How to View and Filter All Activity in Care Control V-Book

Care Control V-Book · https://cclearninghub.co.uk/docs/how-to-view-and-filter-all-activity-in-care-control-v-book/

How to View and Filter All Activity in Care Control V-Book

Learn how to view sign-in and sign-out activity in Care Control V-Book, filter records by visitor type, client and date range, and search for specific activity.

Takes 5 minutes

For: Managers

Updated: 16th Nov 2026

Introduction

Care Control V-Book includes an **All Activity** section that allows authorised staff to review sign-in and sign-out records.

This provides a useful overview of visitor activity, helping staff see who has signed in or out and which clients have received visitors.

You can narrow down the information using filters for **visitor type**, **client** and **sign-in and sign-out times**. You can also search for specific records, clear your filters and refresh the information.

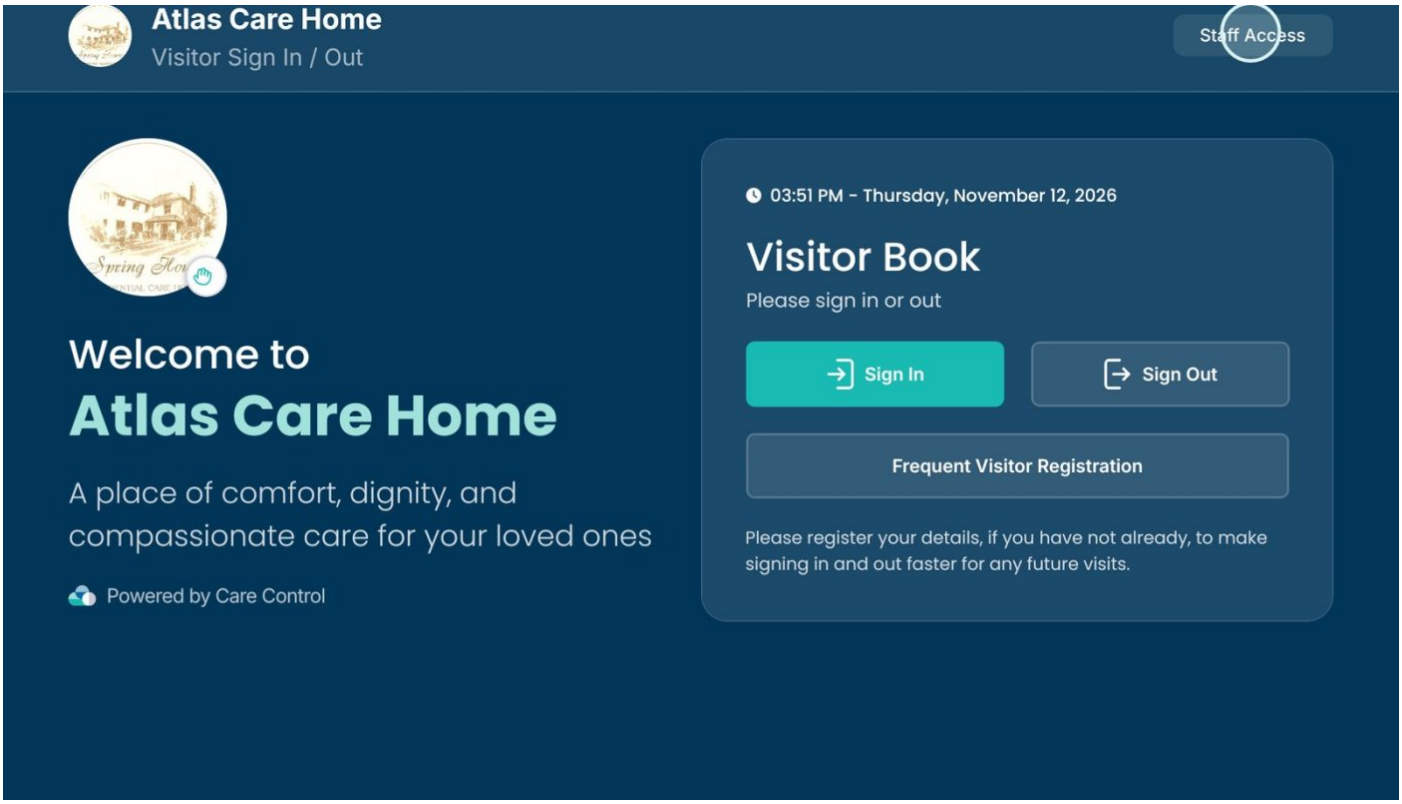
You'll need your **staff PIN** to access this functionality.

In this guide, you'll learn how to:

- Access Staff Access in Care Control V-Book.
- Open the All Activity section.
- View sign-in and sign-out records.
- Filter activity by visitor type and client.
- Filter records by date and time.
- Search for specific activity records.
- Apply, clear and refresh your filters.

