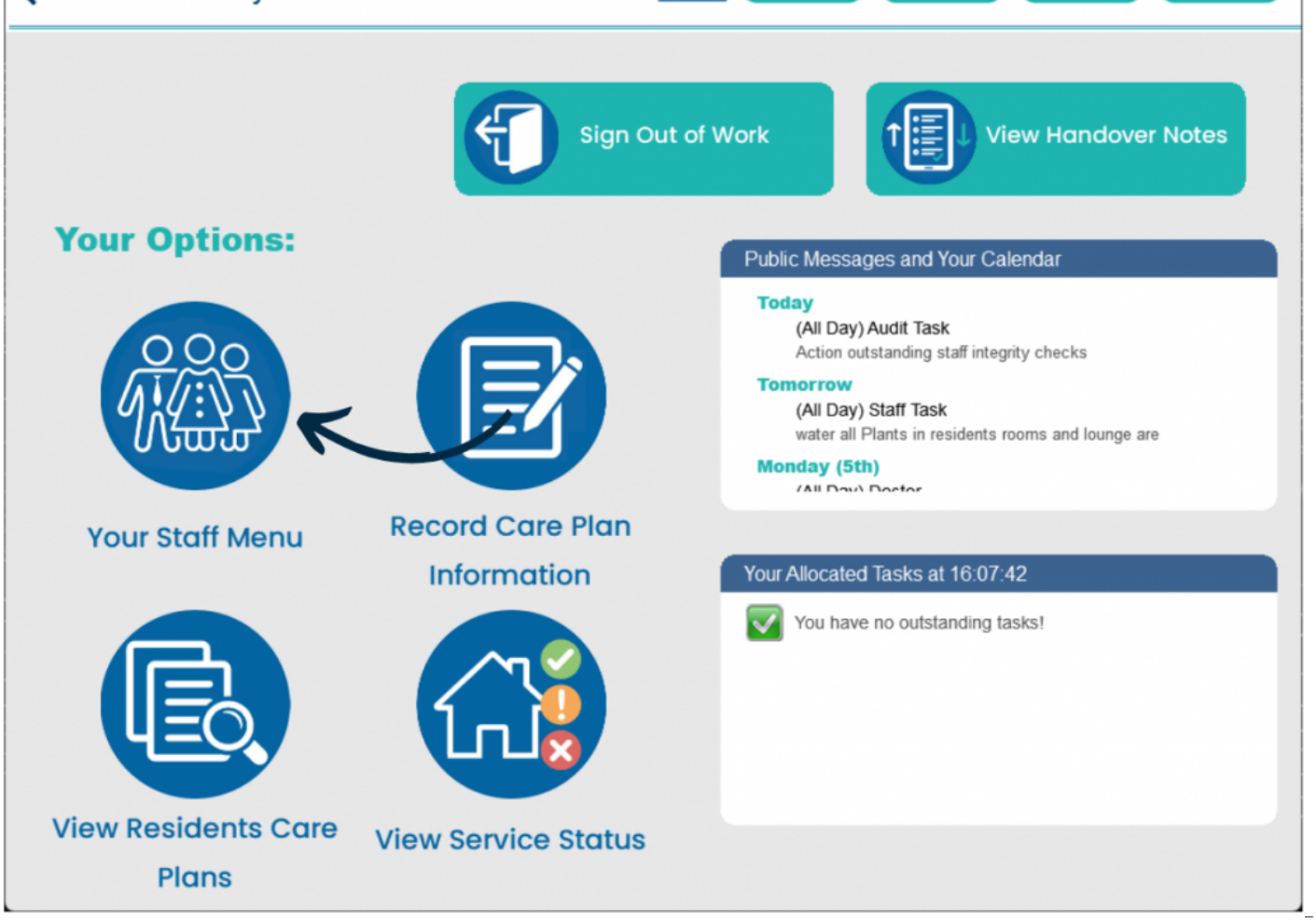
Maintenance Tool on Mobile

Care Control Mobile · https://cclearninghub.co.uk/docs/maintenance-tool-on-mobile/

Maintenance Tool on Mobile

This guide will cover how to access and use the Maintenance Tool on Care Control Mobile. This feature allows you to record and update maintenance related issues.



