How to View Agency Name on Your Rota

Domiciliary Roster · https://cclearninghub.co.uk/docs/view-agency-name-on-rota/

View Agency Name on Rota

- Home
- Care Control Knowledgebase
- Care Control Cloud
- Domiciliary Roster
- How to View Agency Name on Your Rota



Kieran Worth

This new feature allows you to record the specific agency staff currently working, rather than using a generic agency name.

It’s especially useful for accurately tracking who is on-site, improving transparency and accountability. By logging the names of individual agency workers, you can maintain clearer records, streamline communication, and ensure compliance with staffing requirements. This also helps with reporting, audits, and future planning, as you’ll have a precise history of which agency staff were present at any given time.

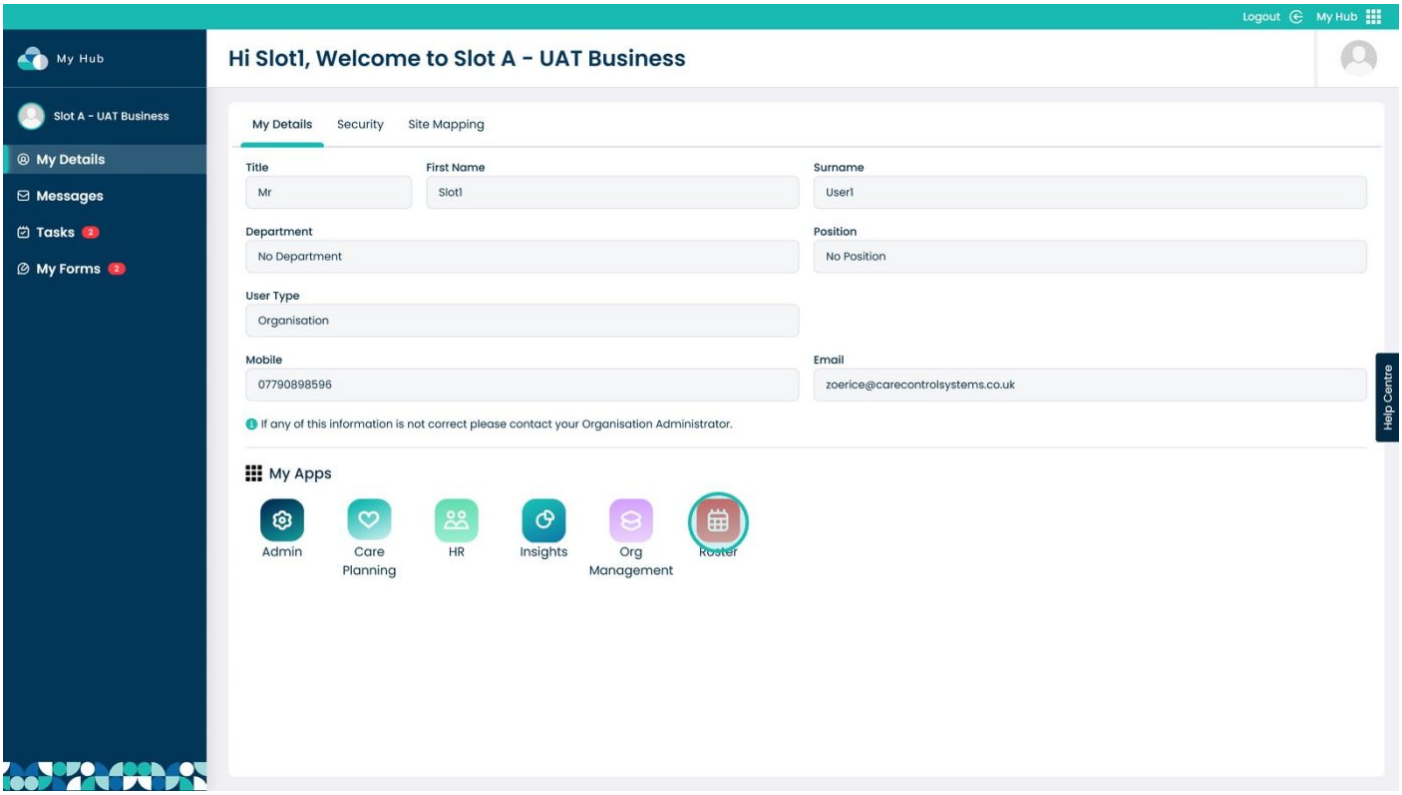
Interactive Guide

Embedded media:

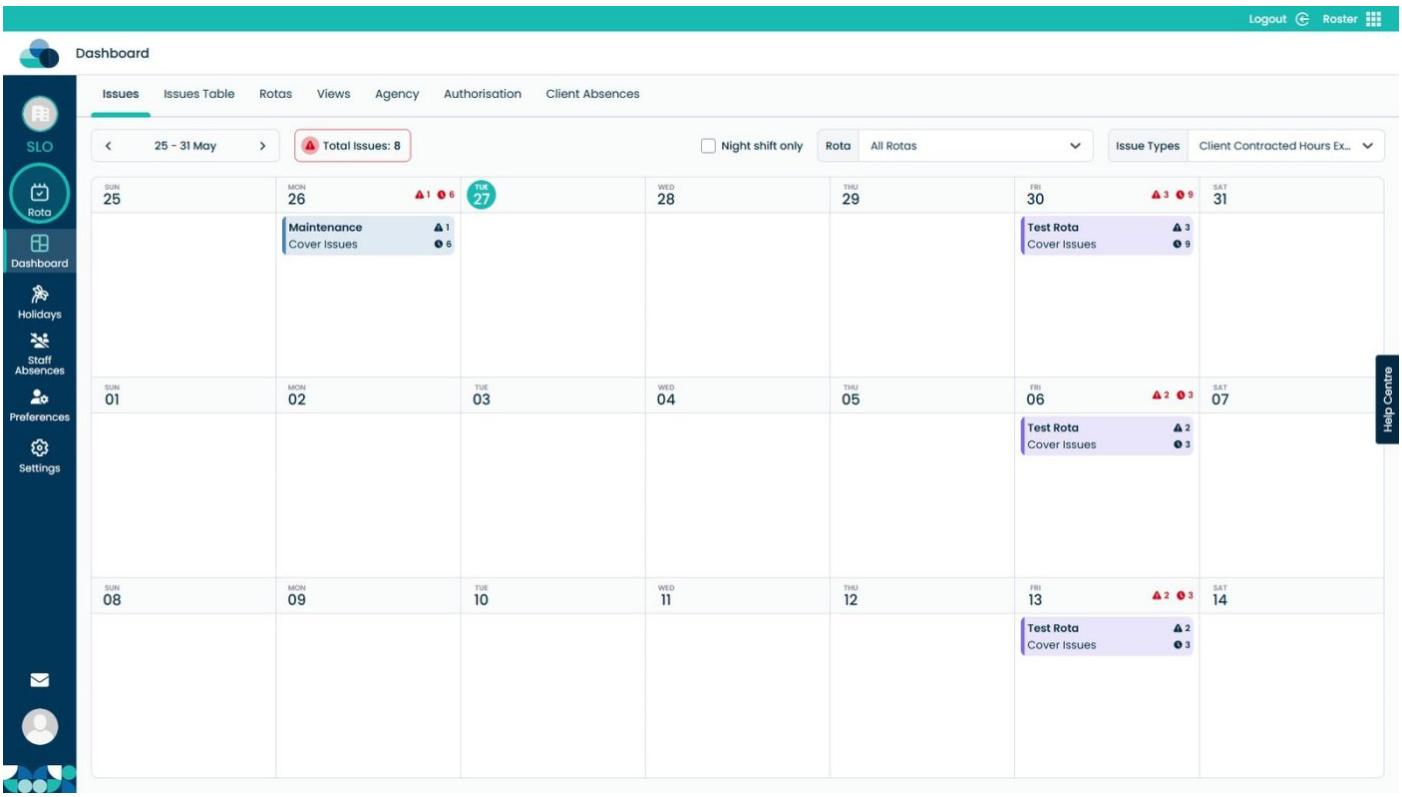
https://demo.arcade.software/CQiS4SeIbgbuEsBHPiRS?embed&embed_mobile=tab&embed_desktop=inline&show_copy_link

