How to Set Up V-Book

Care Control V-Book · https://cclearninghub.co.uk/docs/how-to-set-up-v-book/

How to Set Up Care Control V-Book

Learn how to generate a One-Time Code in Care Control Cloud and use it to register your device for Care Control V-Book.

Takes 5 minutes

For: Admin and IT

Updated: 16th November 2026

Introduction

Care Control V-Book requires a One-Time Code to register your device before you can start using the application.

An administrator can generate a One-Time Code through **Care Control Cloud** and send it to the staff member responsible for registering the device.

Once you have received your code, you can enter it into V-Book, provide a recognisable device name and complete the registration process.

In this guide, you'll learn how to:

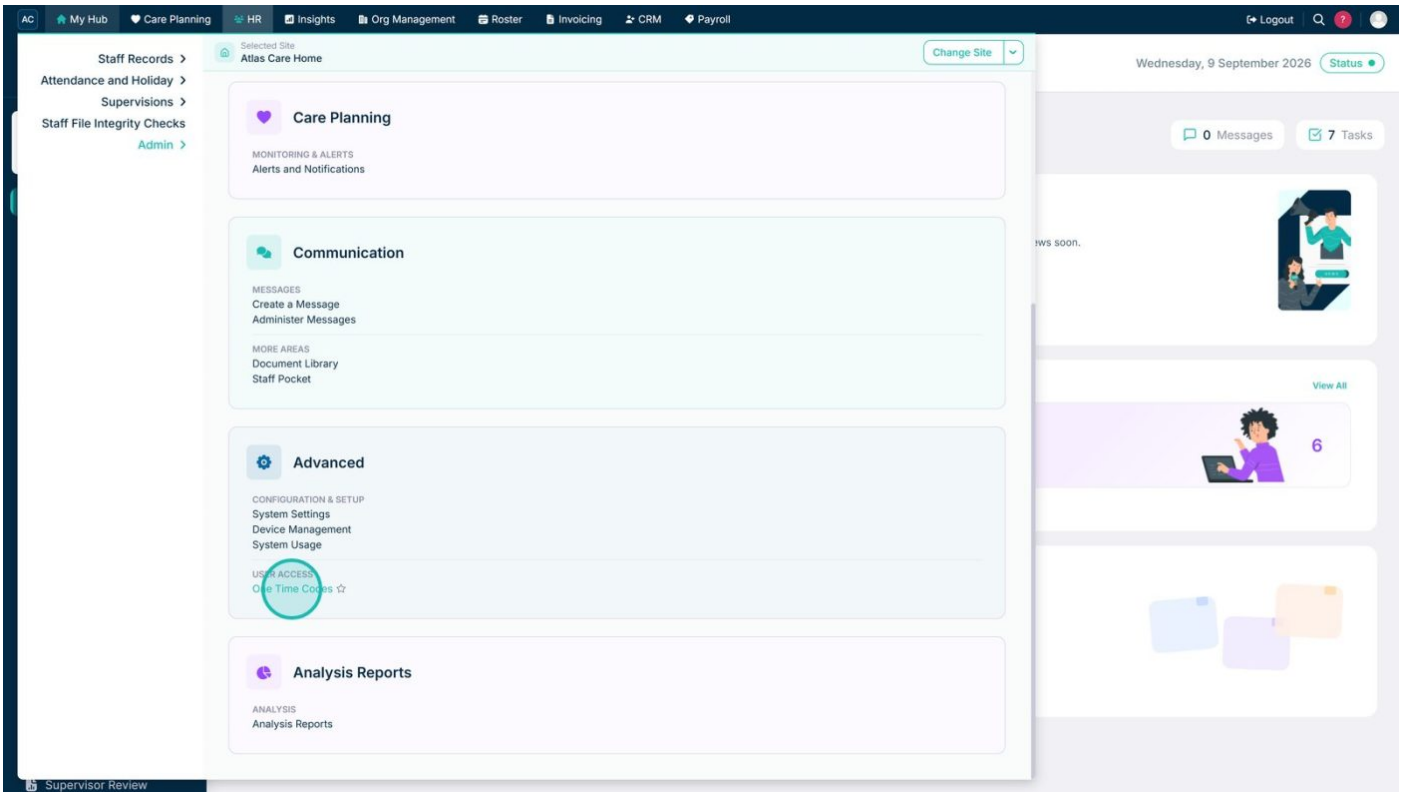
- Access One Time Codes in Care Control Cloud.
- Set an expiry date and time for your code.
- Select the staff member who should receive the code.