Open Staff Access

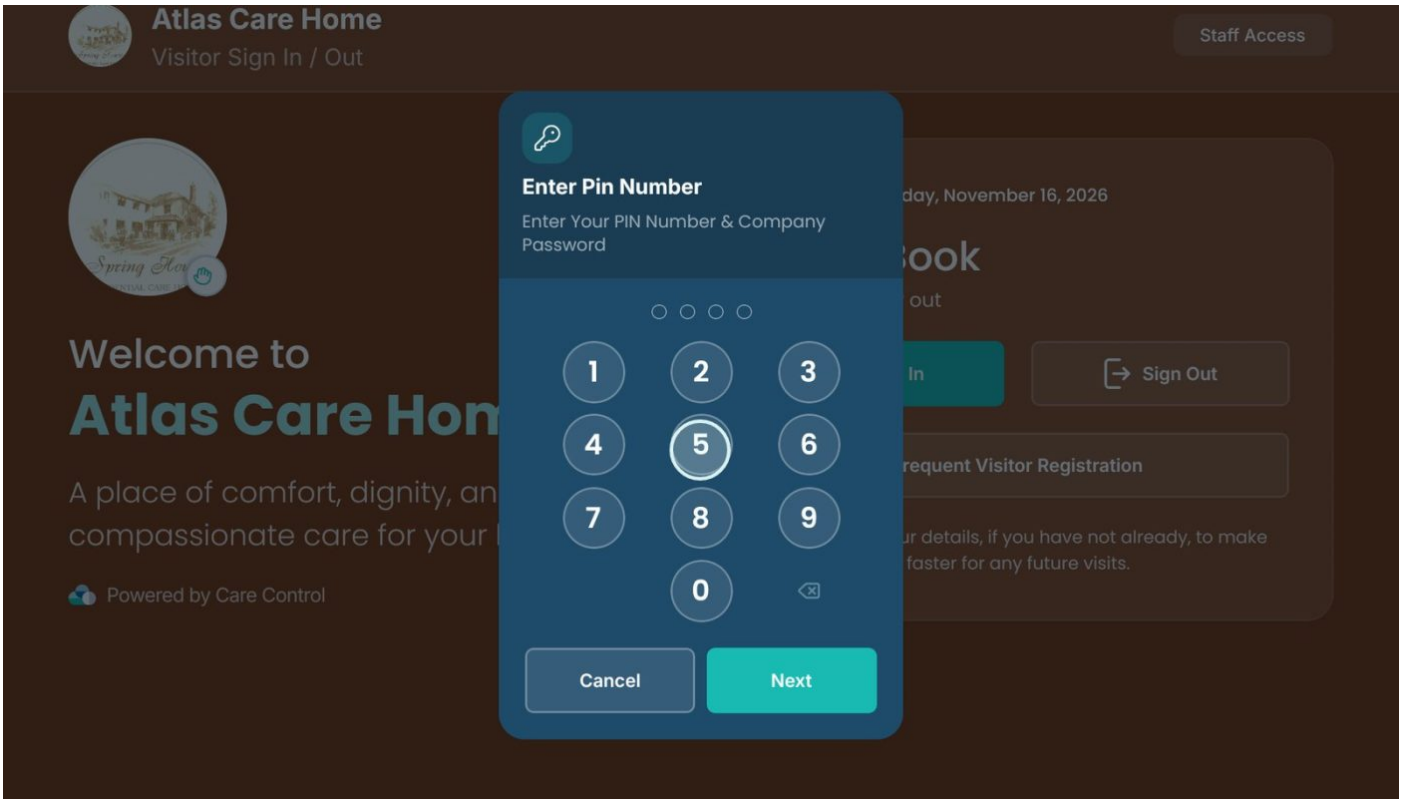
On the **Care Control V-Book** home screen, select **Staff Access** to open the staff management area.



Enter Your Staff PIN

Enter your **staff PIN** into the field provided.

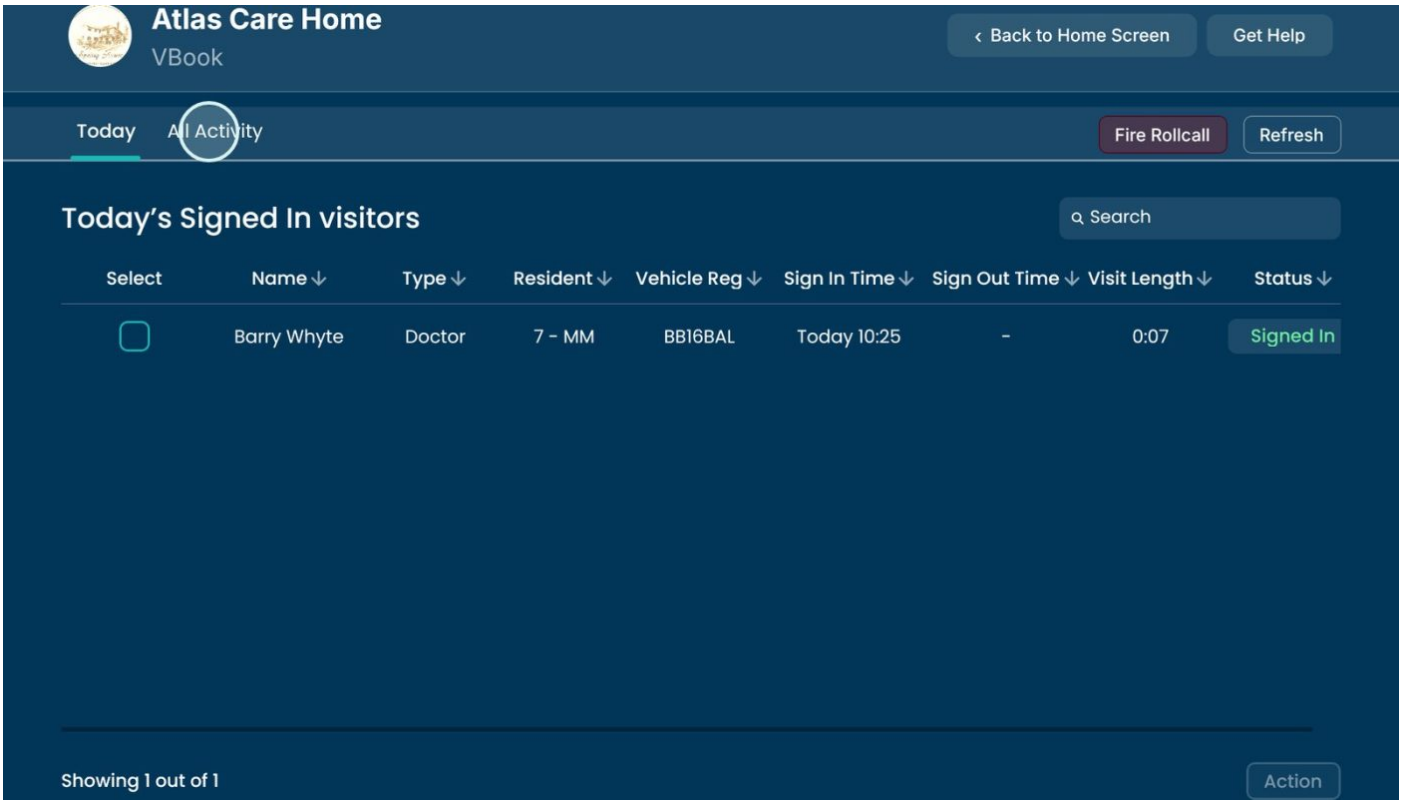
Select **Next** to access the staff management options.