Text based guide

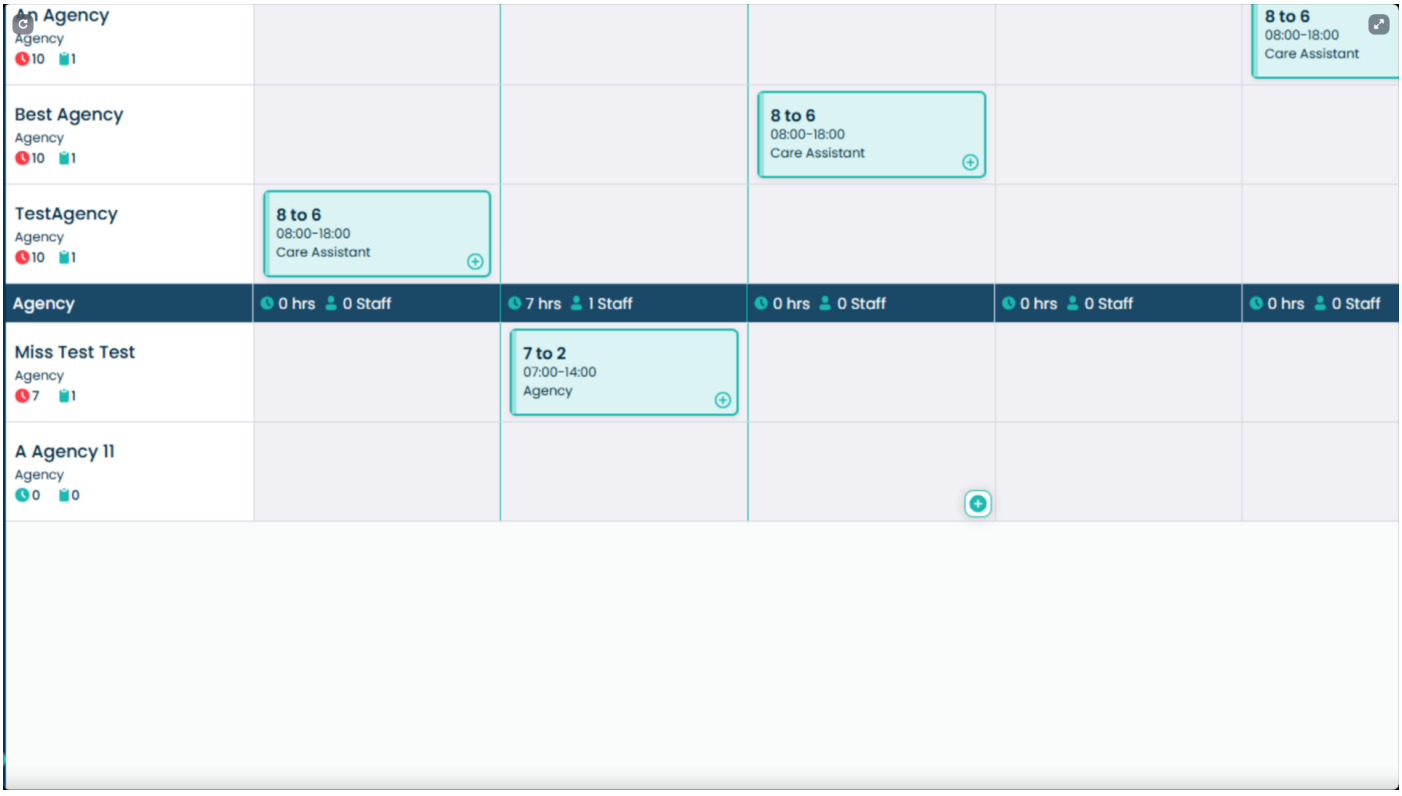
Enter the Roster App



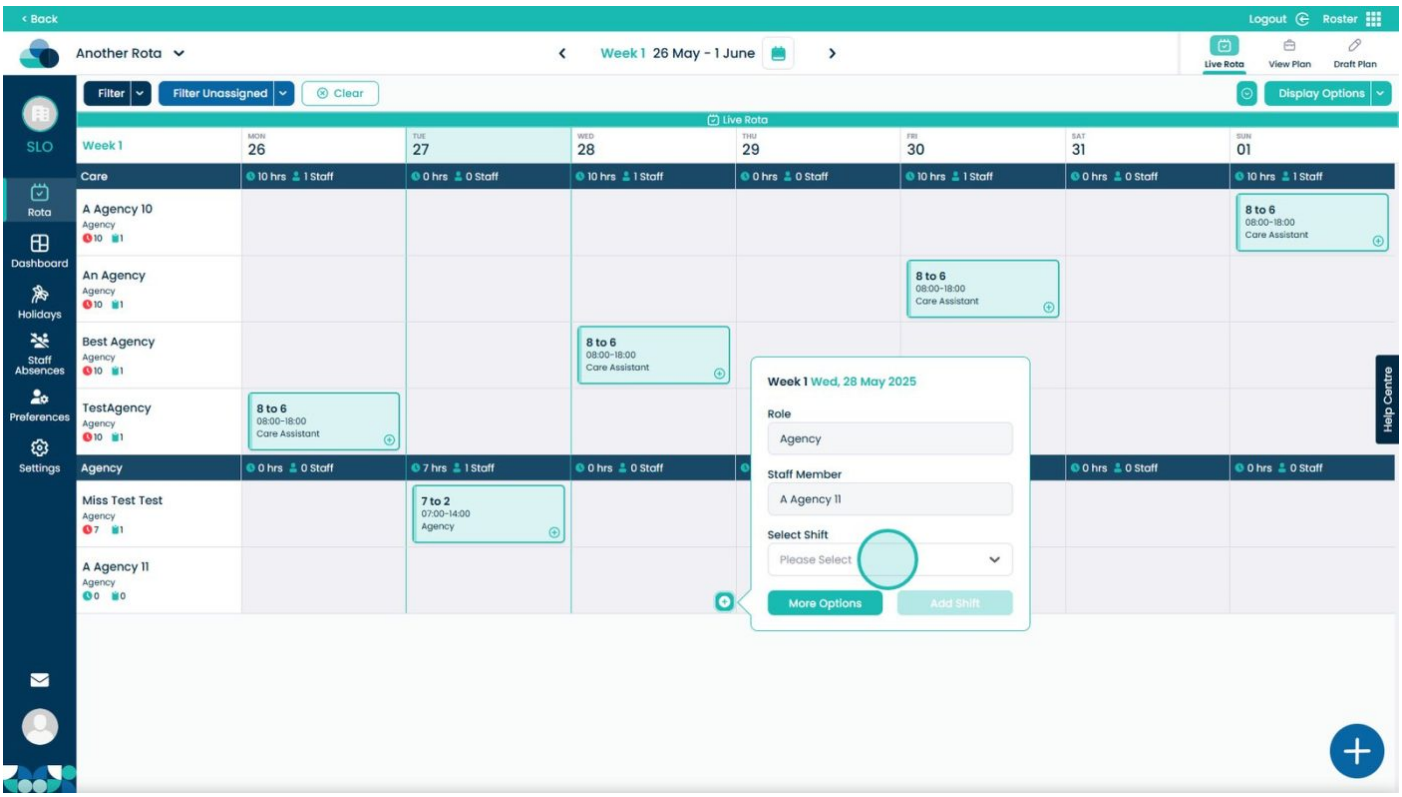
Select to view the active rota



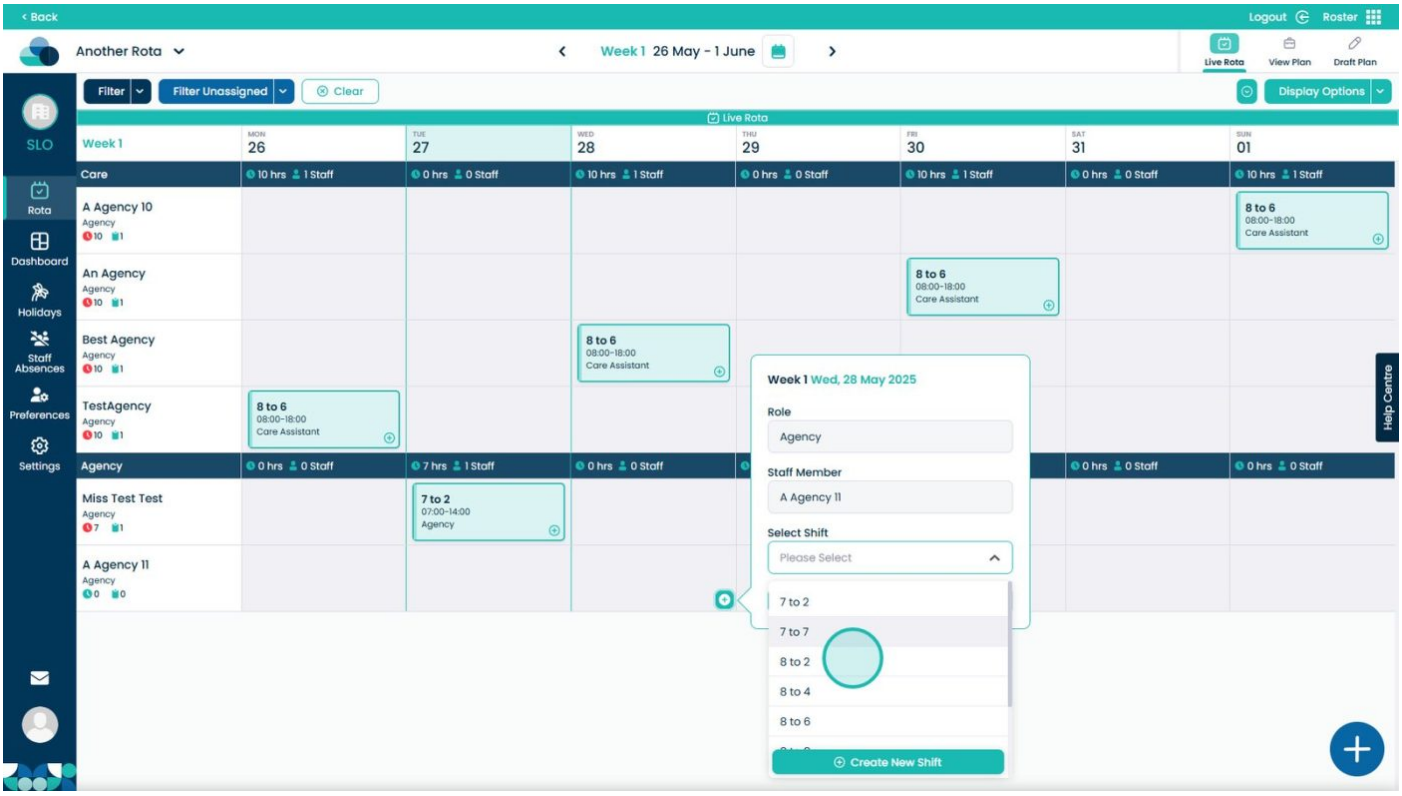
Select the plus button to Quick Add a Shift to an Agency worker