- Generate and send a One-Time Code.
- Enter the code into Care Control V-Book.
- Name your device and complete registration.

Open One Time Codes in Care Control Cloud

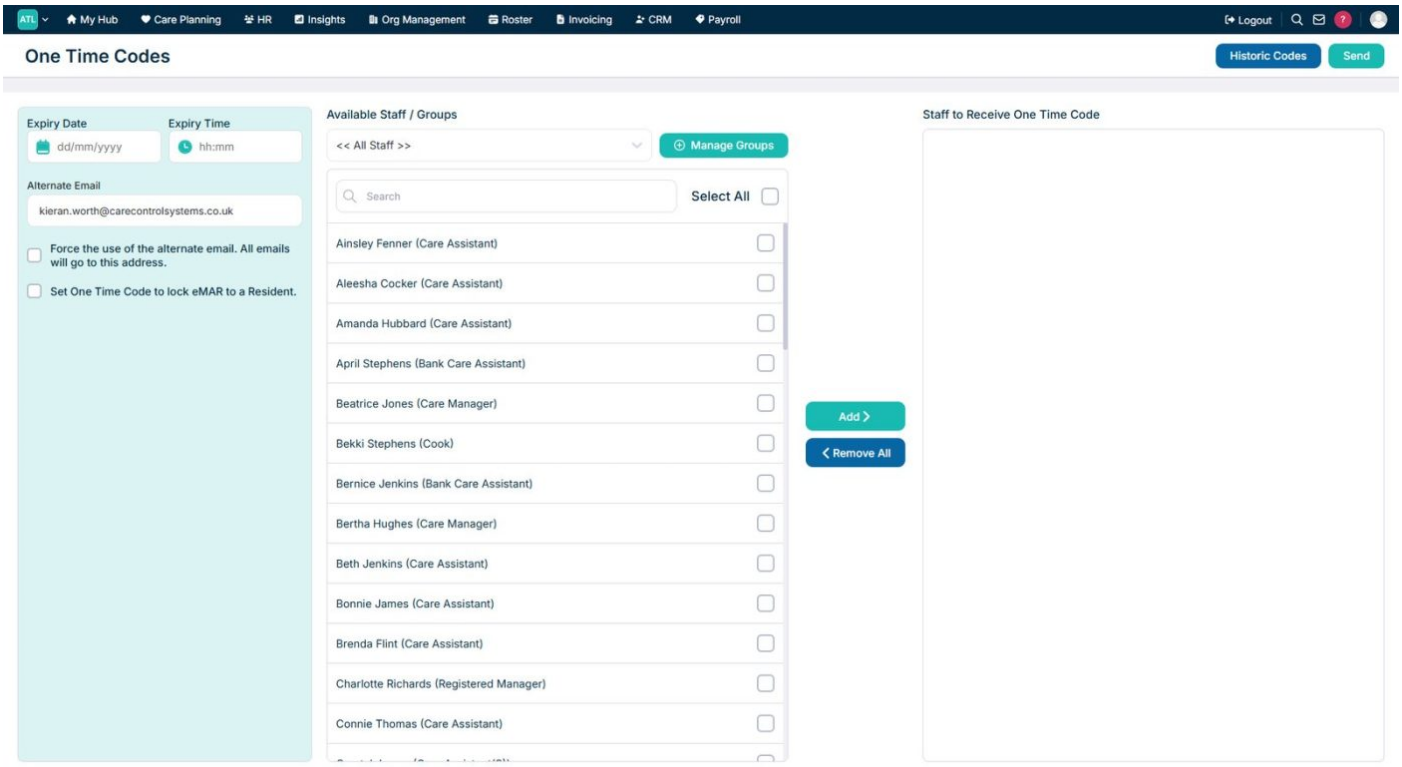
In **Care Control Cloud**, navigate to **HR** and open the **Advanced** section.

Select **One Time Codes** to begin generating a code for device registration.