Open All Activity

From the staff management screen, select **All Activity**.

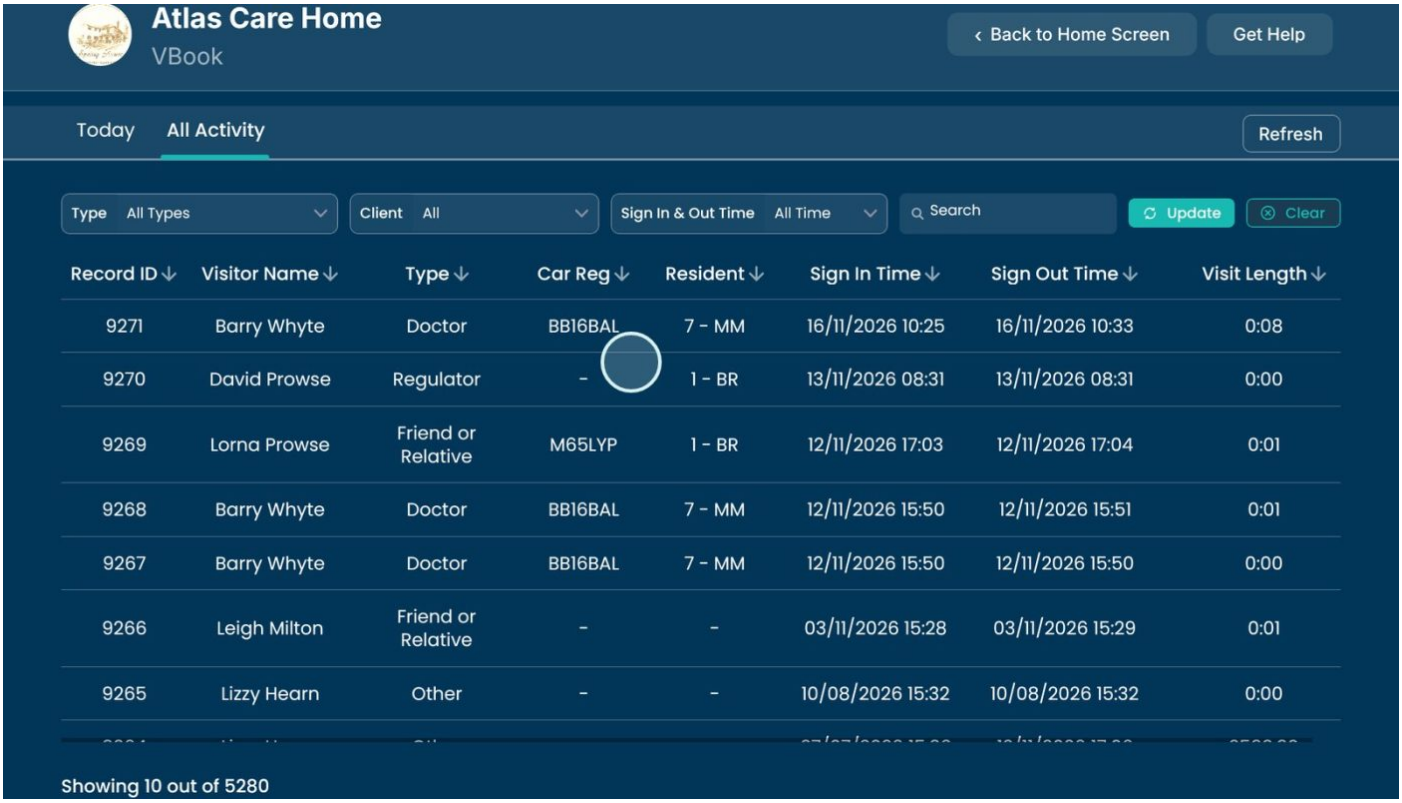
This section allows you to review the sign-in and sign-out activity recorded in V-Book.



View Sign-In and Sign-Out Activity

The **All Activity** screen displays the sign-in and sign-out information recorded in Care Control V-Book.