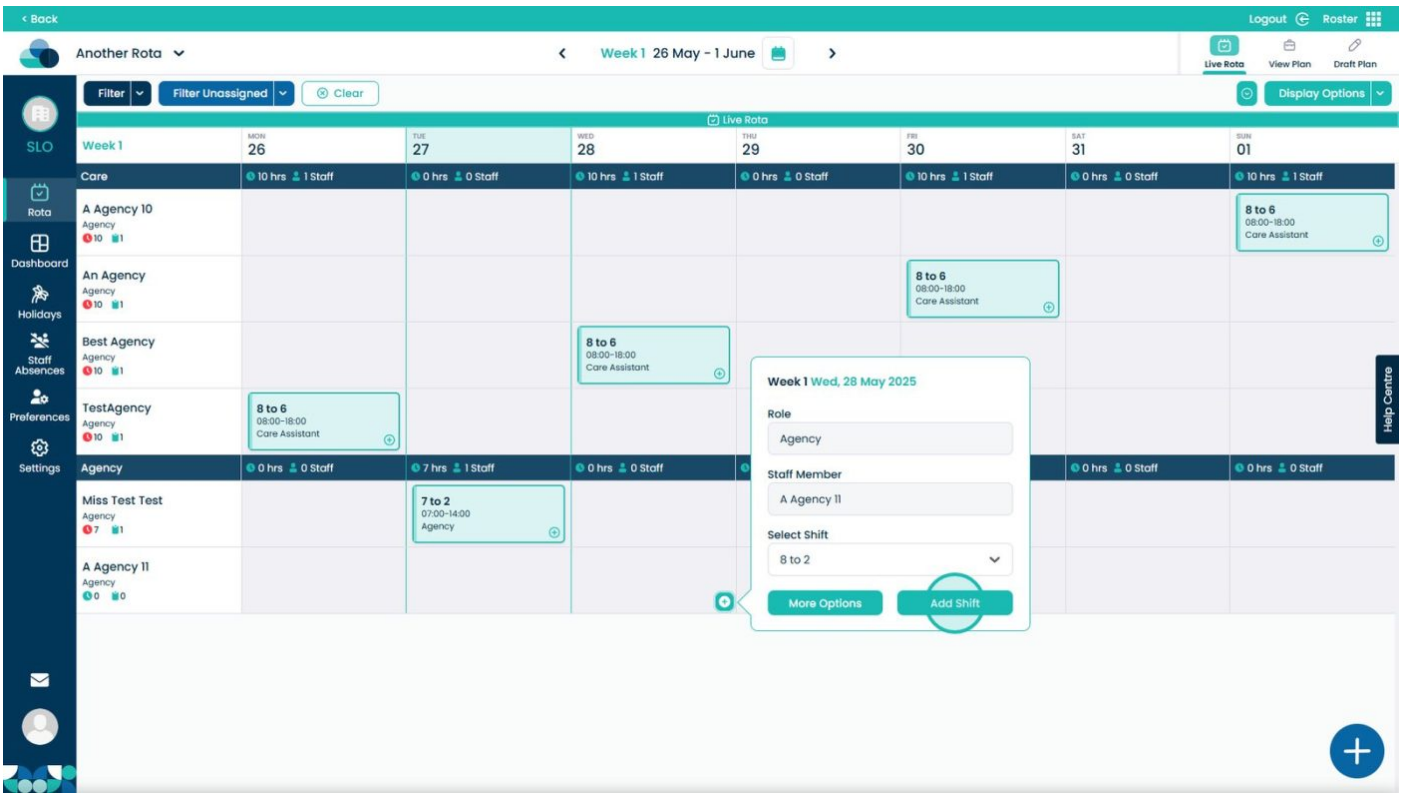
Choose their shift from the drop-down menu