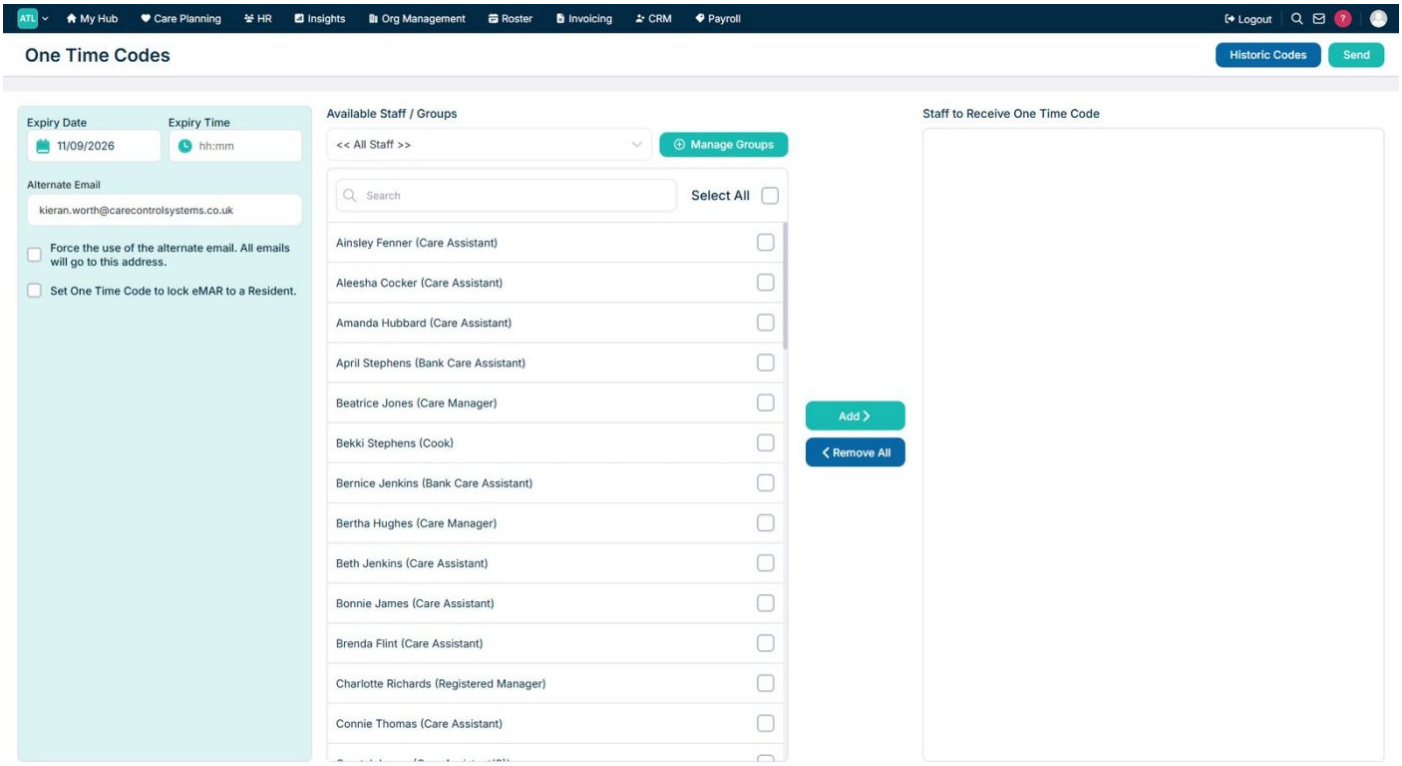


Set the Code Expiry Date and Time

Choose an **expiry date** for the One-Time Code.

