How to Create and Modify Fast Facts Templates

Care Planning · https://cclearninghub.co.uk/docs/how-to-create-and-modify-fast-facts-templates/

How to Create and Modify Fast Facts Templates

This guide will walk you through the new Navigation Menu in Care Control Cloud

Takes 4 minutes

For: Seniors & Managers

Updated: 1st June 2026

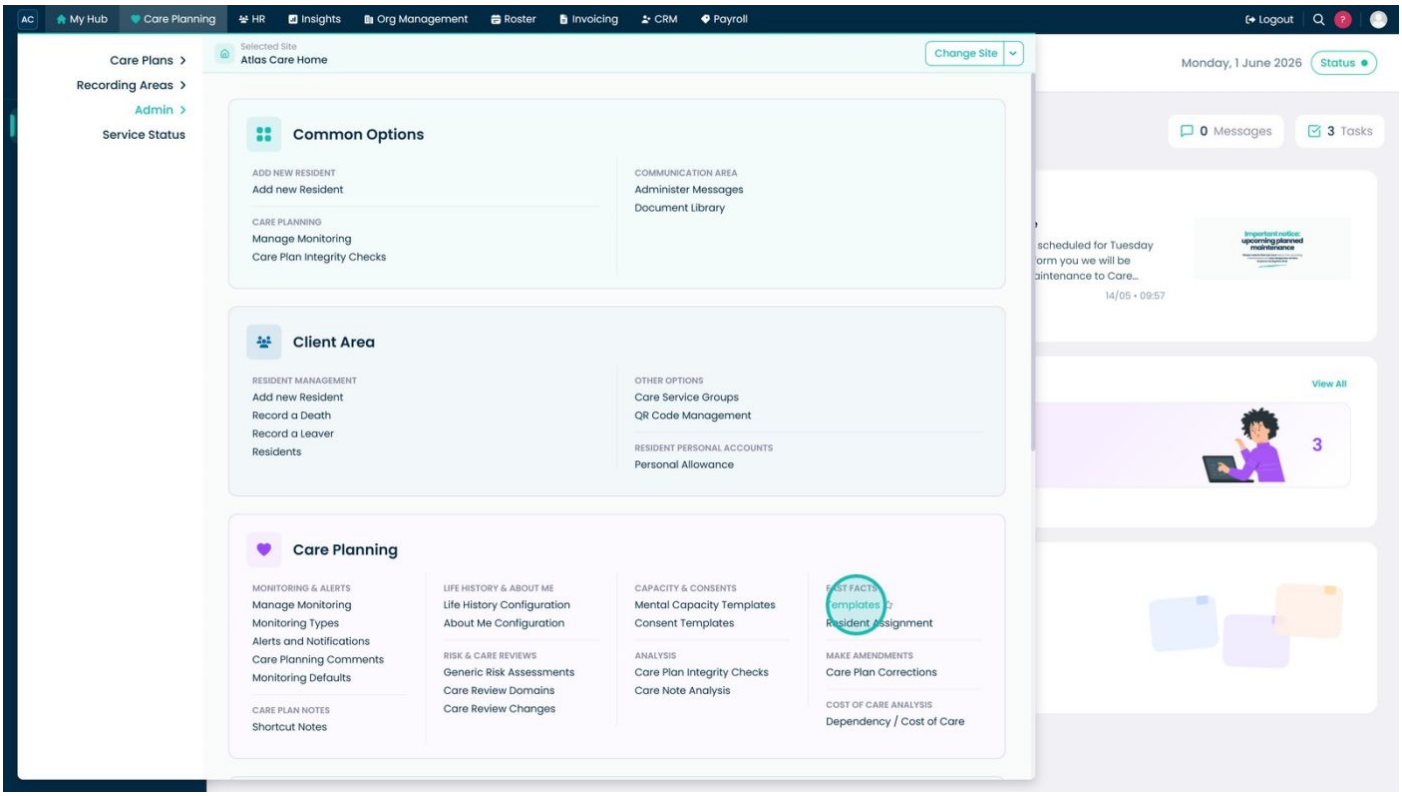
Introduction

This guide explains how to create and manage Fast Facts Templates within Care Control Cloud.

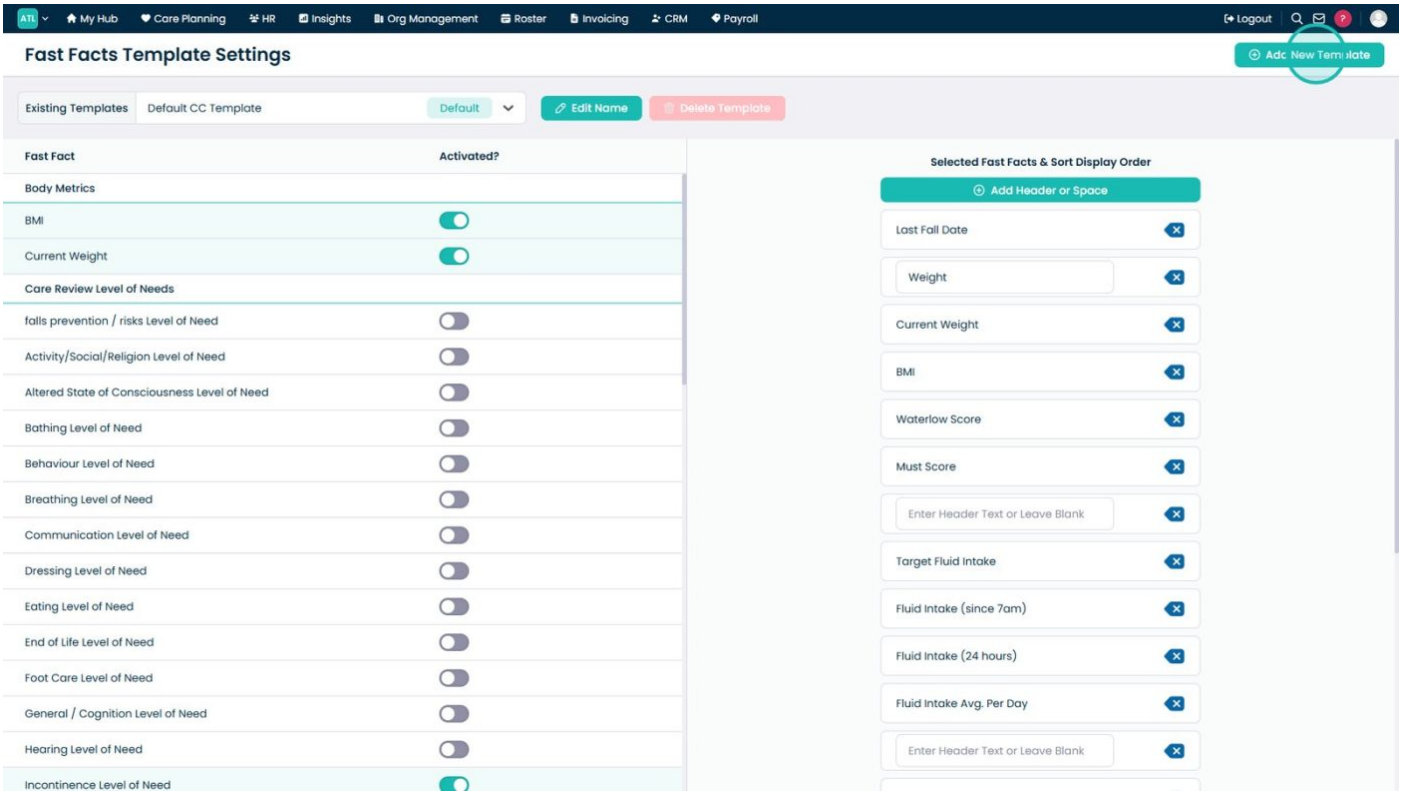
In this guide you'll learn how to:

- Create new Fast Facts templates
- Add and organise Fast Facts sections
- Set a default template
- Edit template settings
- Delete unused templates