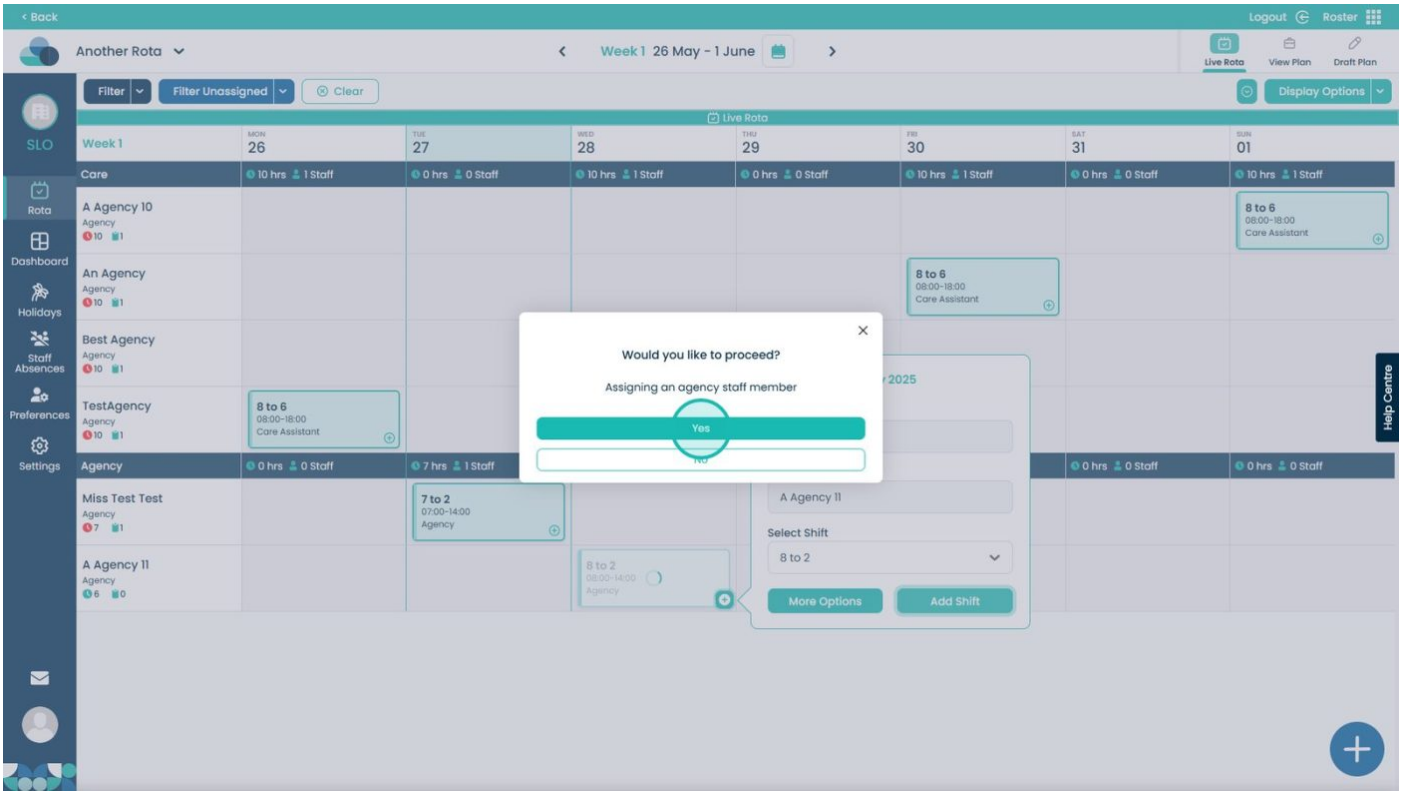
Select the shift template to use



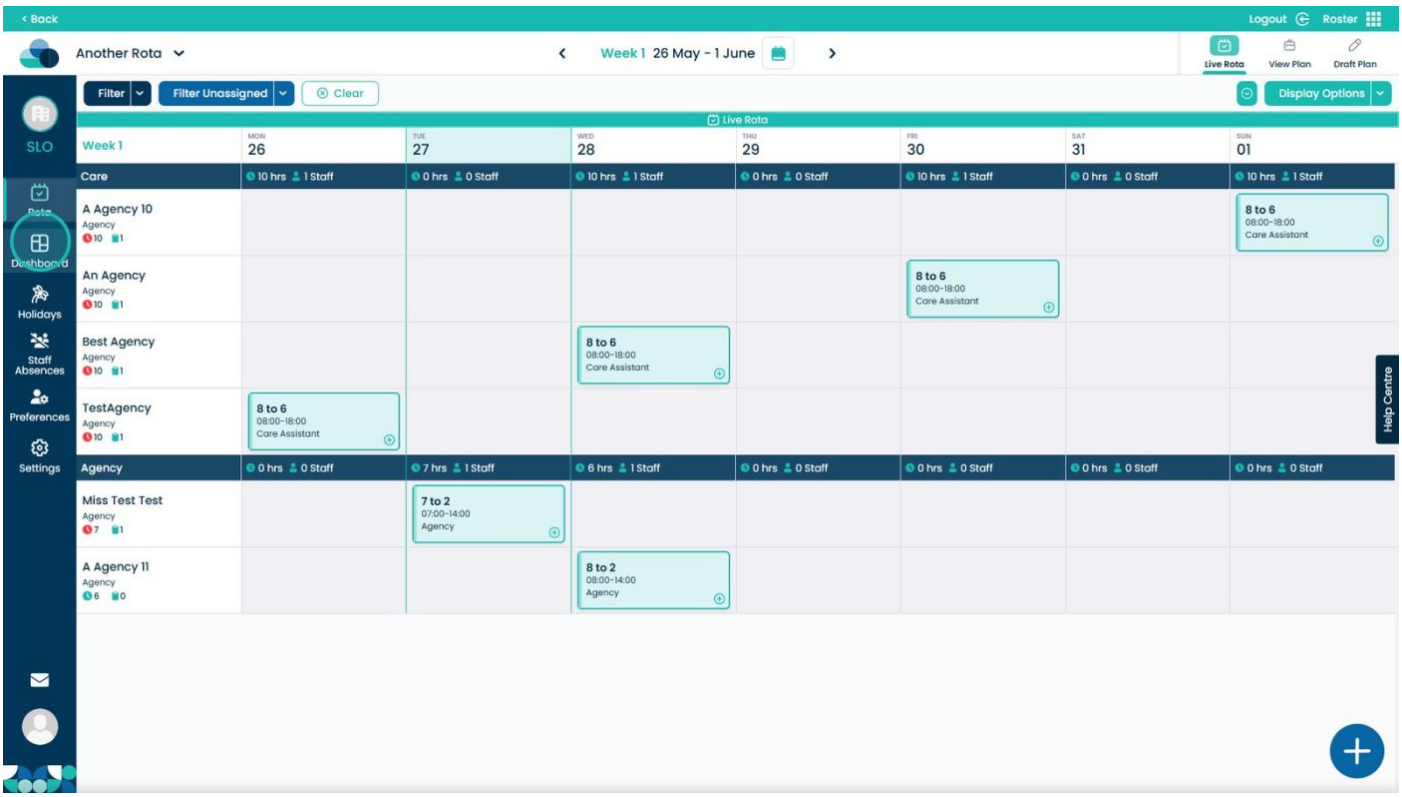
Click Add Shift to finish adding the shift



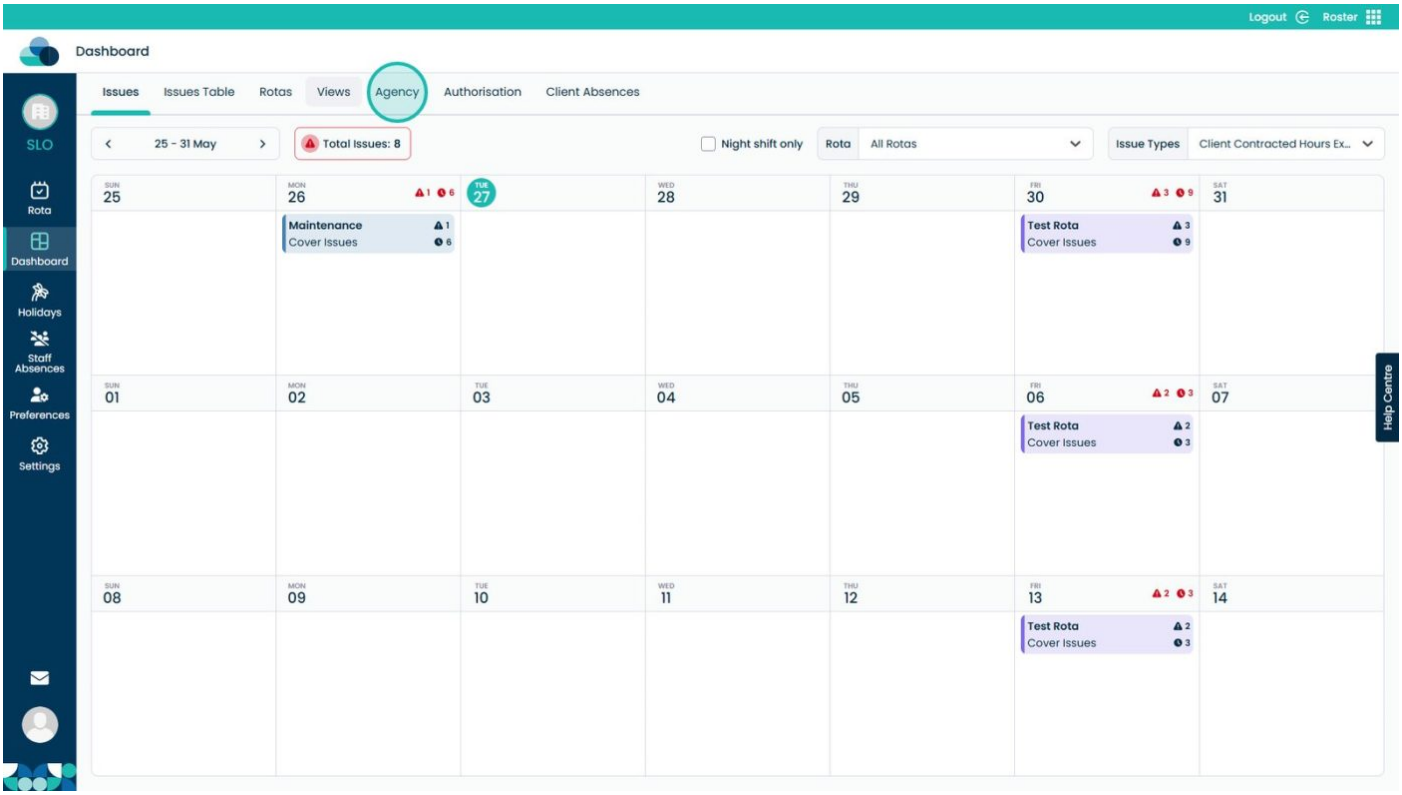
Select Yes to confirm adding an agency staff member