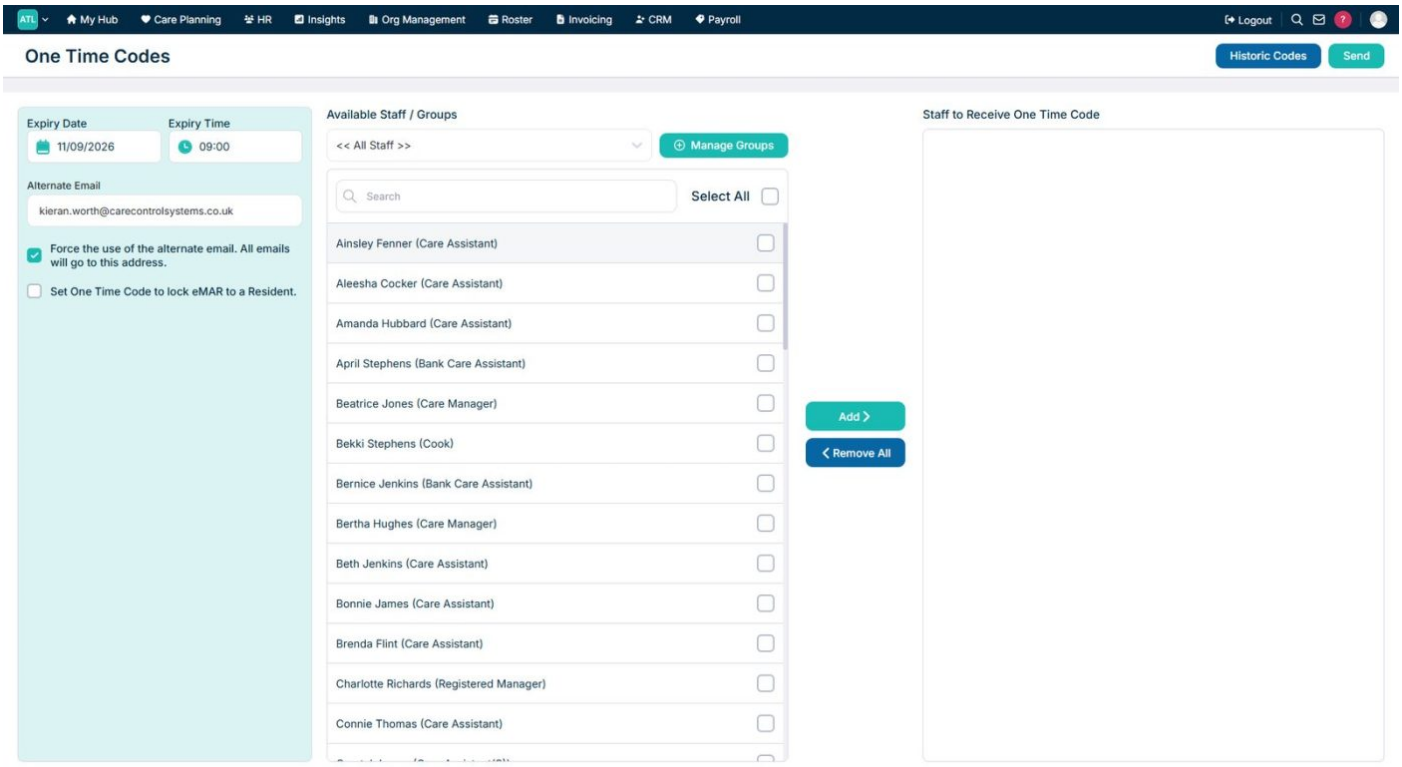


Next, select the **expiry time**. Make sure the code will remain valid until the device registration has been completed.