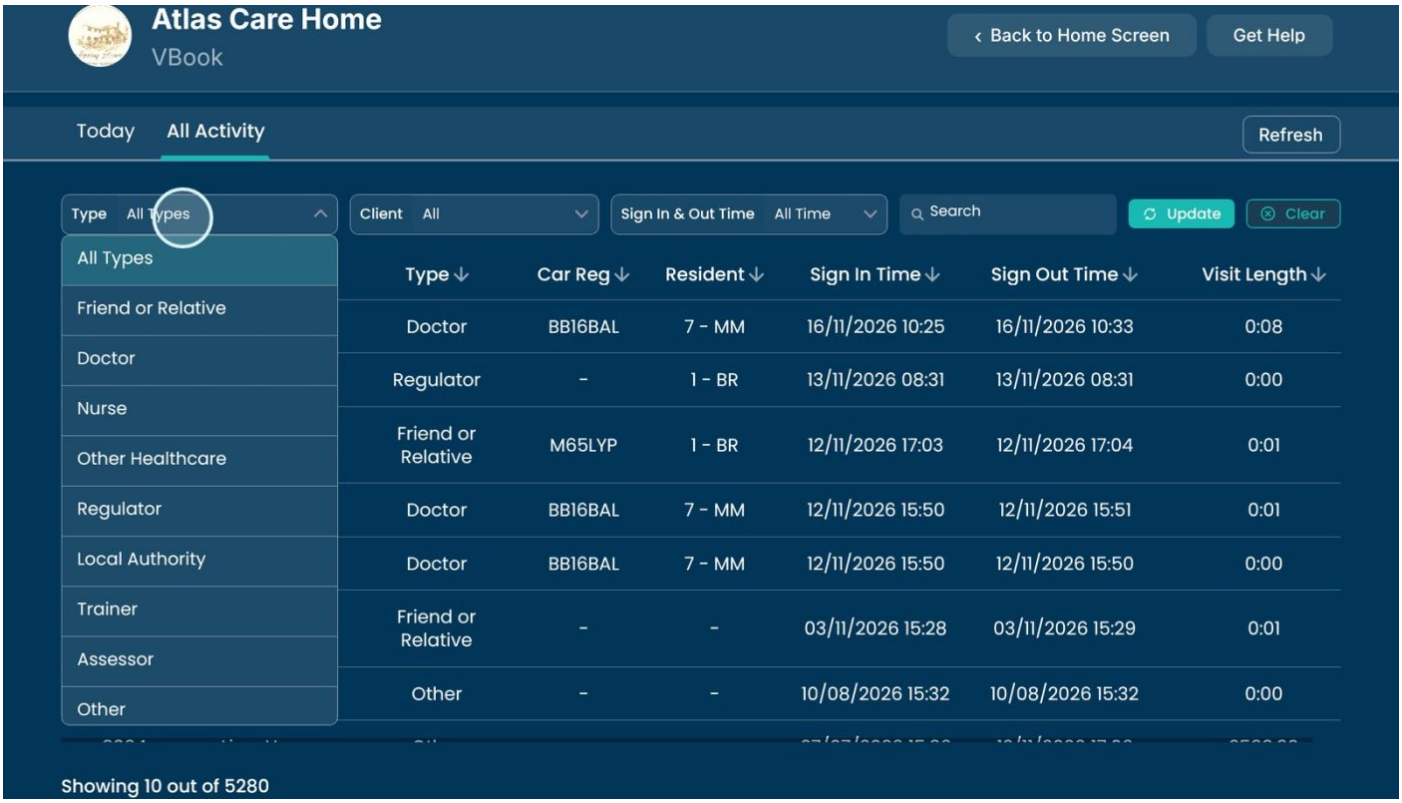
You can review these records to monitor visitor activity and identify when people have signed in or out of the care service.



Filter Activity by Type

Use the **Types** filter to narrow down the records based on the type of person who has signed in or out.

