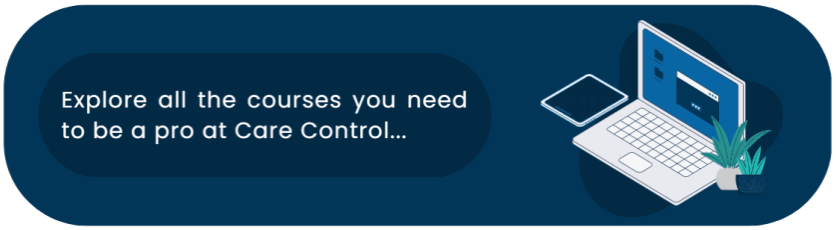
Manager’s Scratch Pad

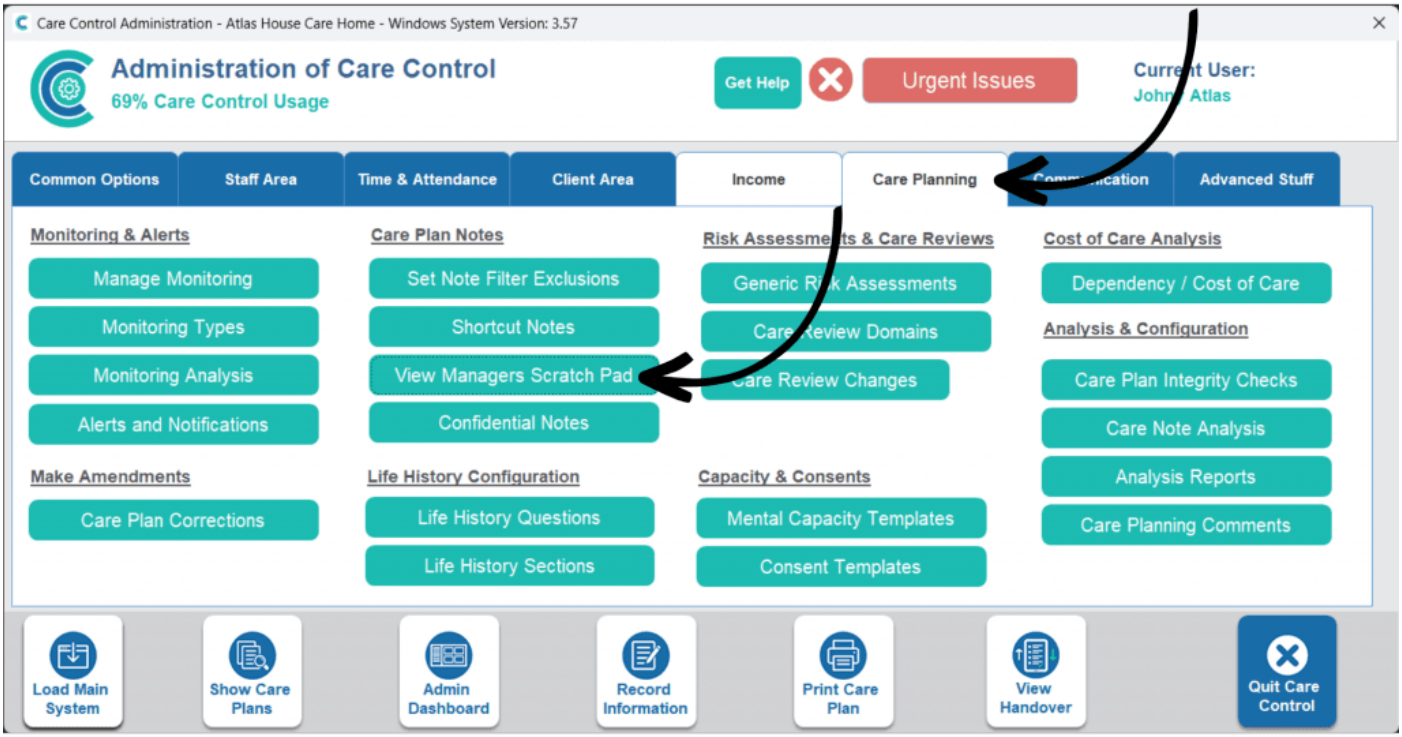
Administration Windows · https://cclearninghub.co.uk/docs/managers-scratch-pad/



Manager's Scratch Pad

This guide will cover how to use the Managers Scratch Pad on CC Windows. This tool acts as an area where admin staff can quickly record information for other admin staff members to read. This feature works well as a manager handover note facility.