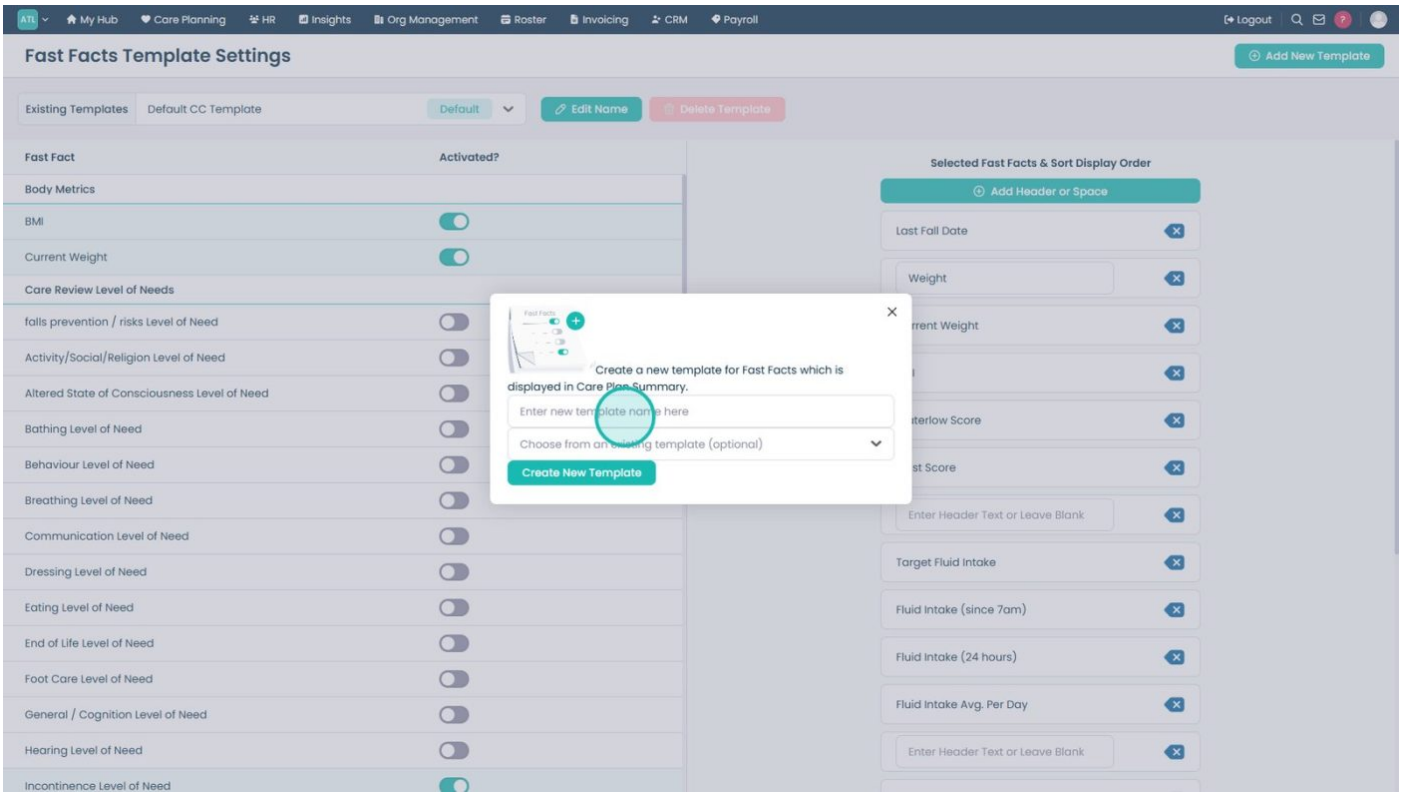
Open Fast Facts Templates.



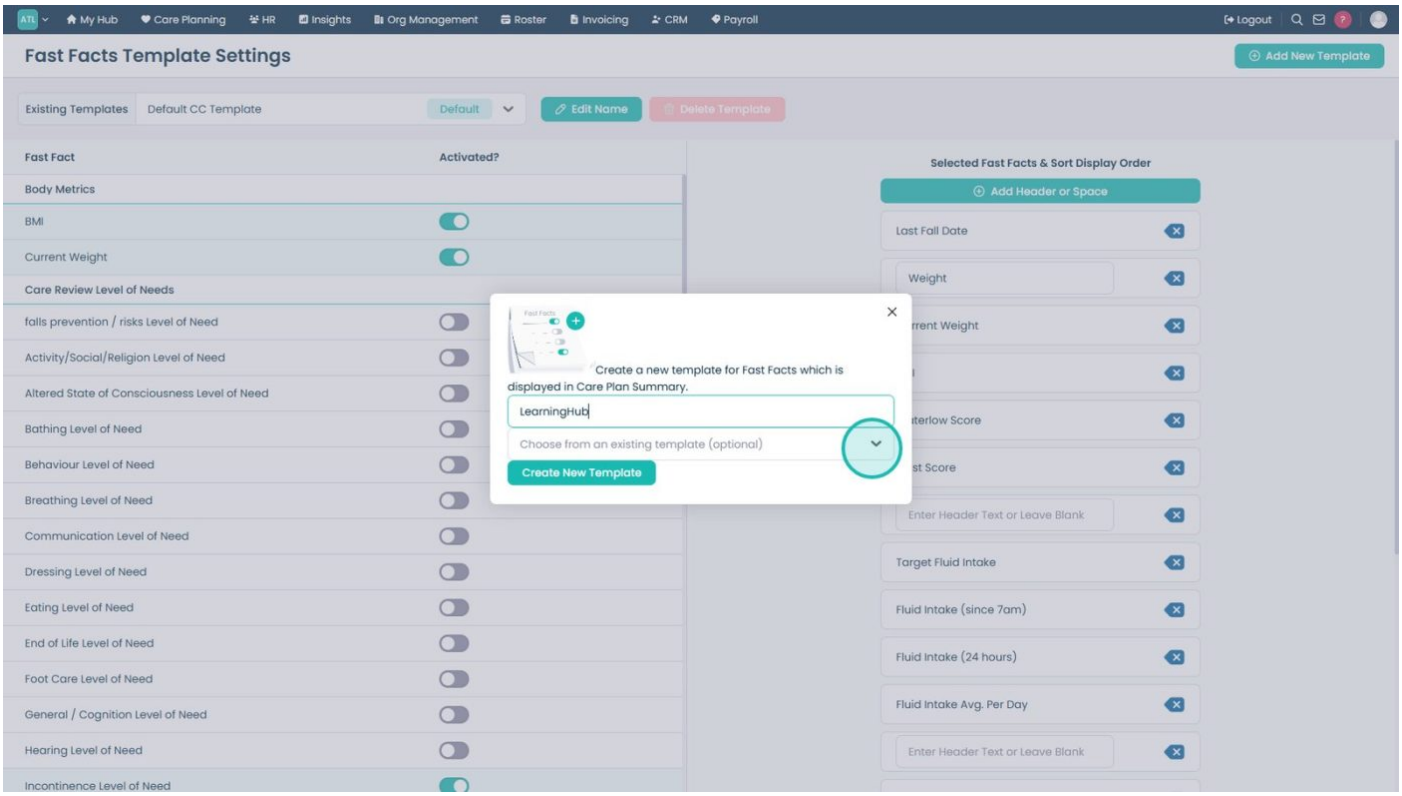
Select Add New Template.



