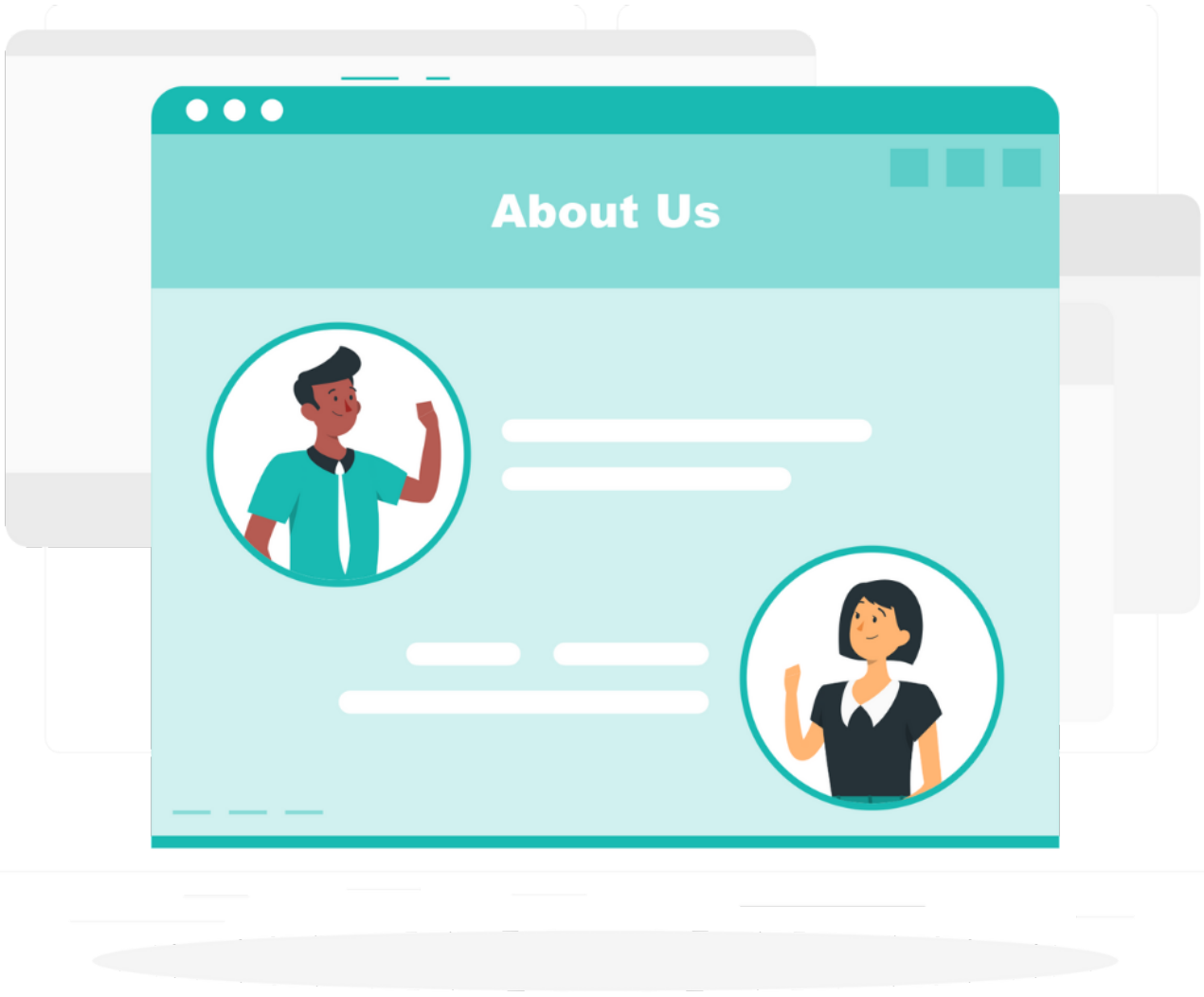
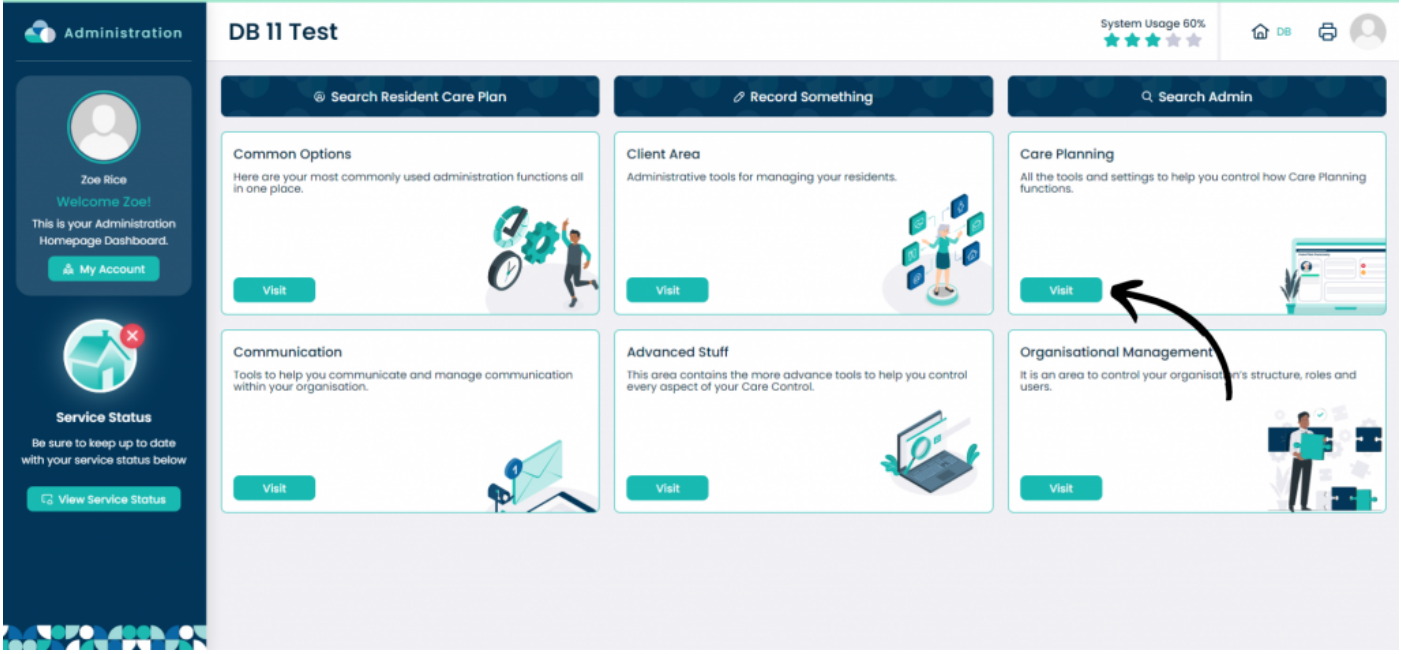
About Me Configuration

Care Planning · https://cclearninghub.co.uk/docs/about-me-configuration/

About Me Configuration

This guide will cover adding and removing the About Me questions within Care Control Cloud Care Planning.