Embedded media:
https://player.vimeo.com/video/816506399?color&autopause=0&loop=0&muted=0&title=1&portrait=1&byline=1&h=509a



1

In the **Administration of Care Control Windows**, navigate to the **Managers Scratch Pad** tool, which can be found under the **Care Planning** tab.

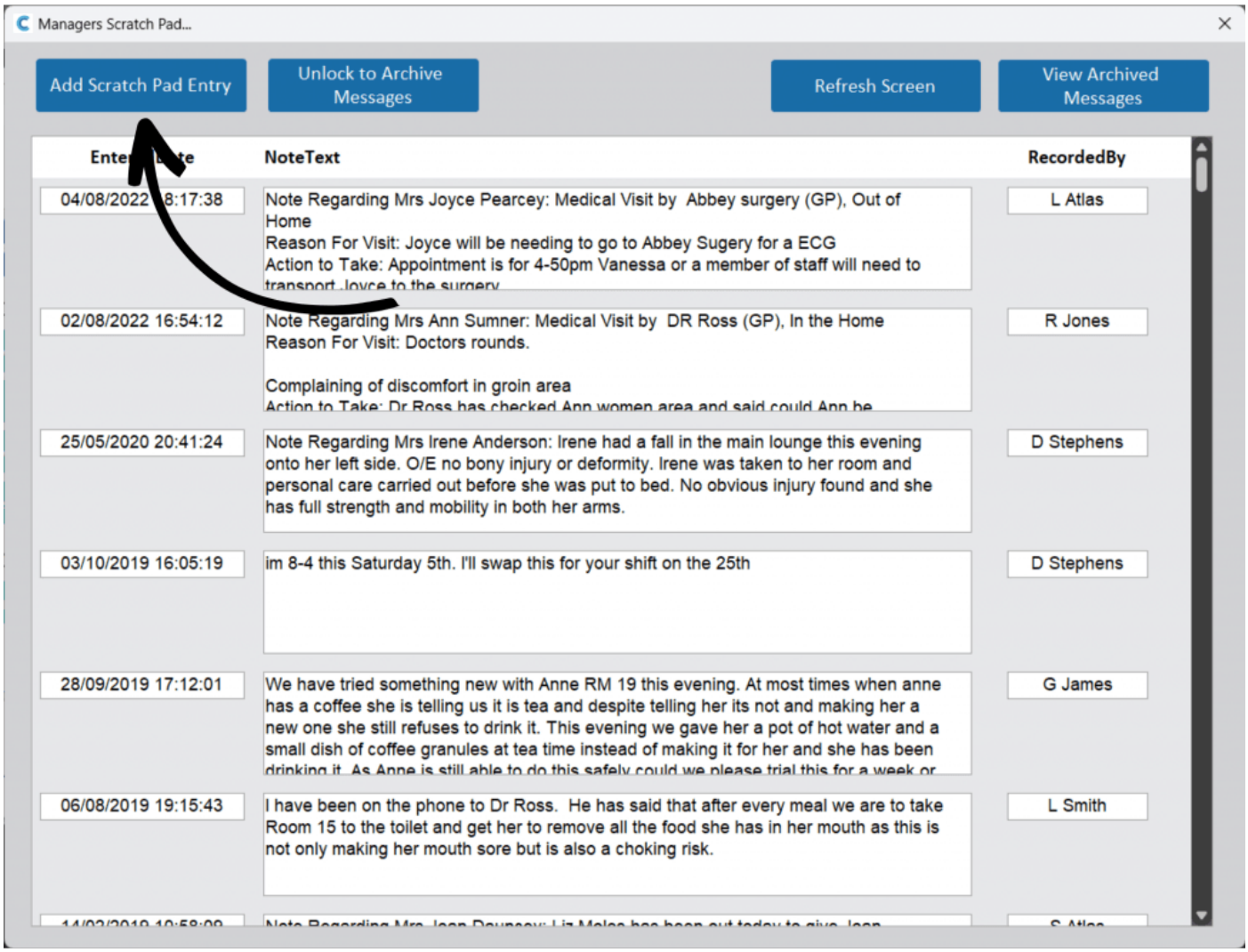
2

A new window will open. Here, you can view all the recently added notes. This window has 4 buttons:

-Add Scratch Pad Entry – creates a new note

-Unlock to Archive Messages – This allows users to archive specific notes on the scratch pad.

