How to Sign Out as a Registered Visitor in Care Control V-Book

Care Control V-Book · https://cclearninghub.co.uk/docs/how-to-sign-out-as-a-registered-visitor-in-care-control-v-book/

How to Sign Out as a Registered Visitor in Care Control V-Book

Learn how to sign out of Care Control V-Book after your visit, confirm your identity, update your contact or vehicle details and complete a visitor survey if one is enabled.

Takes 3 minutes

For: Visitors

Updated: 16th Nov 2026

Introduction

Care Control V-Book allows registered visitors to sign out when leaving a care service, helping maintain an accurate record of visitors on site.

To sign out, you'll need to identify yourself using your initials and day and month of birth. You'll then be able to review your details and confirm that you're leaving.

You can also update your contact numbers or vehicle registration before signing out. If the care service has enabled a visitor survey, you may be asked to complete it.

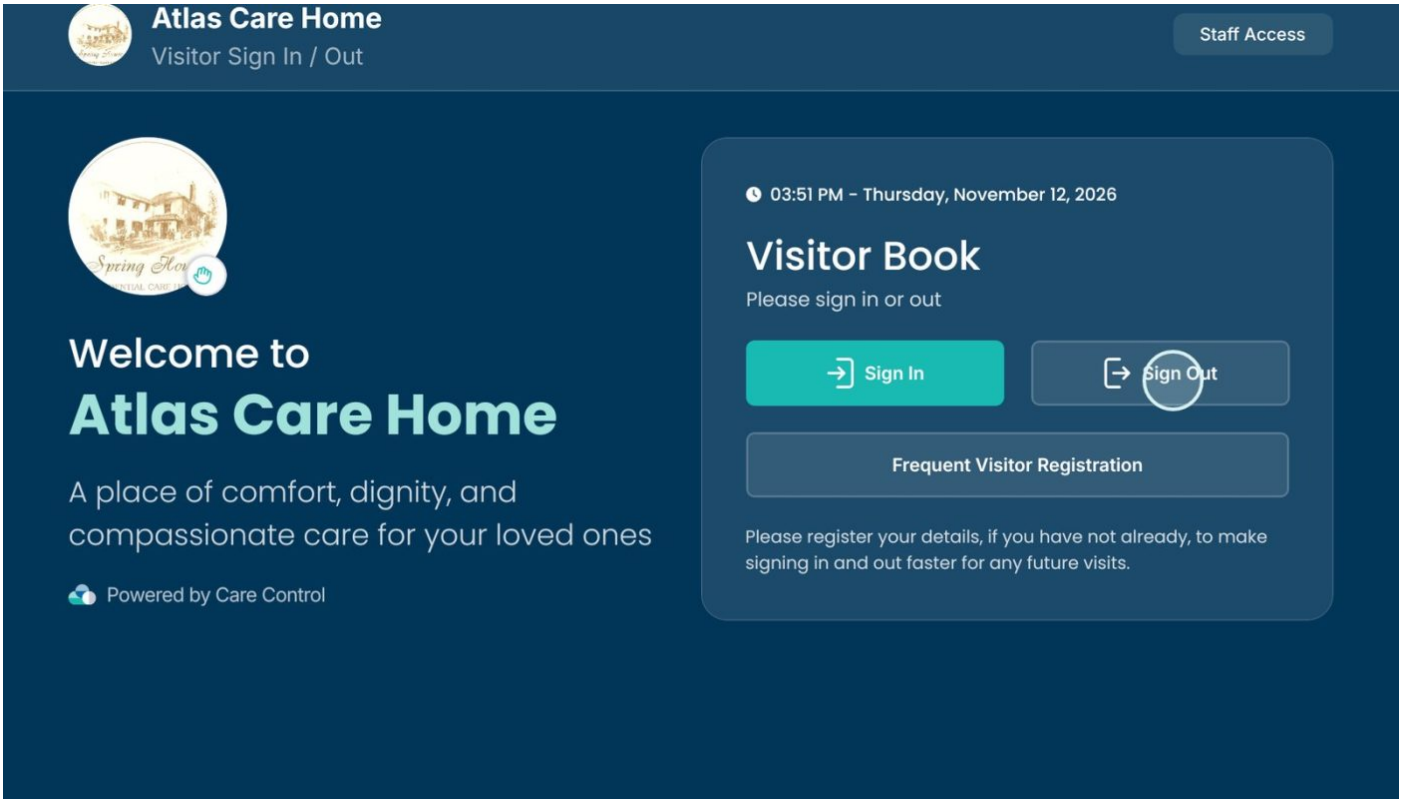
Not registered yet? Follow our **How to Register as a Frequent Visitor in Care Control V-Book** guide to get started.