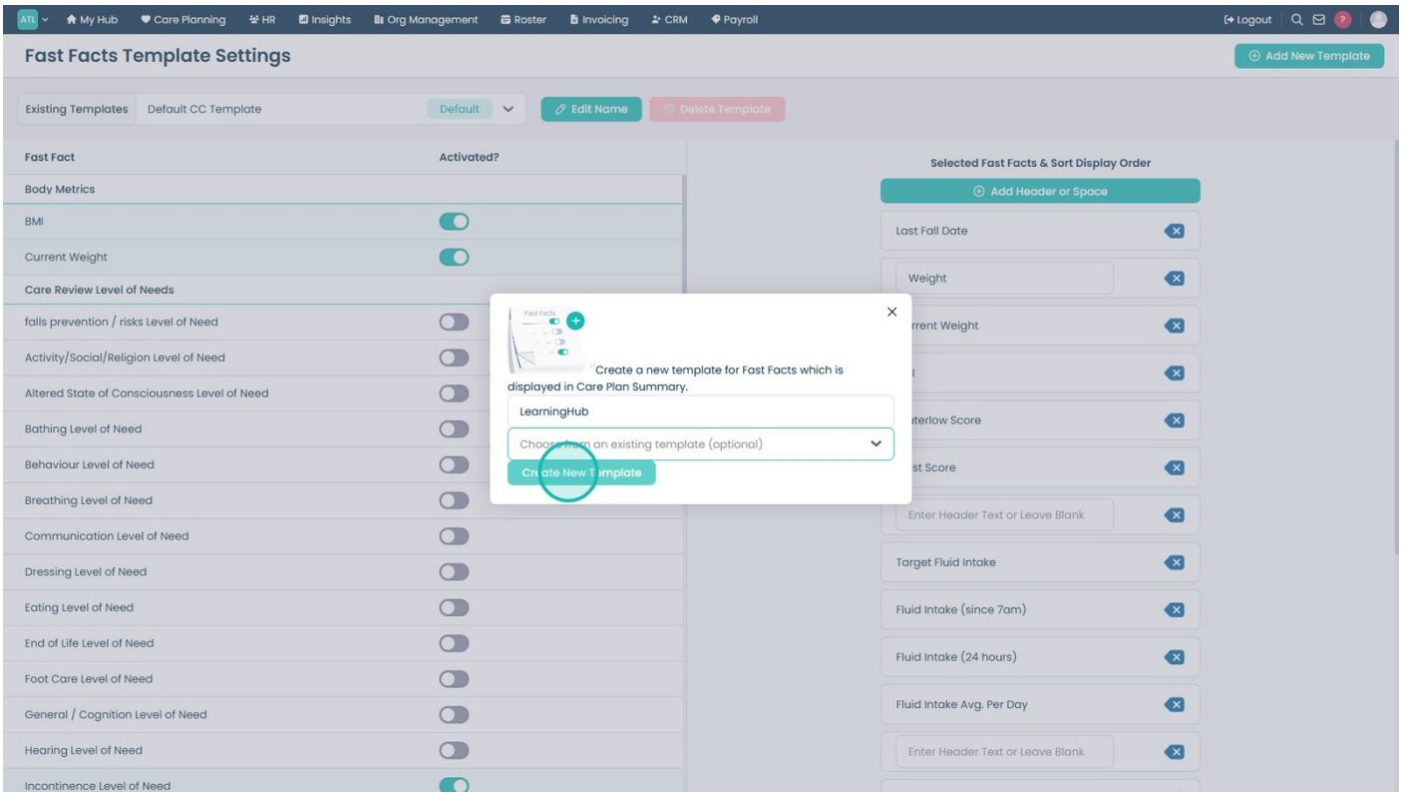
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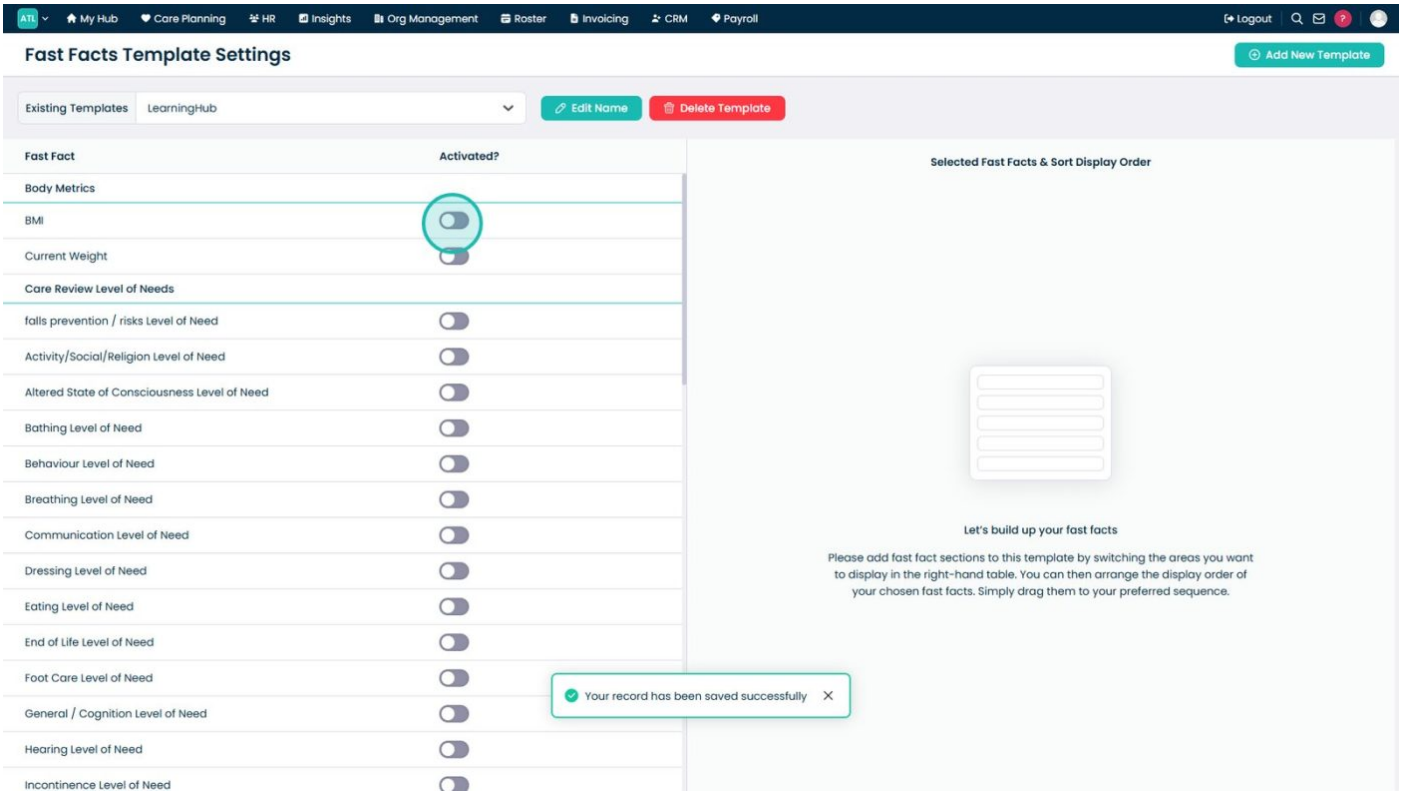
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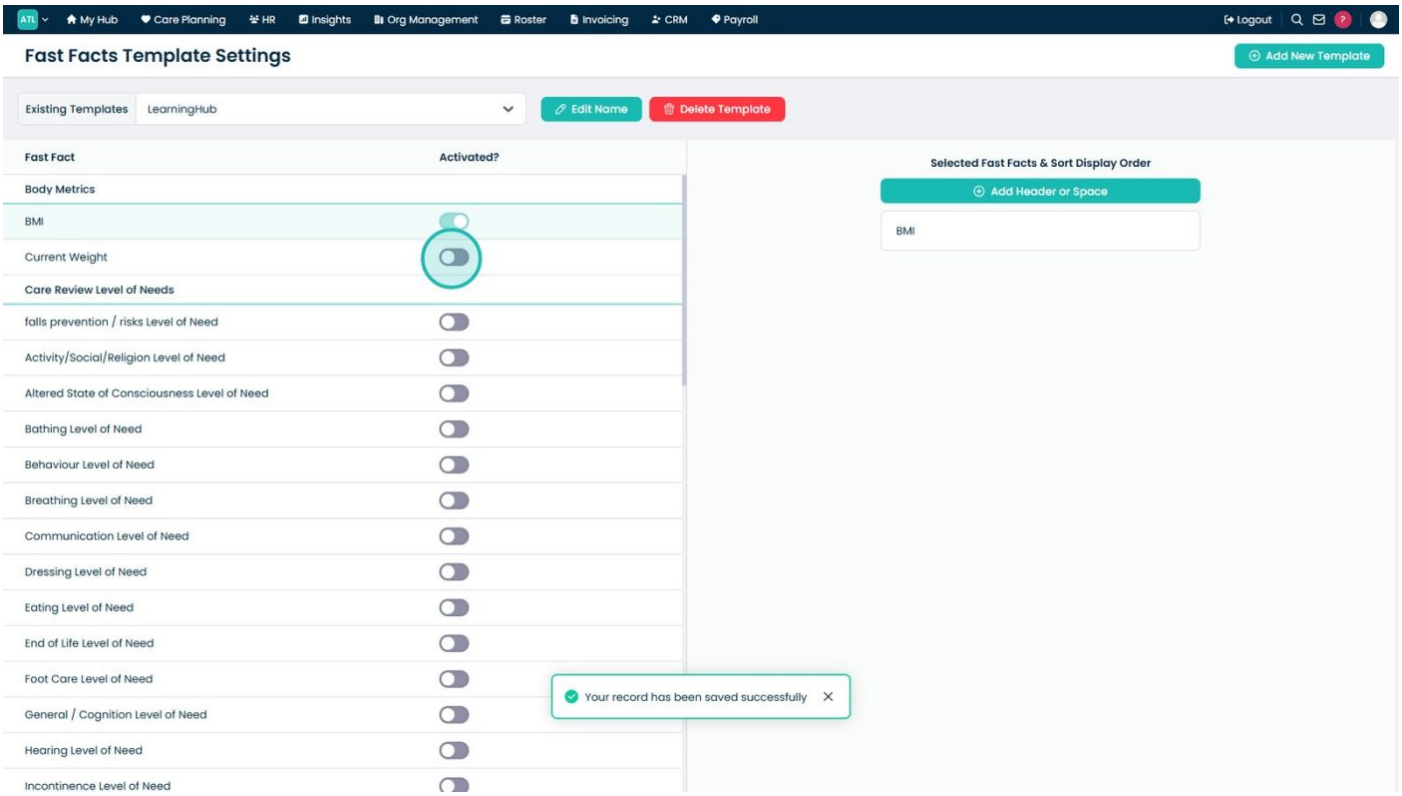
Create the template.