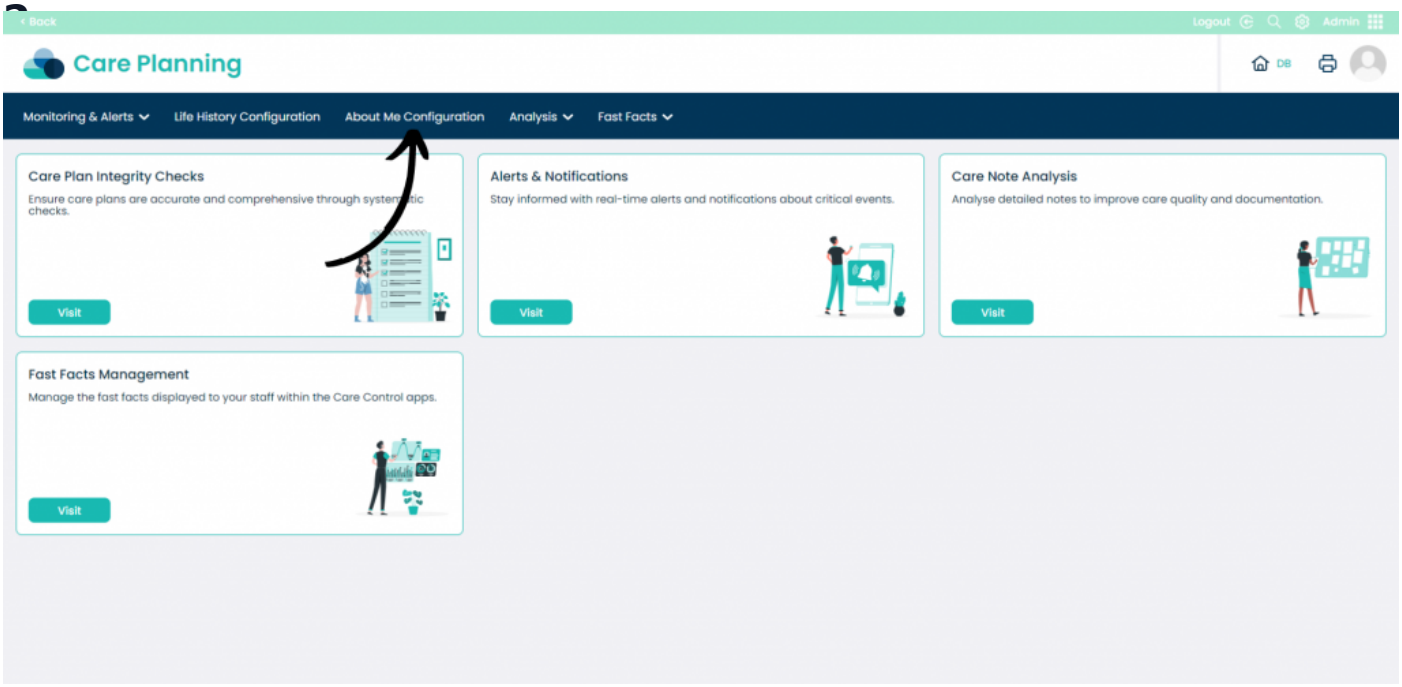


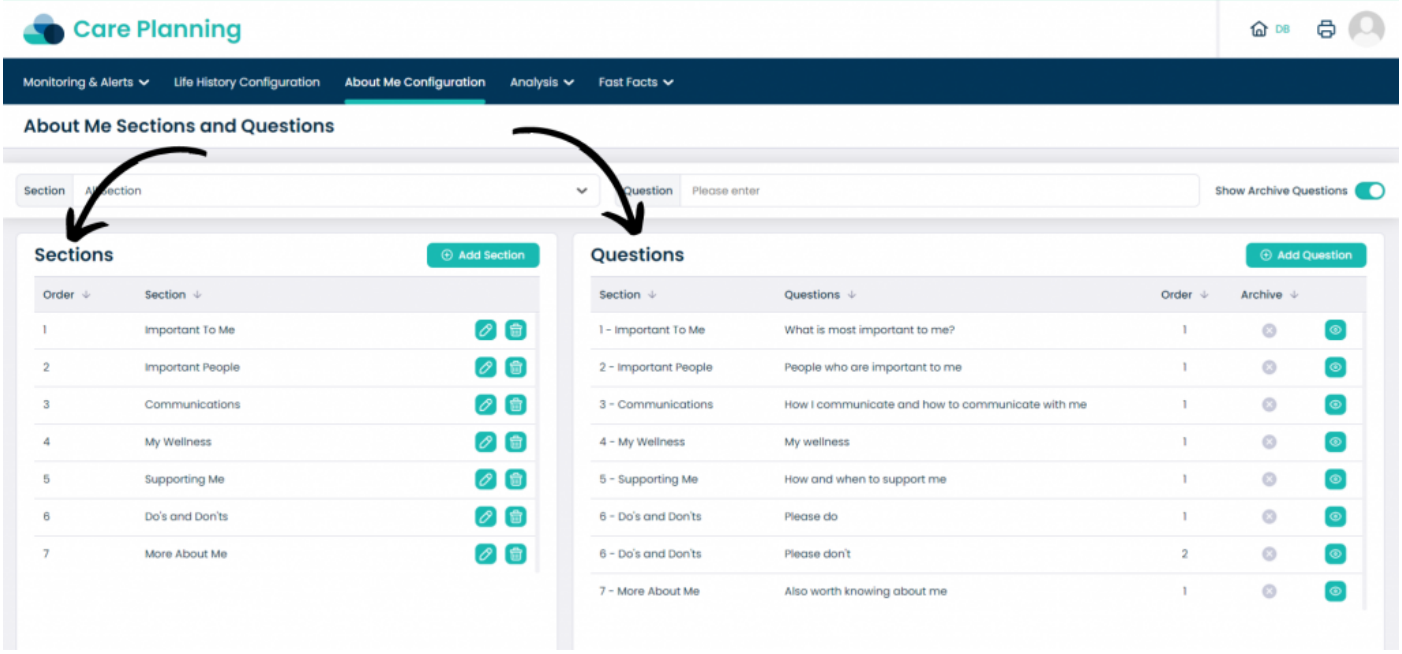


1

From within the **Admin** panel, select **Visit** on the **Care Planning** module.