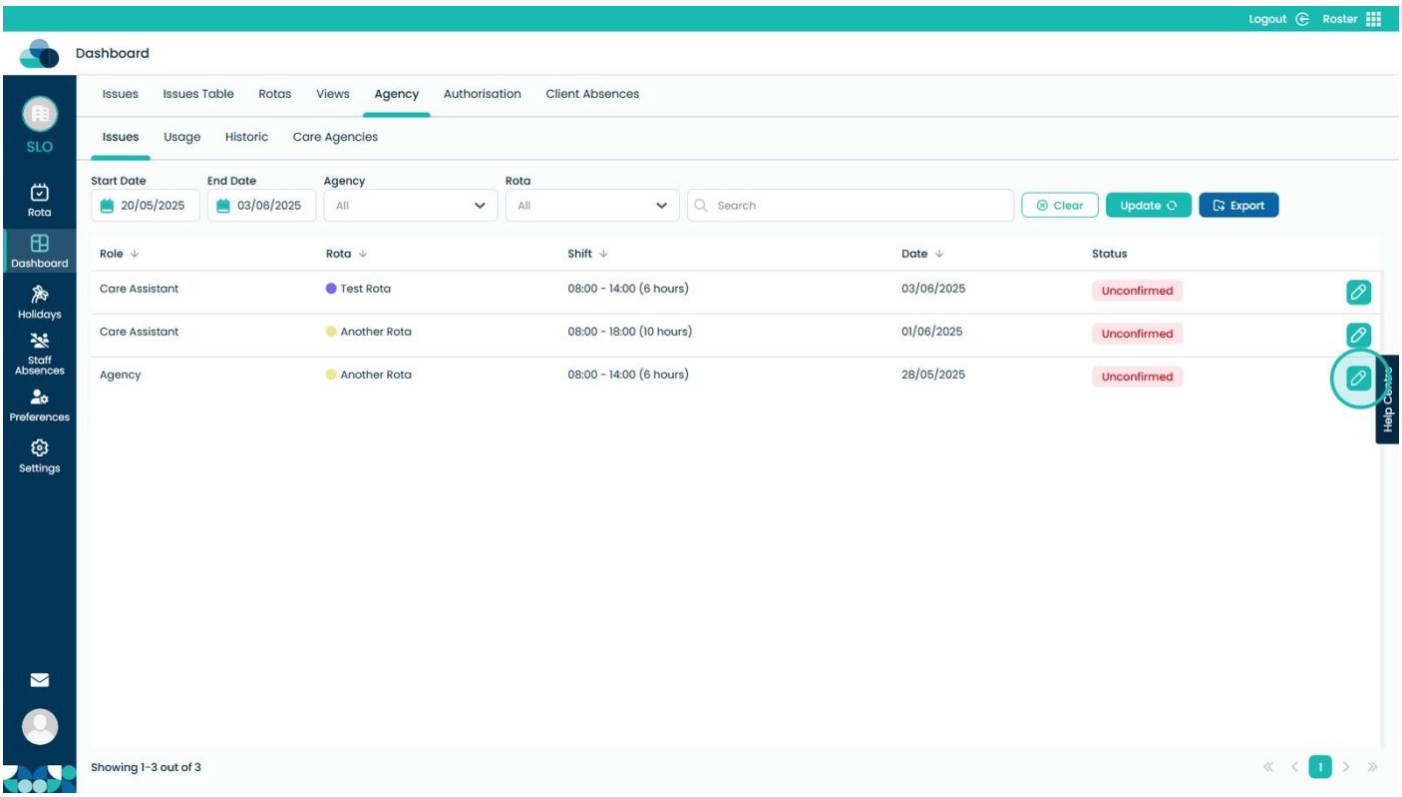
Head to the Dashboard



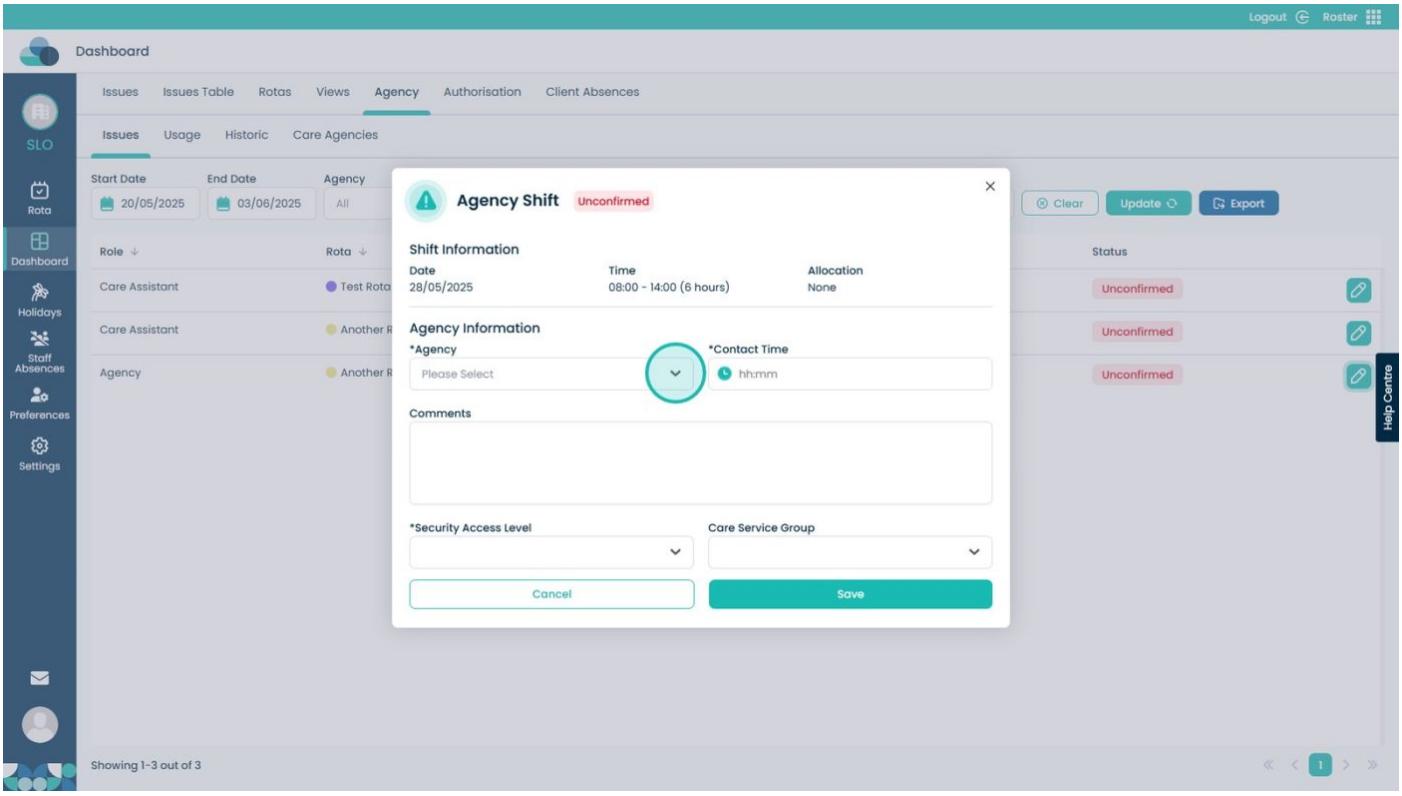
Open the Agency tab



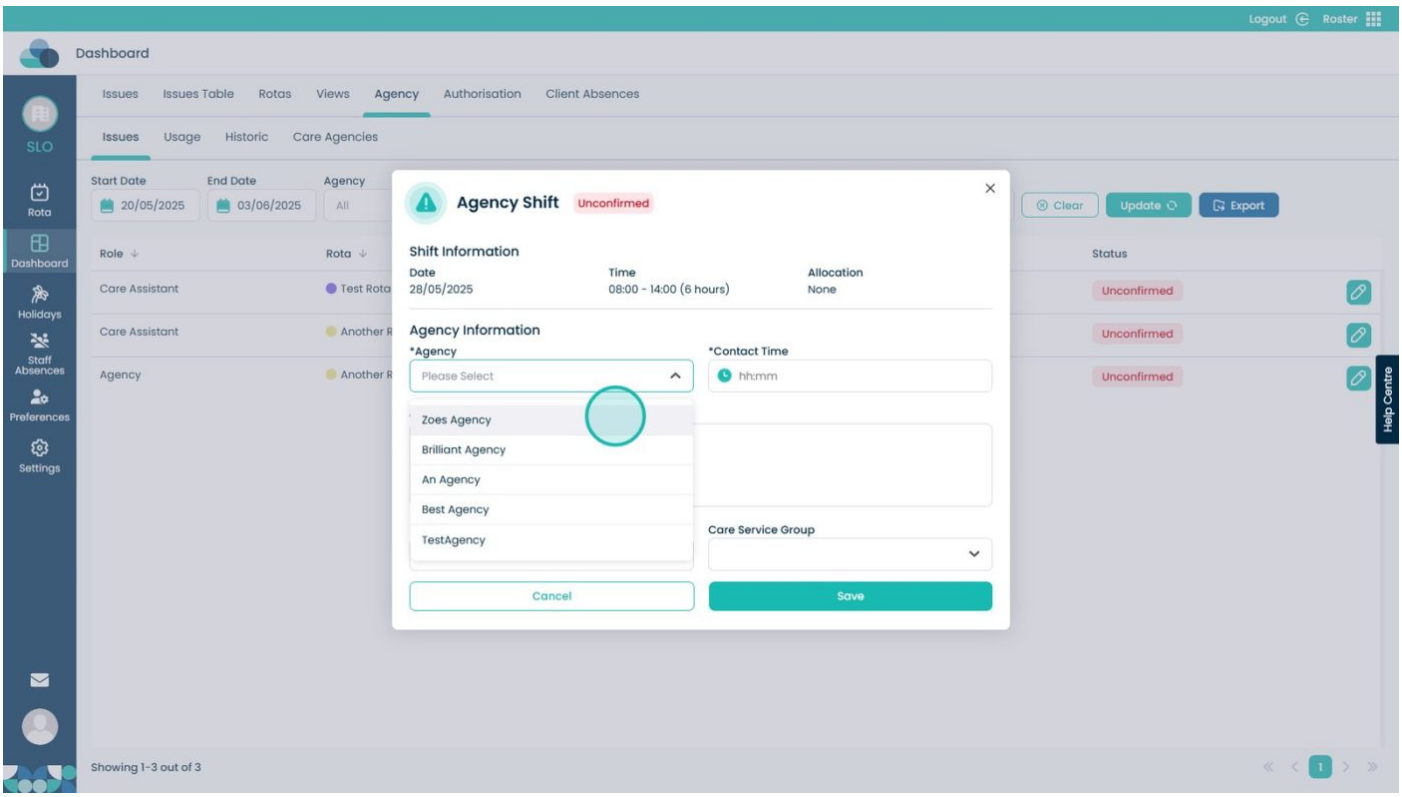
Find the shift you just added and select the pencil icon