In this guide, you'll learn how to:

- Open the visitor sign-out screen.
- Identify yourself using your initials and date of birth.
- Review and update your visitor details if required.
- Confirm your sign-out.
- Complete a visitor survey if one is enabled.

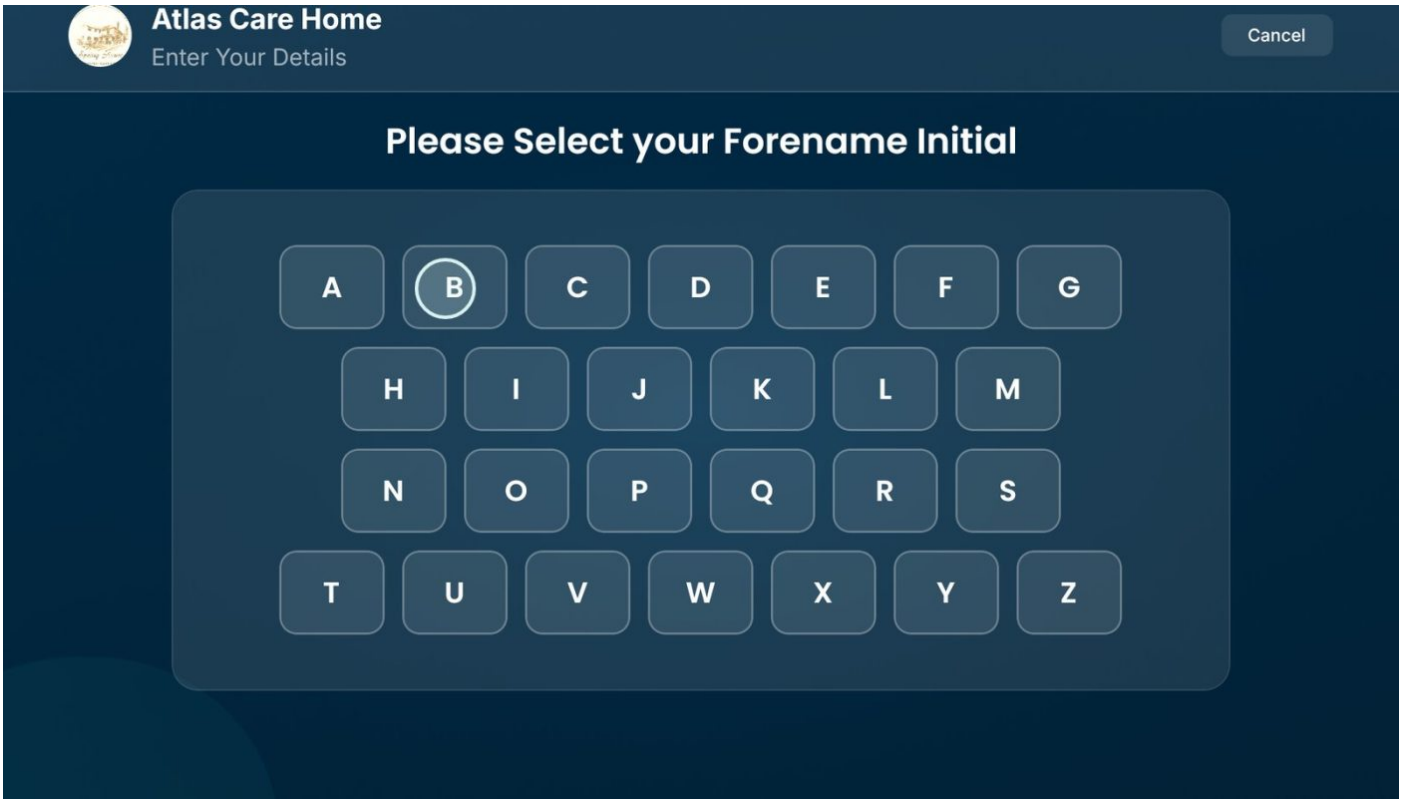