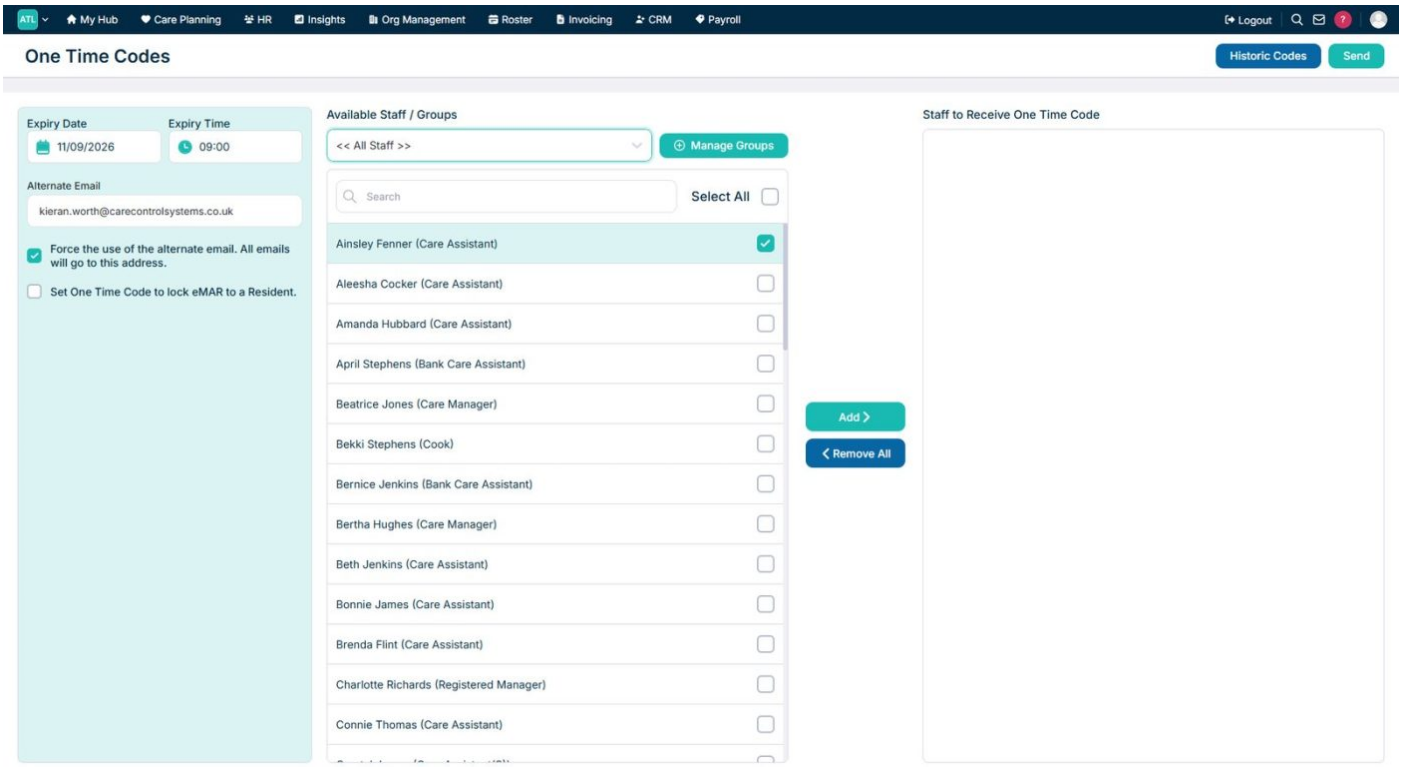
Select the Staff Member

Find and select the **staff member** who needs to receive the One-Time Code.



Add the Selected Staff Member

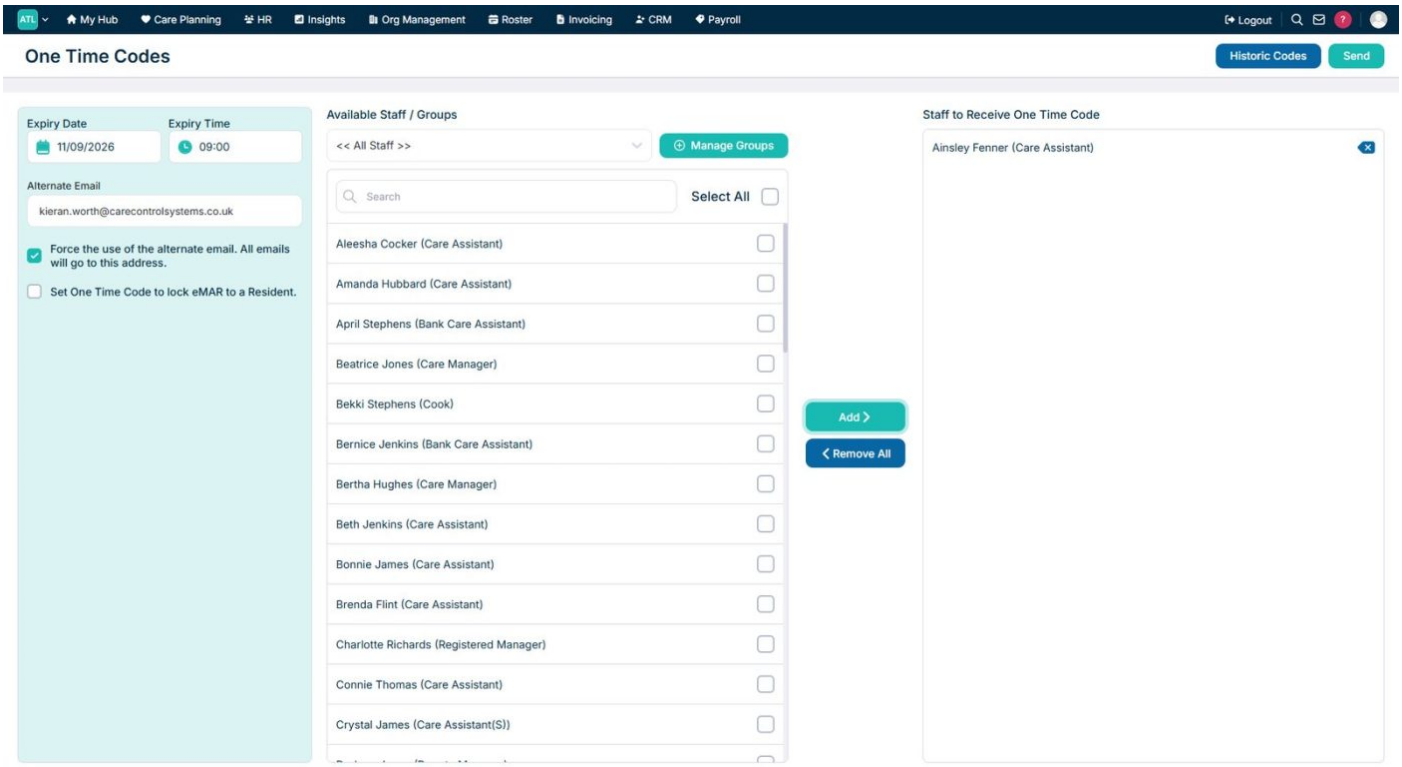
Add the selected staff member to the list of recipients for the One-Time Code.