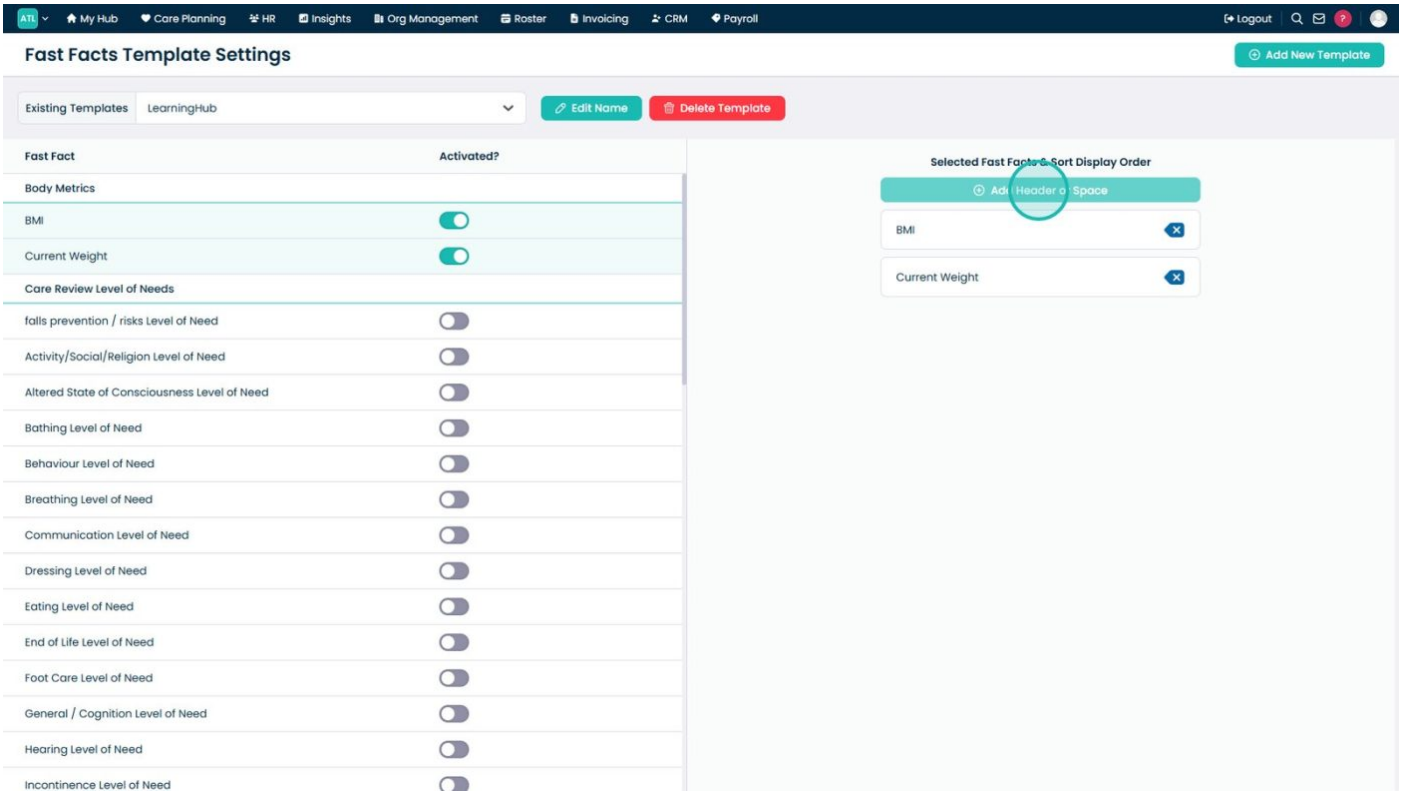
Enable Fast Facts sections.



