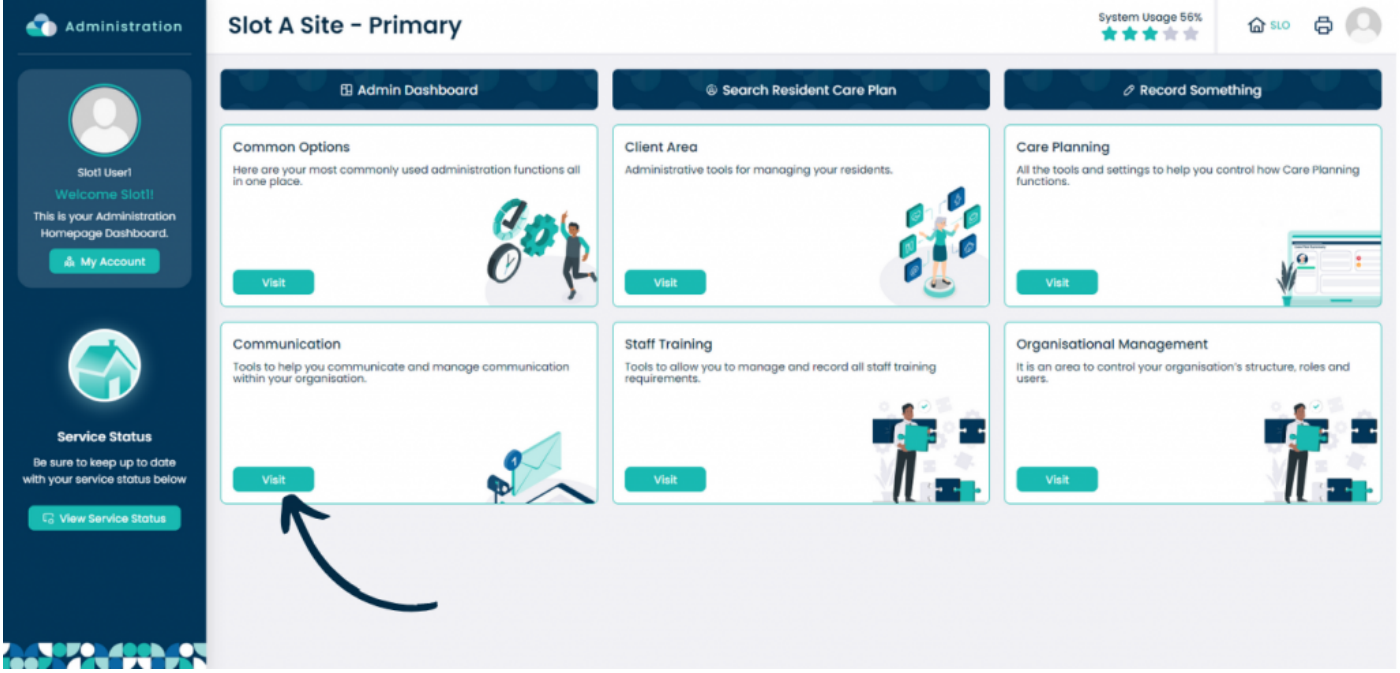
Event Categories on Cloud

Communication · https://cclearninghub.co.uk/docs/event-categories-on-cloud/

Event Category Management

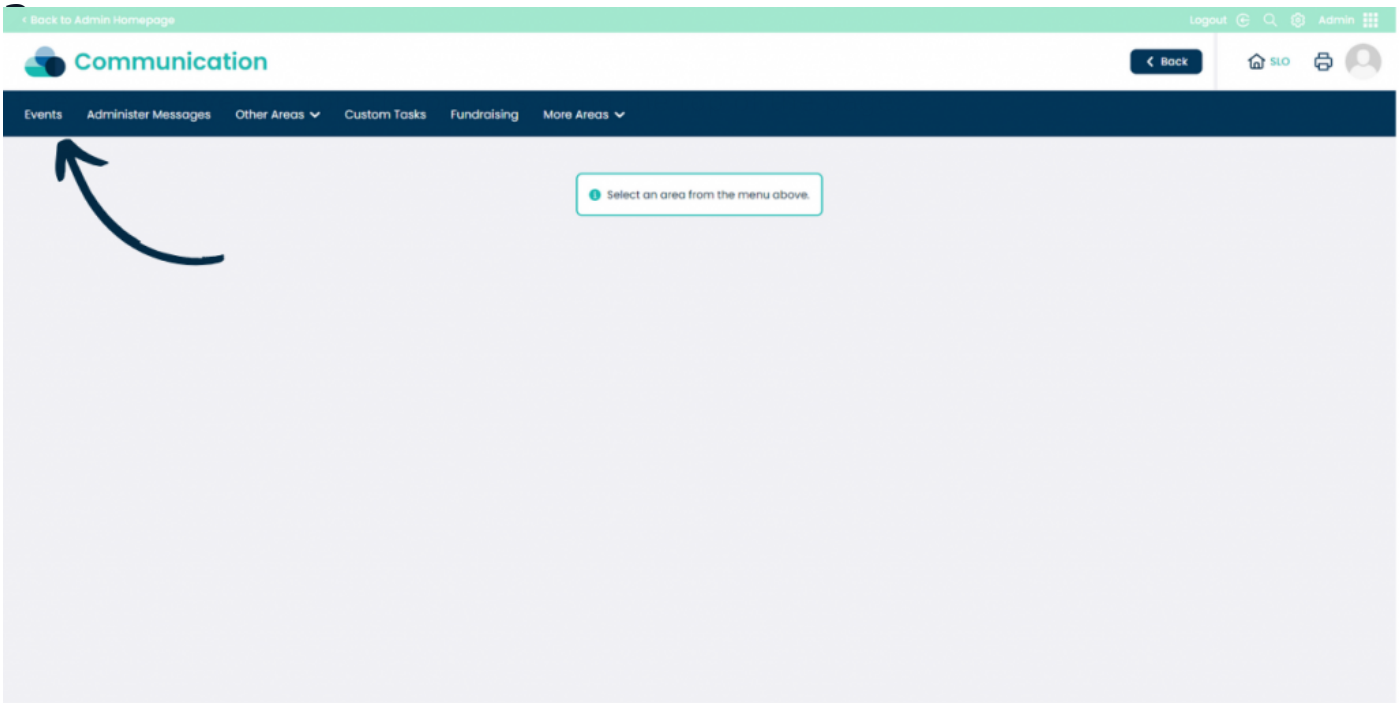
This guide will cover how to access and amend Event categories on Care Control Cloud. These categories feed into Custom Task types as well as Calendar events.

