DBS Checks in Cloud

Staff Records · https://cclearninghub.co.uk/docs/dbs-checks-in-cloud/

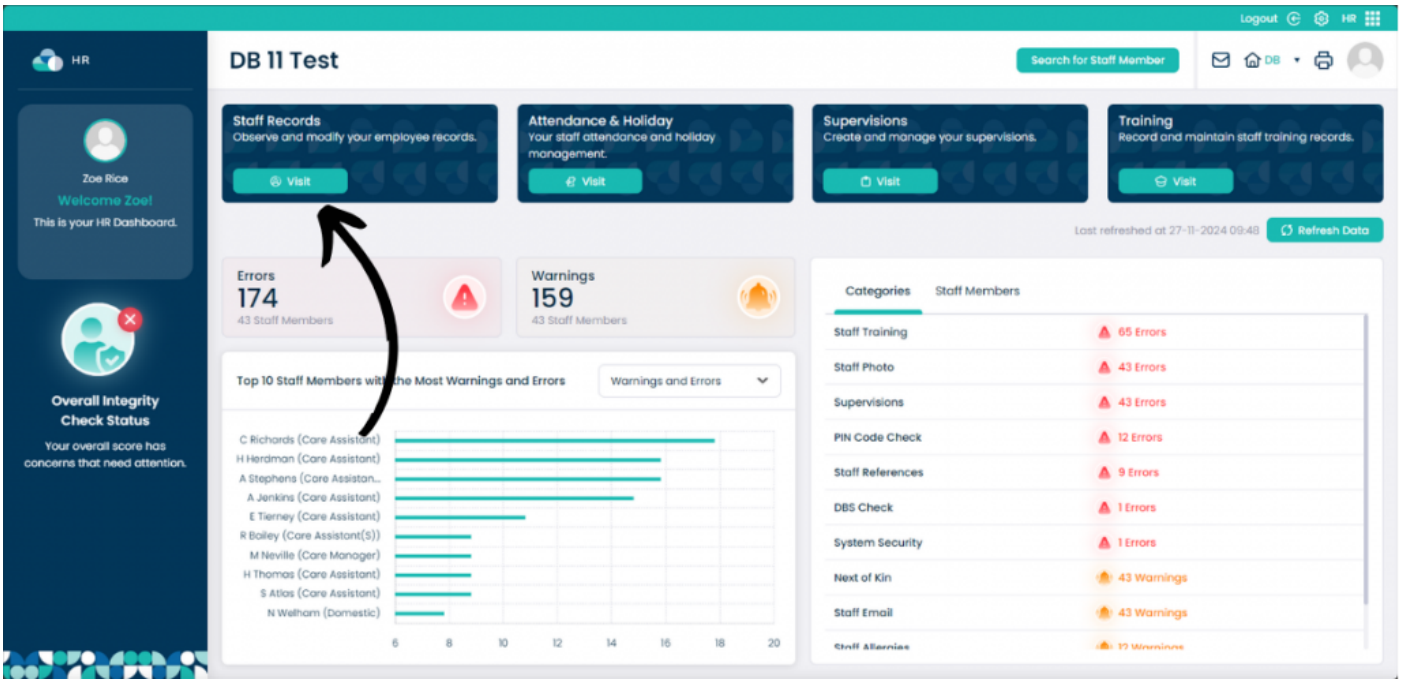
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This guide will cover recording staff DBS checks in Care Control Cloud



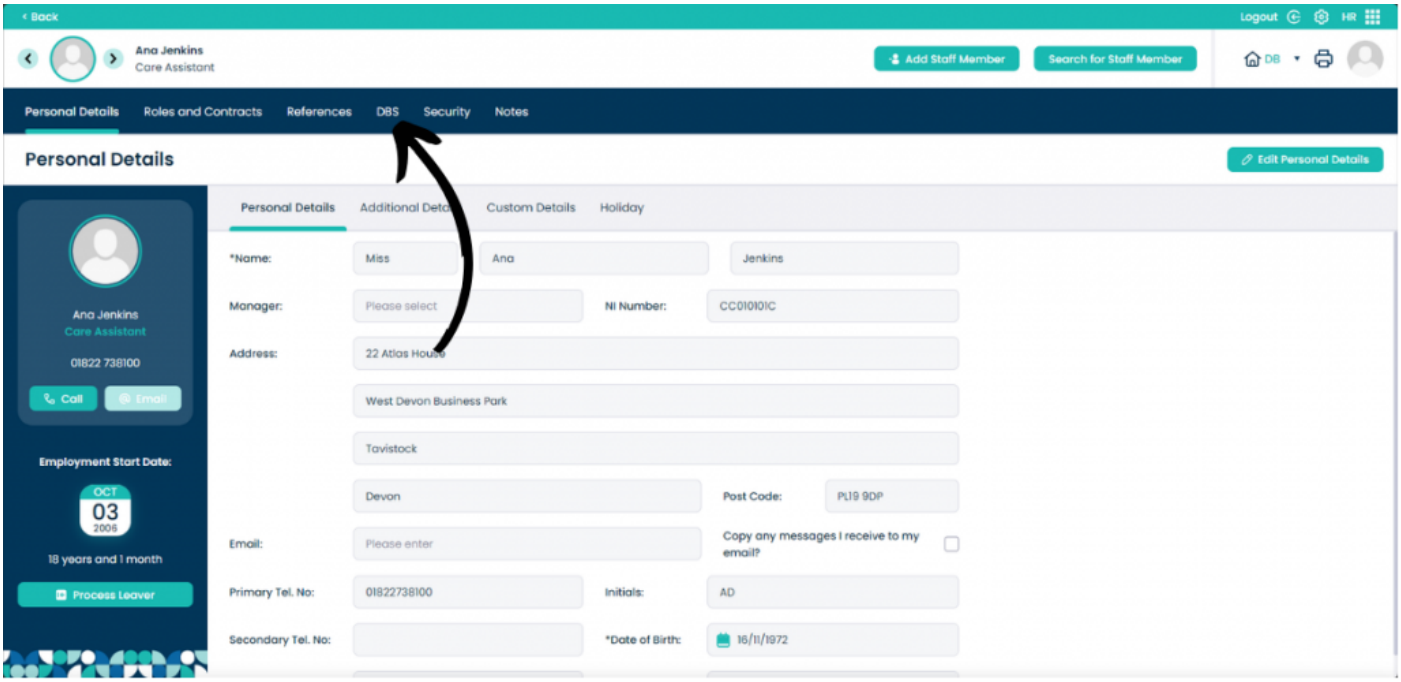
Step 1:

When in the **HR App**, select **Visit** under **Staff Records.**



Step 2:

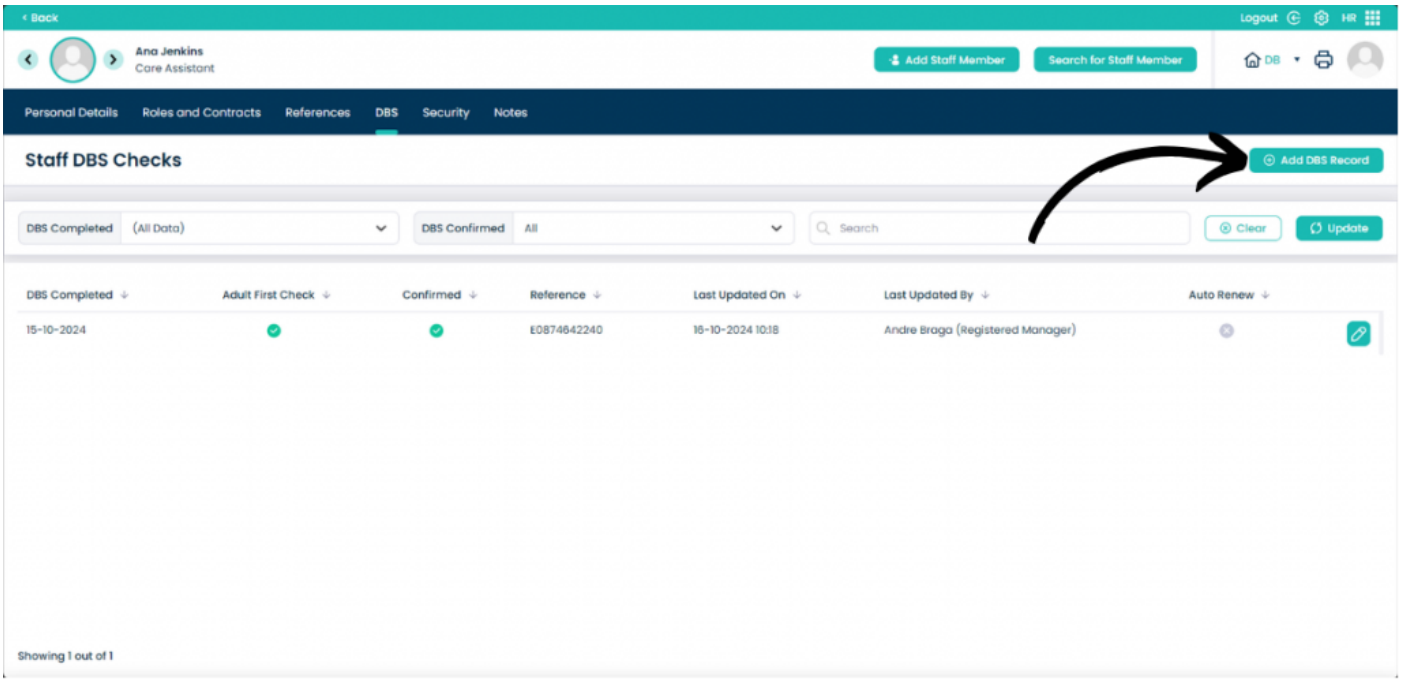
When on the staff member you want to view, click **DBS.**



Step 3:

On this page you can view all of the previously completed DBS Checks as well as add new records.

To add a new record, click **Add DBS Record.**



Step 4:

Add all of the details of the DBS check within the record box. When done, click **Save.**

