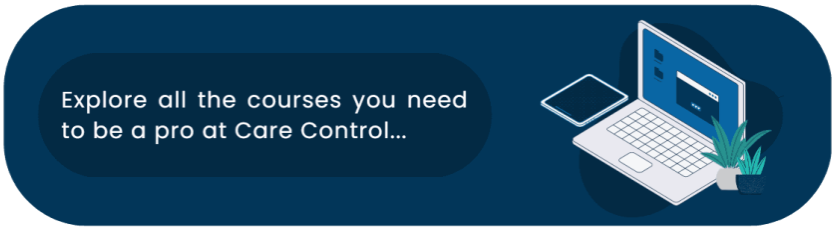
Linking a Visitor to a Service User

V-Book · https://cclearninghub.co.uk/docs/link-a-visitor-to-a-service-user/



Linking a Visitor to a Service User

This guide will cover how to link a visitor to a service user in your organisation on Care Control V-Book. This will result in care notes being created on the service users care plan when visits are completed.

Embedded media:
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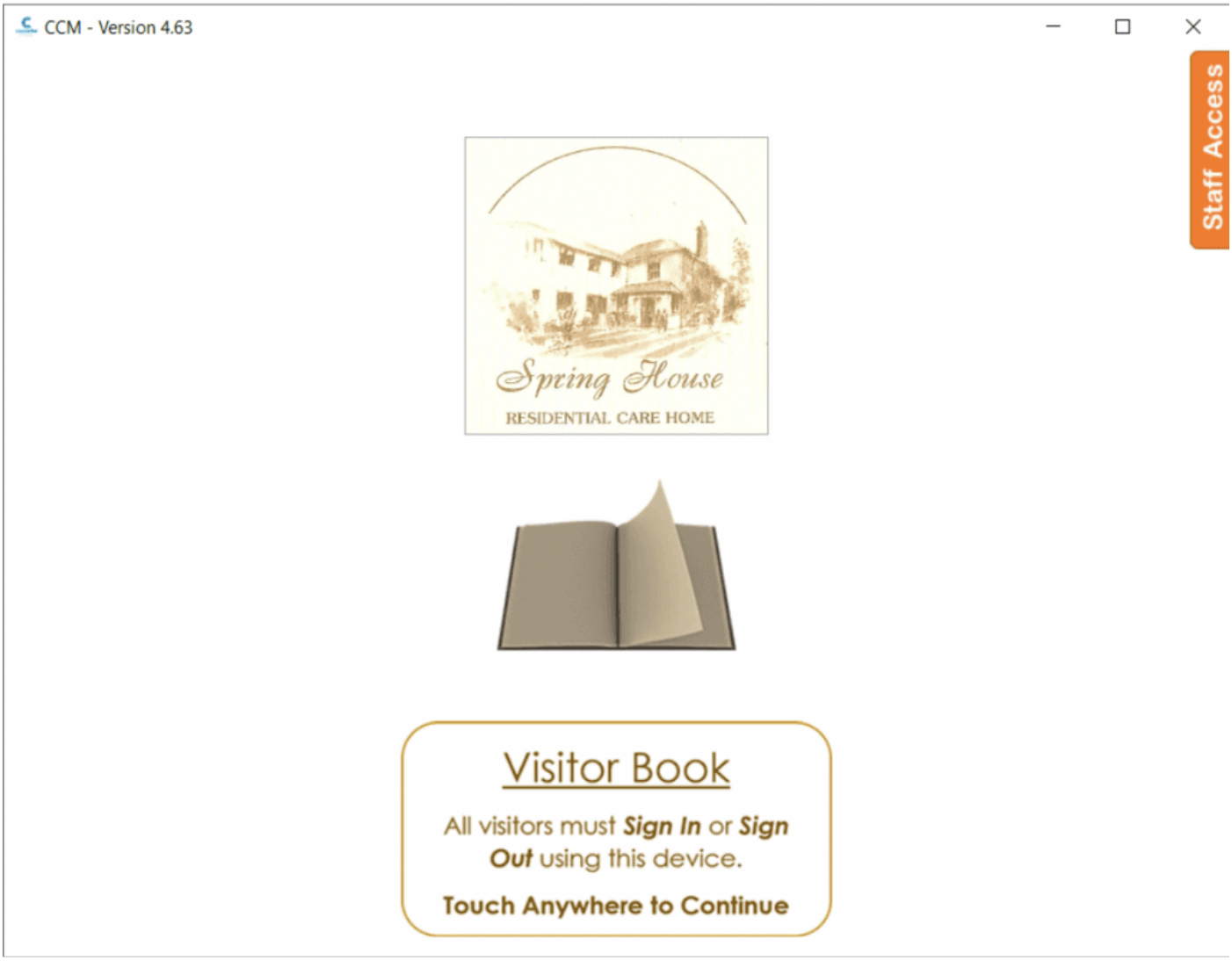


1

Tap the screen to interact with the V-Book

2

Select **Sign In Here**.