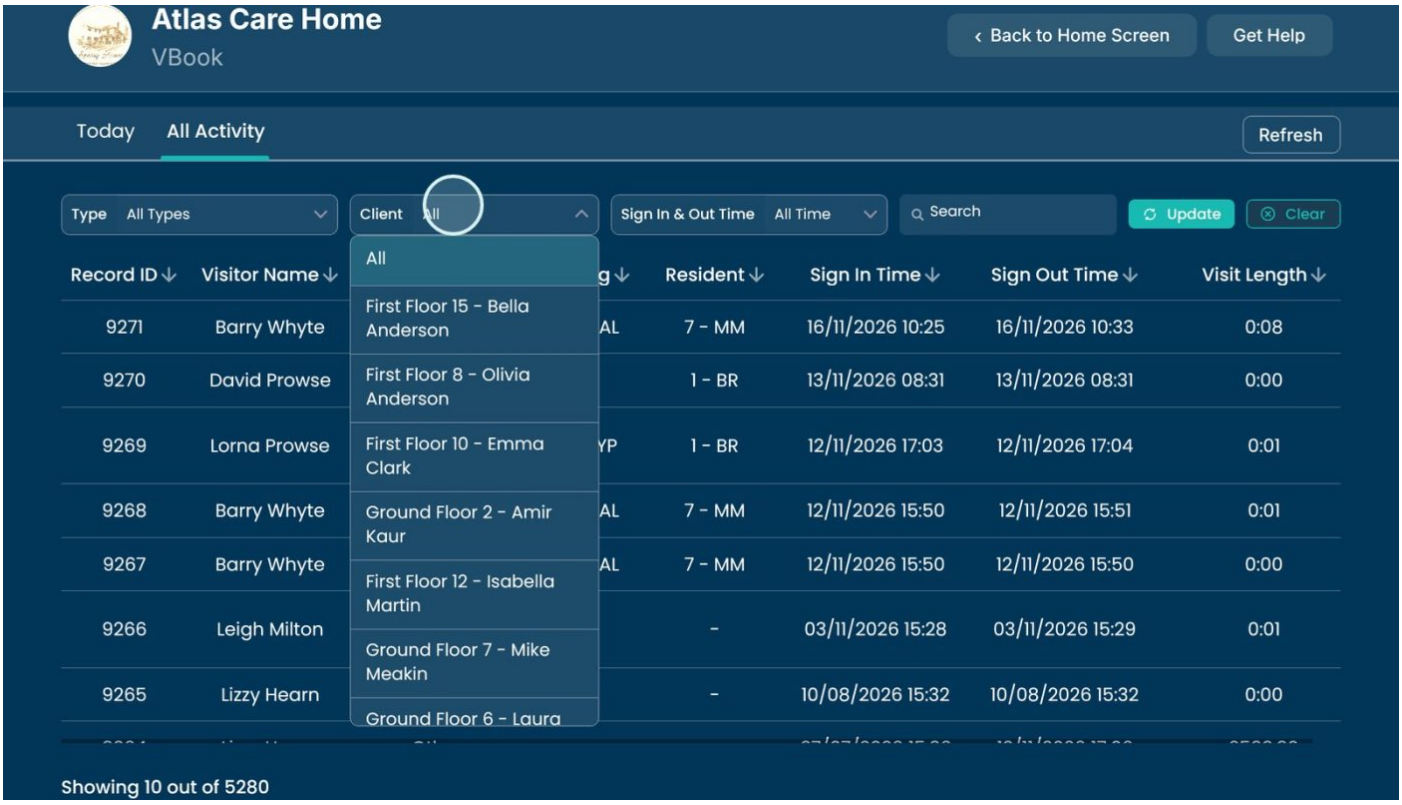
Select the relevant visitor type to focus on the activity you want to review.



Filter Activity by Client

Use the **Client** filter to view activity associated with a particular client.

This allows you to see which visitors have signed in or out in relation to the selected client.

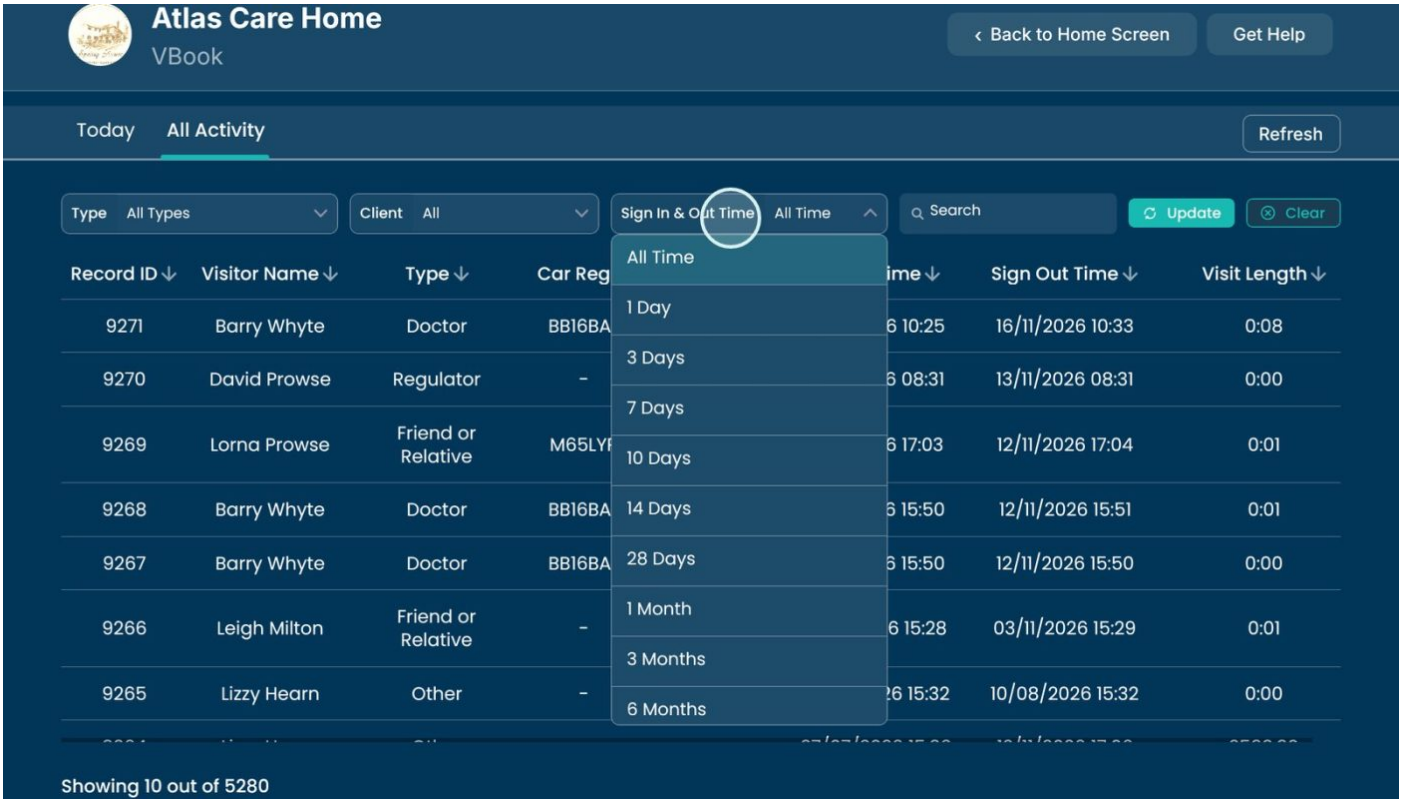


Filter Activity by Date and Time

Use the **Sign In & Sign Out Time** filter to choose the period you want to review.