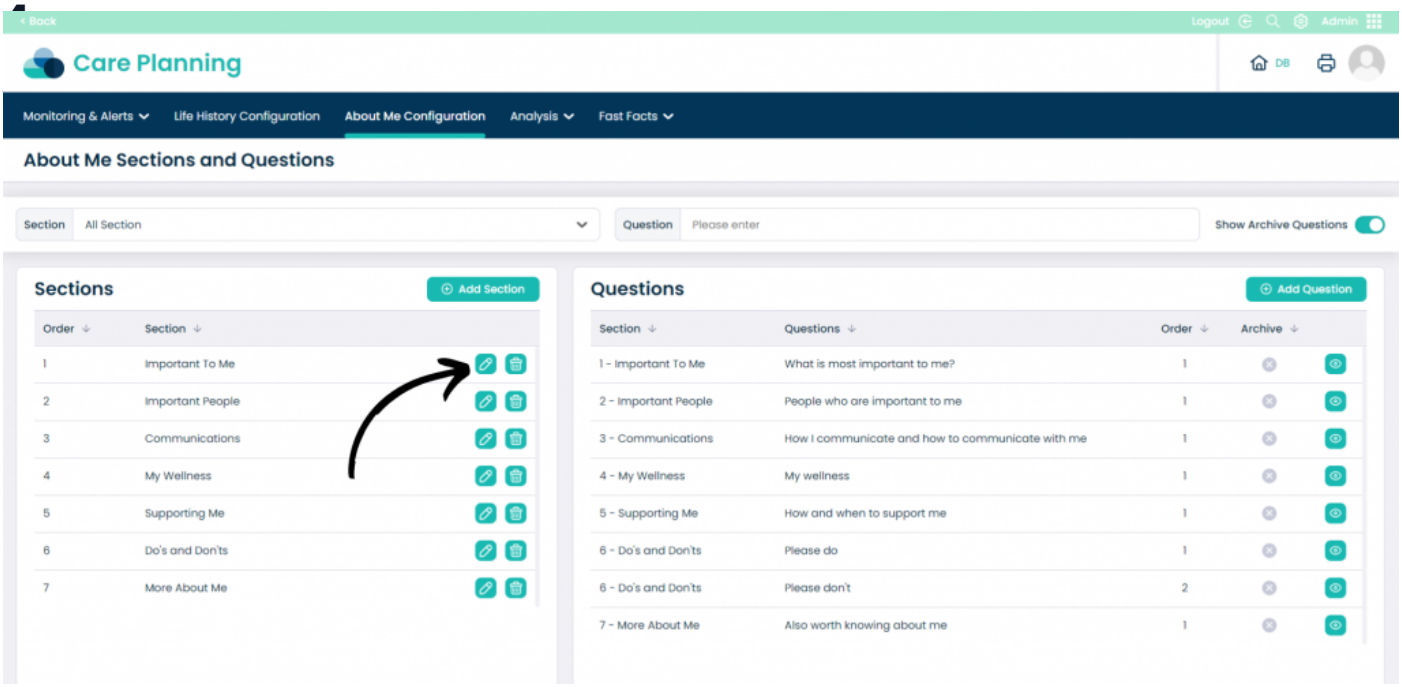
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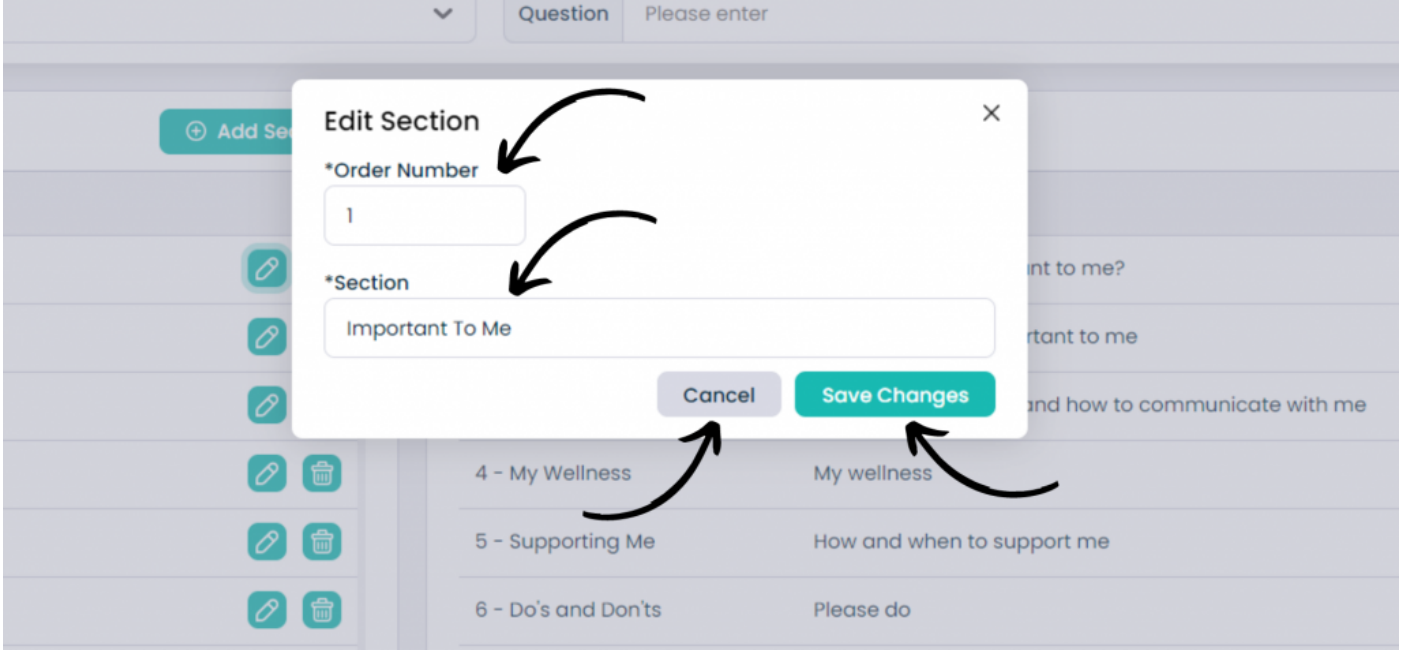




3

On this page there are **Sections** and **Questions** that can both be modified.