Generate and Send the One-Time Code

Once you've selected the recipient and configured the expiry settings, generate and send the **One-Time Code**.

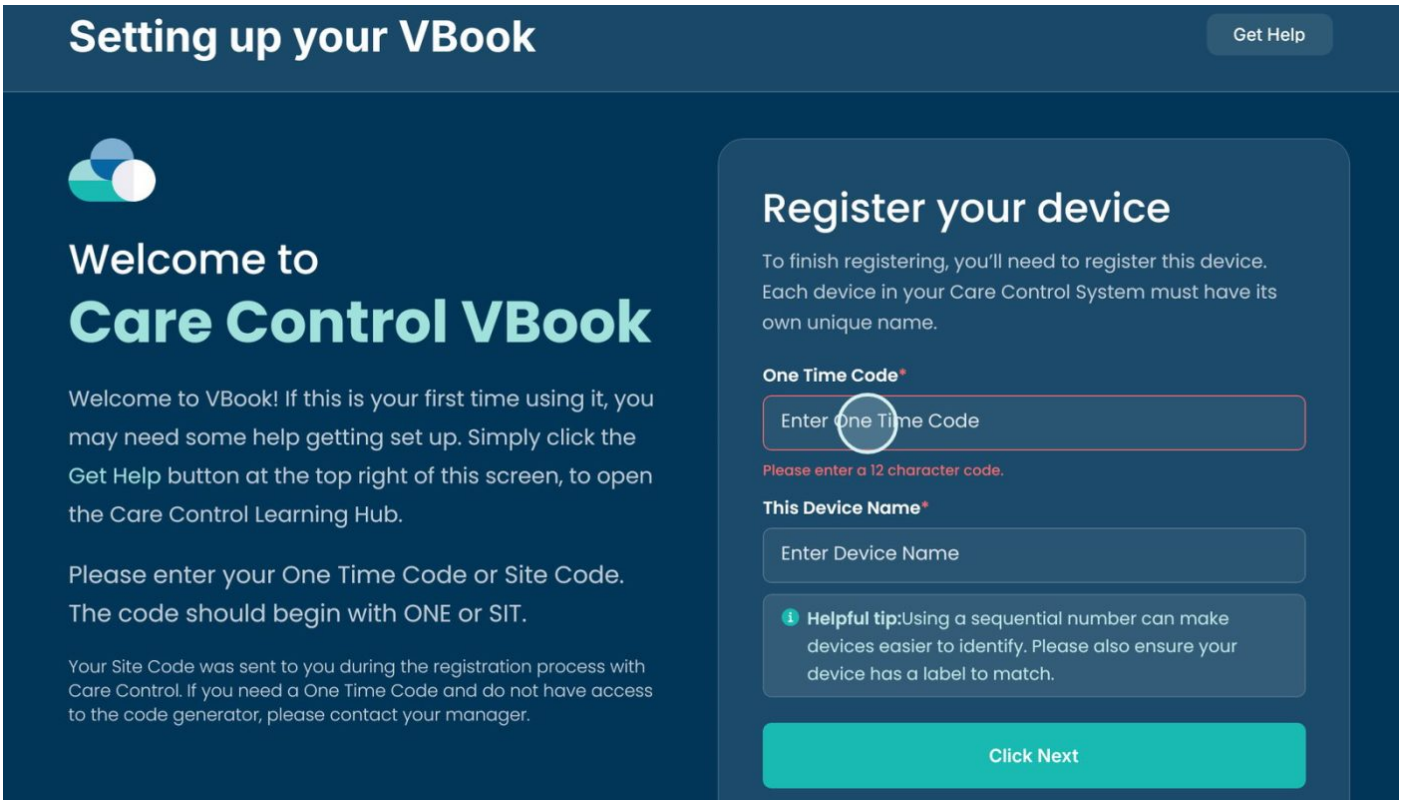
The staff member can now use this code to register their V-Book device.