-Refresh Screen – refreshes the notes on the scratch pad



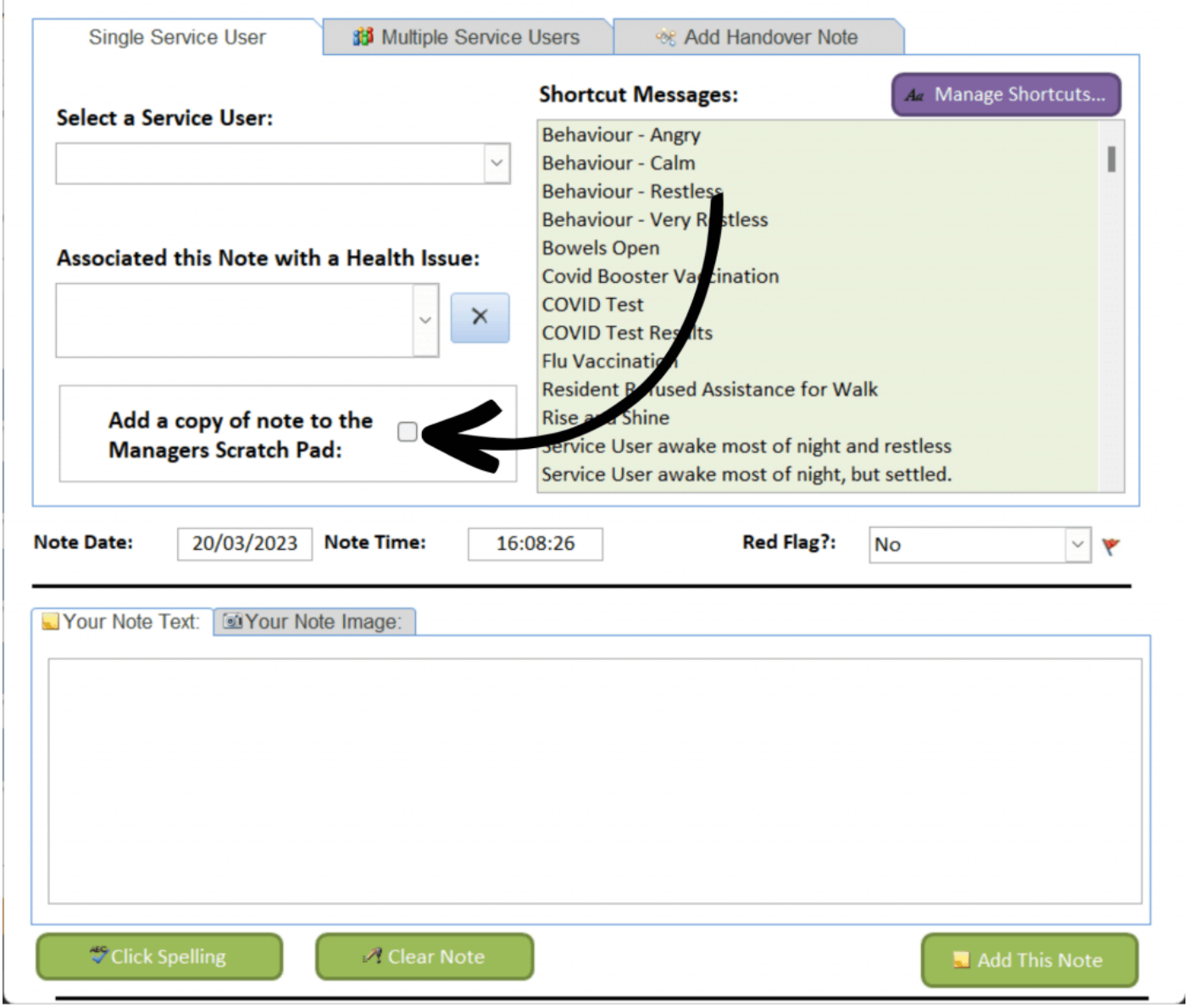


3

Here, you can enter the contents of the message and press **Add Scratch Pad Entry** when done.

4

You can also link **General Notes** to the scratch pad. When recording a general note, simply tick the box titled **Add a copy of note of the Managers Scratch Pad**.


Single Service User
Multiple Service Users
Add Handover Note
Select a Service User:
Associated this Note with a Health Issue:
Add a copy of note to the Managers Scratch Pad:
Shortcut Messages:
Manage Shortcuts...
Behaviour - Angry
Behaviour - Calm
Behaviour - Restless
Behaviour - Very Restless
Bowels Open
Covid Booster Vaccination
COVID Test
COVID Test Results
Flu Vaccination
Resident Refused Assistance for Walk
Rise and Shine
Service User awake most of night and restless
Service User awake most of night, but settled.
Note Date:
20/03/2023
Note Time:
16:08:26
Red Flag?:
No
Your Note Text:
Your Note Image:
Click Spelling
Clear Note
Add This Note