You can select a predefined date range, from the **last day** up to **six months ago**, or choose a **custom time frame**.

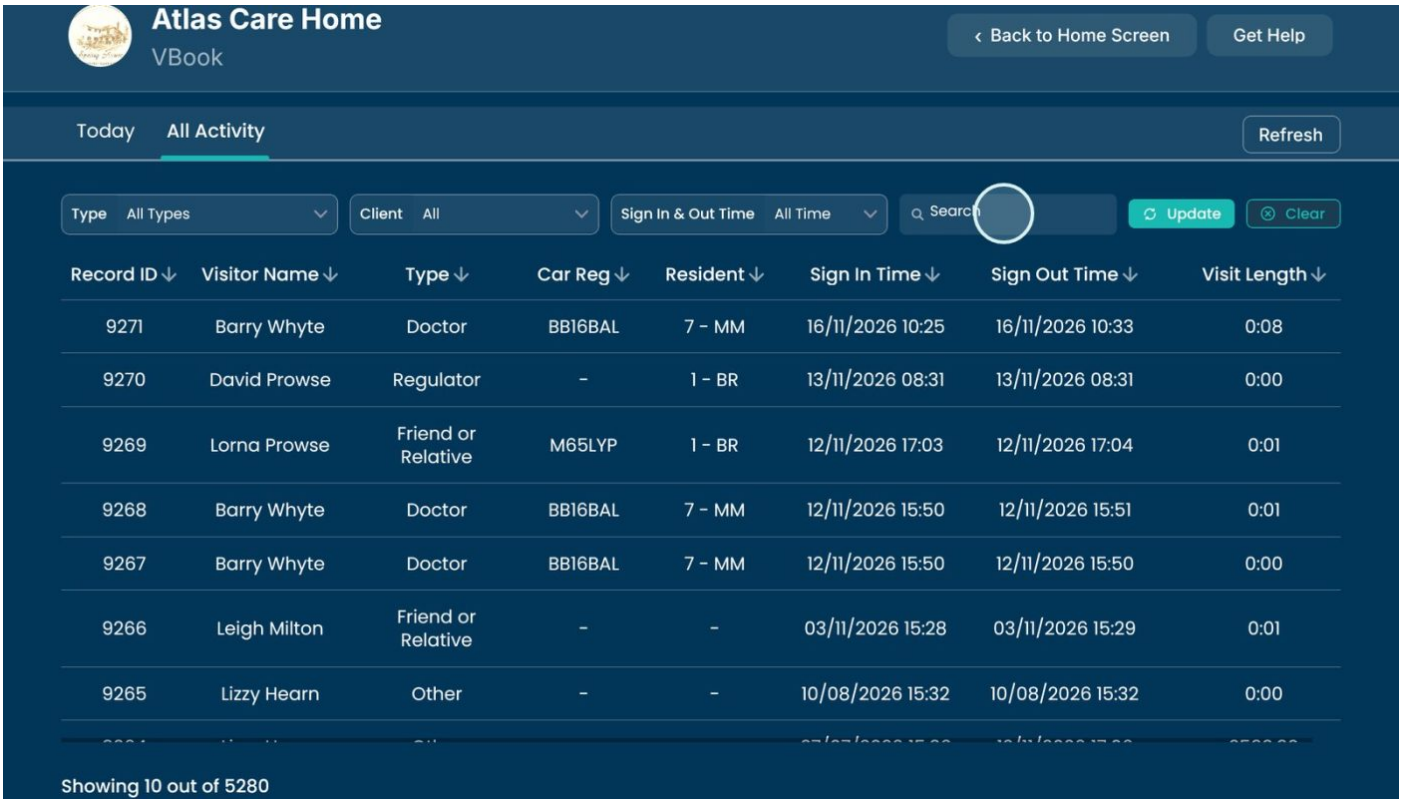
This is useful when reviewing activity from a particular day or investigating historical visitor records.



Search for Specific Activity

Use the **Search** box to find specific records within the activity information.

