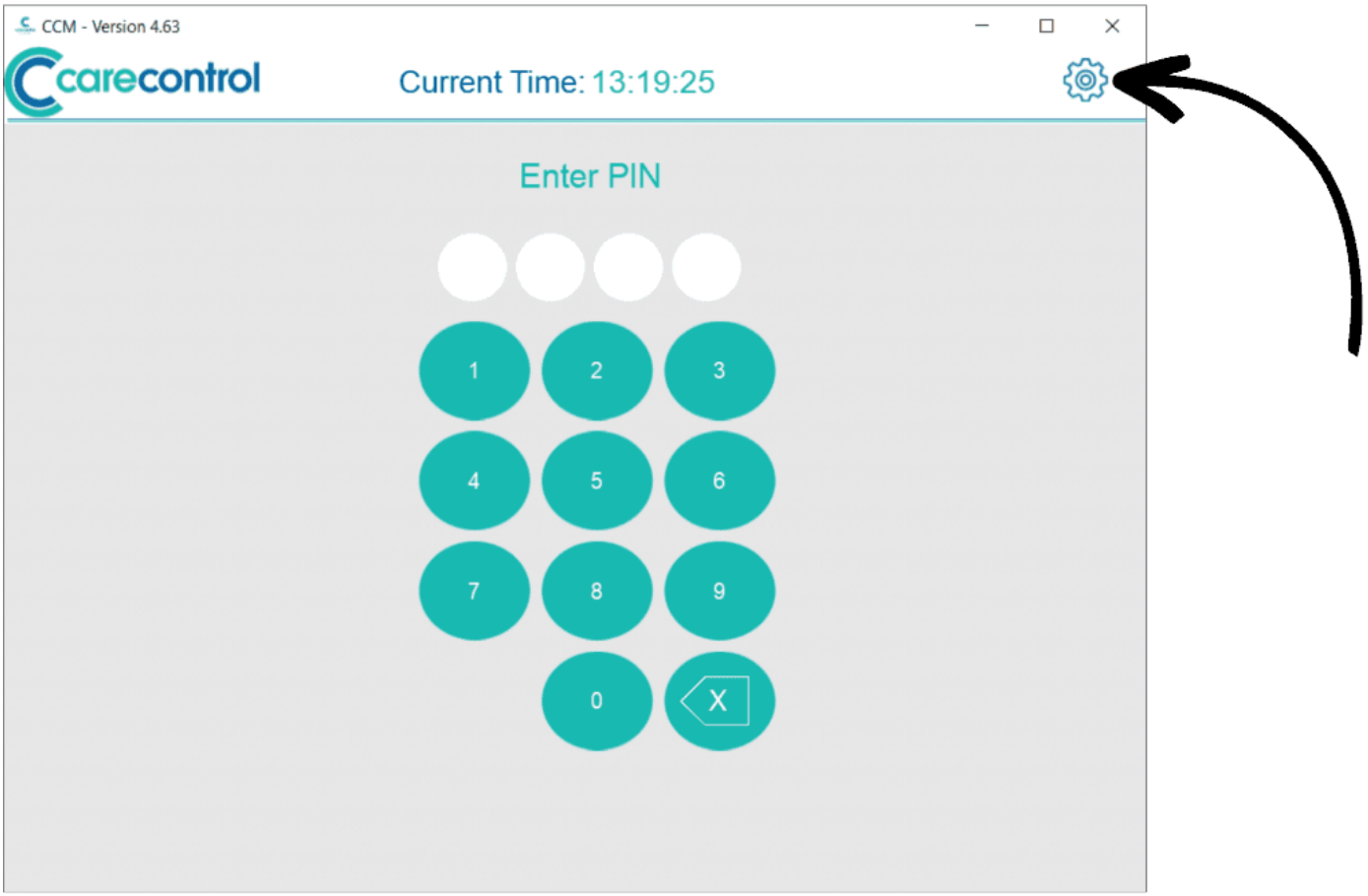
Adding Staff on Mobile

Care Control Mobile · https://cclearninghub.co.uk/docs/adding-staff-on-mobile/

Adding a Staff Member to Mobile

This guide will cover how to add a new staff member to the Care Control Mobile system. Note: this requires admin-level user access.



