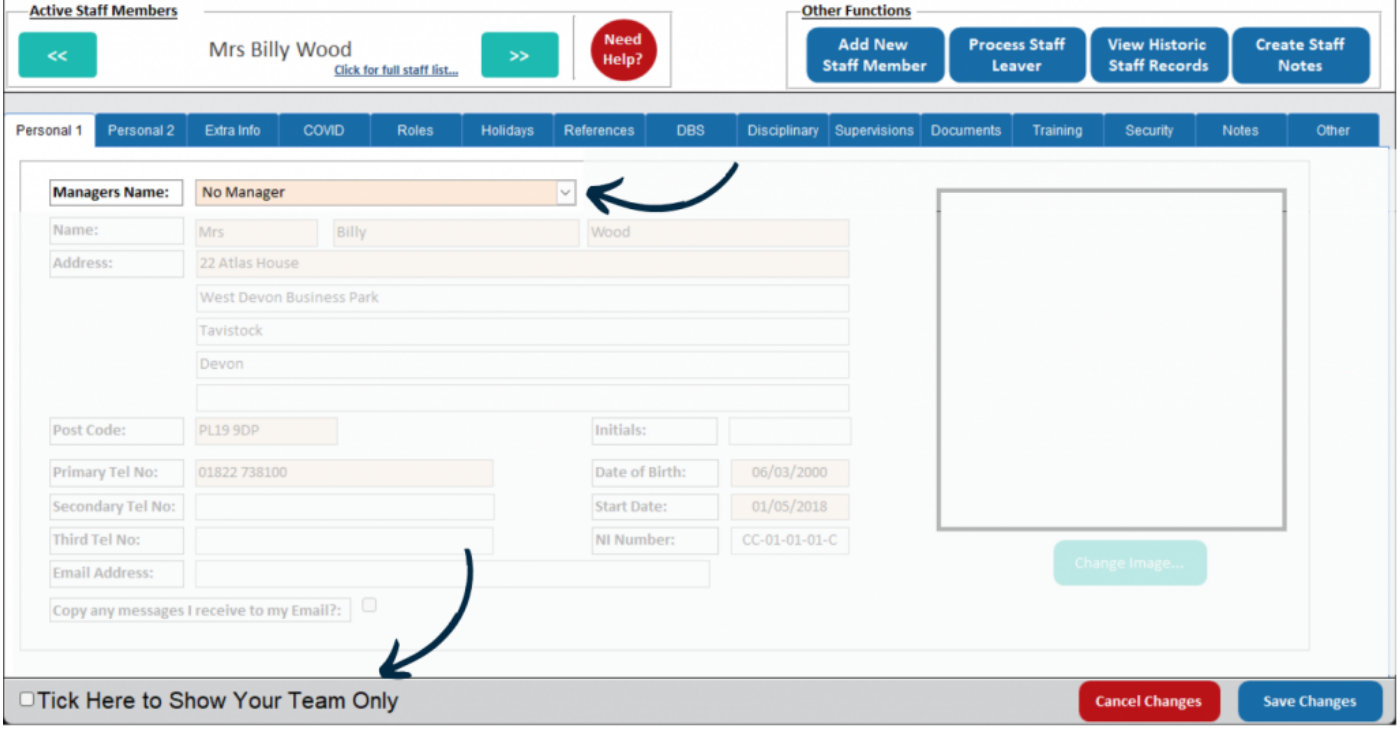
Managers on the Staff Record

Staff Windows · https://cclearninghub.co.uk/docs/managers-on-the-staff-record/

Managers on the Staff Record

This guide will cover how to assign a manager on a Staff Record as well as viewing the Staff Records within your team.





1

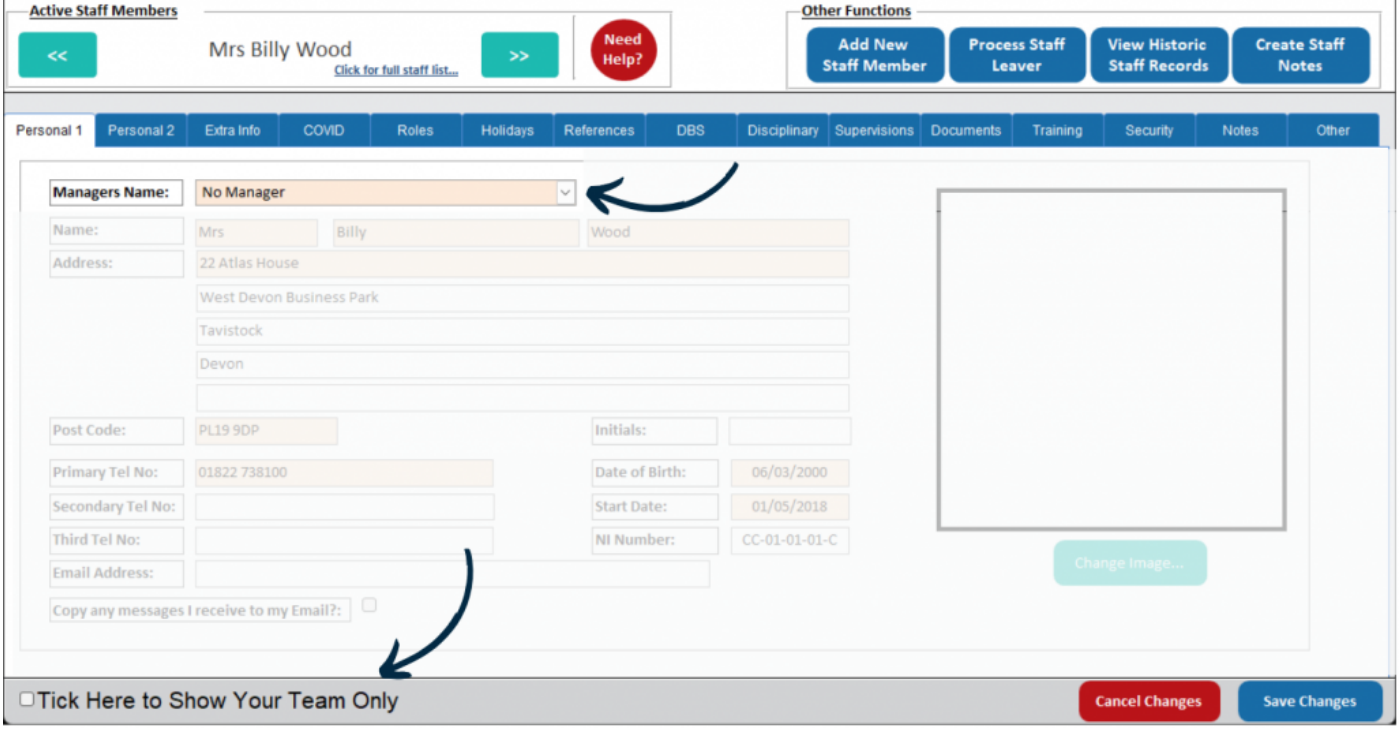
Within the staff records on Care Control Windows, a **Manager** can be assigned to a staff member. This is chosen from a drop-down list at the top of the **Personal 1** tab.

Make sure to **Save Changes** after making any edits.

2

When someone is assigned as a manager, they can filter the staff records to show just their team via the **tickbox** in the bottom left of the window.

Make sure to untick this box to view all staff members in your organisation.


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