Select Sign Out

On the **Care Control V-Book** home screen, select **Sign Out** to begin the visitor sign-out process.



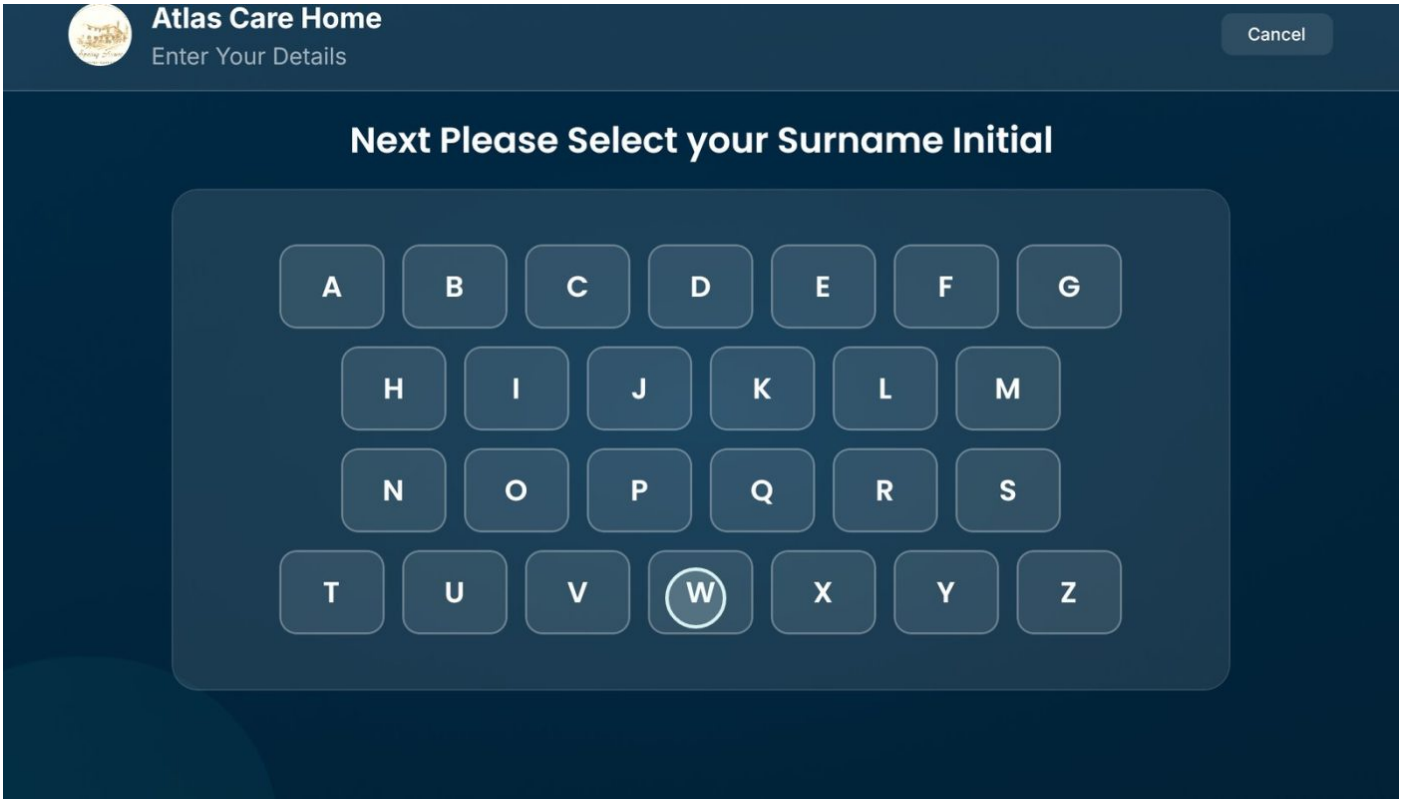
Select Your Forename Initial

Select the **first letter of your forename** from the options displayed.