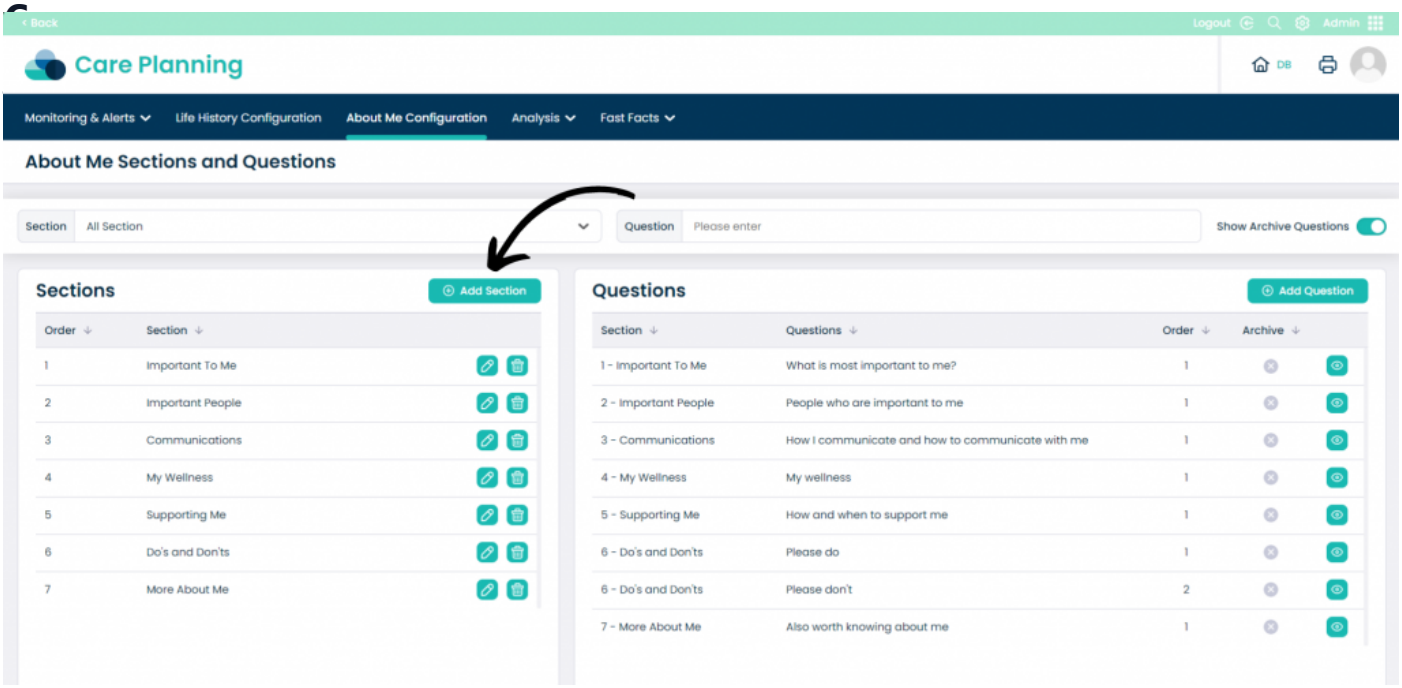


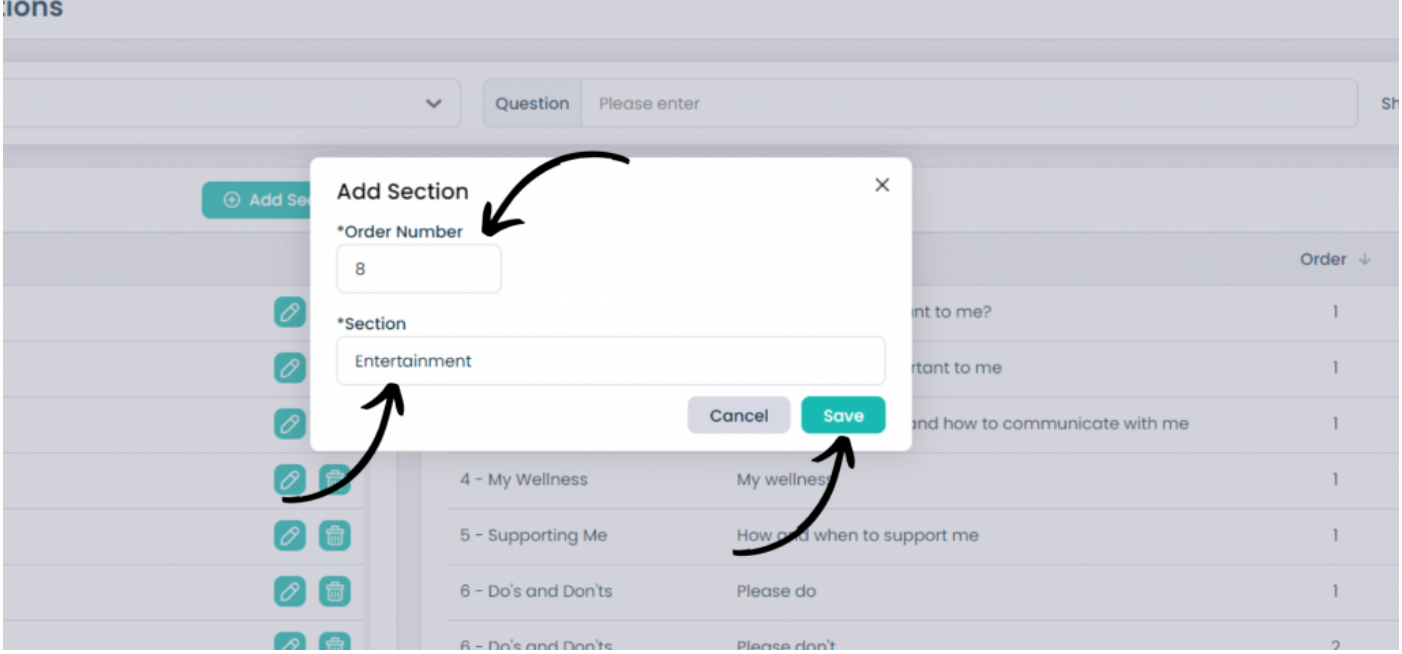
5

The **Edit Section** box will appear. Within this box you can change the **Order Number** which changes where the section appears in relation to others. Under the **Section** you can modify the name.