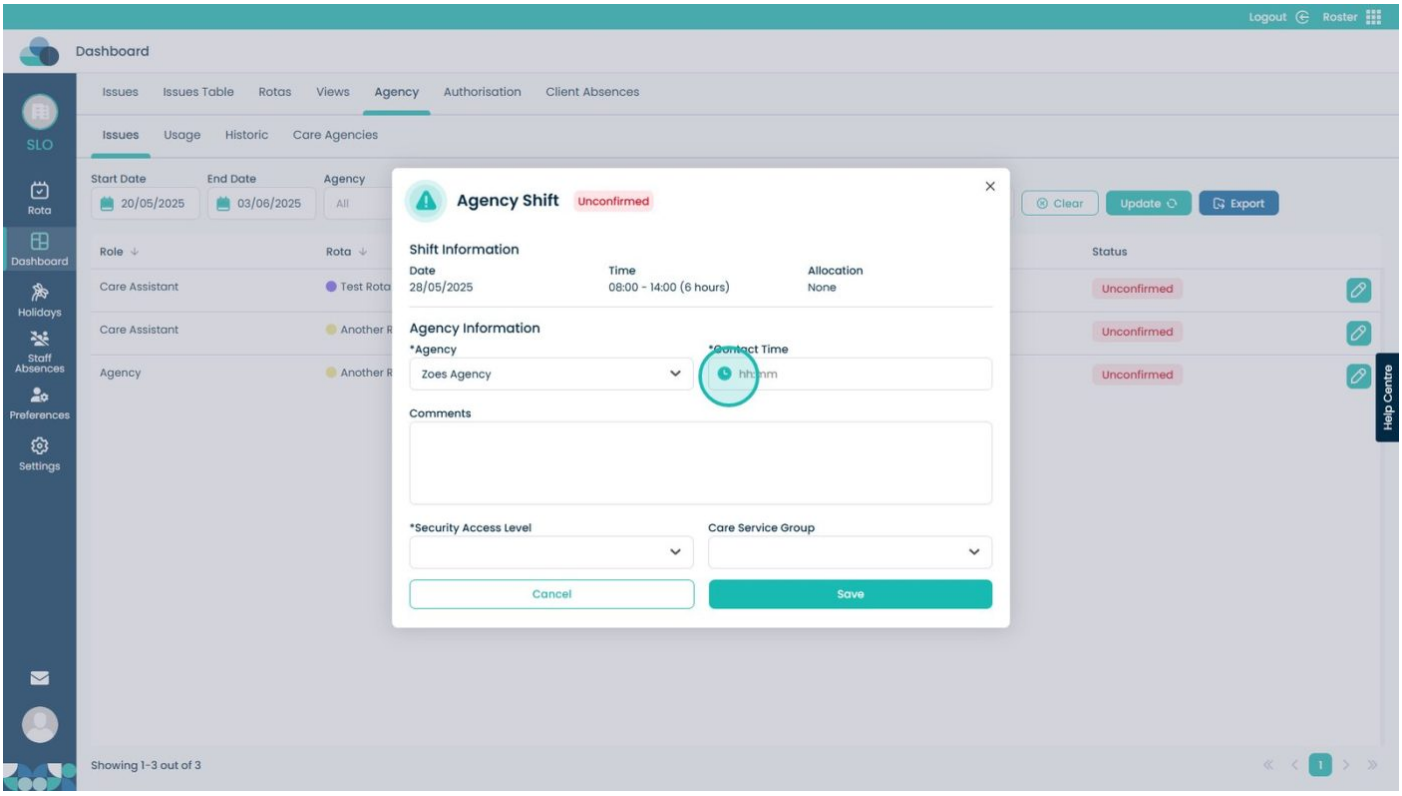
Choose which agency they are a part of using this drop-down