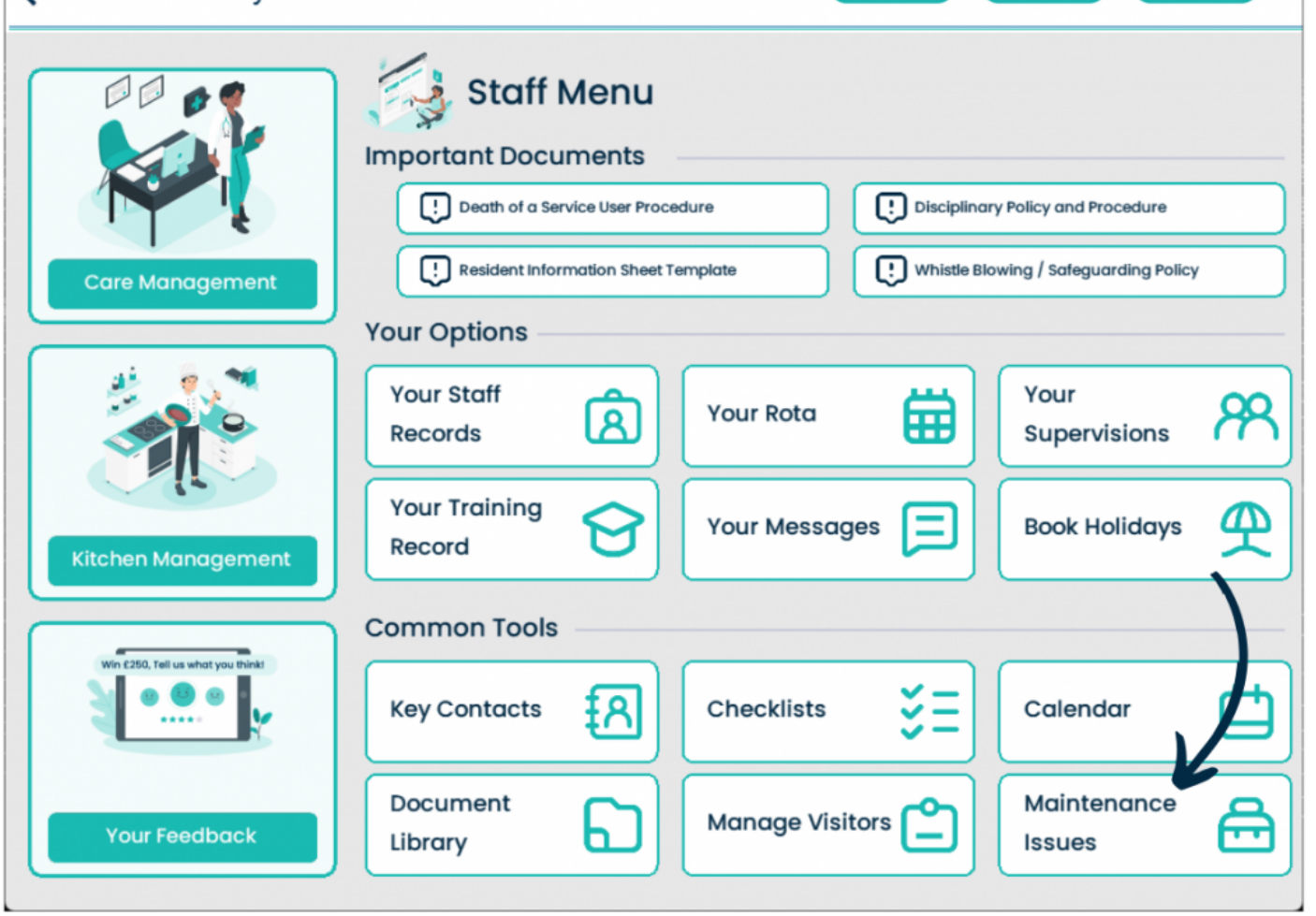


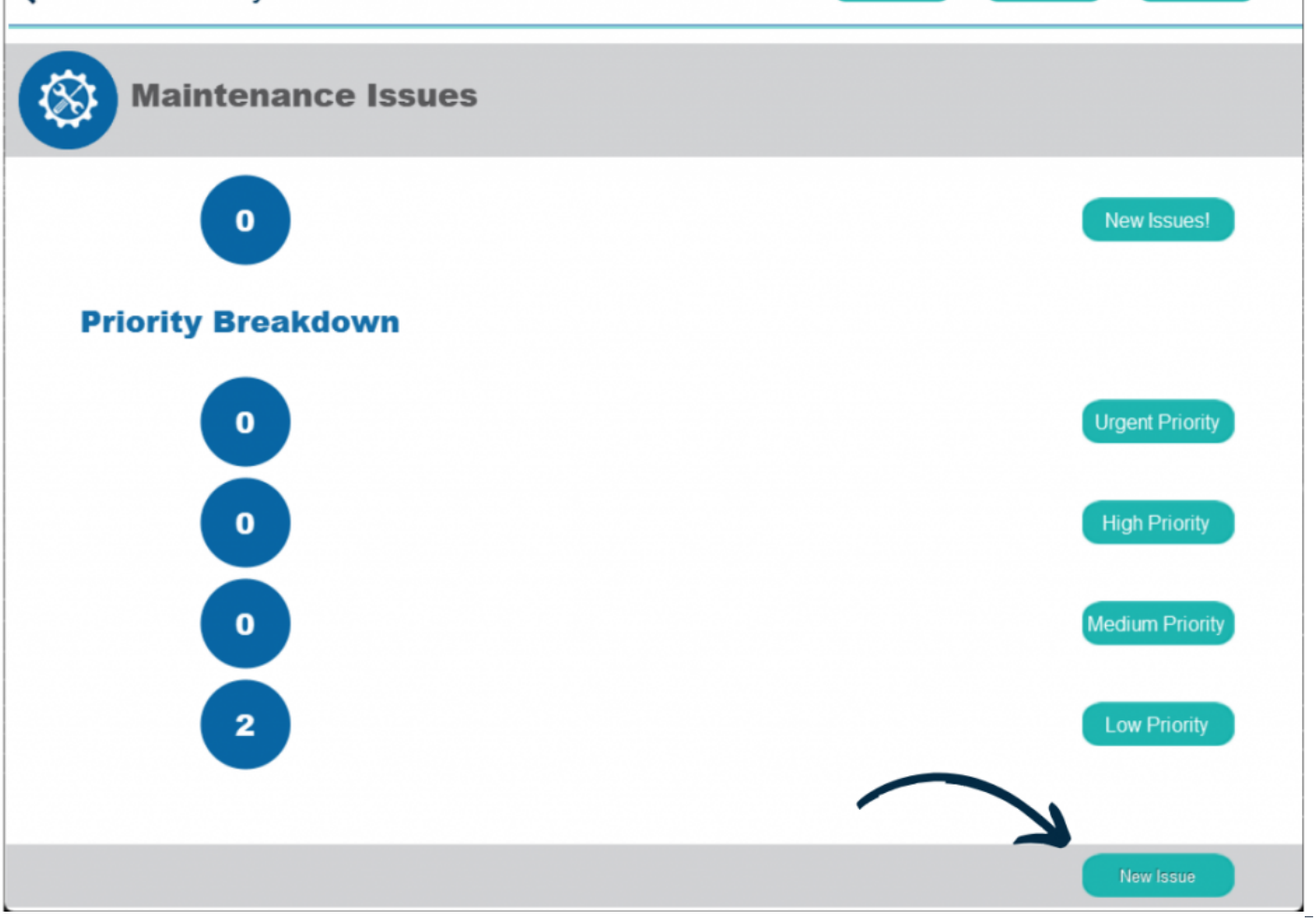
1

After signing into Care Control Mobile, select '**Your Staff Menu**'.

2

Here, select '**Maintenance Issues**'.


Care Management
Kitchen Management
Win £250, Tell us what you think!
Your Feedback
Staff Menu
Important Documents
Death of a Service User Procedure
Disciplinary Policy and Procedure
Resident Information Sheet Template
Whistle Blowing / Safeguarding Policy
Your Options
Your Staff Records
Your Rota
Your Supervisions
Your Training Record
Your Messages
Book Holidays
Common Tools
Key Contacts
Checklists
Calendar
Document Library
Manage Visitors
Maintenance Issues