CCM - Version 4.63
Care Control V-Book
Finish
WELCOME
Sign In Here
Sign Out Here

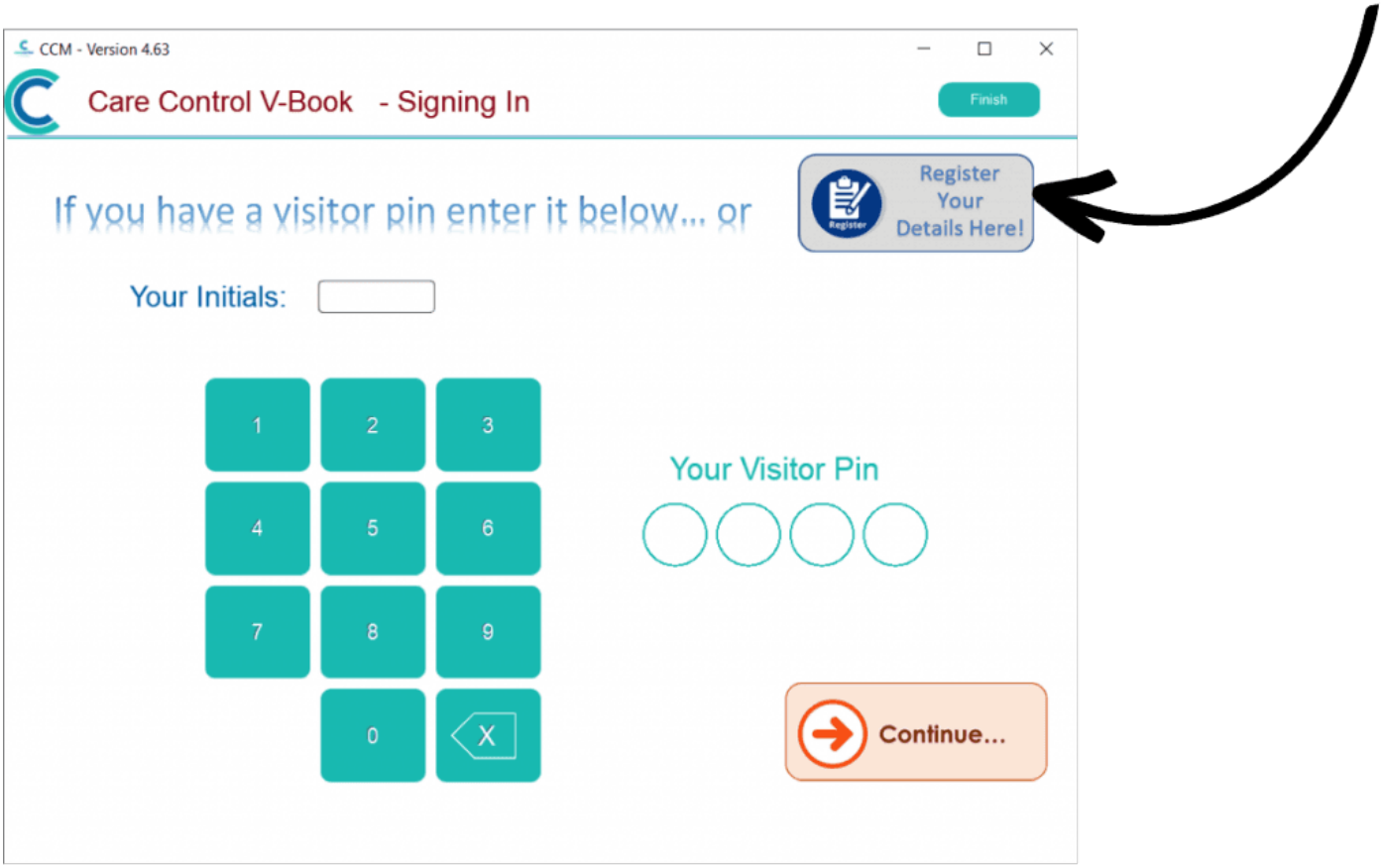


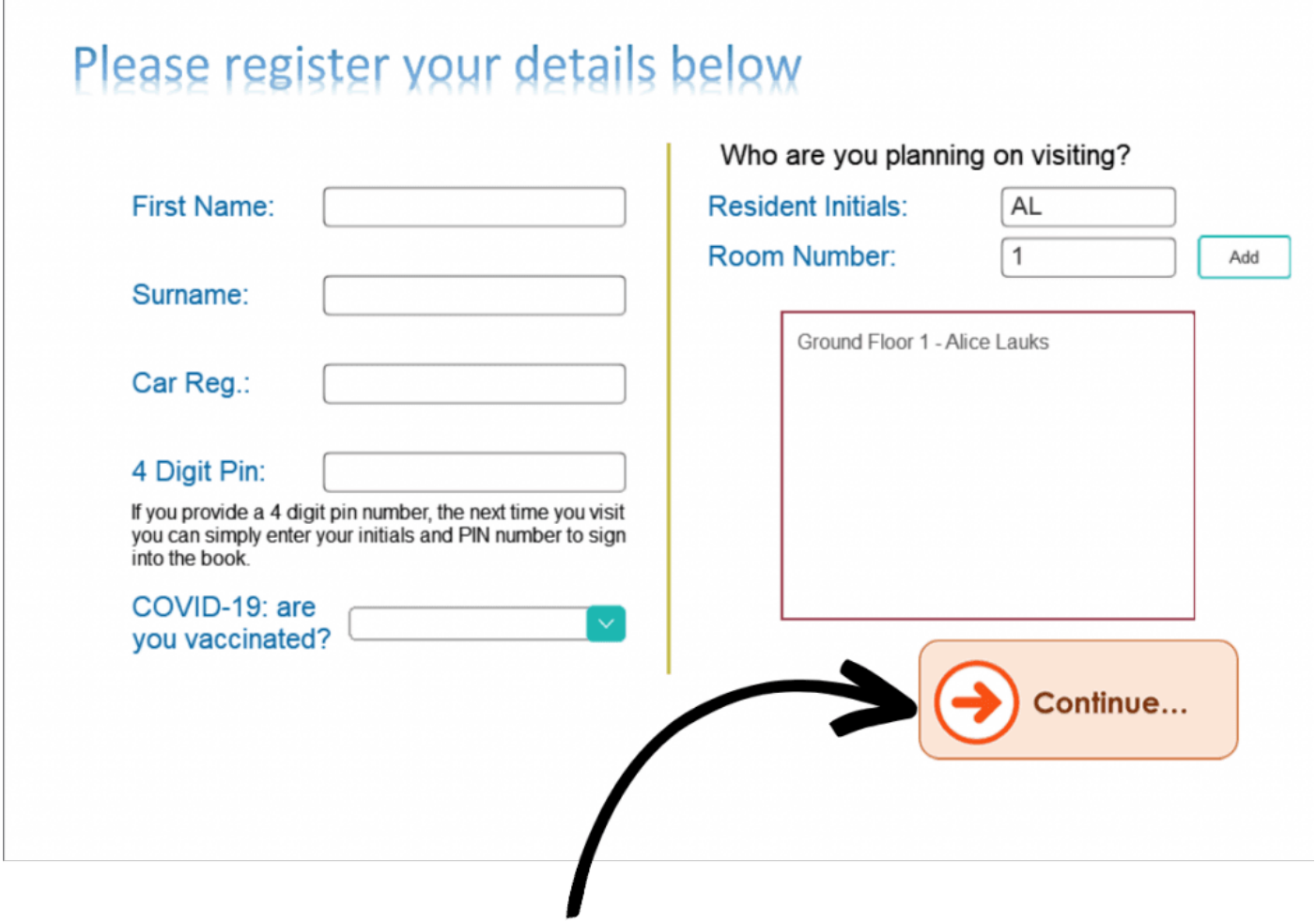
3

Choose the relevant visit type. In this case we will choose **Friend or Relative**.

4

Select **Register Your Details Here**.


CCM - Version 4.63
Care Control V-Book - Signing In
Finish
If you have a visitor pin enter it below... or
Register Your Details Here!
Your Initials:
1
2
3
4
5
6
7
8
9
0
X
Your Visitor Pin
Continue...



5

On the right-hand side of the screen, there is an option to link the visit to a service user. Enter the **initials** and **room number** of the service user and press **Add**.

A search result will appear in the box with matching service users. Simply tap on the name to link this visit to the user.

After filling out the remainder of the form, press **Continue** to sign in.