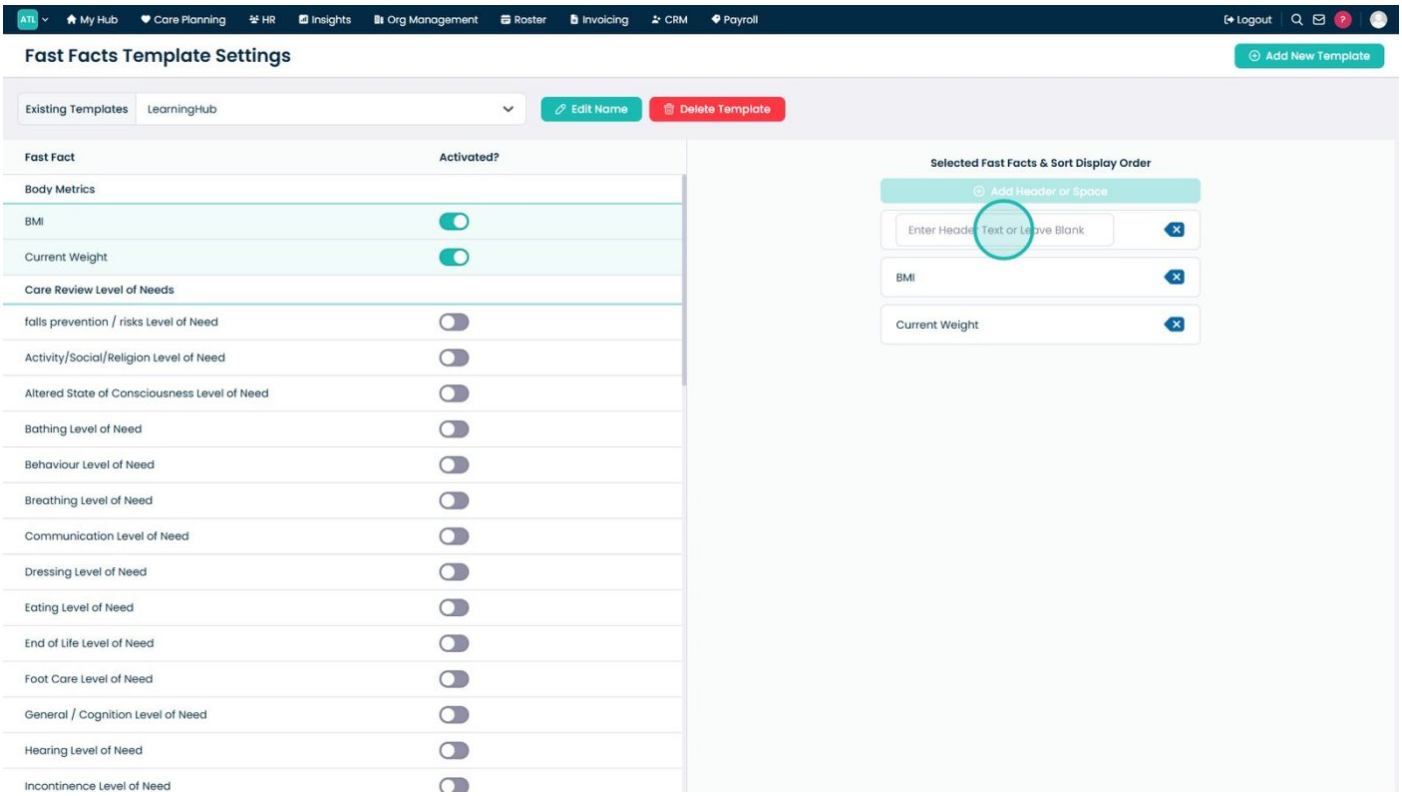
Add additional Fast Facts.



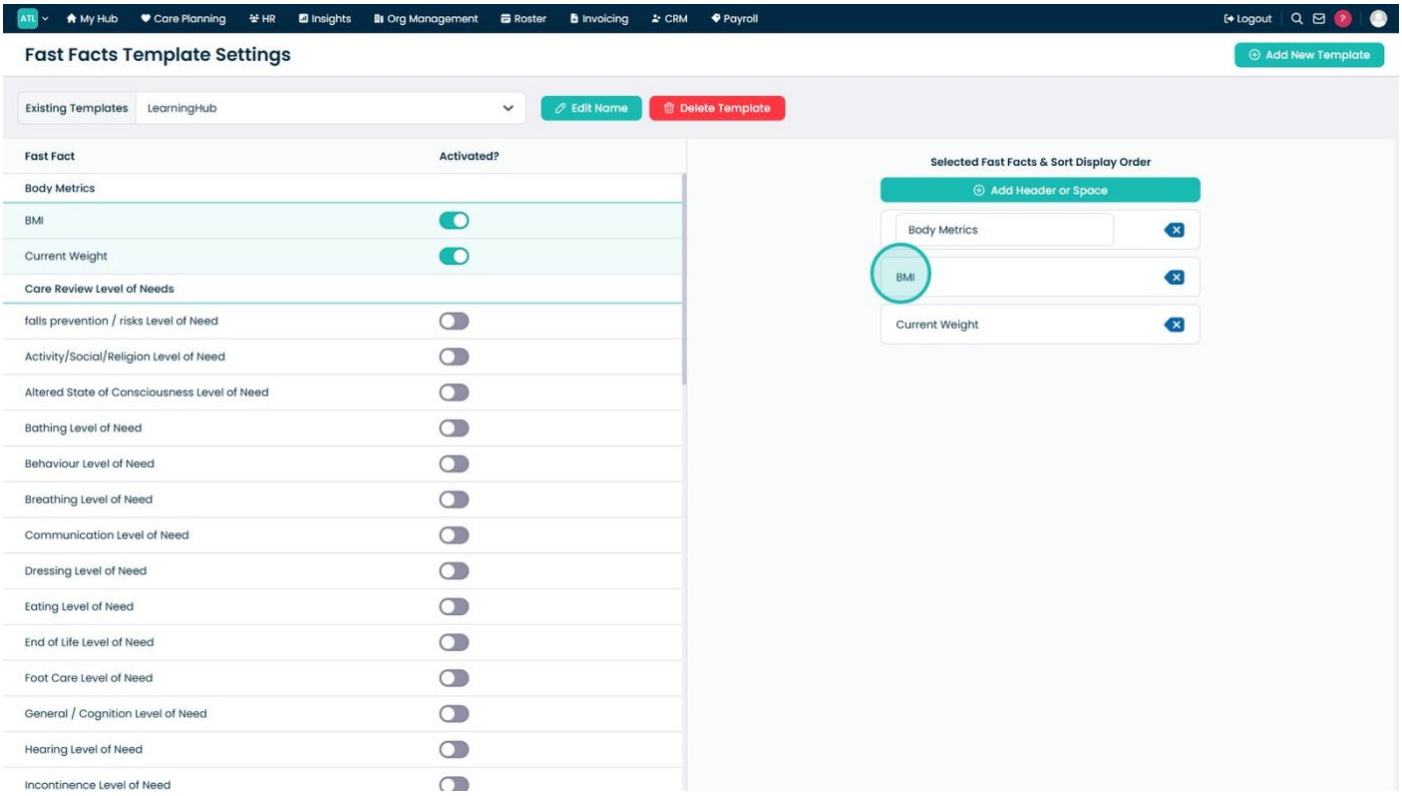
Add a header or space.



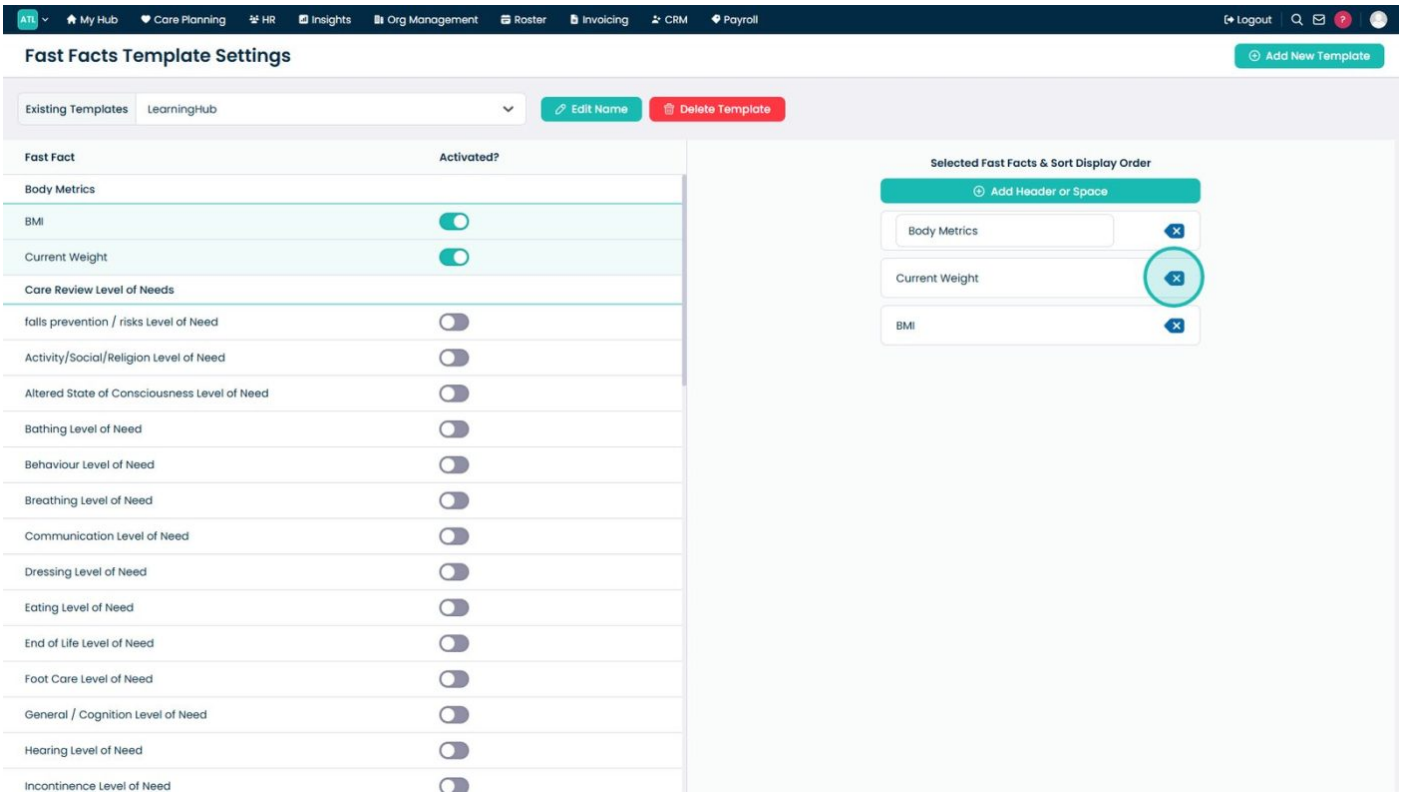
Enter a header name or leave blank for spacing.



