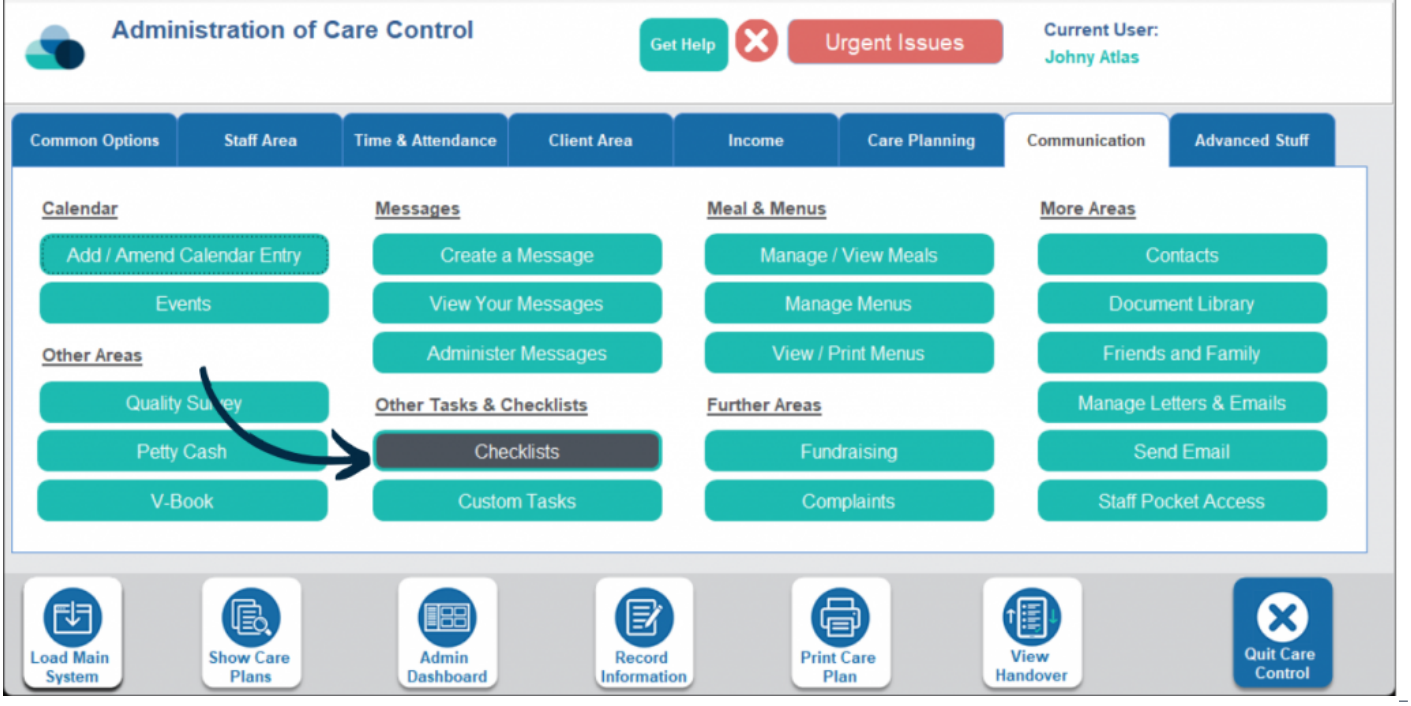
Assigning a Checklist to a Service User

Checklists Windows · https://cclearninghub.co.uk/docs/assigning-a-checklist-to-a-service-user/

Assigning a Checklist to a Service User

This guide will cover how to assign a checklist to a service user via the Checklists tool on Care Control Windows.





1

In the Administration of Care Control Windows, navigate to the **Checklists** tool, which can be found under the Communication tab.

2

Here, a list of your checklists will be displayed.

Press the **Assignments** button at the bottom of the window.

