

What Works

A complimentary Newsletter from CareWorks Software

Highlighted News

- Partial Hours
- Timesheets
- New Phone #
- Read & Eat
- Suggestions

RECORDING PARTIAL HOURS

One of the improvements made to CareWorks a while ago was that you can now enter partial hours on the TIMESHEETS. It's possible that you missed this announcement and it can be very helpful for your record-keeping. We suggest that you use .25 for 15 minutes and .50 for 30 minutes, but if you want to break it down further, you can.

TIMESHEETS

While we are on the subject of Timesheets, I know from talking to some of you that you don't use this feature in CareWorks. That is certainly your choice, however, you are missing some of the best features of the program. If you go to Reports/Services, you will see there are lots of reports relating to services rendered. These are all derived from the Timesheets. Also, the Profile Report pulls information from the Timesheets as well. If you need help getting started using them, please give a call!

JUST A REMINDER

If you want to have your CareWorks networked, please give me a call. We can provide instructions on how to proceed. There is a disclaimer that the software wasn't originally written to be networked, but we have many groups who are successfully sharing the data.

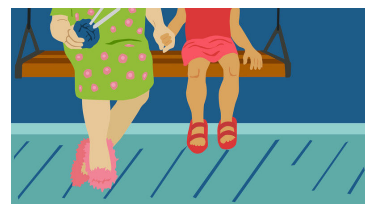
NEW PHONE

Please note that my extension has changed to "100" (instead of 101)

FUNDRAISING IDEAS

Book Sale/Bake Sale or you can call it "Read & Feed"— How can you come up with a fundraiser that doesn't involve much cash outlay at the outset?

Ask for Volunteers, Community Members and maybe Receivers, too, to make something for a bake sale and clean out their bookshelves while they are at it!



SUGGESTIONS

We like to hear from CareWorks users. If you have a suggestion for a way to improve CareWorks or a feature you would like to see, please email us at: speck@aboutcareworks.com or call 845-383-3800 ext.100 or our toll free number 866-274-4462 ext.100.

[CALL TODAY for a DEMO CD](#)

CareWorks Software