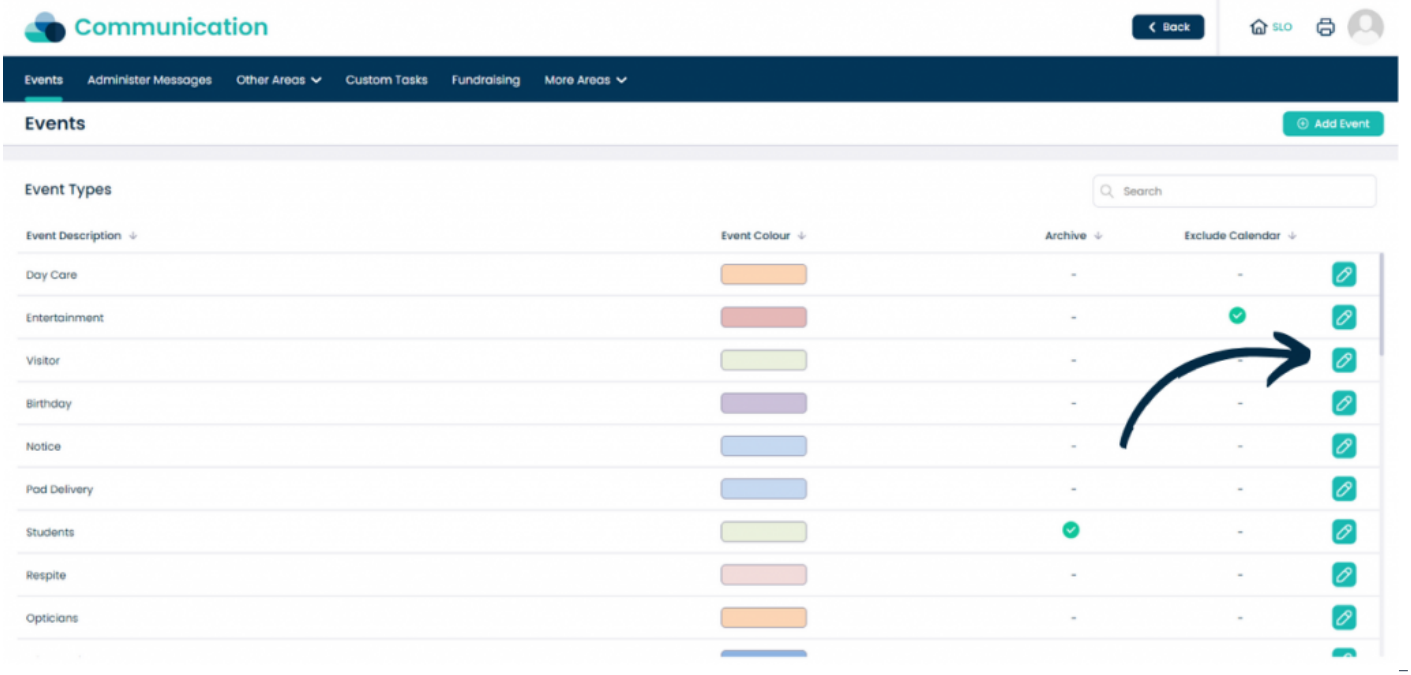




1

From within the Admin application on Care Control Cloud, navigate to the **Communication** area.





3