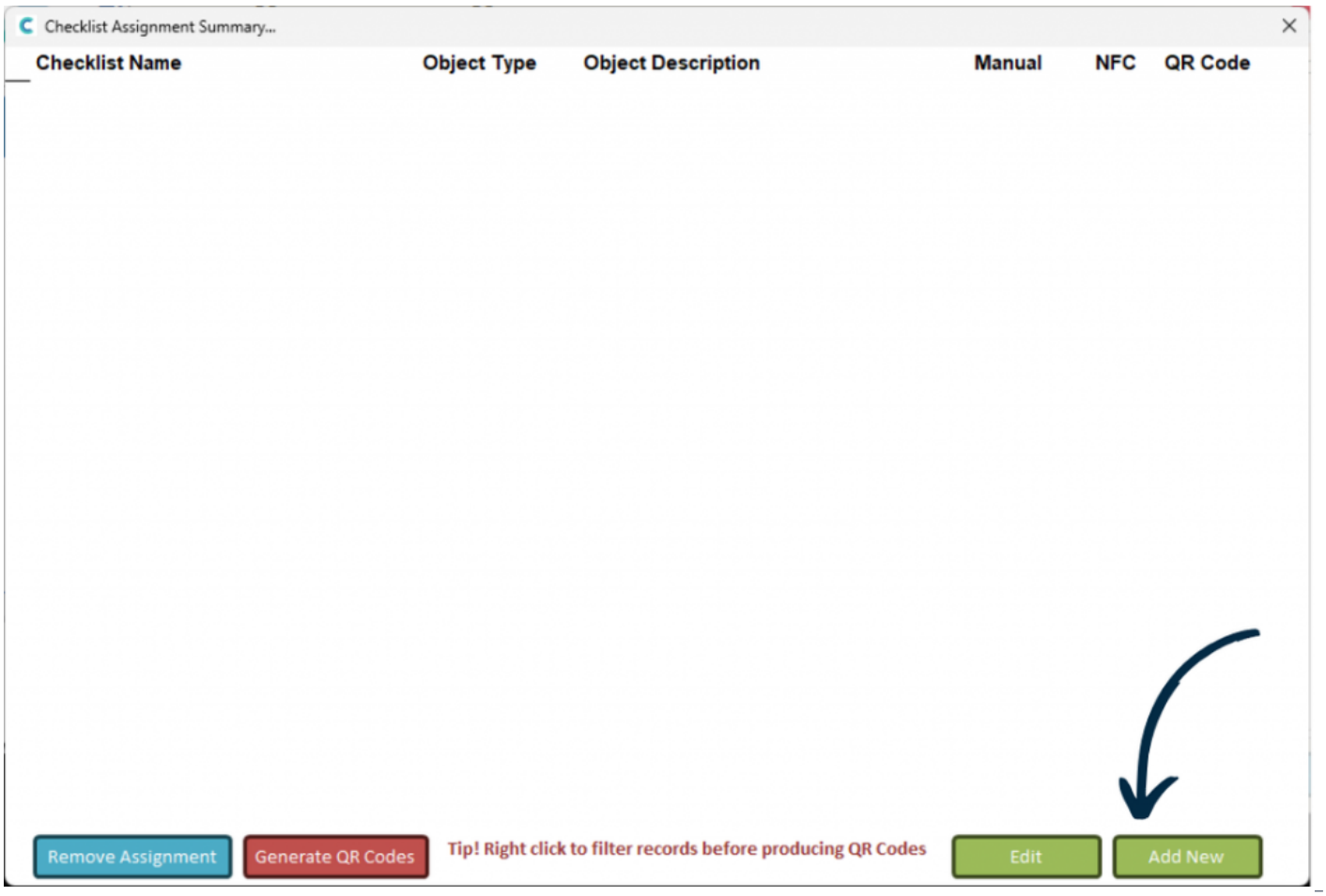
Manage Your Organisations Checklists

Checklists are simple sets of tasks that you can assign to staff to complete on a regular basis. Use this screen to manage the checklists on your system.