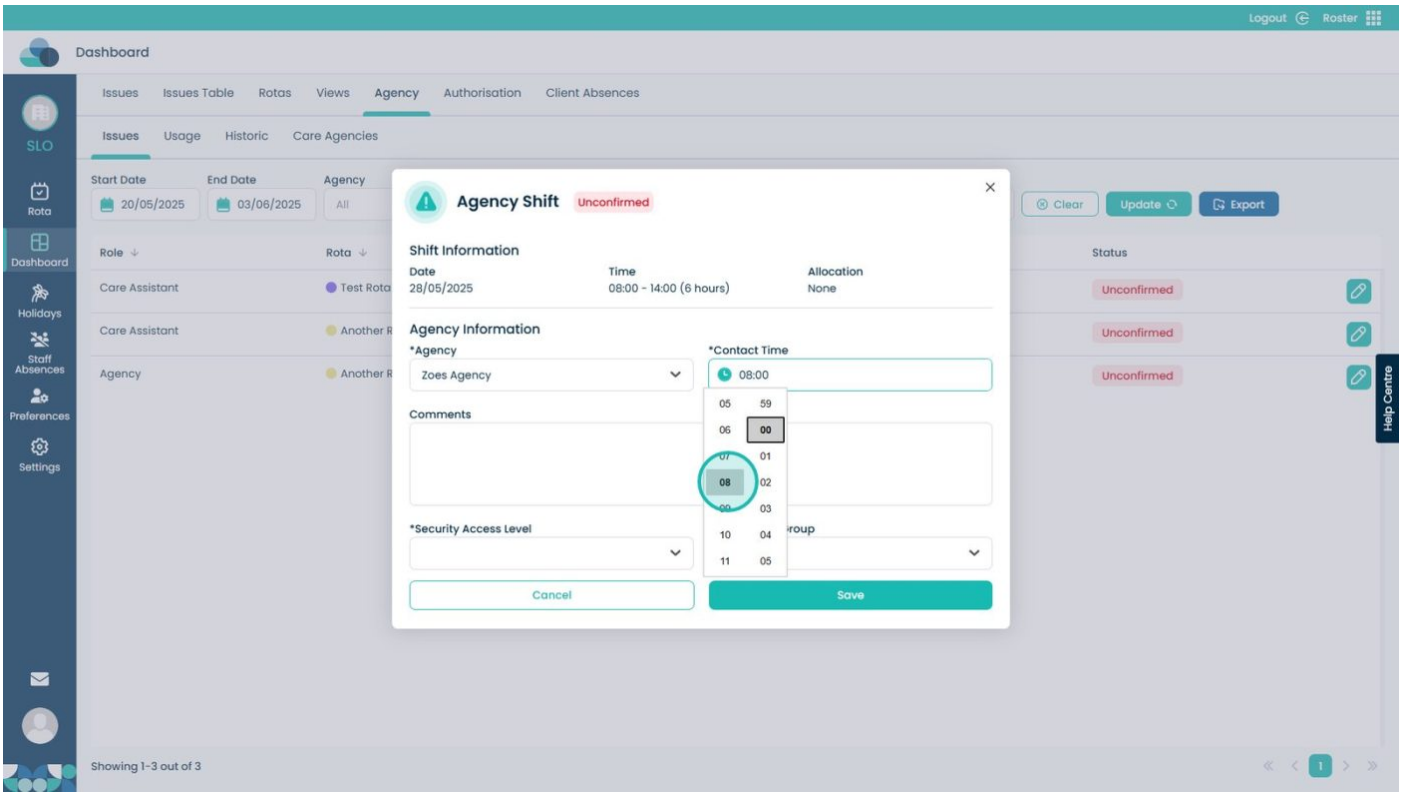
Select the Agency



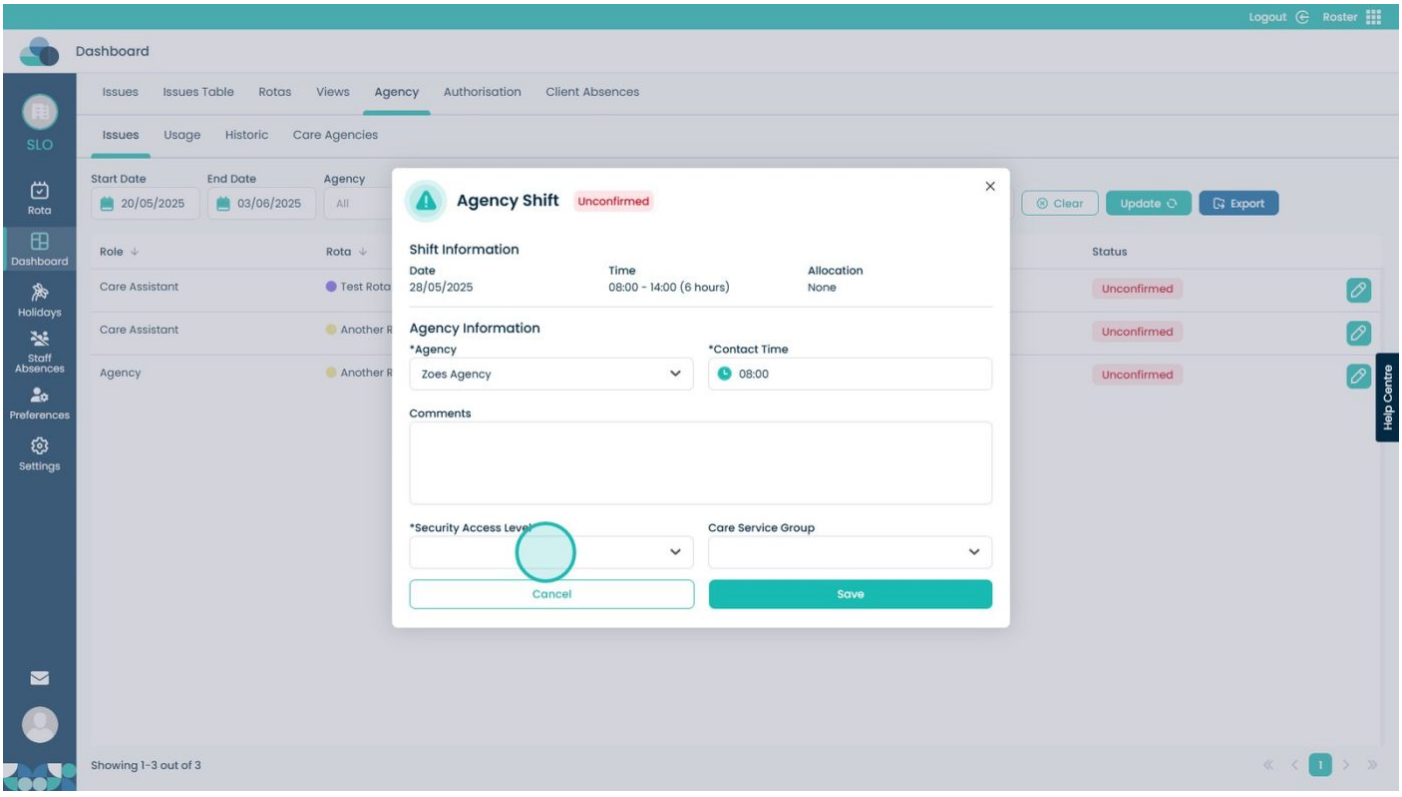
Select the contact time to show when they were contacted about the shift



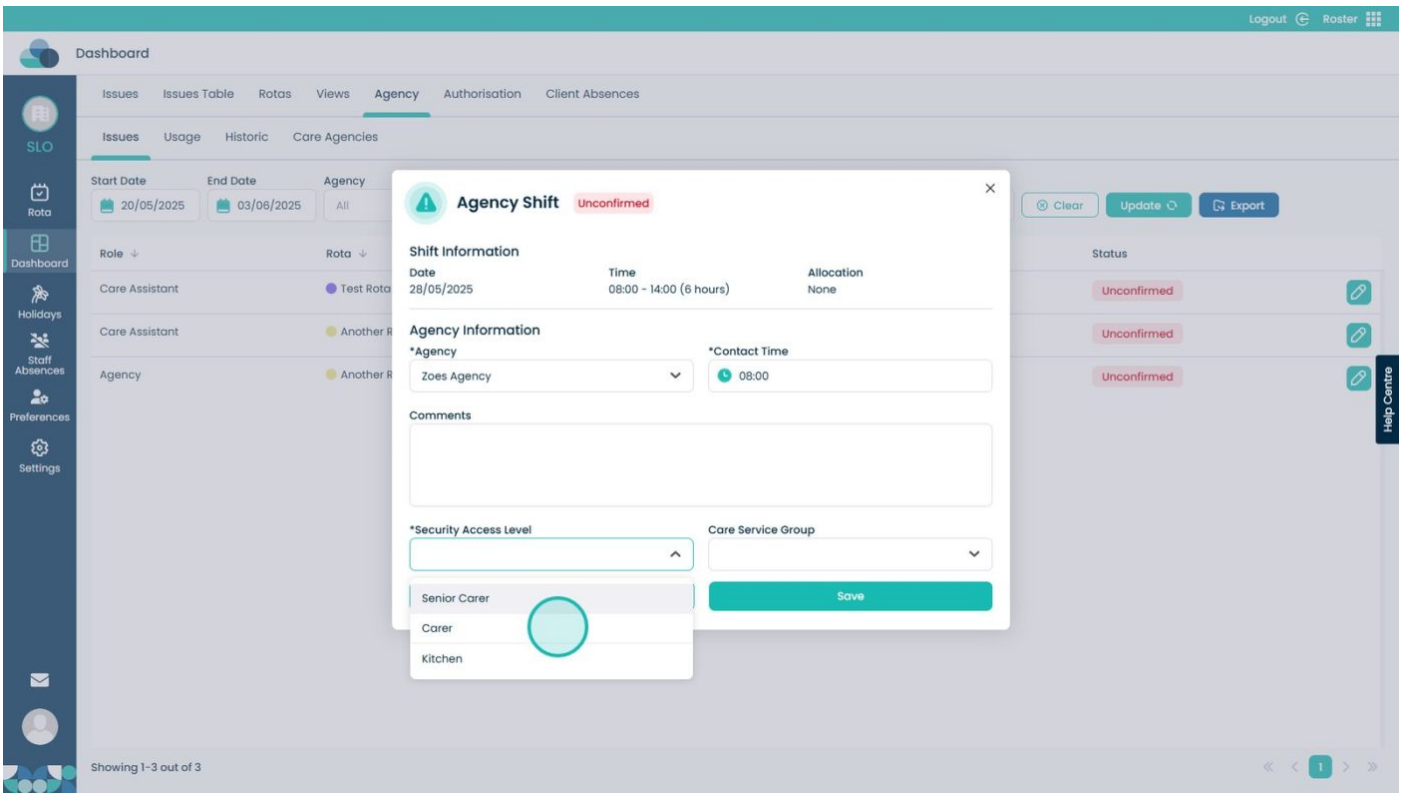
Choose the time by either scrolling or clicking the clock icon and selecting a time.



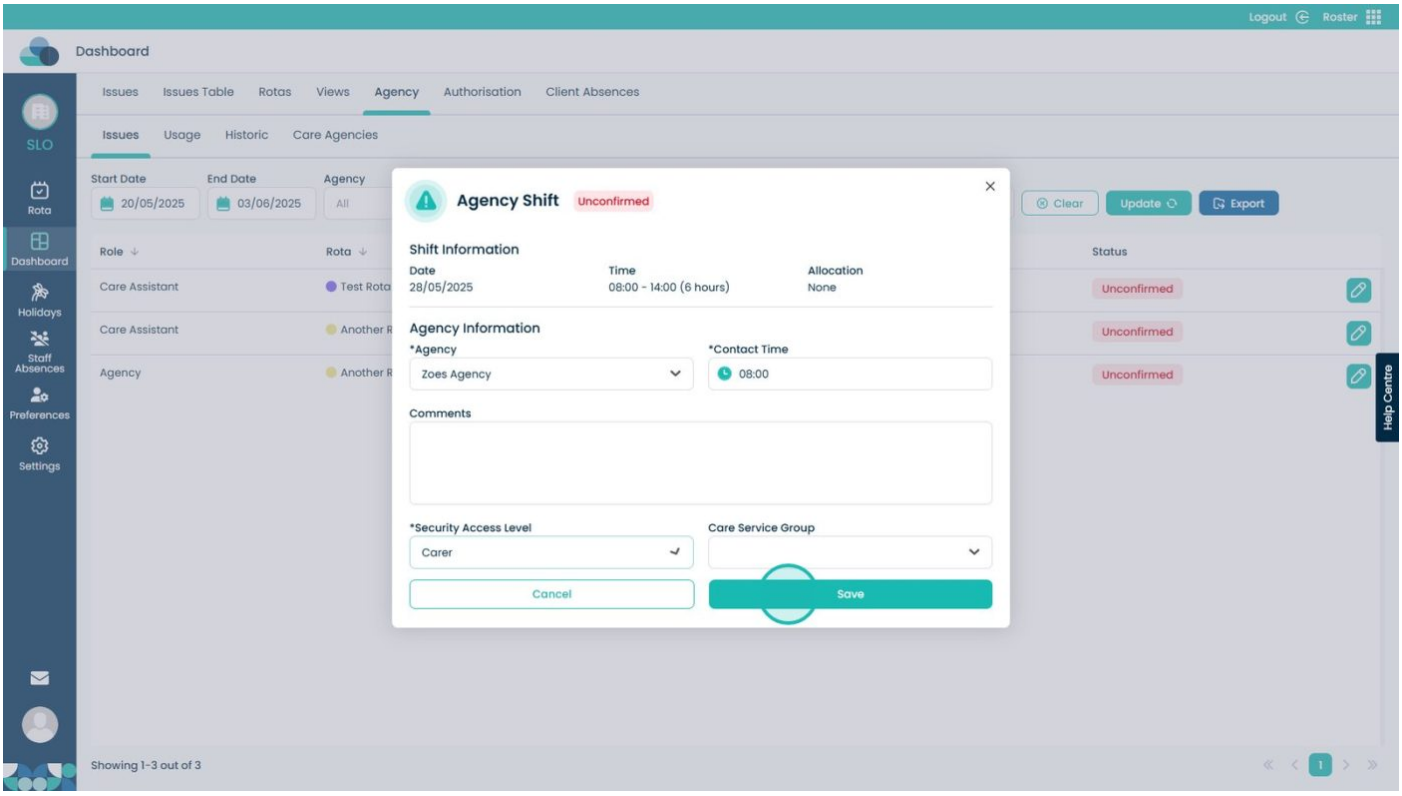
Choose the agency workers security access level