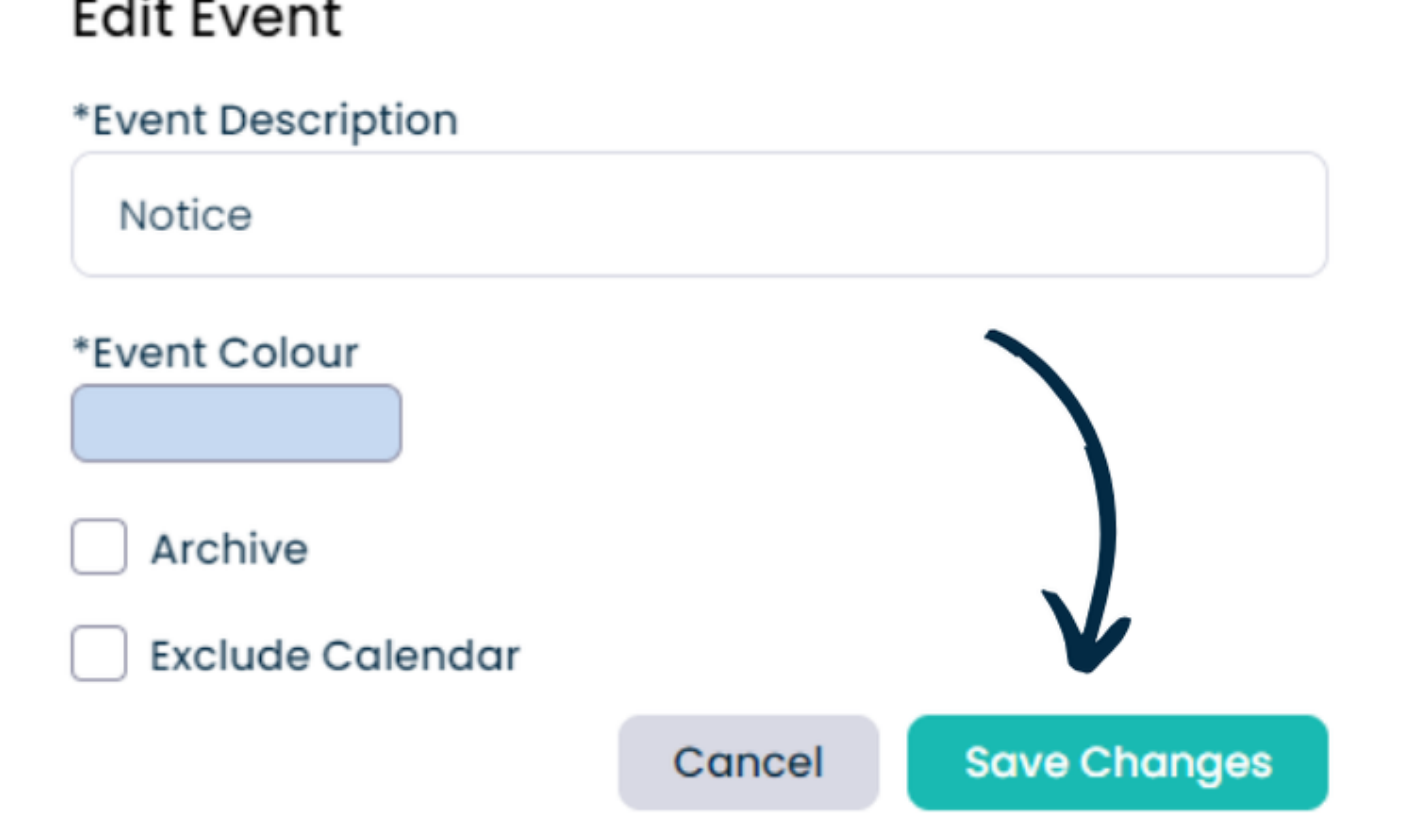
A list of event categories will be displayed. You can amend an existing category by pressing the **edit icon** on the right hand side.