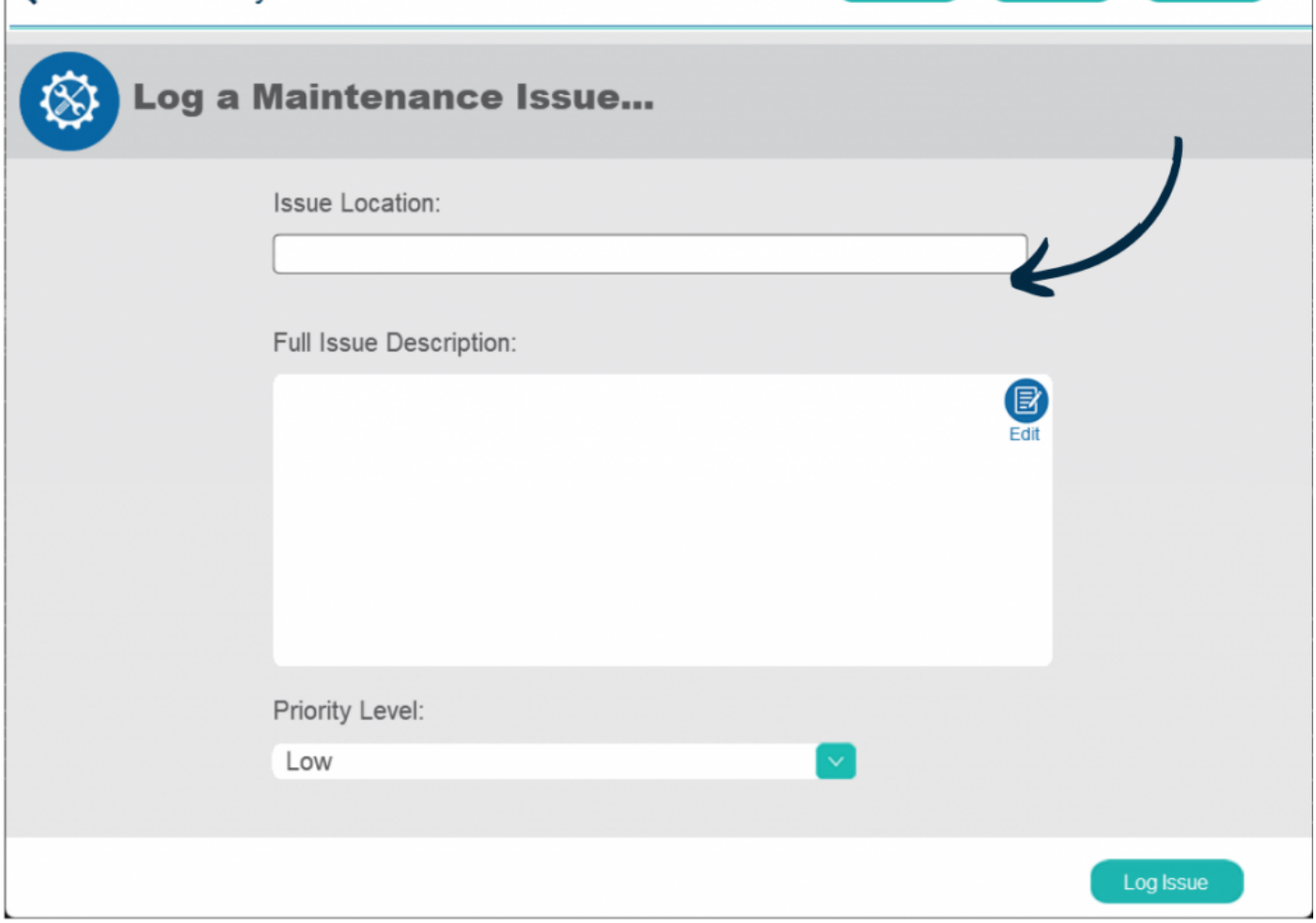
3

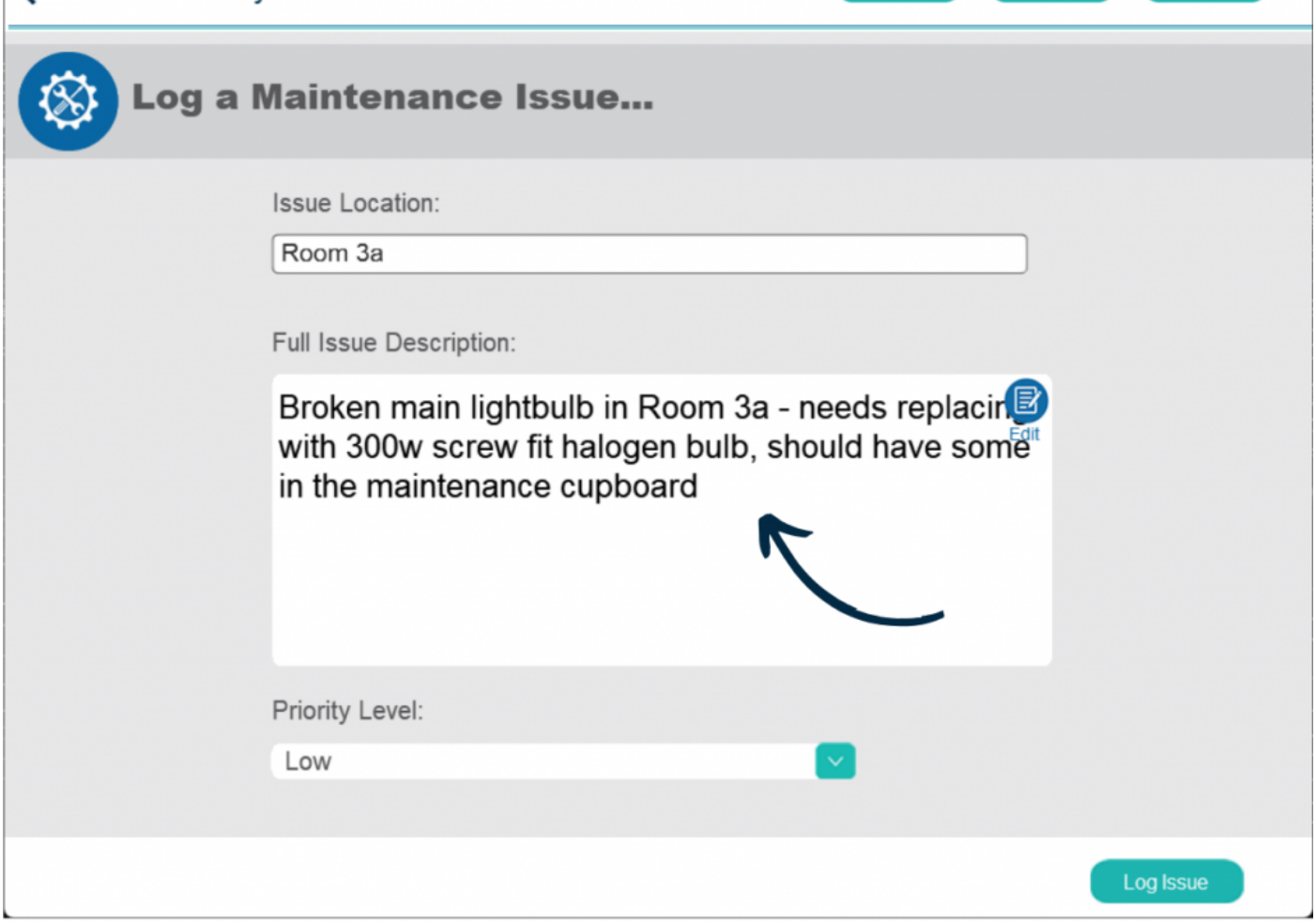
A summary of current maintenance issues will be displayed. These are categorised by their priority.