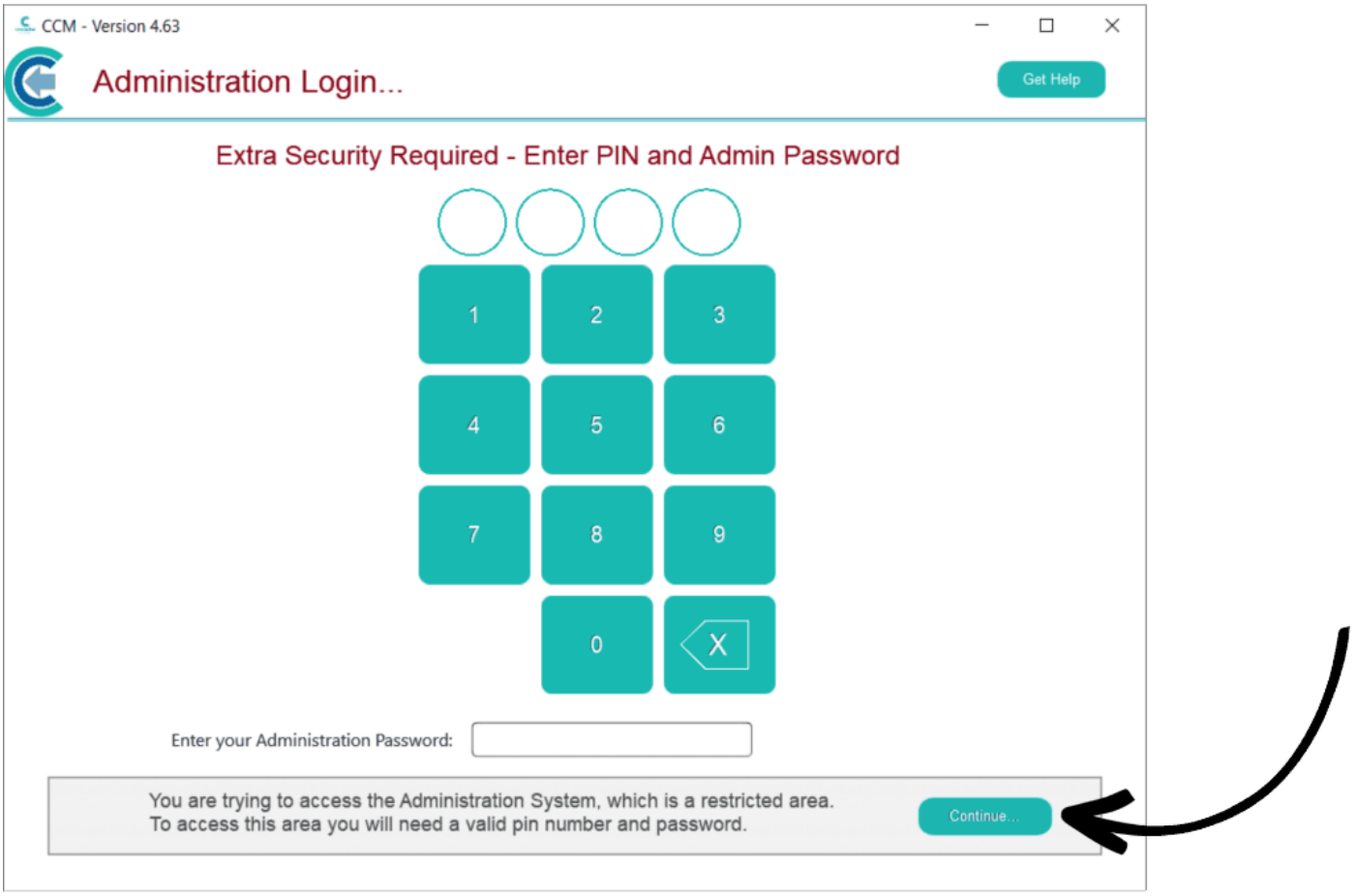


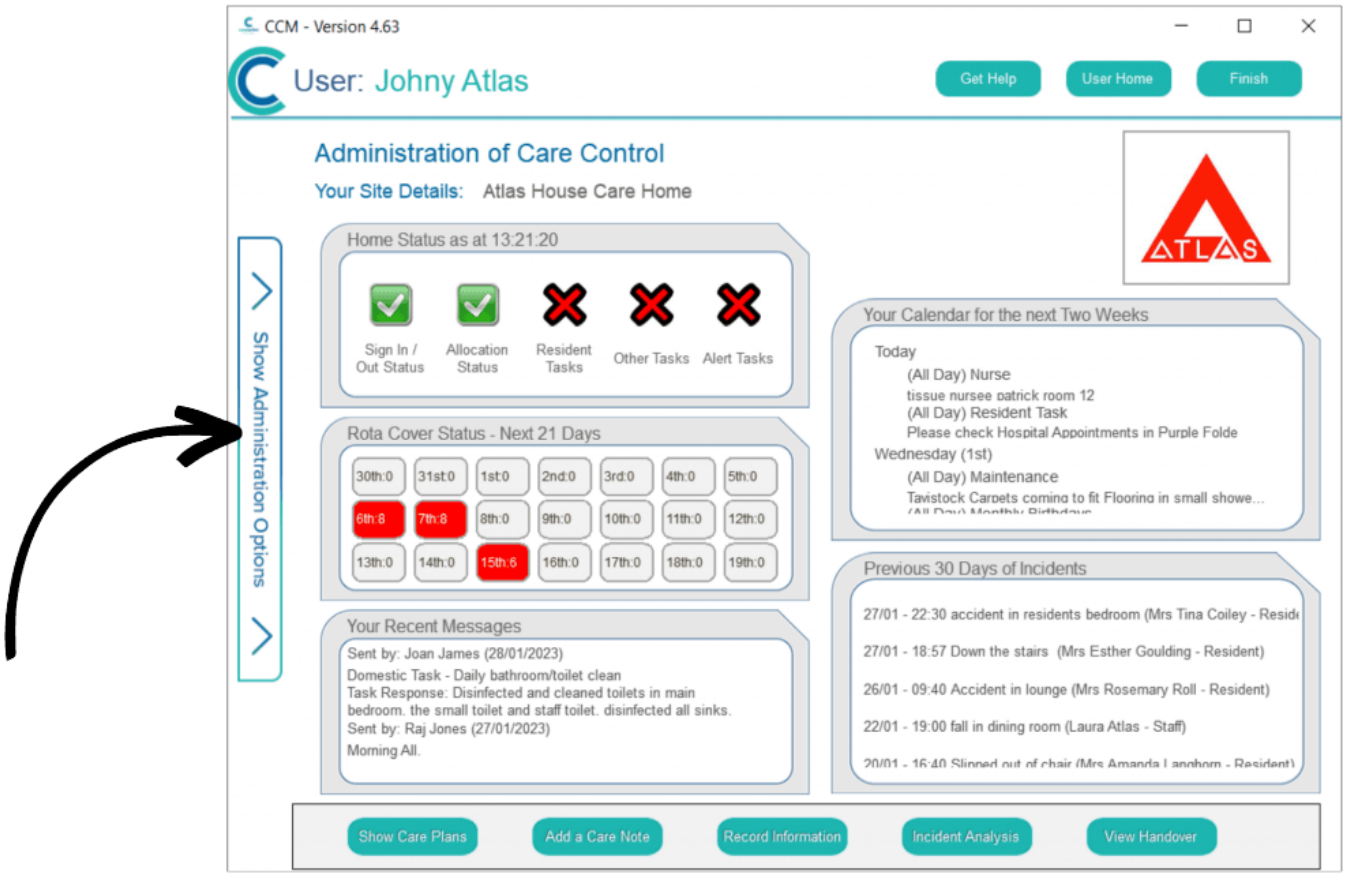
1

On the PIN screen of Care Control Mobile, press the **cog wheel** in the top right corner of the screen.

2

Here, enter your **PIN** along with the **Administration Password**. Press **Continue**.


CCM - Version 4.63
Administration Login...
Get Help
Extra Security Required - Enter PIN and Admin Password
1
2
3
4
5
6
7
8
9
0
X
Enter your Administration Password:
You are trying to access the Administration System, which is a restricted area.
To access this area you will need a valid pin number and password.
Continue...