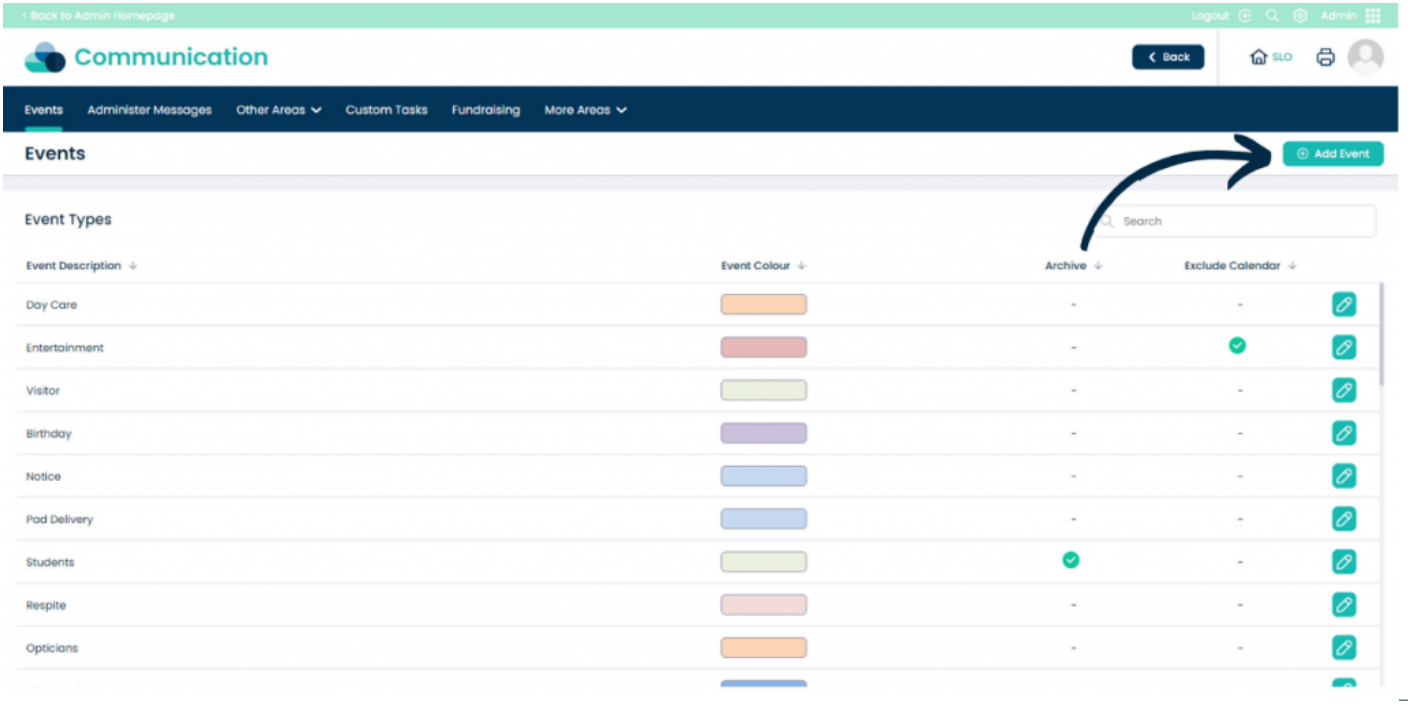
4

A small edit box will open. Here, you can change the name and colour of the category.