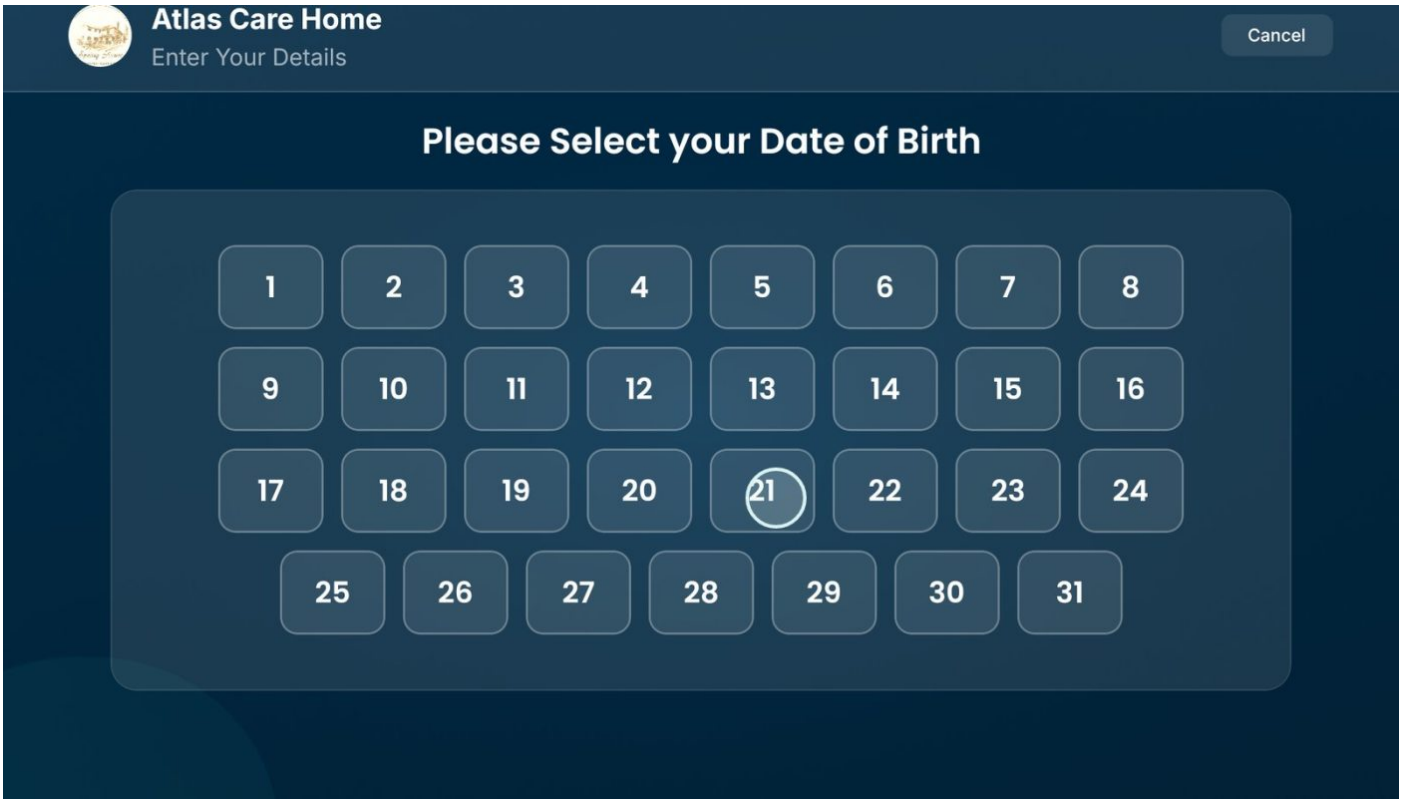
Select Your Surname Initial

Next, select the **first letter of your surname** to continue identifying your visitor registration.