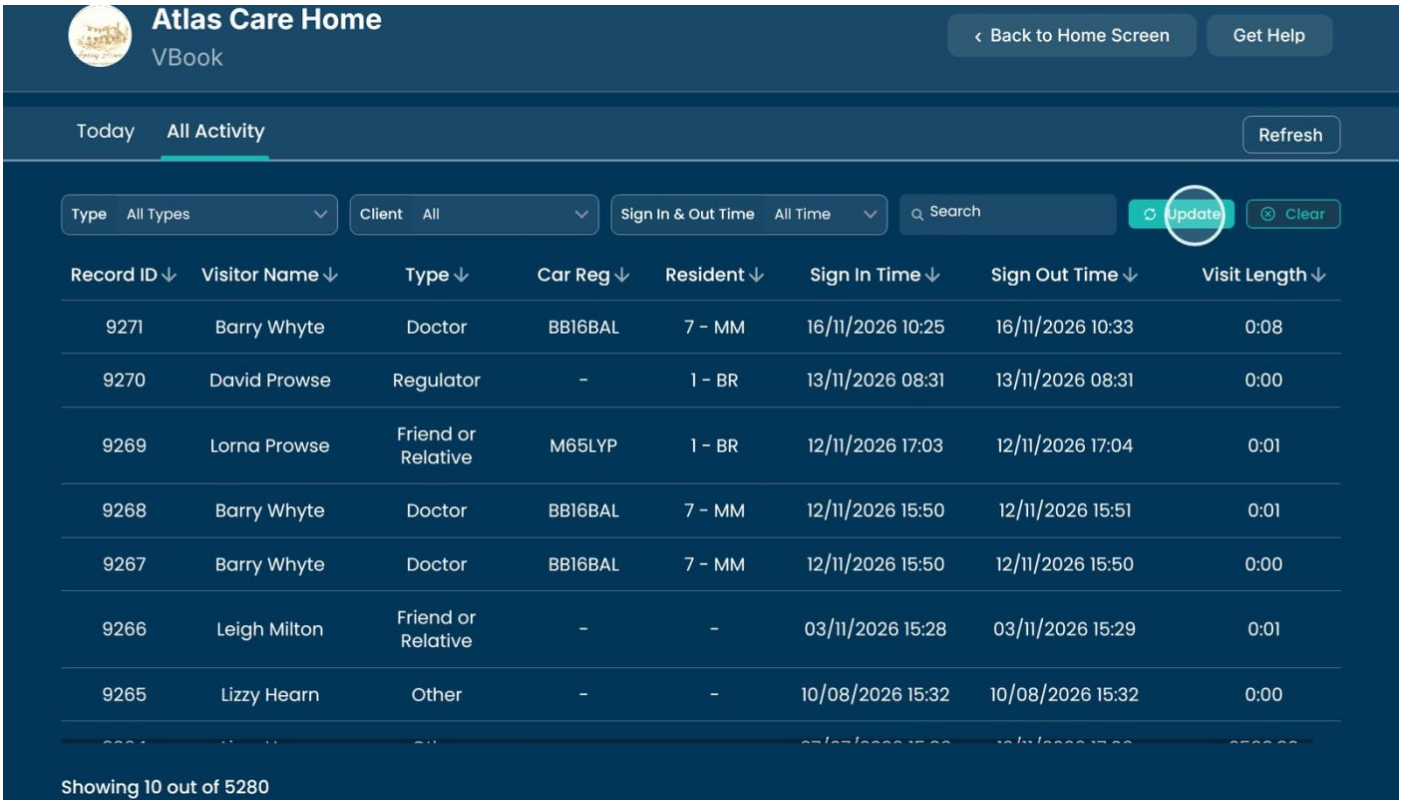
Enter your search term to help locate the information you need.



Apply Your Filters

After changing any of the available filters, select **Update** to apply your selections.

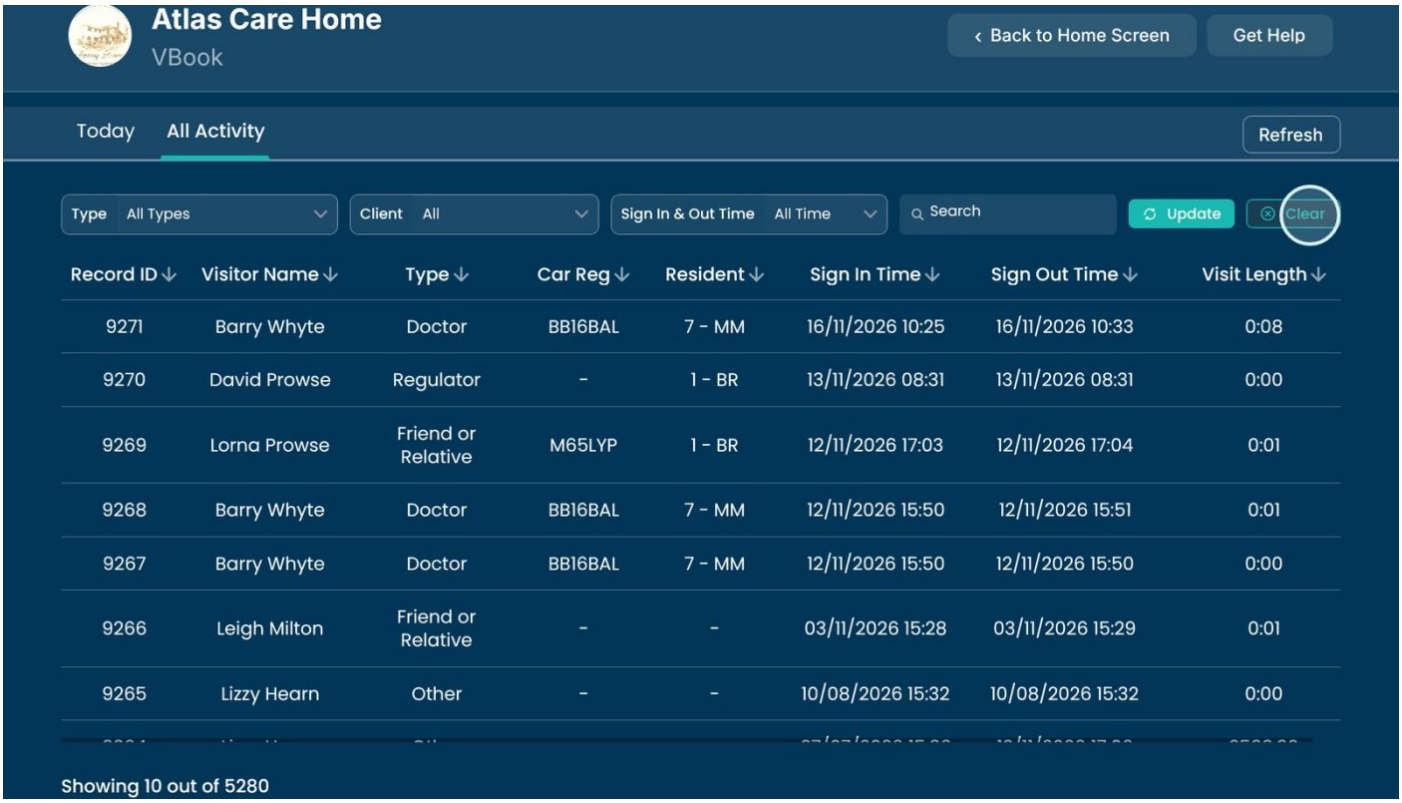
Remember to select **Update** each time you make changes to your filters so the displayed records reflect your choices.