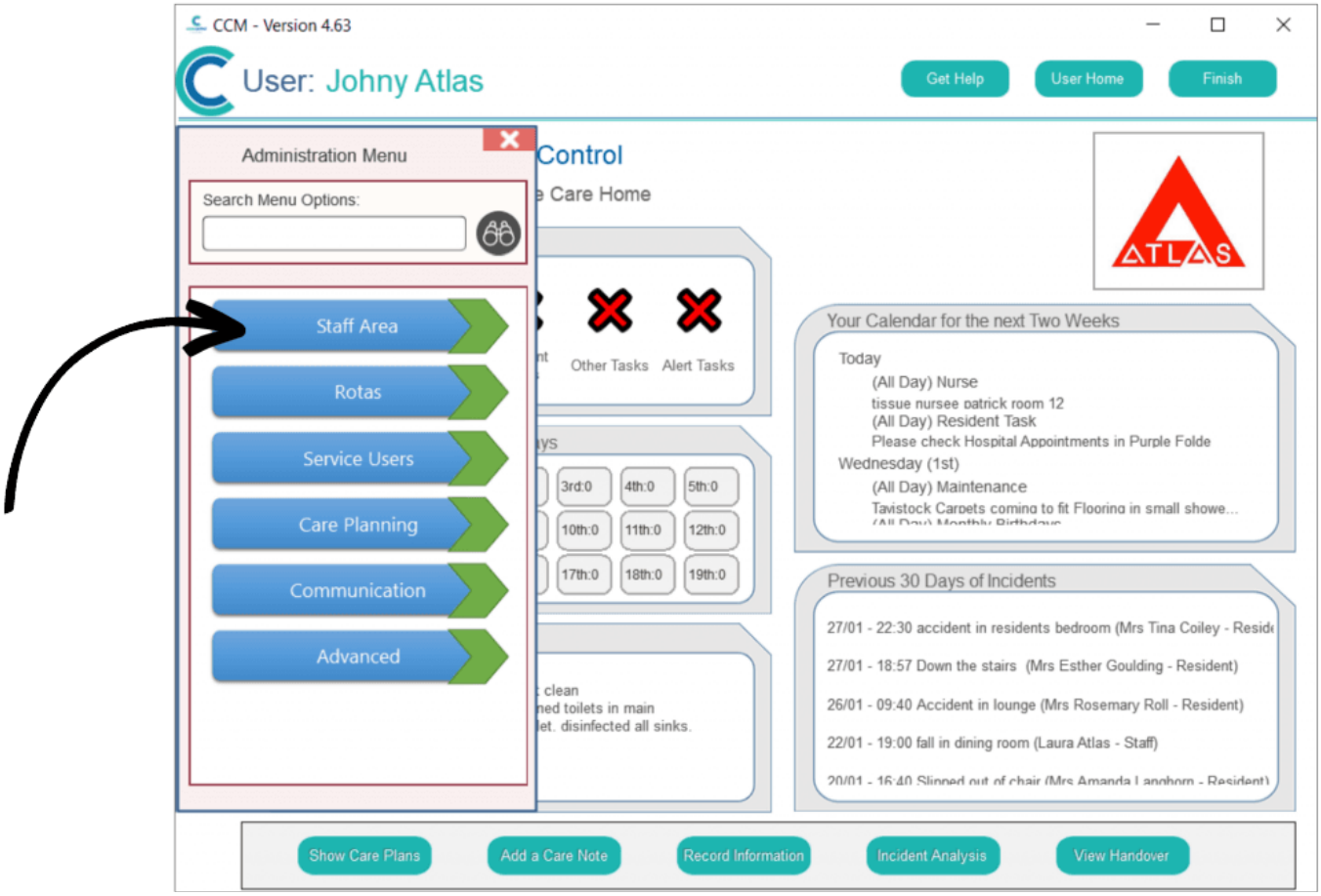


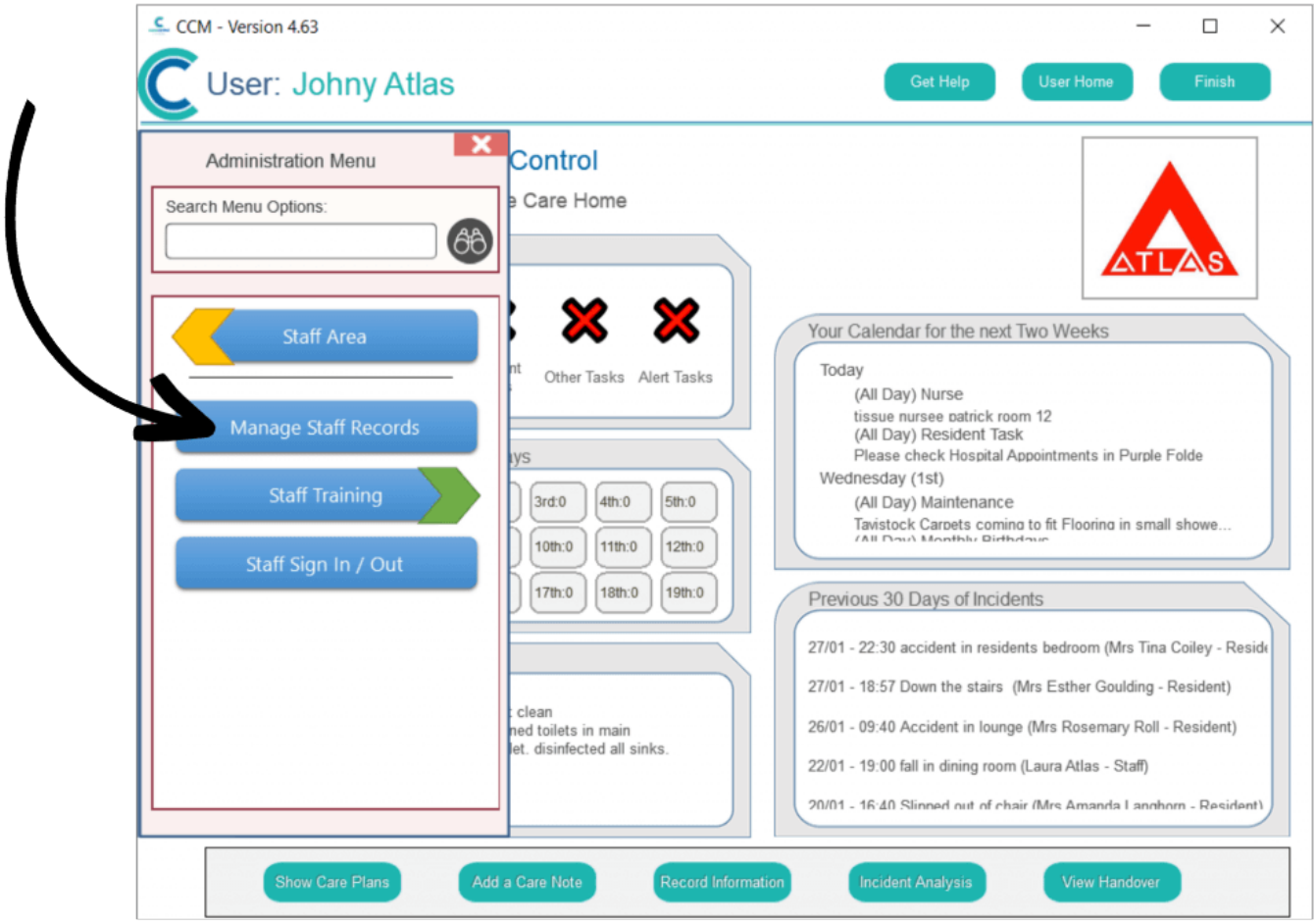
3

Your administration dashboard will be open. Press **Show Administration Options** to open the side menu.

4

Here, select **Staff Area** from the 6 menu options.


CCM - Version 4.63
User: Johny Atlas
Get Help
User Home
Finish
Administration Menu
Search Menu Options:
Staff Area
Rotas
Service Users
Care Planning
Communication
Advanced
Control
Care Home
Other Tasks
Alert Tasks
Your Calendar for the next Two Weeks
Today
(All Day) Nurse
tissue nursee patrick room 12
(All Day) Resident Task
Please check Hospital Appointments in Purple Folde
Wednesday (1st)
(All Day) Maintenance
Tavistock Carpets coming to fit Flooring in small showe...
Previous 30 Days of Incidents
27/01 - 22:30 accident in residents bedroom (Mrs Tina Coiley - Reside
27/01 - 18:57 Down the stairs (Mrs Esther Goulding - Resident)
26/01 - 09:40 Accident in lounge (Mrs Rosemary Roll - Resident)
22/01 - 19:00 fall in dining room (Laura Atlas - Staff)
3rd:0
4th:0
5th:0
10th:0
11th:0
12th:0
17th:0
18th:0
19th:0
Show Care Plans
Add a Care Note
Record Information
Incident Analysis
View Handover