Select Your Day of Birth

Select the **day of the month** you were born from the available options.



Select Your Month of Birth

Select the **month** you were born to complete the identification process.

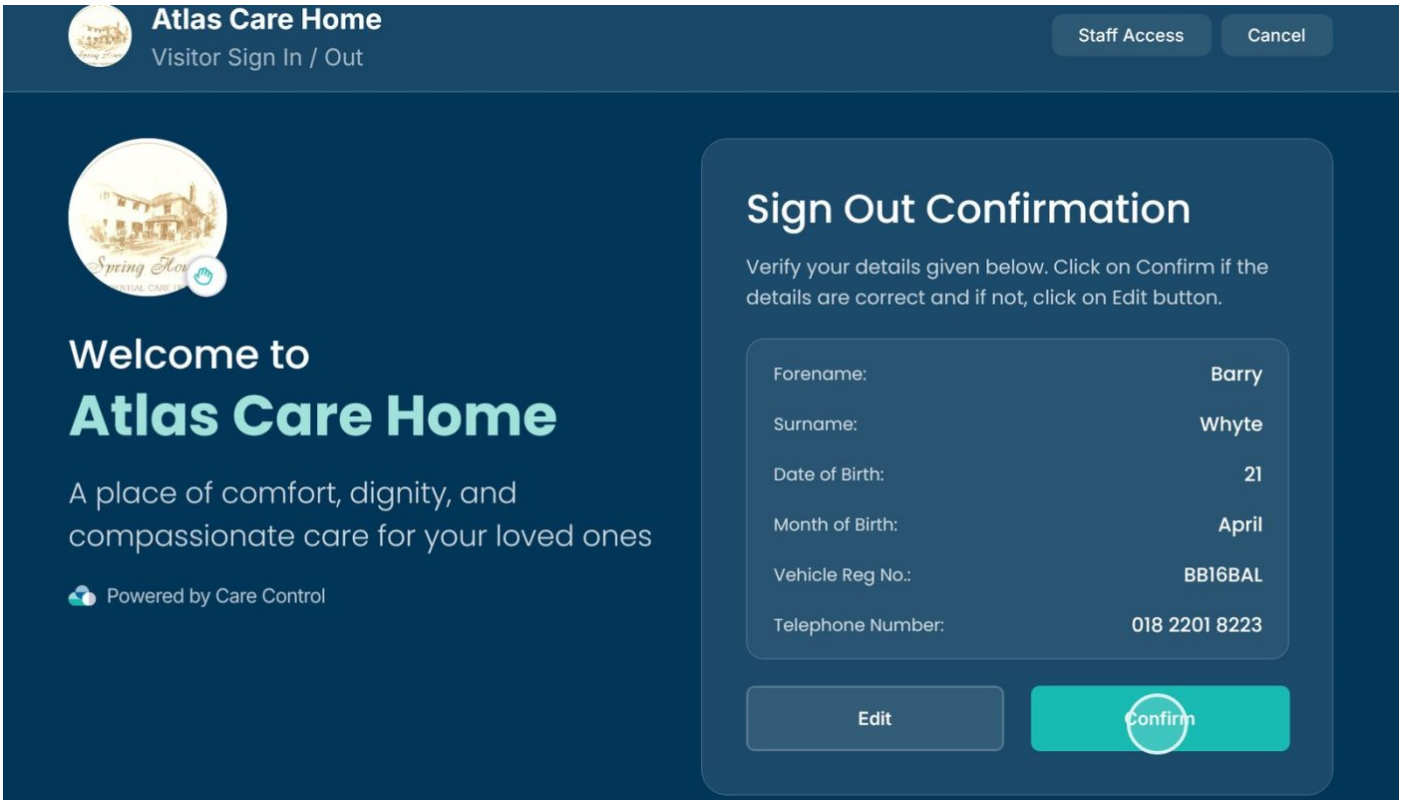


Review Your Details and Confirm Sign-Out

Check that your visitor details are correct before signing out.

