Children's Services Quick Guide

Accessing the CS OT Awaiting Allocation - Inbox

This guide outlines how to access the CS OT Occupational Therapy Awaiting Allocation step from the Virtual Worker box.

Using the Can Act For

All workers within the Occupational Therapy Team will have access to the Virtual Worker, **CS OT Awaiting Allocation – Inbox**.

To access the Virtual Worker, the worker should be in the Narrow or Full workview and click on the act for icon on the top left hand corner of the screen.

A drop down menu will appear featuring the worker's name and also the **CS OT Awaiting Allocation – Inbox**. The worker should click on the inbox.

The screen will refresh and feature the **Inbox** name where the worker's name used to be.

The **Allocations** and **Current work** will now contain those assigned to the **CS OT Awaiting Allocation – Inbox**.

Using this **Can Act For** button means that all workers have access to the work awaiting allocation and can add information at any time. Saving the step will keep the work in the virtual worker inbox.

When you wish to return to your own workview, click back onto the act for icon on the top left and select your own name from the drop down. The screen will refresh to display your own Allocations and Current work.