Press ‘**New Issue**‘ to record a new one.

4

Begin by typing in the ‘**Location**‘ of the issue.


Log a Maintenance Issue...
Issue Location:
Full Issue Description:
Edit
Priority Level:
Low
Log Issue



5

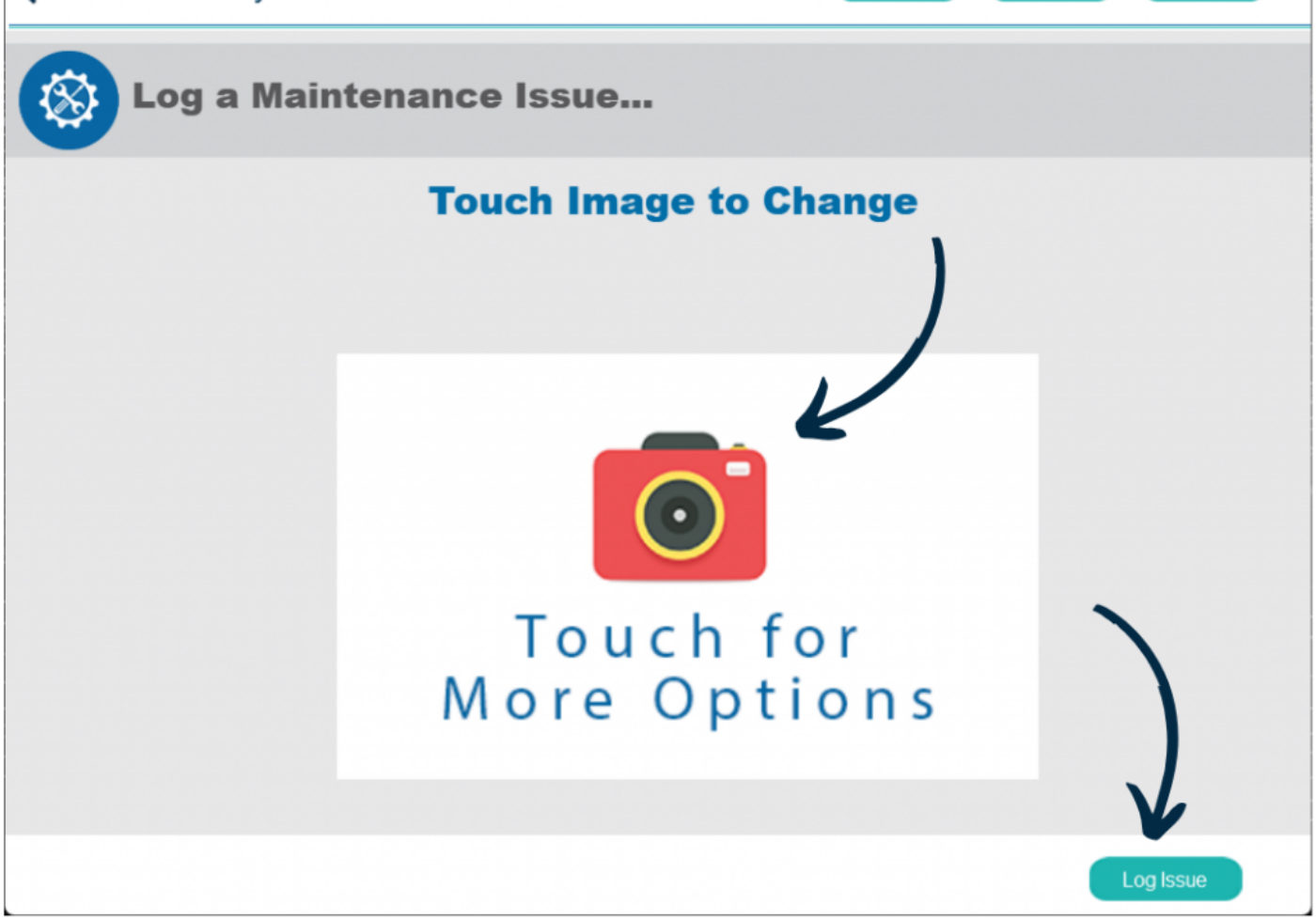
Then, add some more information in the ‘**Description**‘ box.