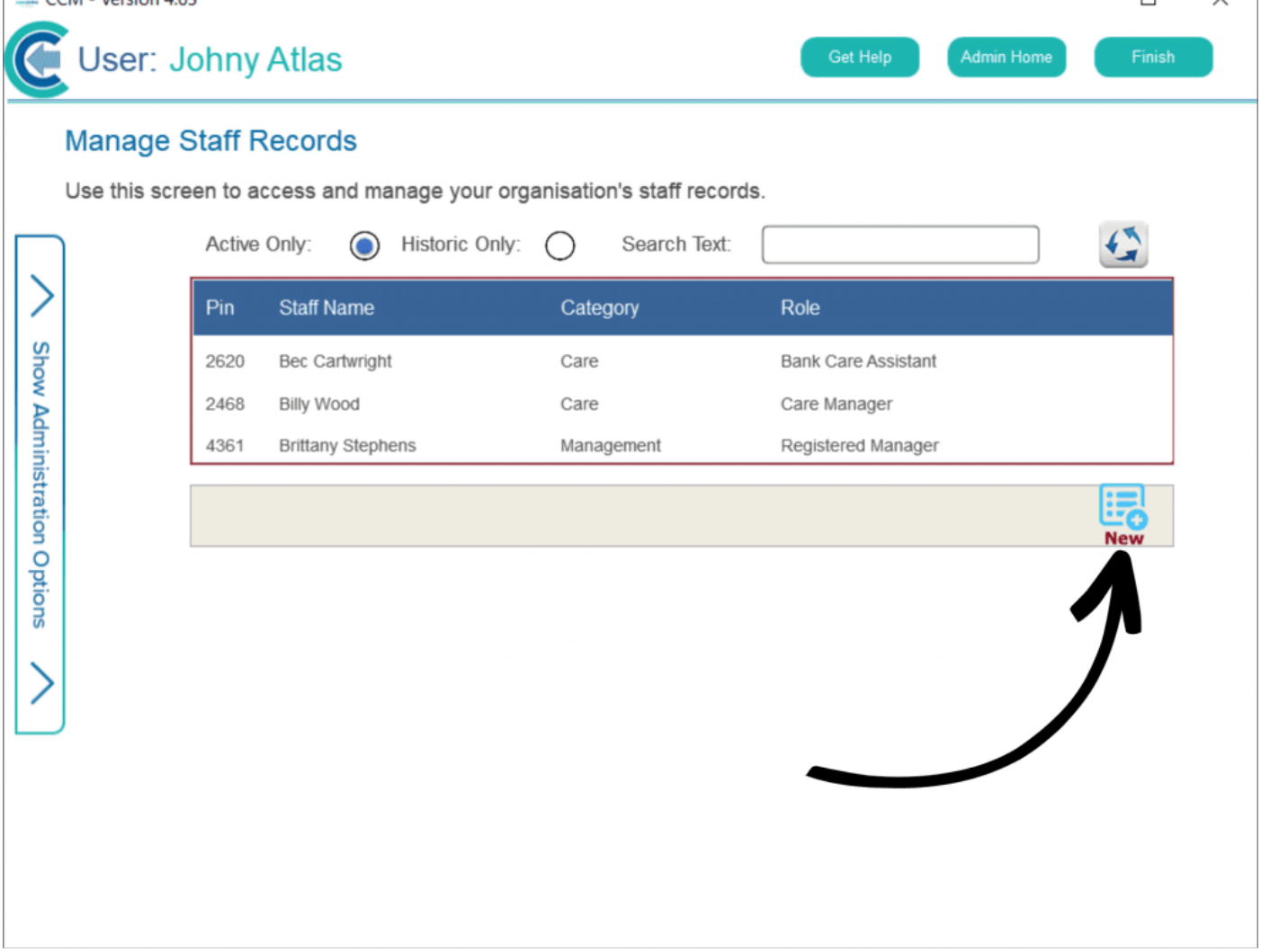


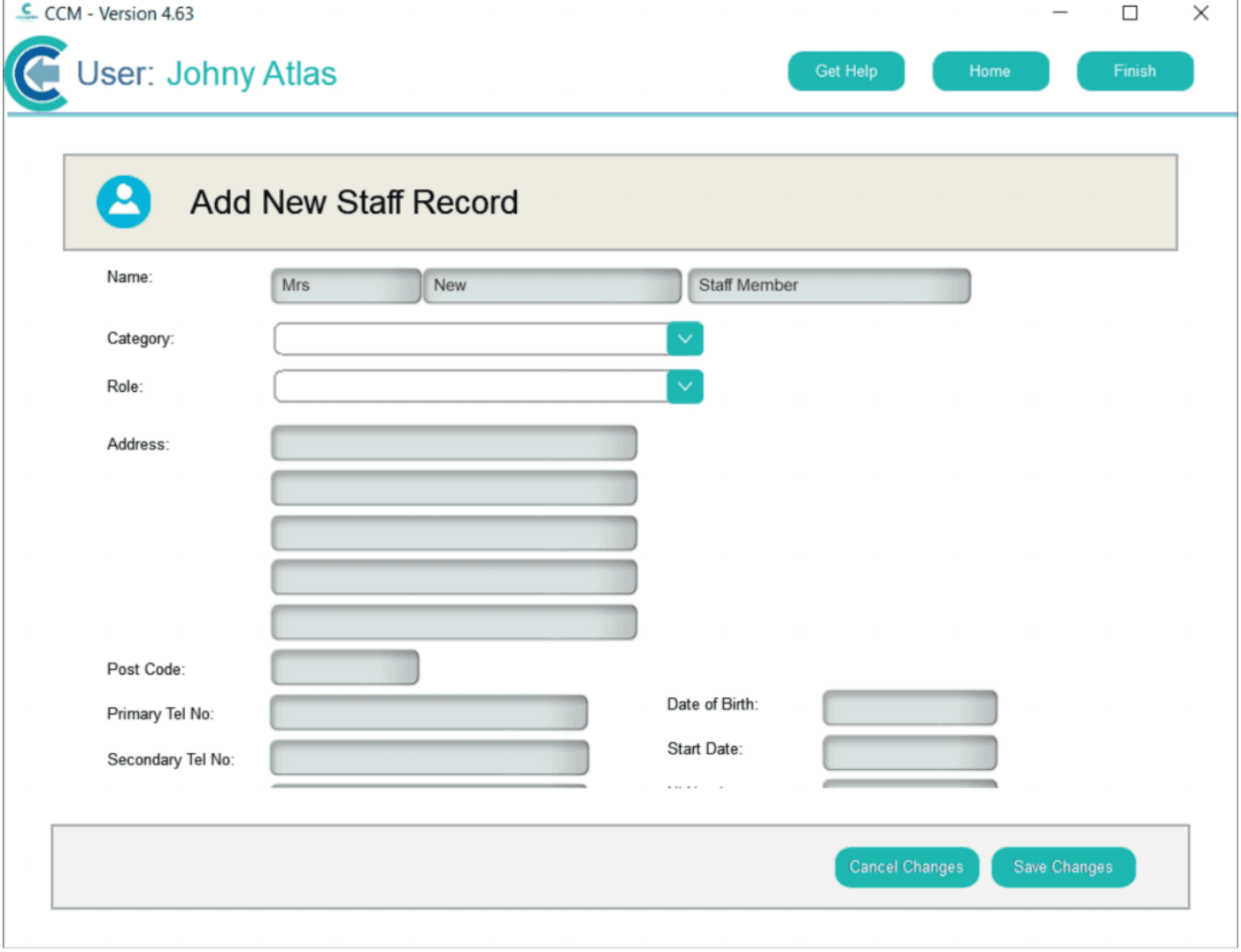
5

Next, select **Manage Staff Records**.

6

Your staff records will be displayed. To add a new one, press **New**.


User: Johny Atlas
Get Help
Admin Home
Finish
Manage Staff Records
Use this screen to access and manage your organisation's staff records.
Active Only:
Historic Only:
Search Text:
Pin
Staff Name
Category
Role
2620
Bec Cartwright
Care
Bank Care Assistant
2468
Billy Wood
Care
Care Manager
4361
Brittany Stephens
Management
Registered Manager
New
Show Administration Options