Click **Cancel** to nullify the changes and **Save Changes** to keep them.

6

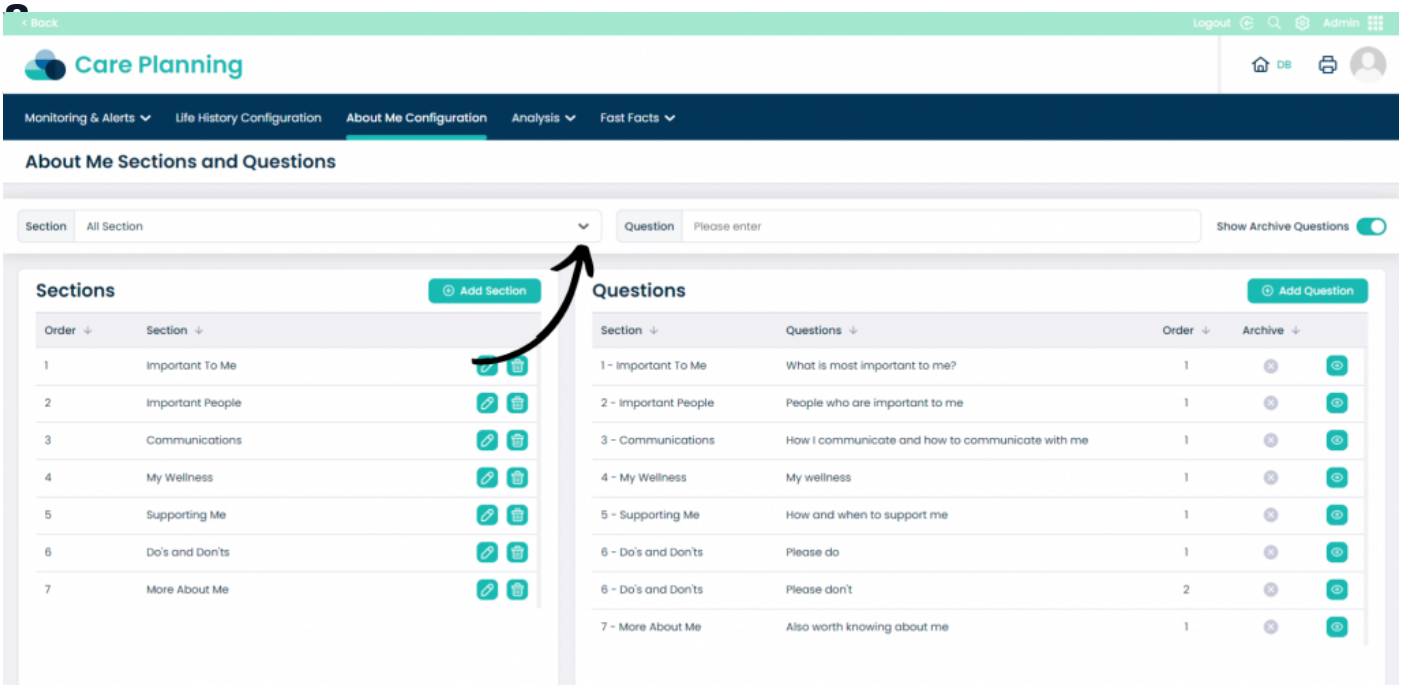


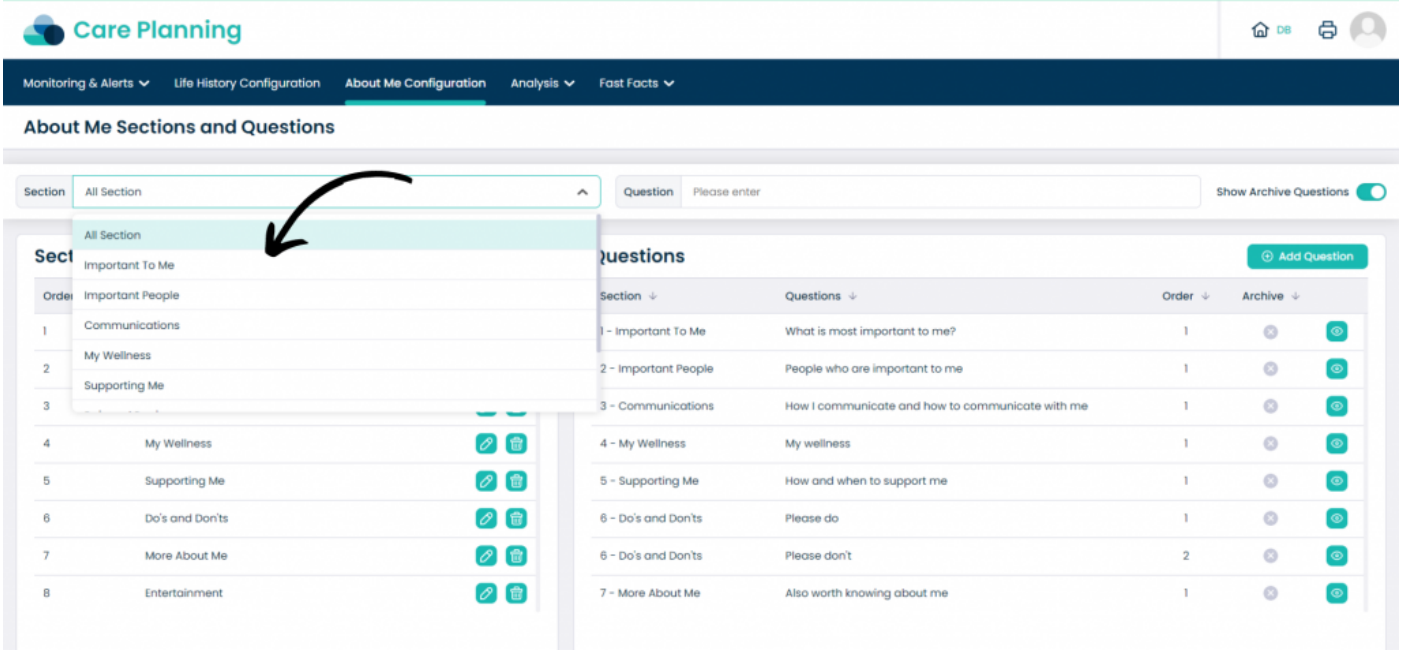


7

Type the **Order Number** into the box to signify where the **section** appears. Type the name of the **Section** within the box.