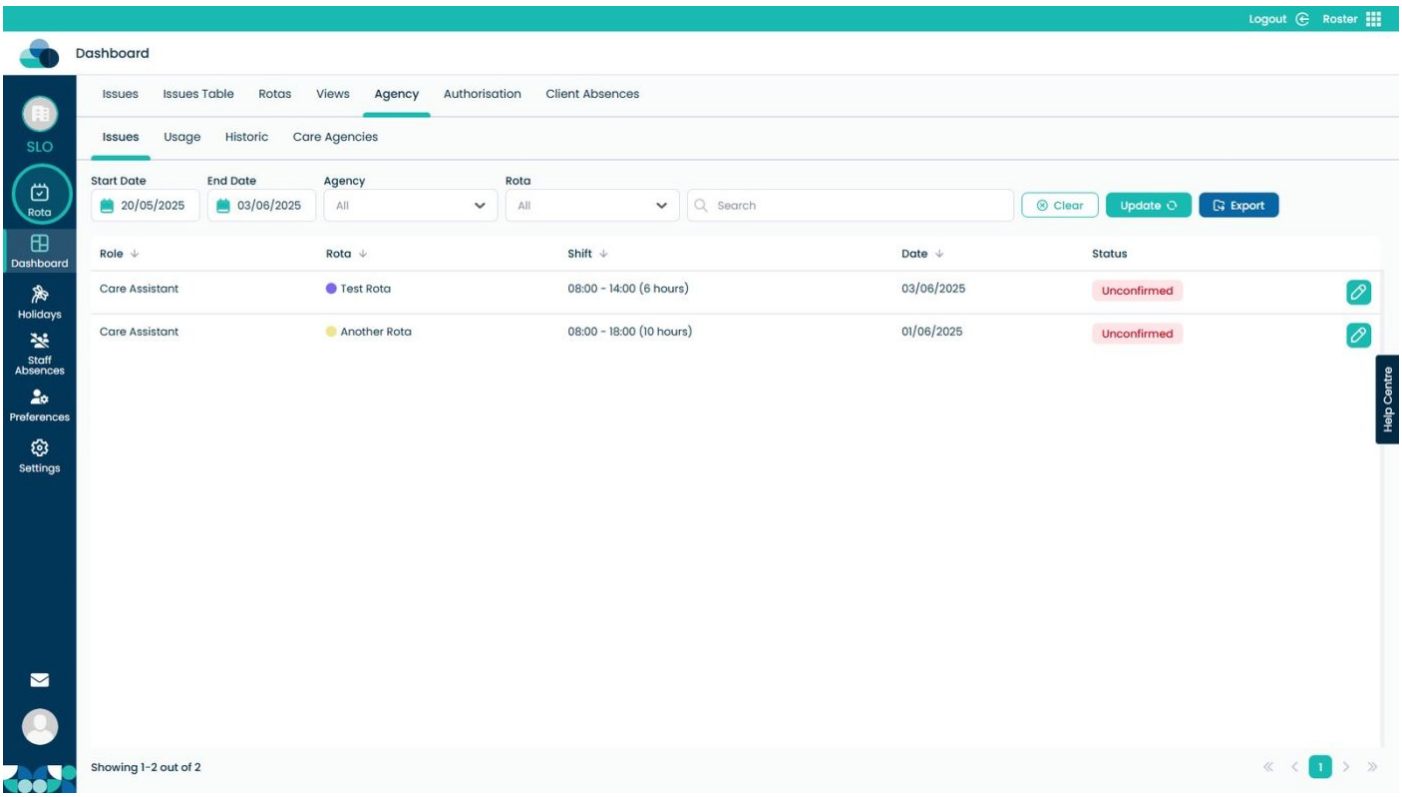
Select their access level to applications



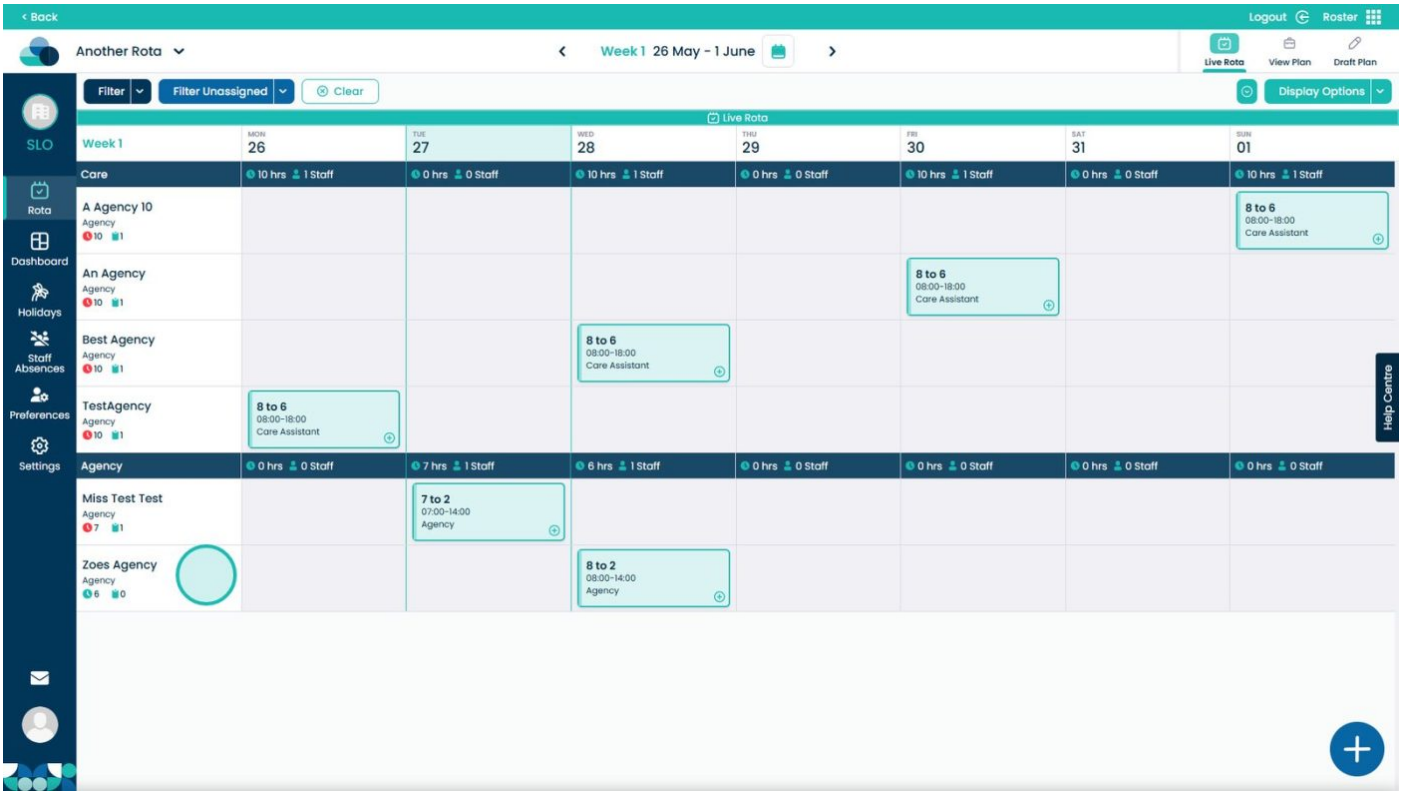
Select Save to save the added details



Head back to the Rota



You can now see it says the Agency's name rather than the Agency worker



Was it helpful ?

- Happy

- Normal
- Sad

Table of Contents

↑ Top