If the details are showing the incorrect person, select **Edit**. This allows you to retry entering the details to Sign Out correctly.

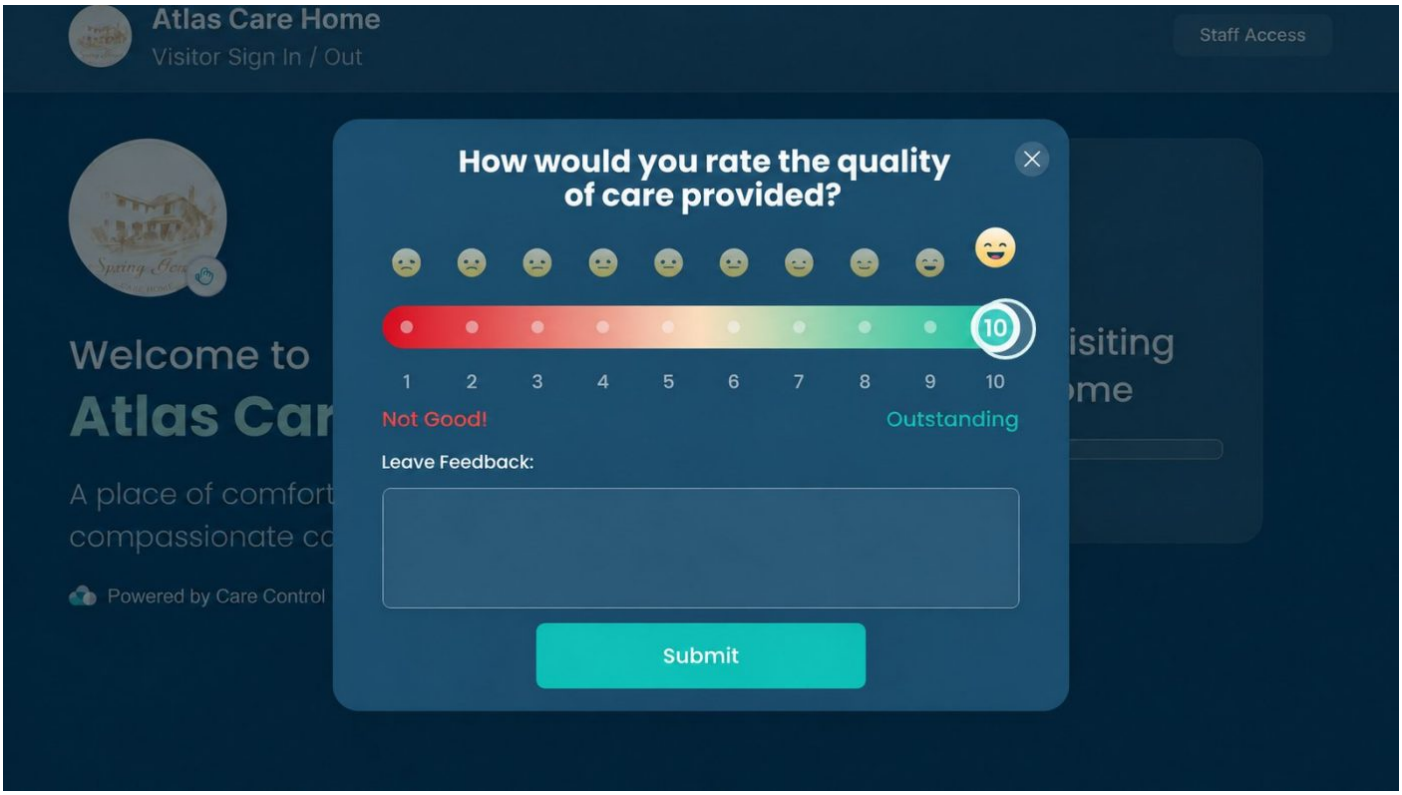
Once you're happy with your details, select **Confirm** to continue with your sign-out.



Complete the Visitor Survey if Enabled

If the care service has enabled a **visitor survey**, you'll be asked to complete it as part of the sign-out process.