To keep the new section select **Save** or to stop the creation click **Cancel.**

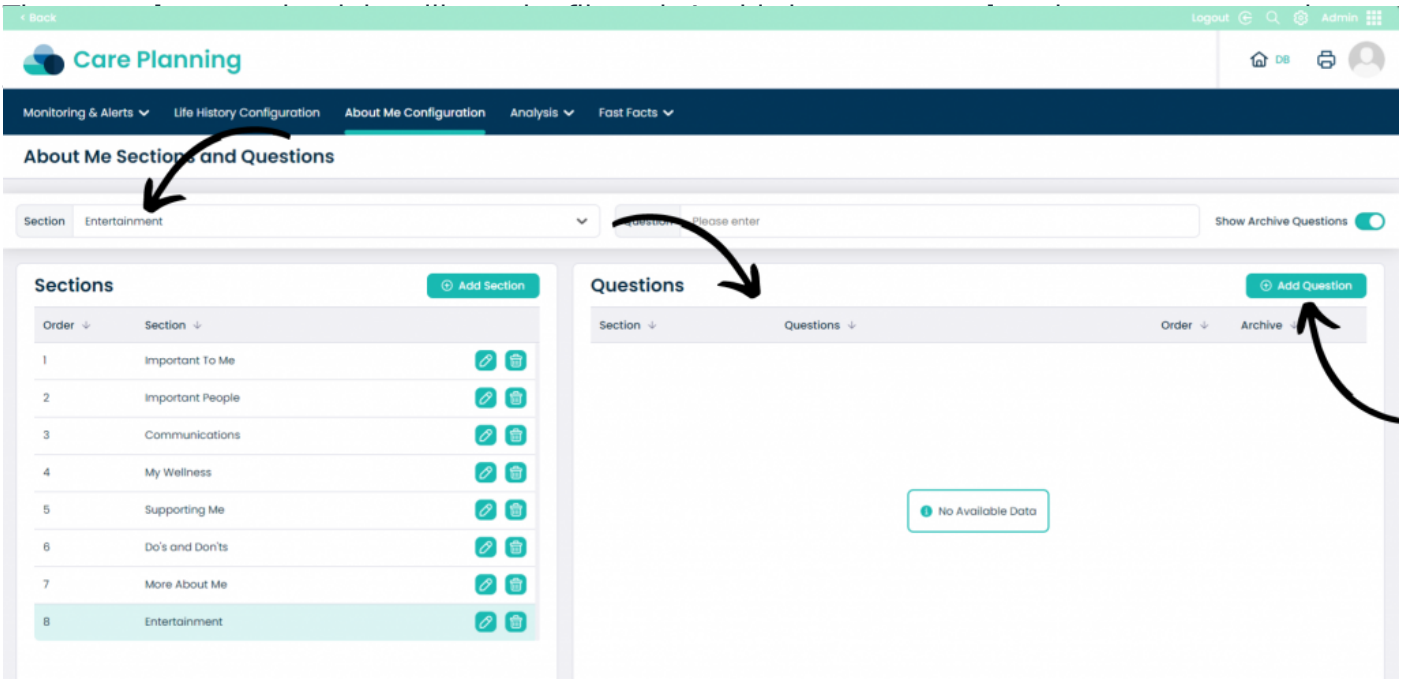


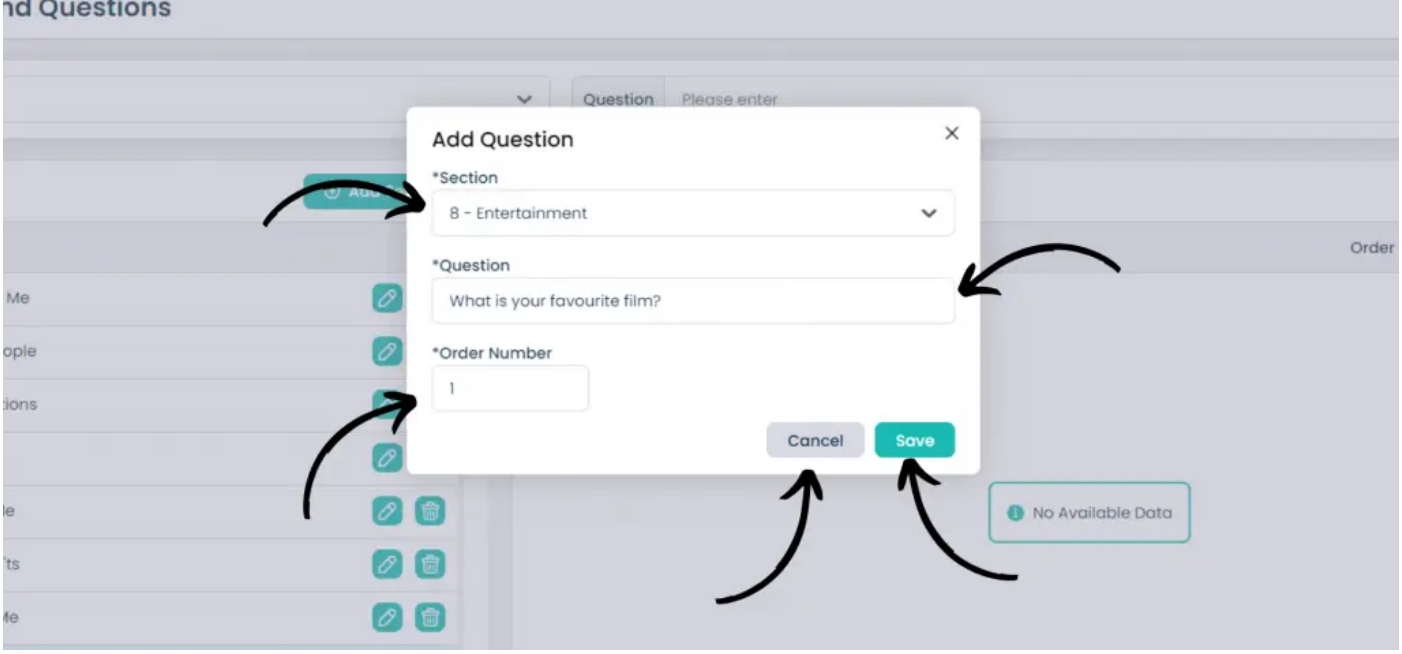


9

From the **drop-down** menu, select the **section.**

10

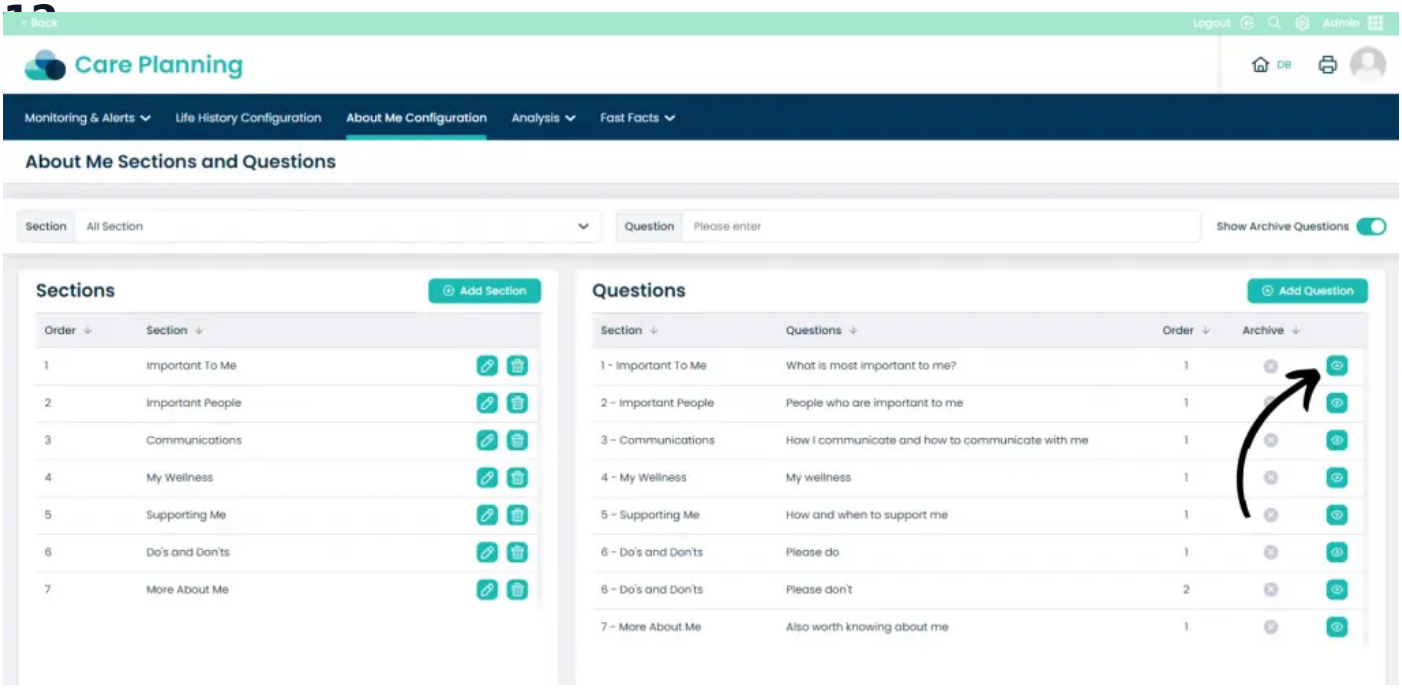


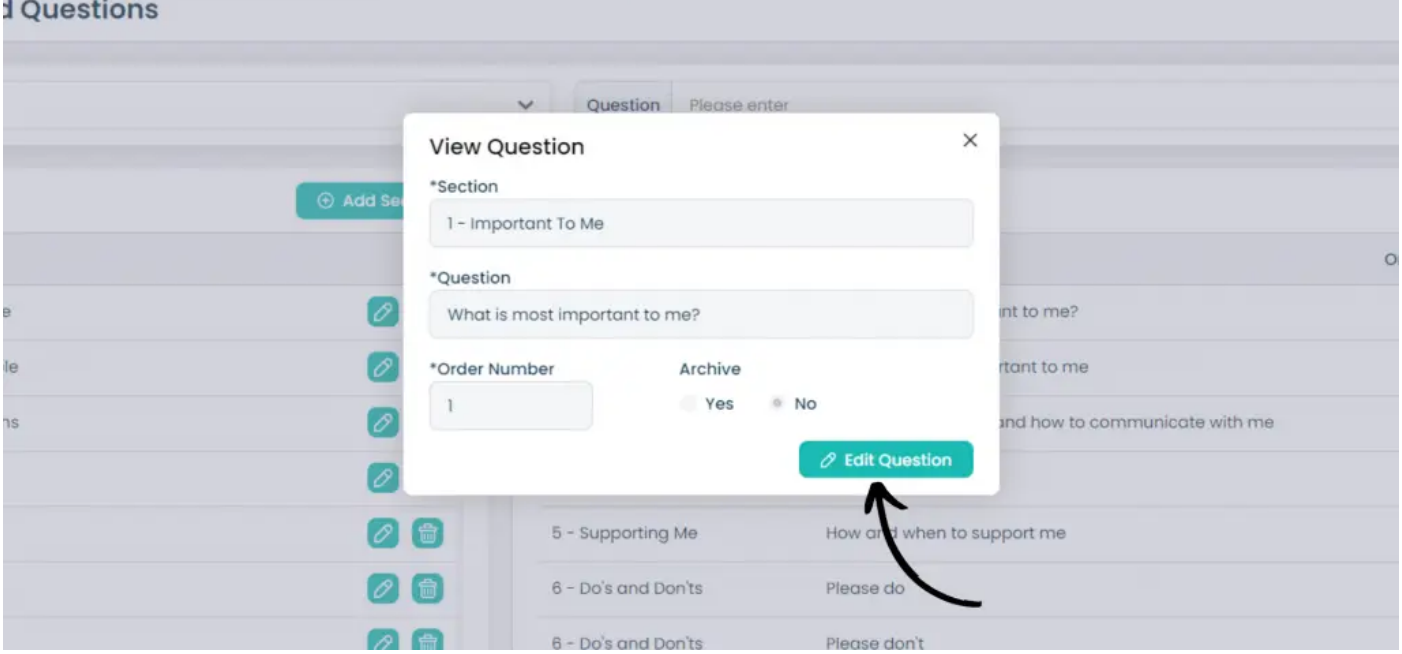


11

Within the pop-up box you can pick which **Section** the **question** will appear within. Under the **Question,** type what the **question will be.** Finally set the **Order Number** for the question and where it will appear within the **Section.**

Select **Save** to keep the question or **Cancel** to return to the previous page.