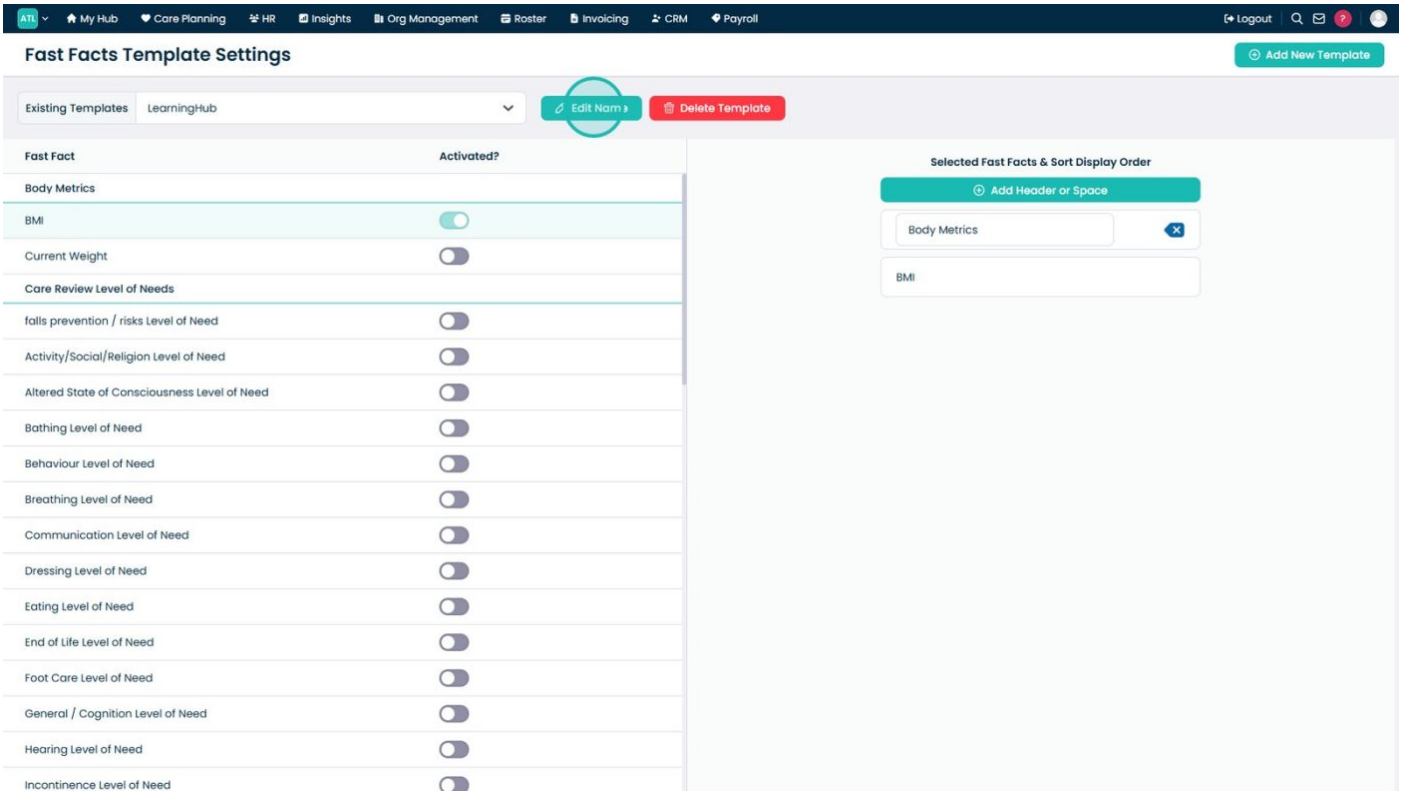
Drag and reorder Fast Facts.



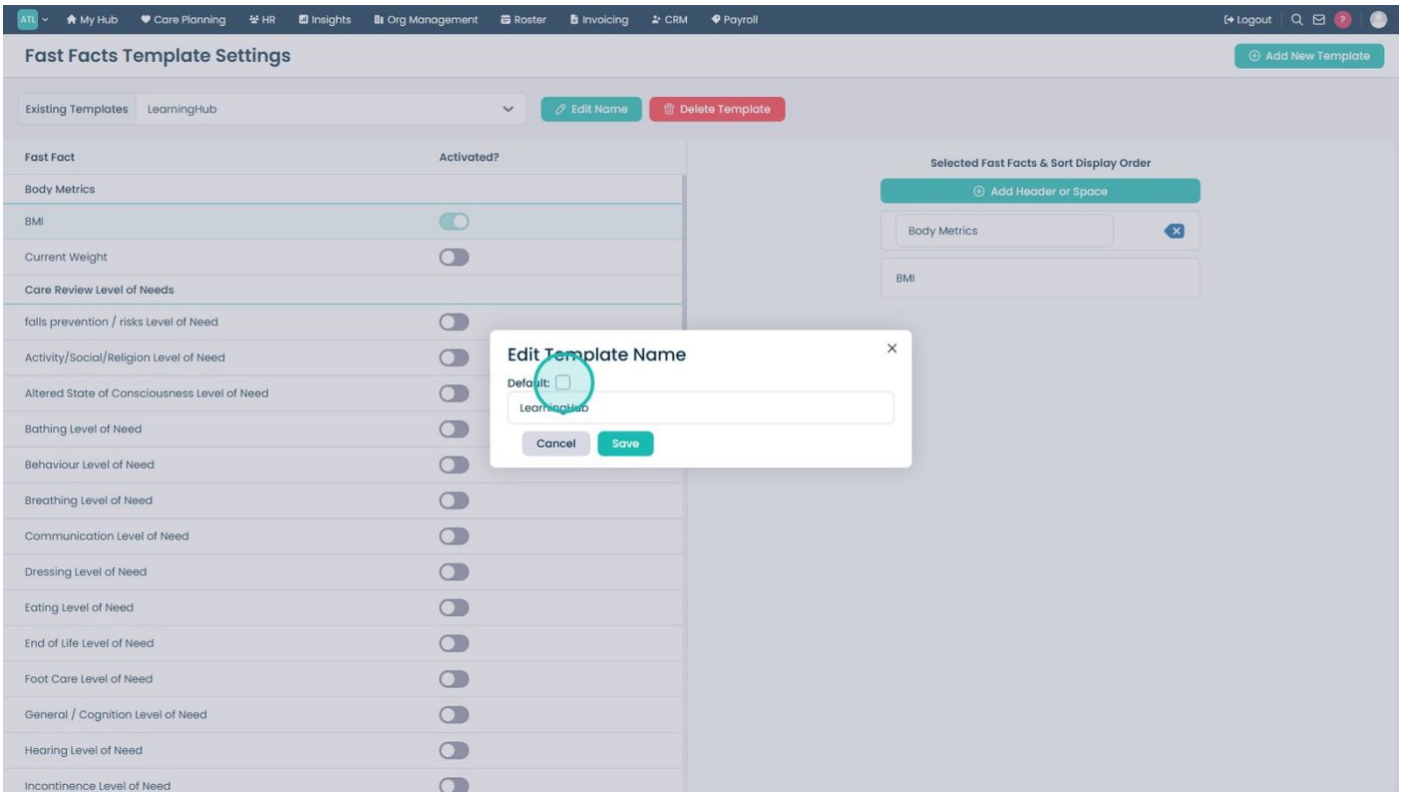
Remove unwanted Fast Facts.