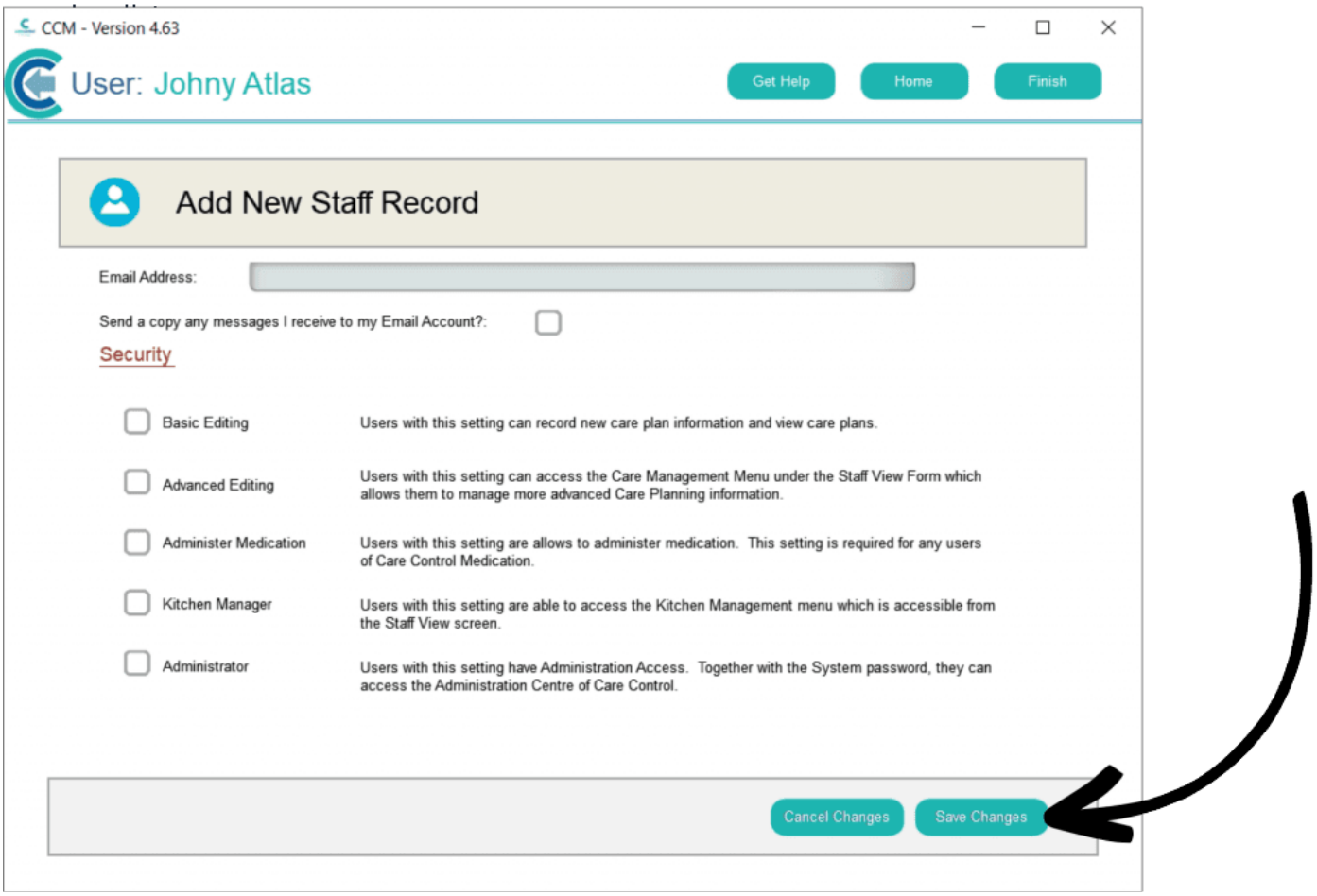
7

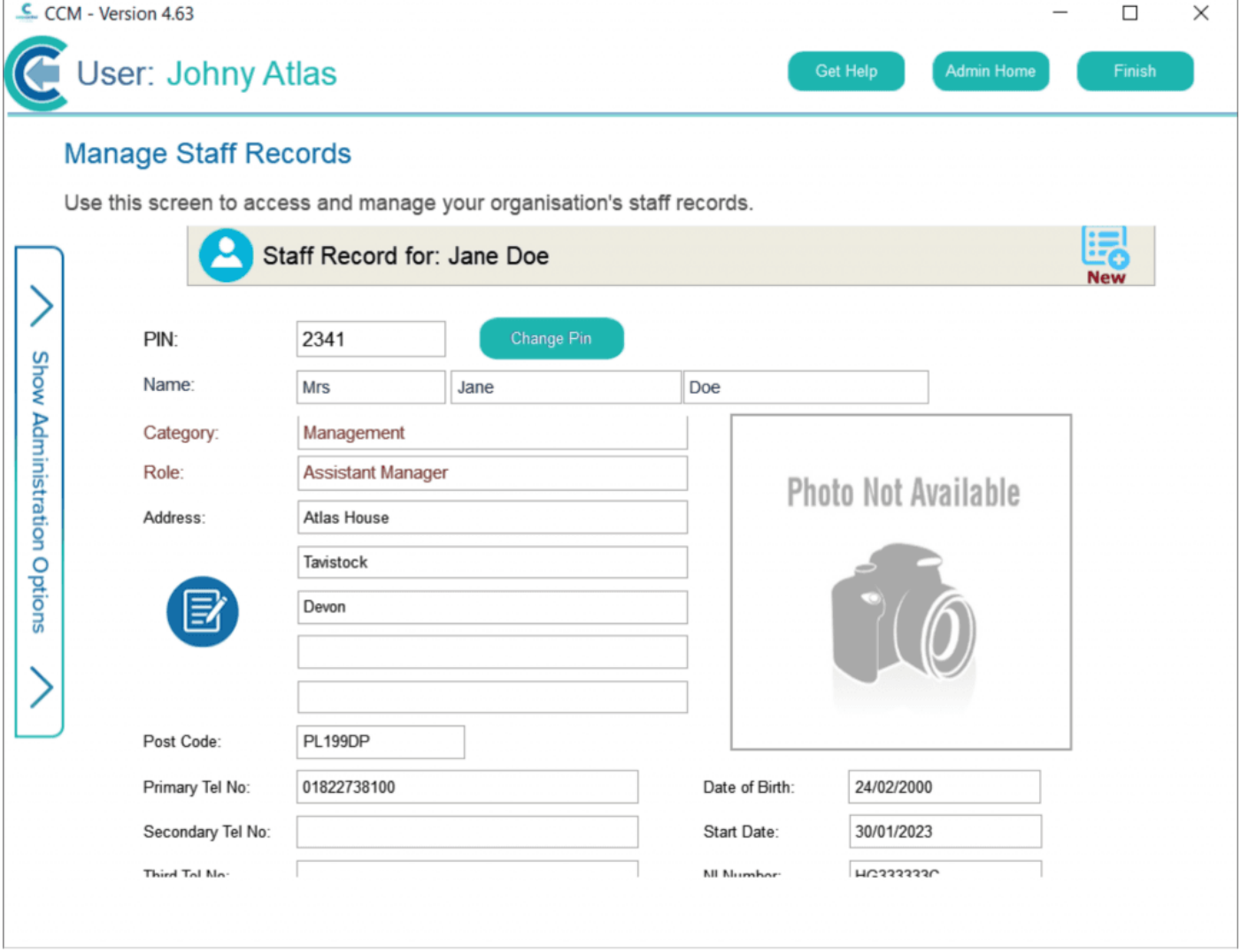
A blank form will open. First, enter the basic details for the staff member, including their name, category/role, address, contact information as well as their date of birth and start dates.

8

Scroll down to the next section of the form. Here, select a security access level for this staff member. A short description of each can be seen next to each option.

After filling out the form, press **Save Changes** to finish. You will be taken back to the staff





9

Now, when viewing the new staff member from the list, their record will be displayed, including their new PIN.