Clear Your Filters

To remove your current filter selections, select the **Clear** button.

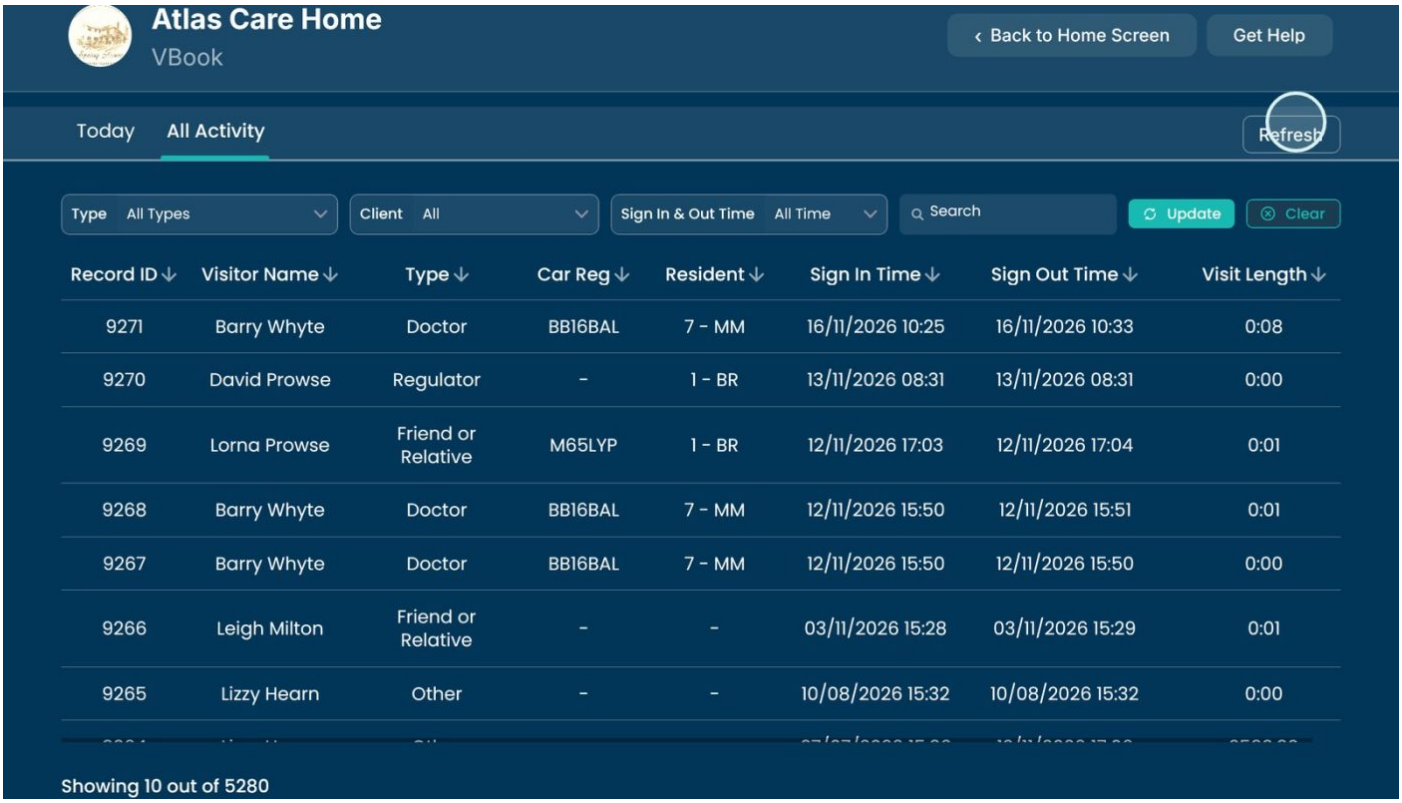
This allows you to reset your selections and start a new search.



Refresh the Activity Records

Select **Refresh** at any time to retrieve the latest available activity information.

This is useful when monitoring recent sign-ins and sign-outs or checking for newly recorded activity.



Top tip

Remember to select Update after changing any filters to apply your selections. You can also use Refresh to retrieve the latest activity information.

Recommended

View all Guides

Check out our full list of guides here

Read the Latest News

Take a look at our Blog pages to see all things Care Control

Was this guide helpful?

Need more help?

Can't find what you're looking for? Our support team is here to help.

Contact Support

Or call us on

01822 738100

On this page