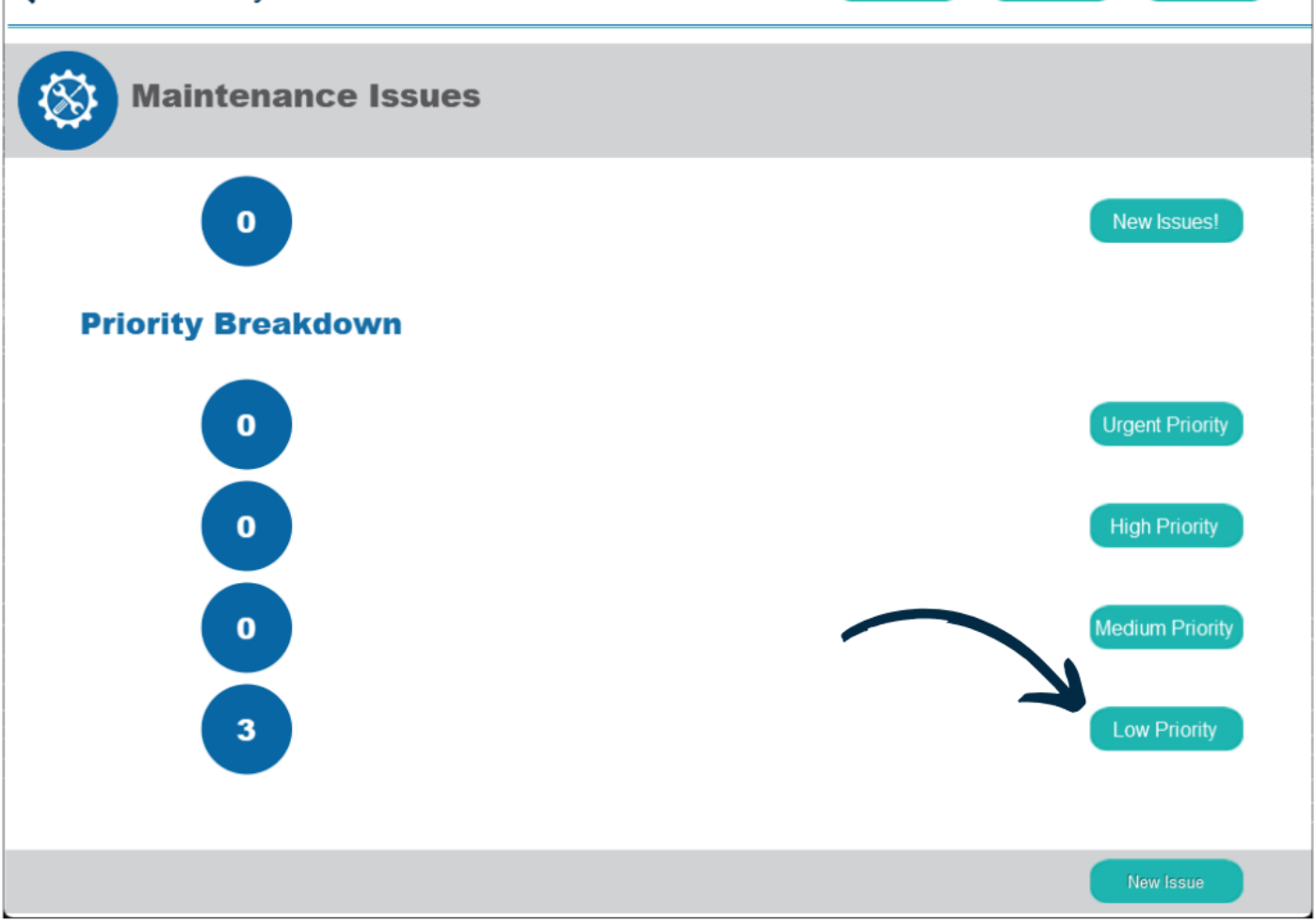
You can also set a ‘**Priority Level**‘.