Checklist Name	Active ?	No. Tasks	Assignments
Care mangers/ seniors	**Yes**	**1**	**0**
Domestic List	Yes	30	0
Kitchen	Yes	2	1
Marks maintenance list	Yes	5	0

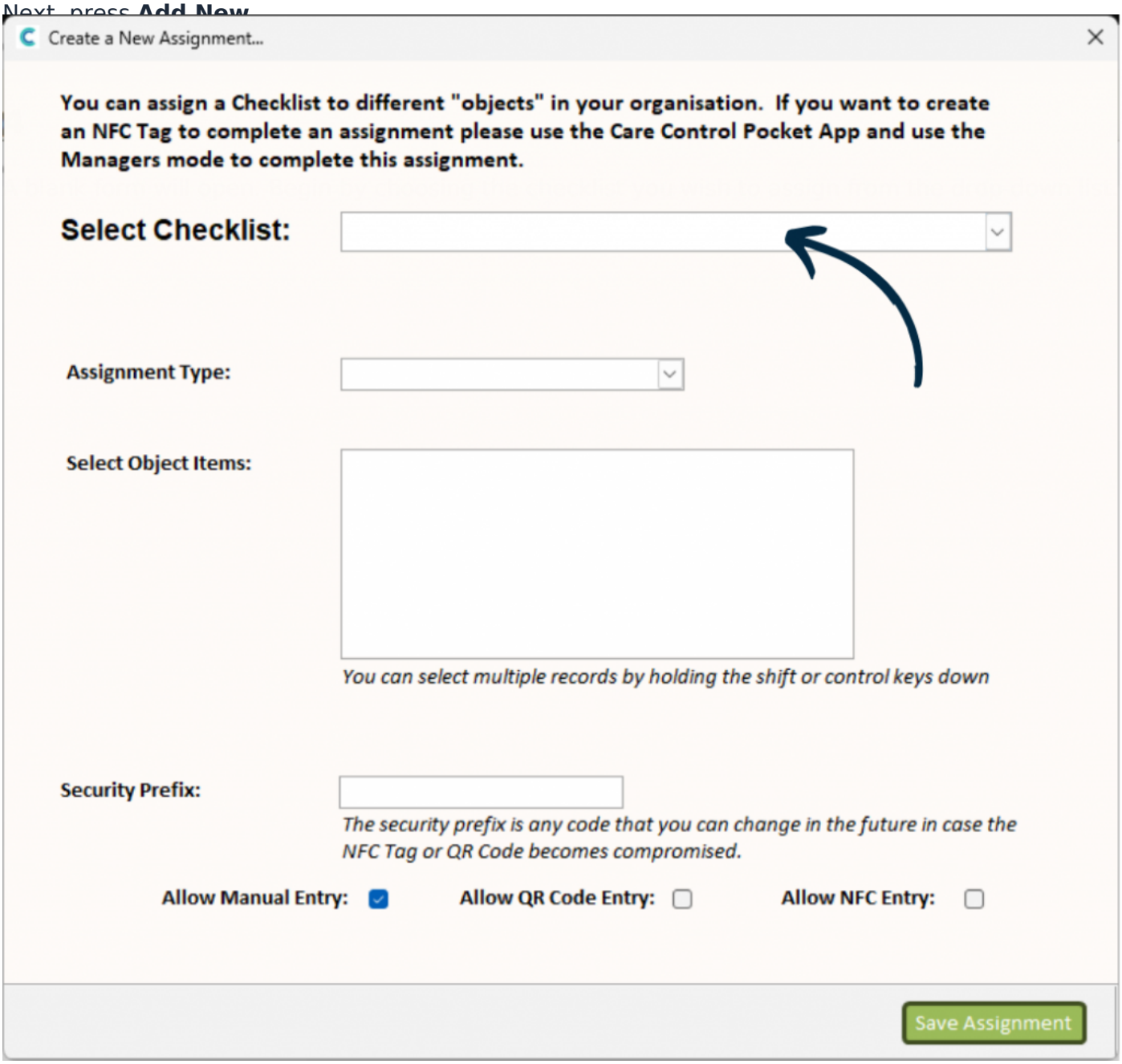


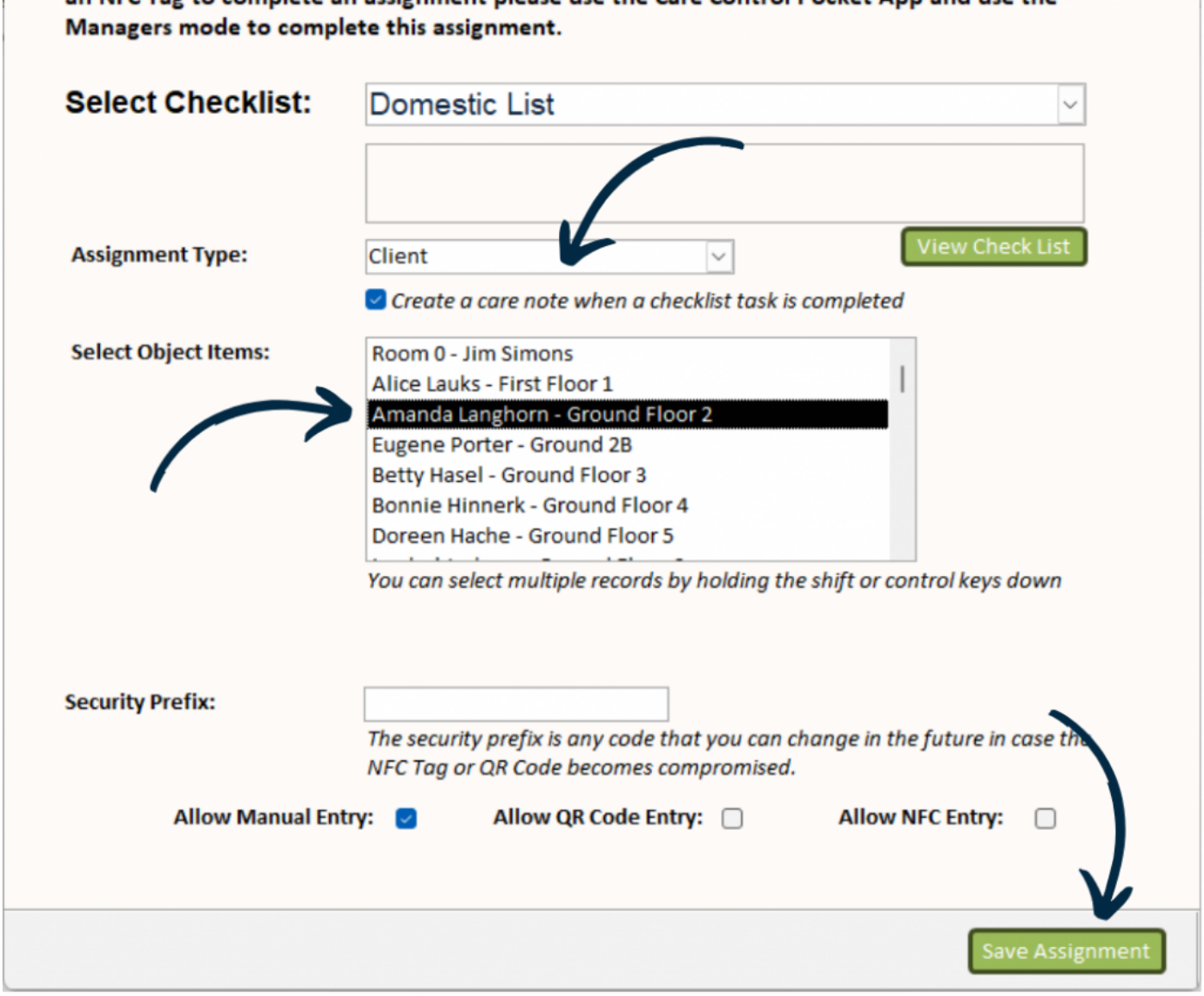
Edit Checklist | Assignments | Defaults | Your Checklist Home | Last 7 Days Issues: 7 | Create Checklist



3

Next, press **Add New**





5

Next, select **Client** from the **Assignment Type** drop-down.