Enter Your One-Time Code in V-Book

Open **Care Control V-Book** on the device you want to register.

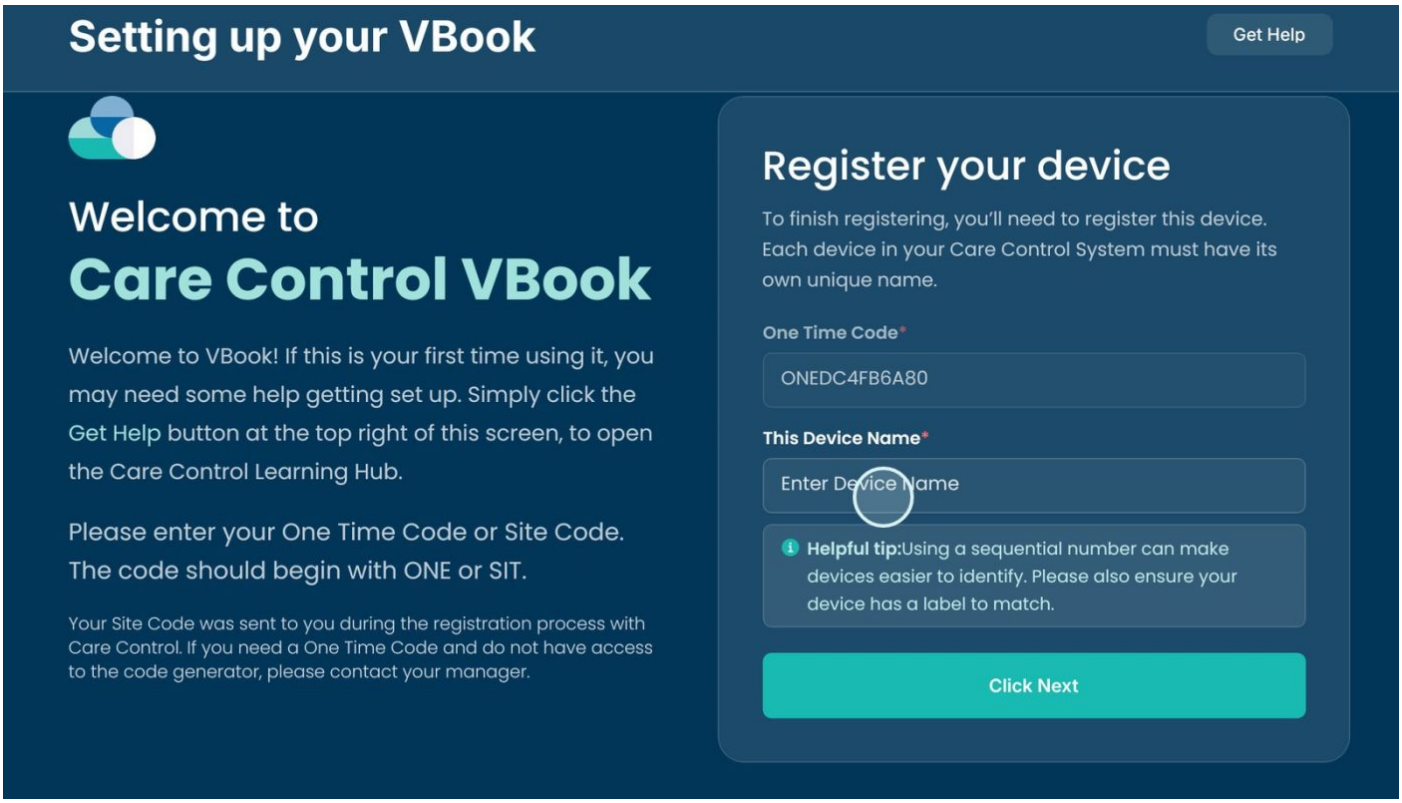
Enter the **One-Time Code** generated in Care Control Cloud into the field provided.