6

If you scroll down on the form, you can attach an image to the issue by tapping on the camera icon.

After completing the form, press ‘**Log Issue**‘.


Log a Maintenance Issue...
Touch Image to Change
Touch for
More Options
Log Issue



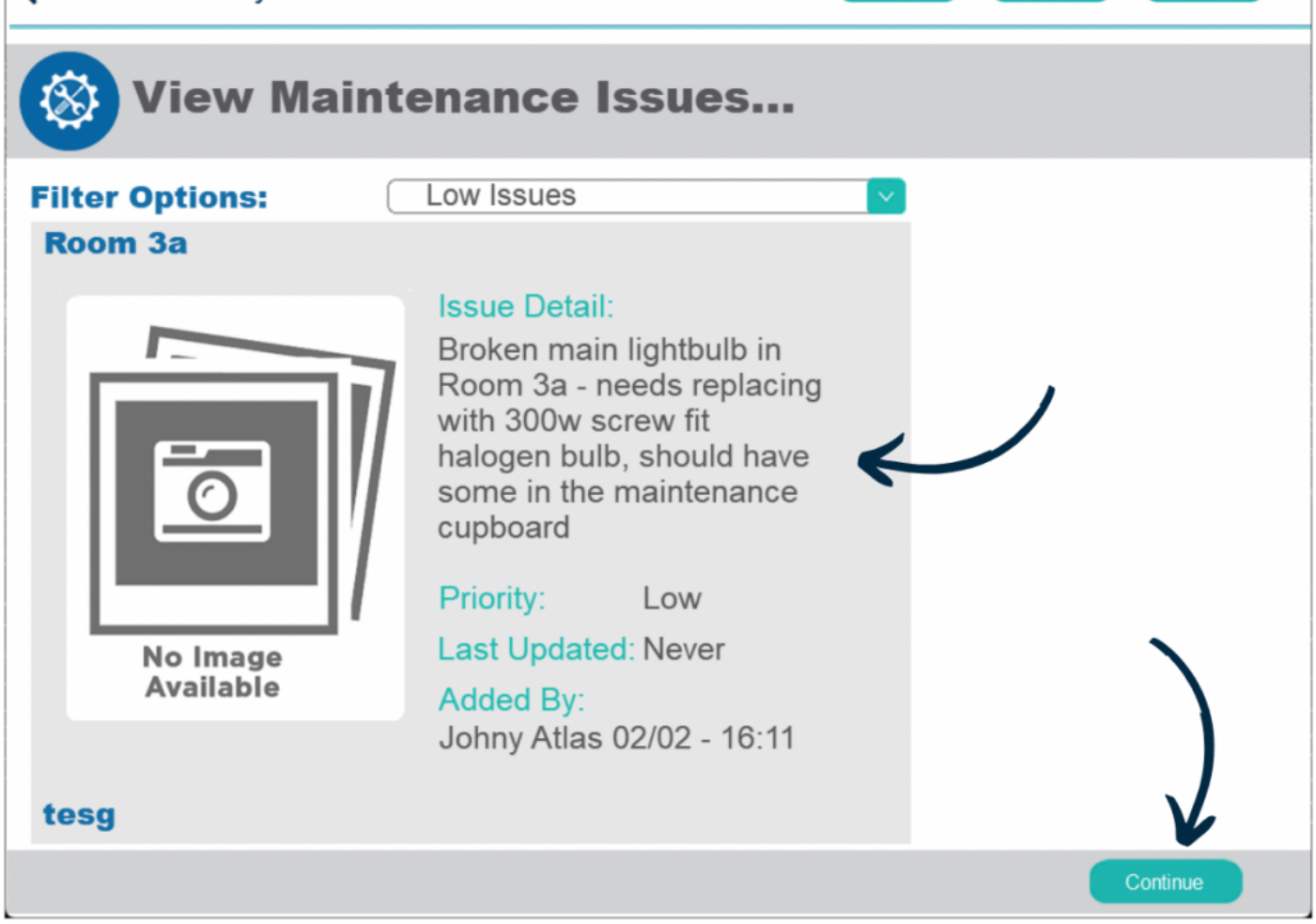
7

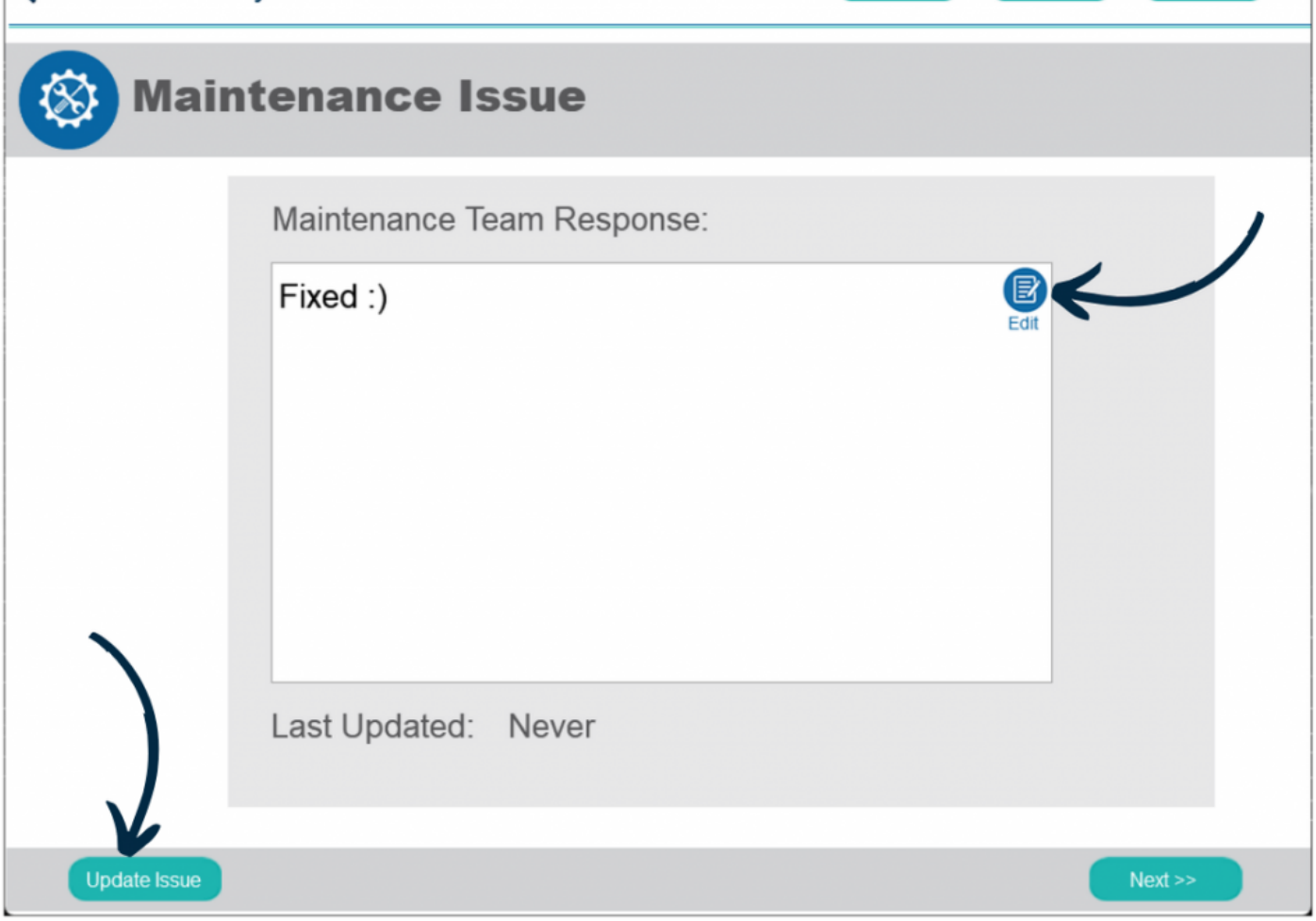
Your new issue will appear in the priority category chosen when recording it.

In the example, we recorded a **Low Priority** issue.

8

A summary of the issue can be seen here. Tap on it and press '**Continue**' to open it.


View Maintenance Issues...
Filter Options:
Low Issues
Room 3a
No Image Available
Issue Detail:
Broken main lightbulb in Room 3a - needs replacing with 300w screw fit halogen bulb, should have some in the maintenance cupboard
Priority: Low
Last Updated: Never
Added By:
Johny Atlas 02/02 - 16:11
tesg
Continue



9

Here, you can amend any of the information entered originally, as well as close the issue and add a response.

Make sure to press ‘**Update Issue**‘ after making any amendments.