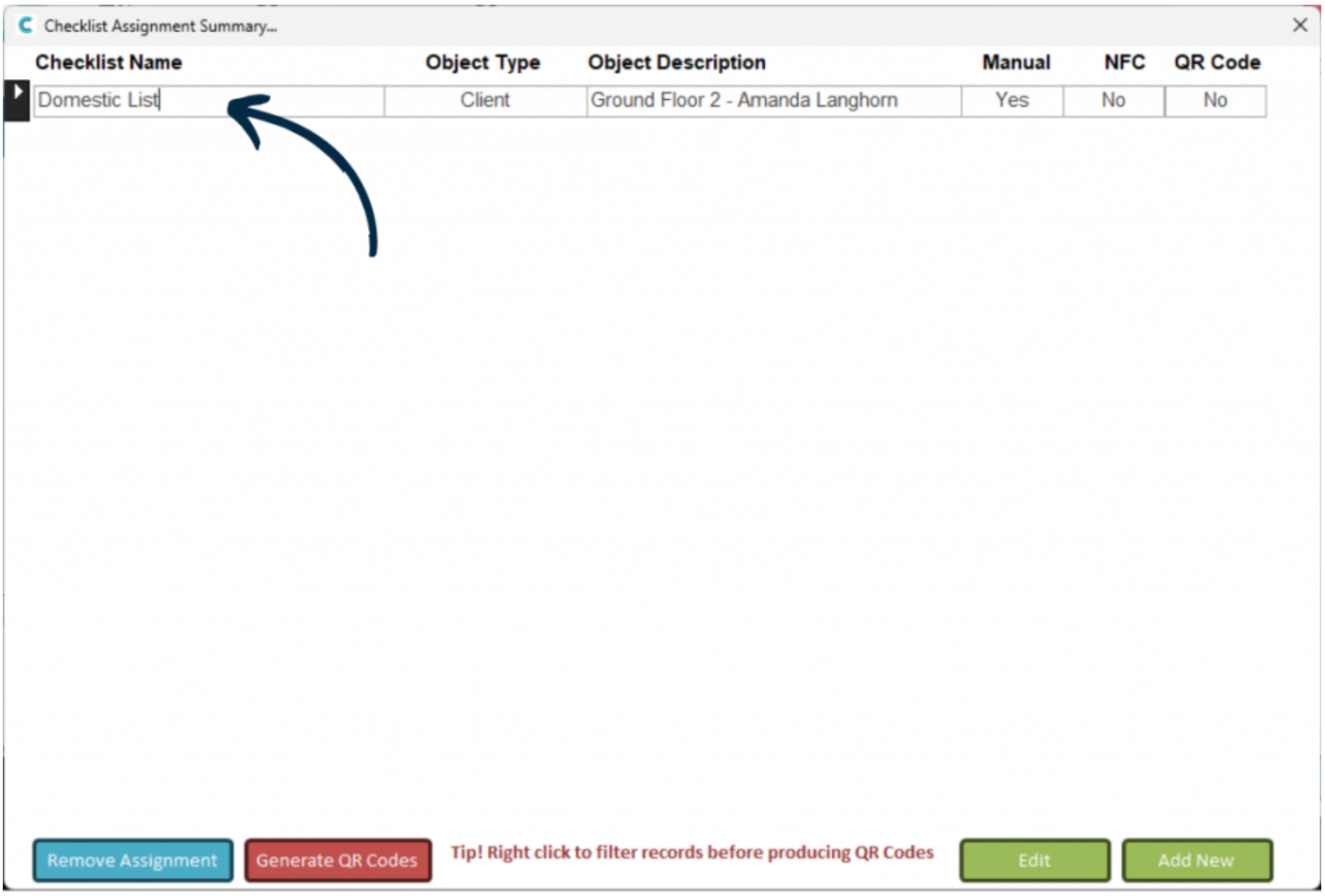
After doing this, a list of your service users will be displayed below.

Select the **Service User** you wish to assign the checklist to.

Finally, press **Save Assignment**.

6

Your new assignment will be displayed in the assignment list.


Checklist Assignment Summary...
Checklist Name
Object Type
Object Description
Manual
NFC
QR Code
Domestic List
Client
Ground Floor 2 - Amanda Langhorn
Yes
No
No
Remove Assignment
Generate QR Codes
Tip! Right click to filter records before producing QR Codes
Edit
Add New