You can also archive the event category and exclude it from calendar entries.

After making any amendments, press **Save Changes**

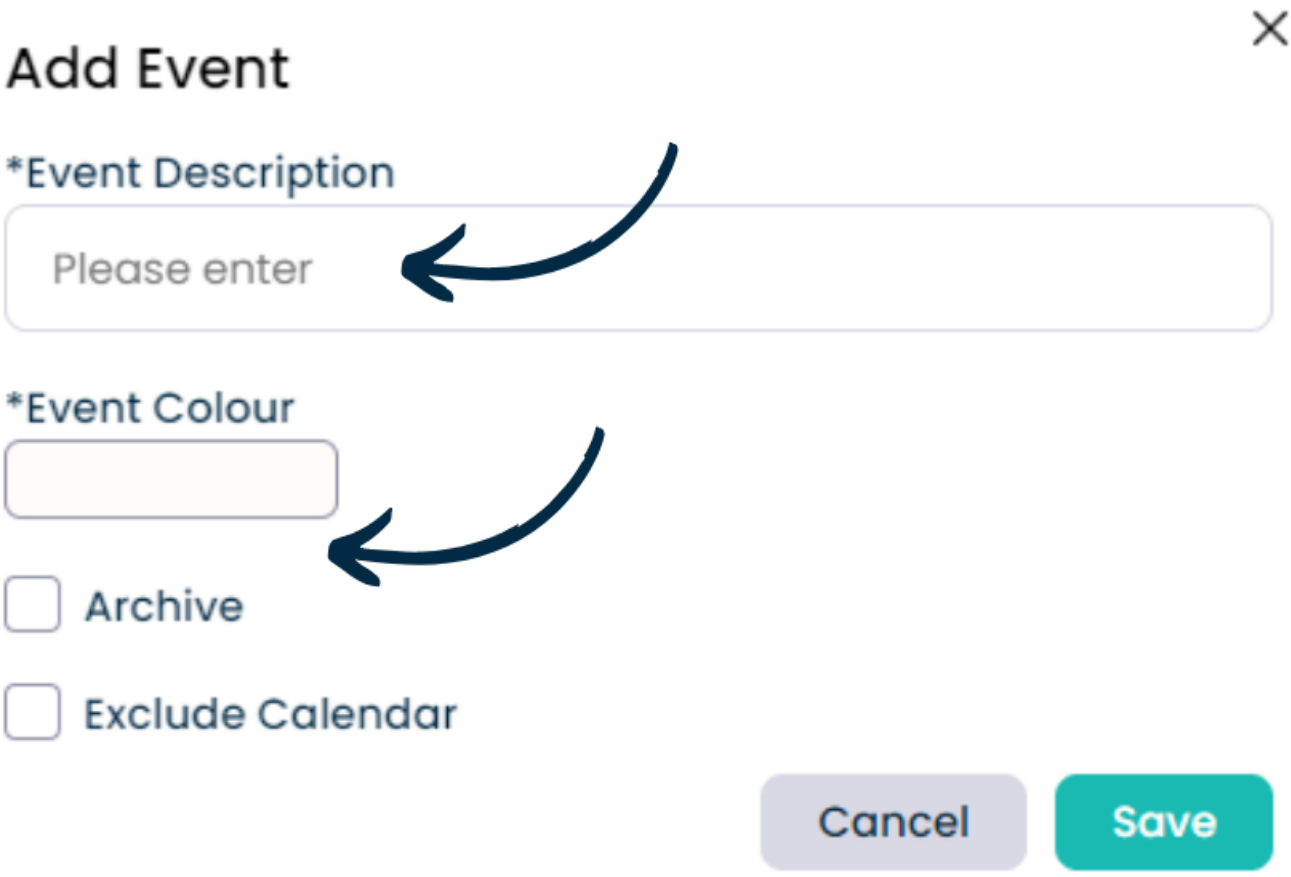




5

You can create a new event category by pressing **Add Event** in the top right corner of the page.

6


Add Event
*Event Description
Please enter
*Event Colour
Archive
Exclude Calendar
Cancel
Save