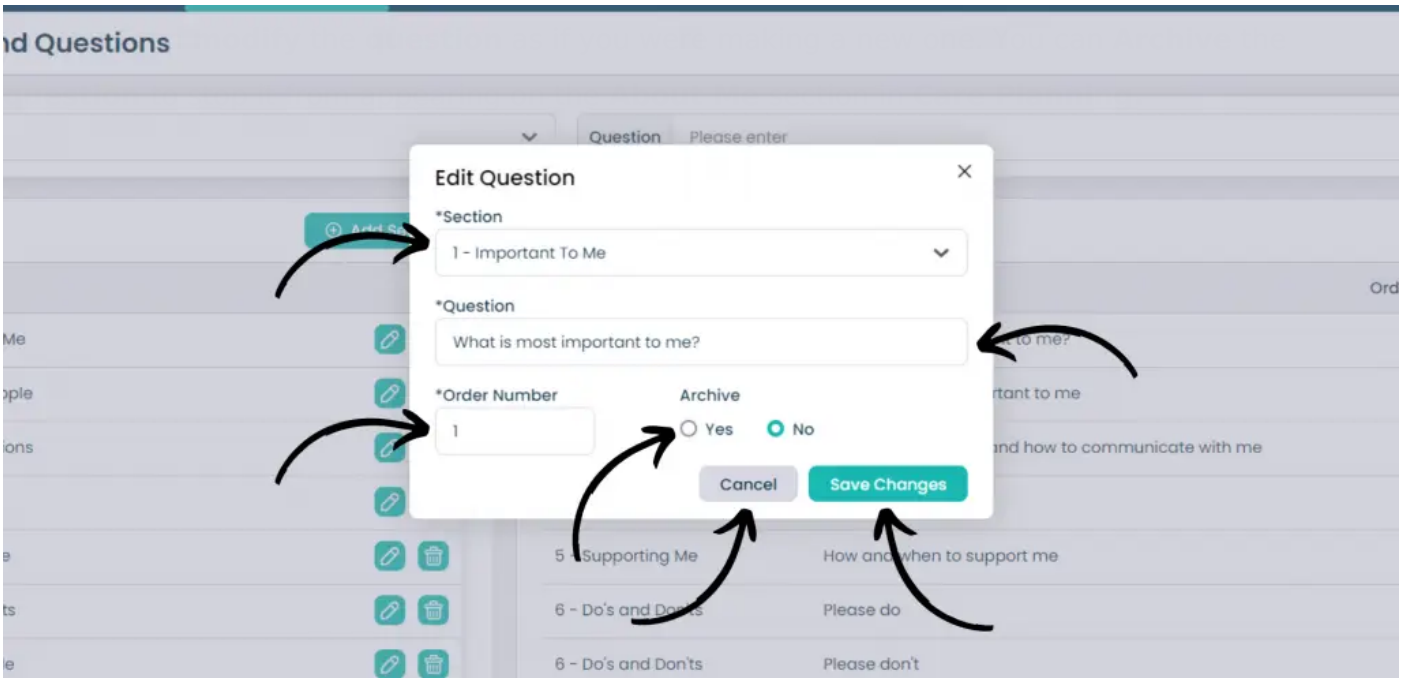


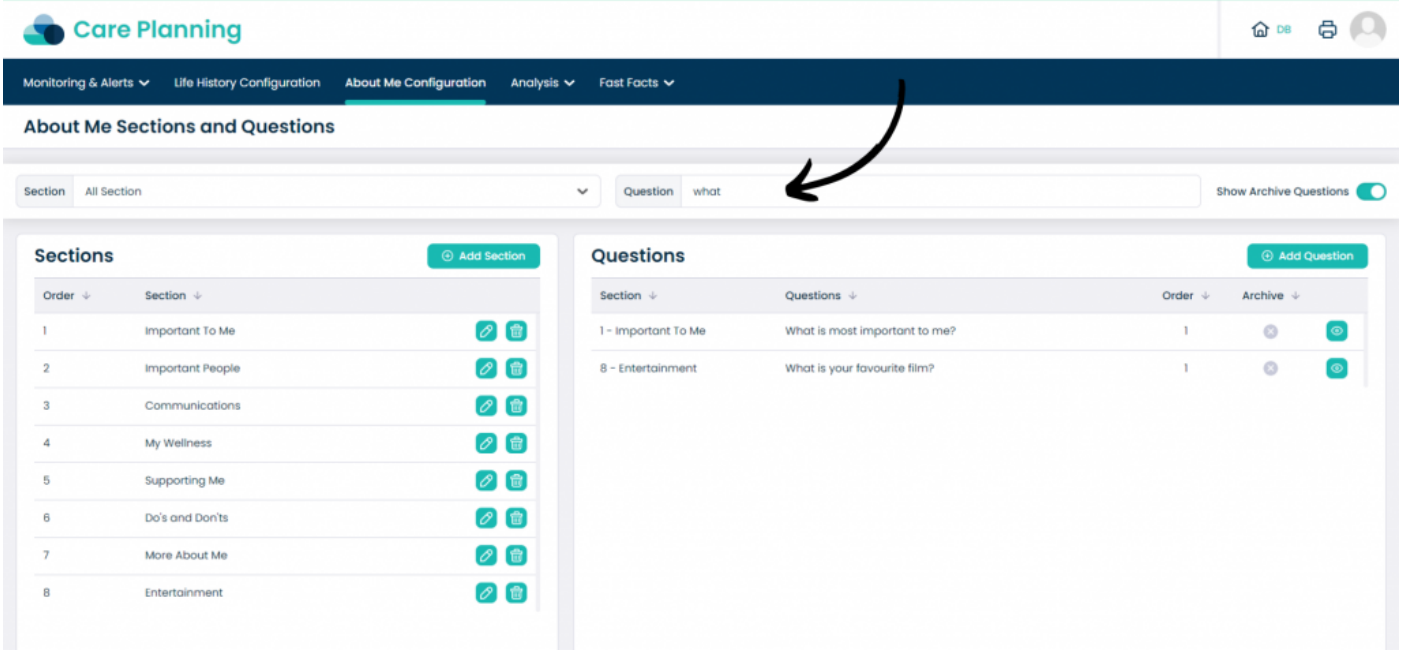


13

A similar box will appear. Here select **Edit Question** to start modifying the **question.**

14





15

By typing in the **Question** box, you can filter the results to show specific **questions**. You can also **Show Archived Questions** or hide them with the sliding button.