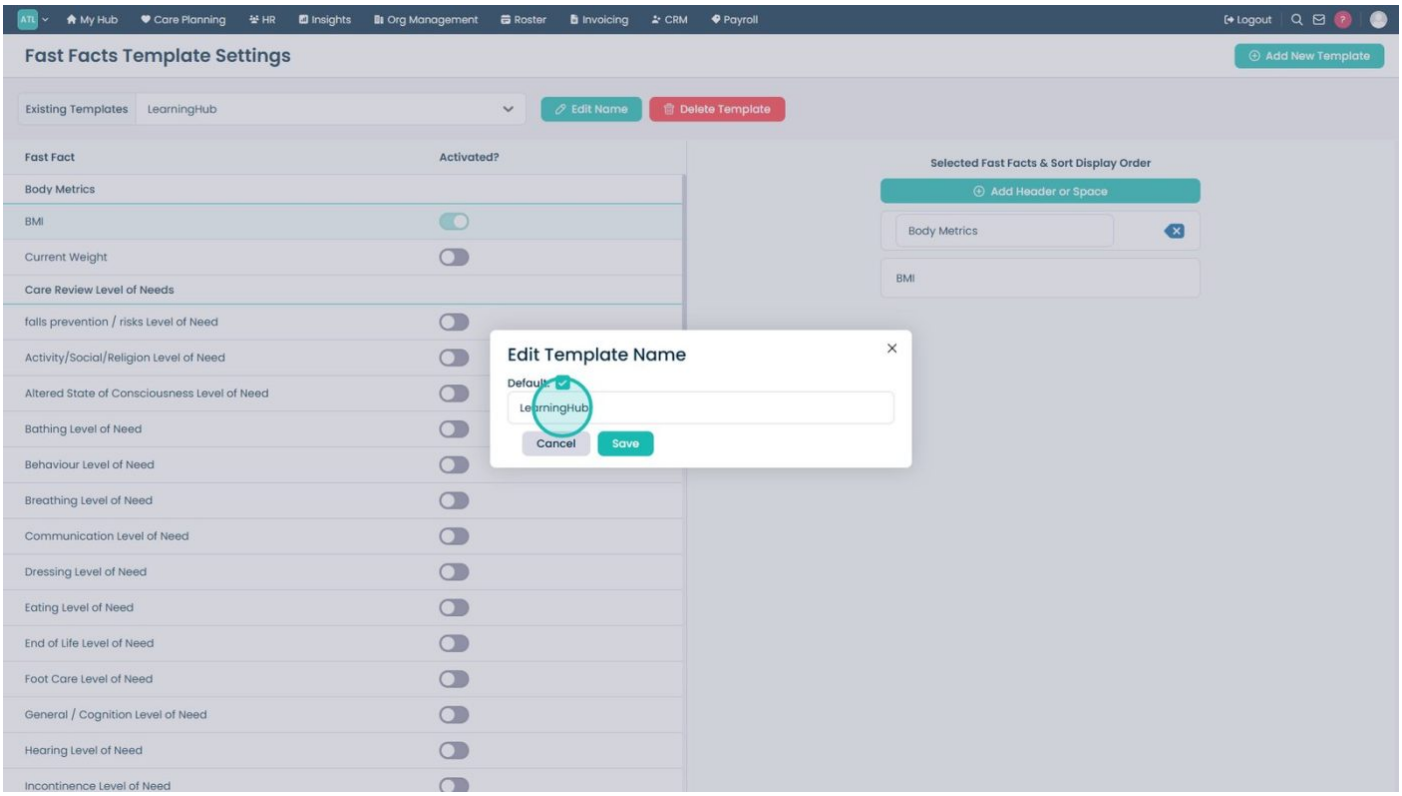
Select Edit Name.



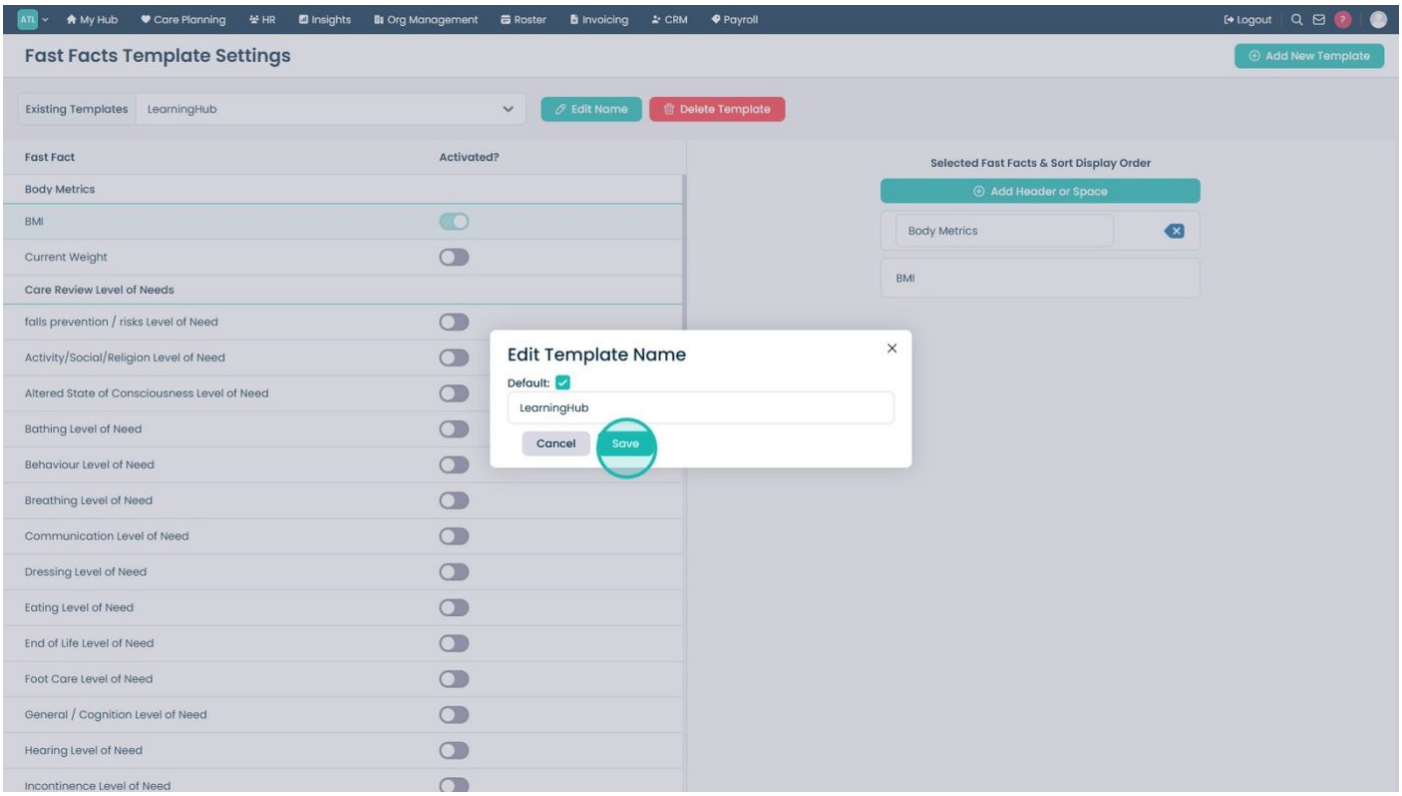
Set the template as default if required.