Enter a Device Name

Enter a **device name** that will help you easily identify the device in future.

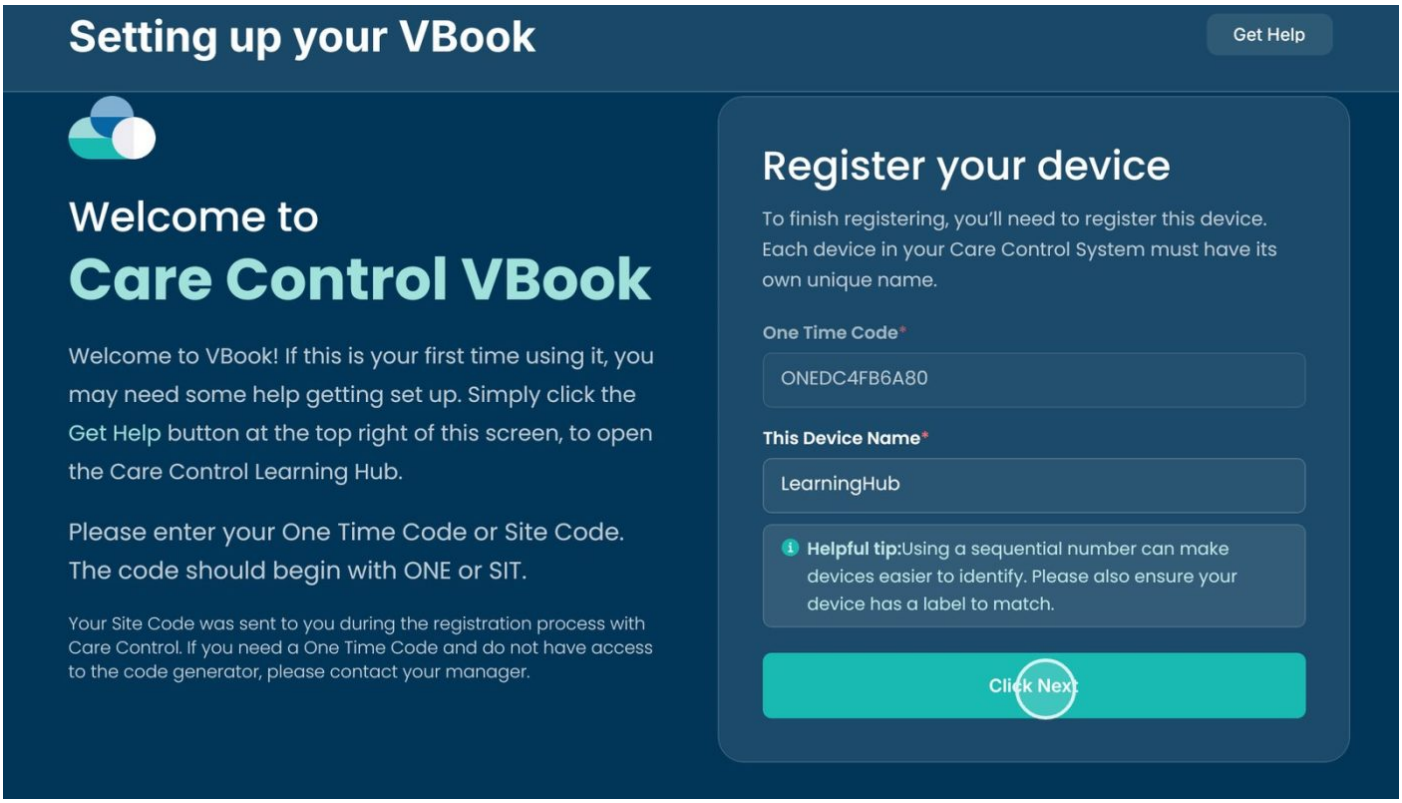
Choose a recognisable name, such as the device's location or purpose.



Complete Device Registration

Once you've entered your One-Time Code and device name, select **Next** to complete the V-Book setup process.

Your device registration is now complete.



Top tip

Make sure your One-Time Code has not expired before registering your device. Give your device a recognisable name so you can easily identify it later.

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