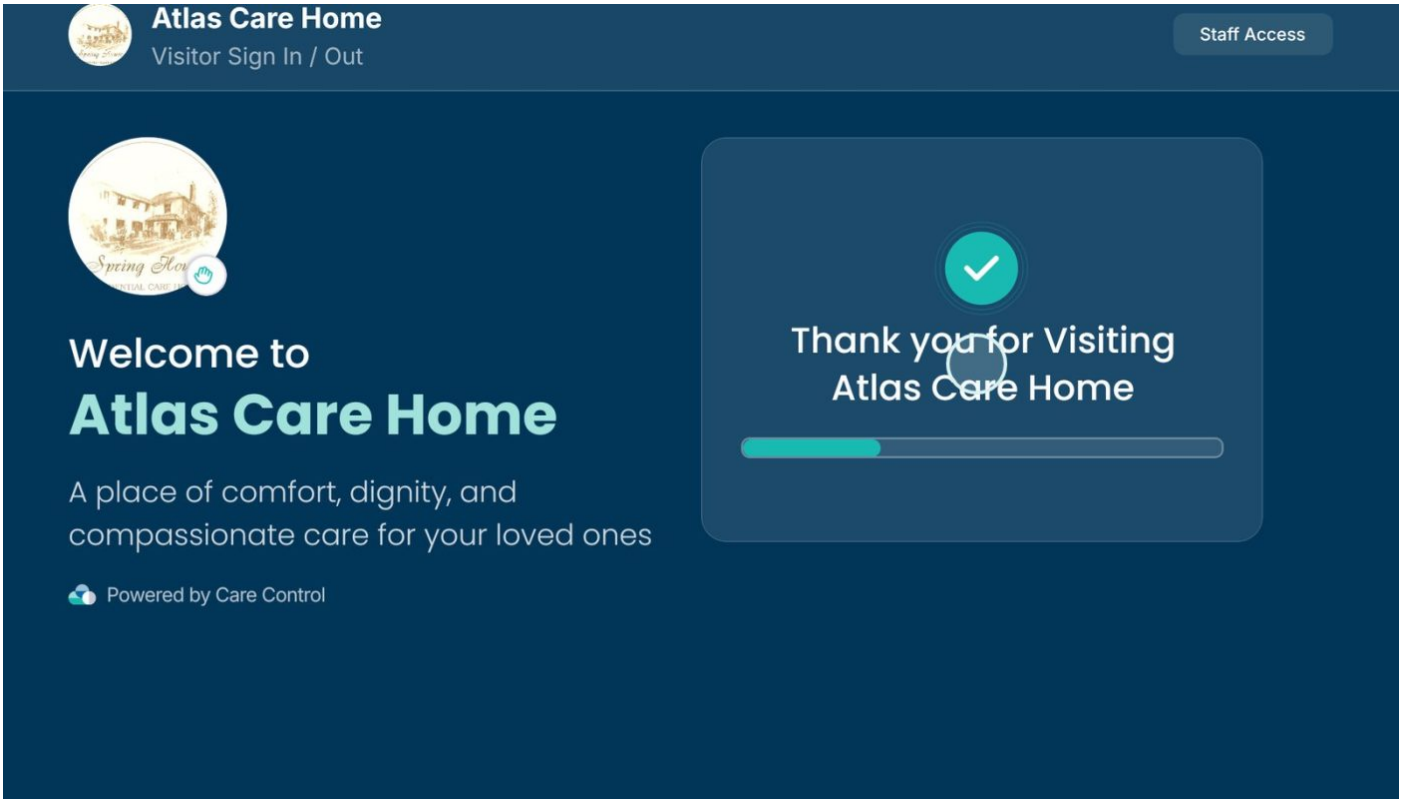
Follow the on-screen instructions to provide your responses.



Complete Your Sign-Out

You've now successfully **signed out** of Care Control V-Book.

Your departure has been recorded, helping the care service maintain an accurate record of visitors on site.



Top tip

Before signing out, check that your details are correct. You can select Edit to update your telephone numbers or vehicle registration if anything has changed.

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