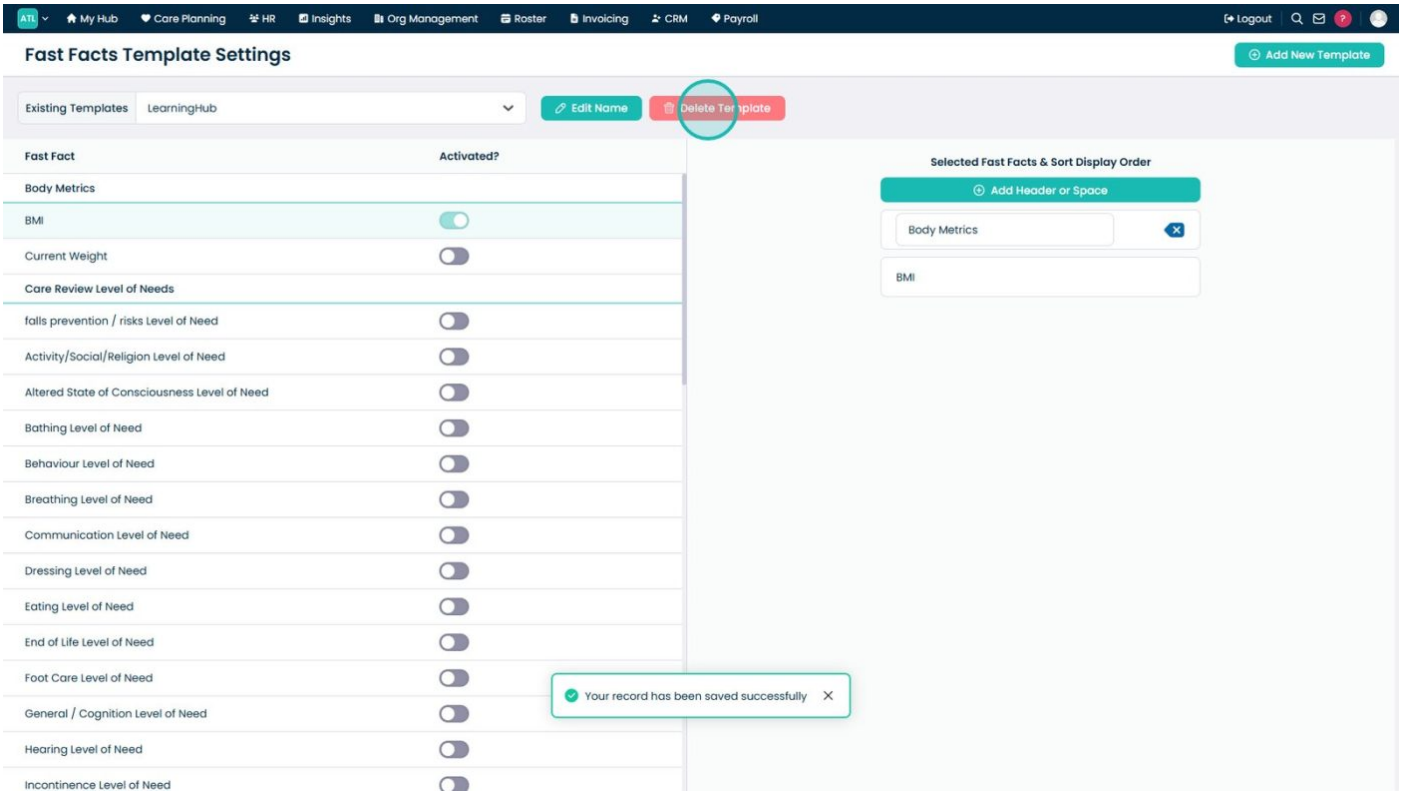
Update the template name if required.



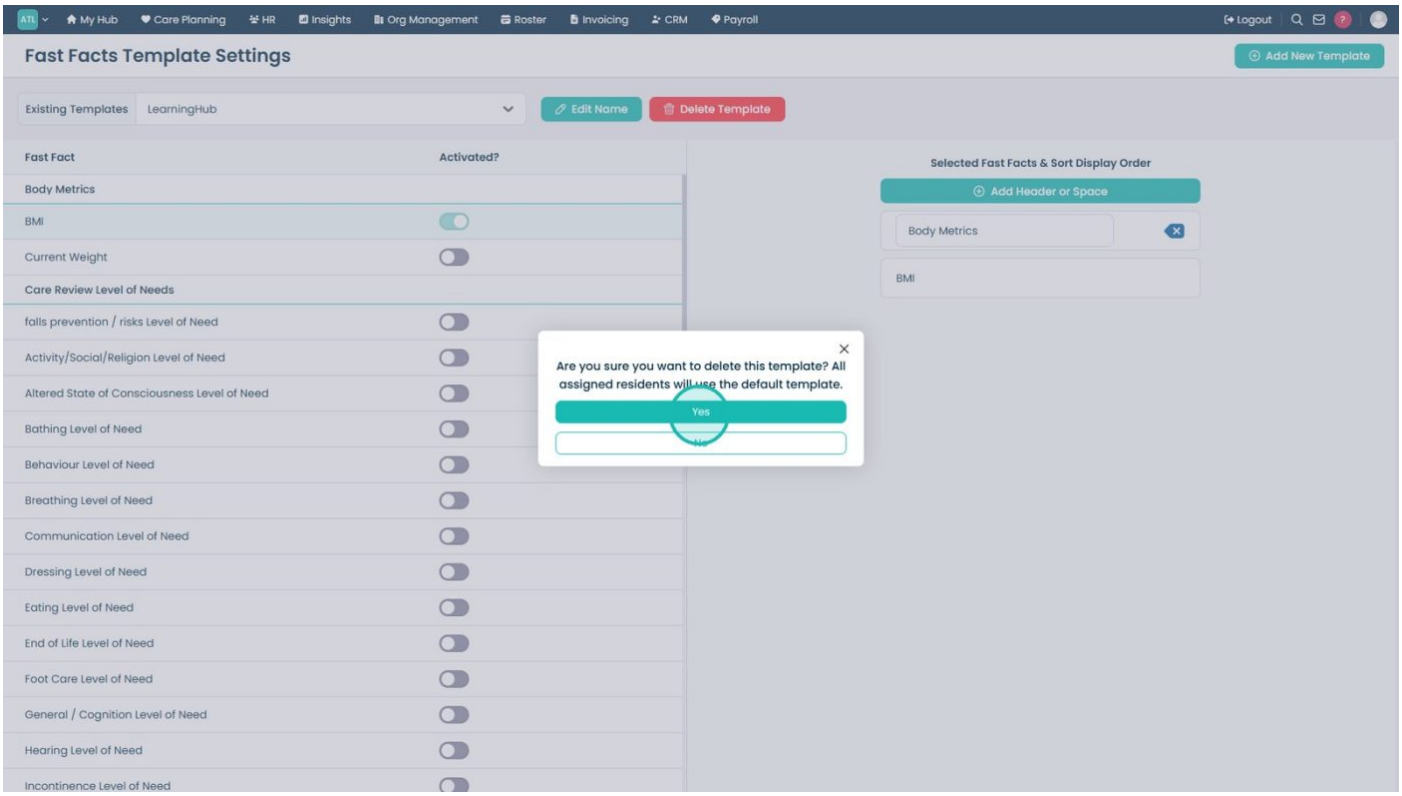
Save template changes.



Select Delete Template.



Confirm deletion.



Top tip

Keep Fast Facts templates simple and well organised so staff can quickly find the most important resident information at a glance.

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