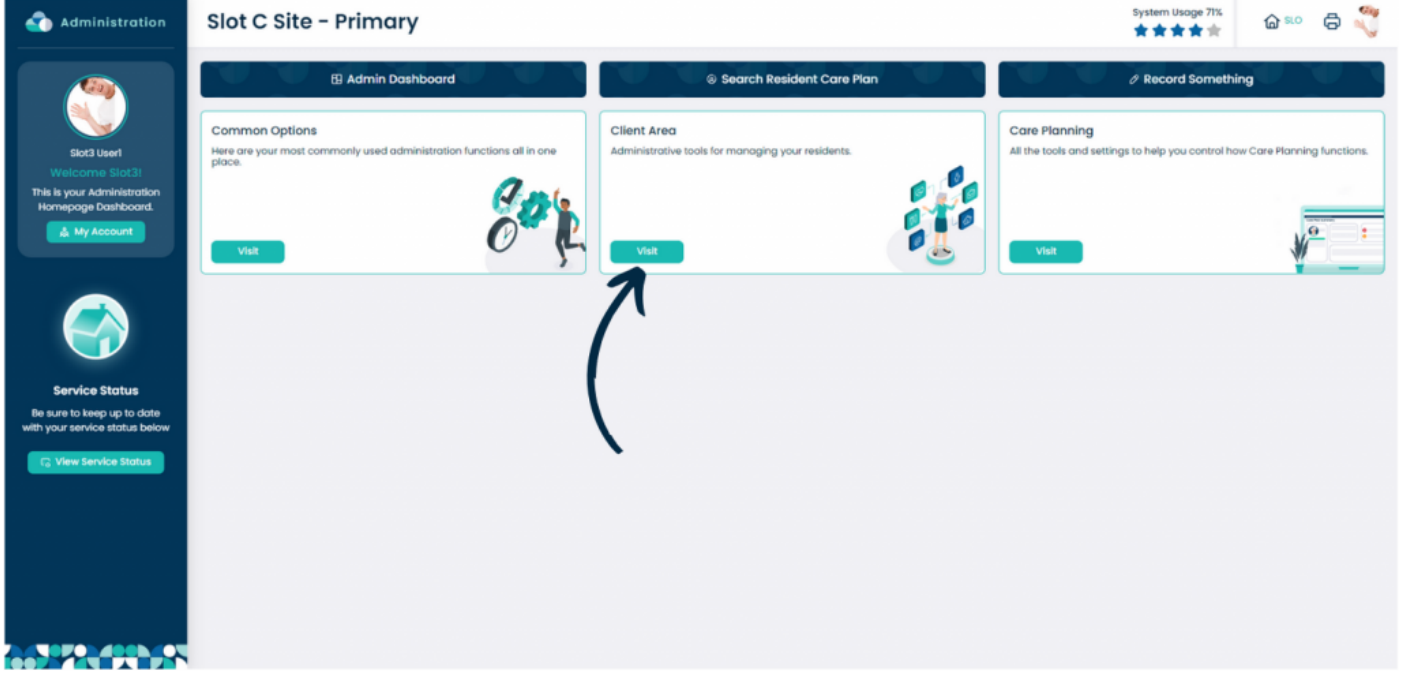
Recording a Leaver

Client Area · https://cclearninghub.co.uk/docs/recording-a-leaver/

Recording a Leaver

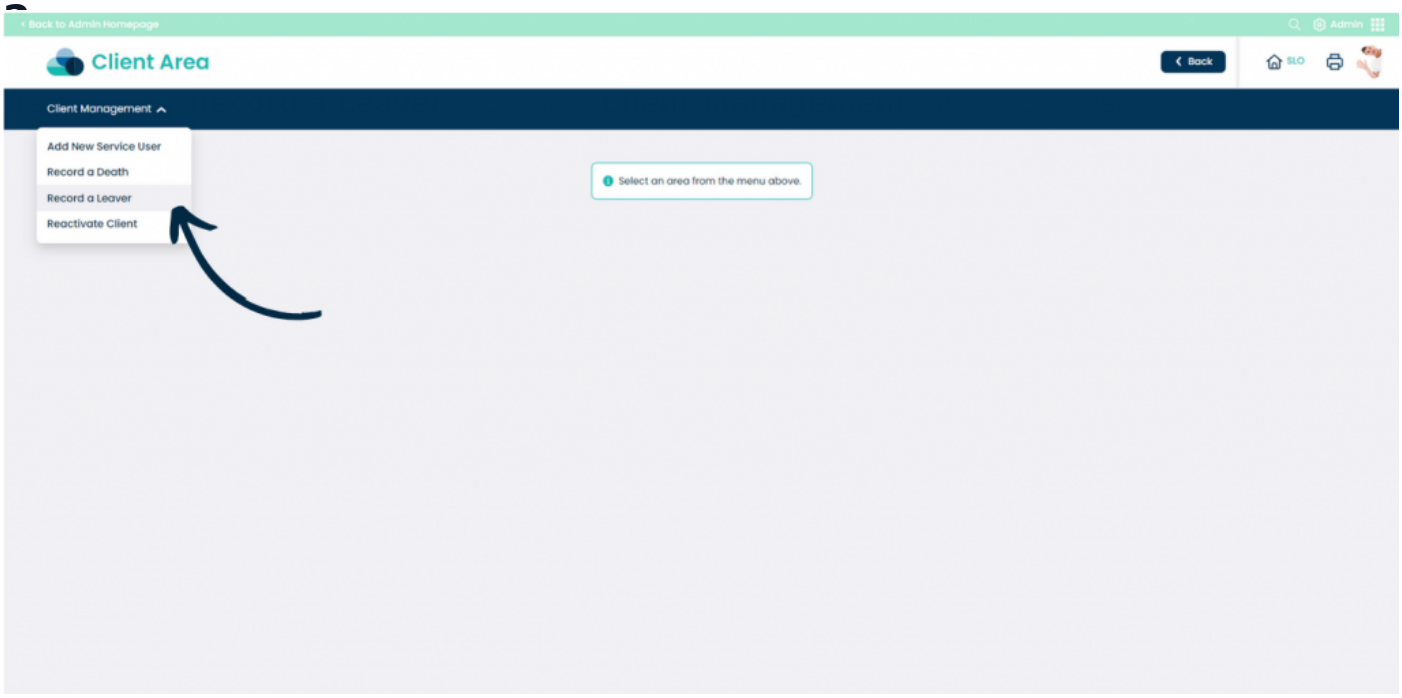
This guide will cover how to record a service user leaving your care, via the Care Control Cloud platform.

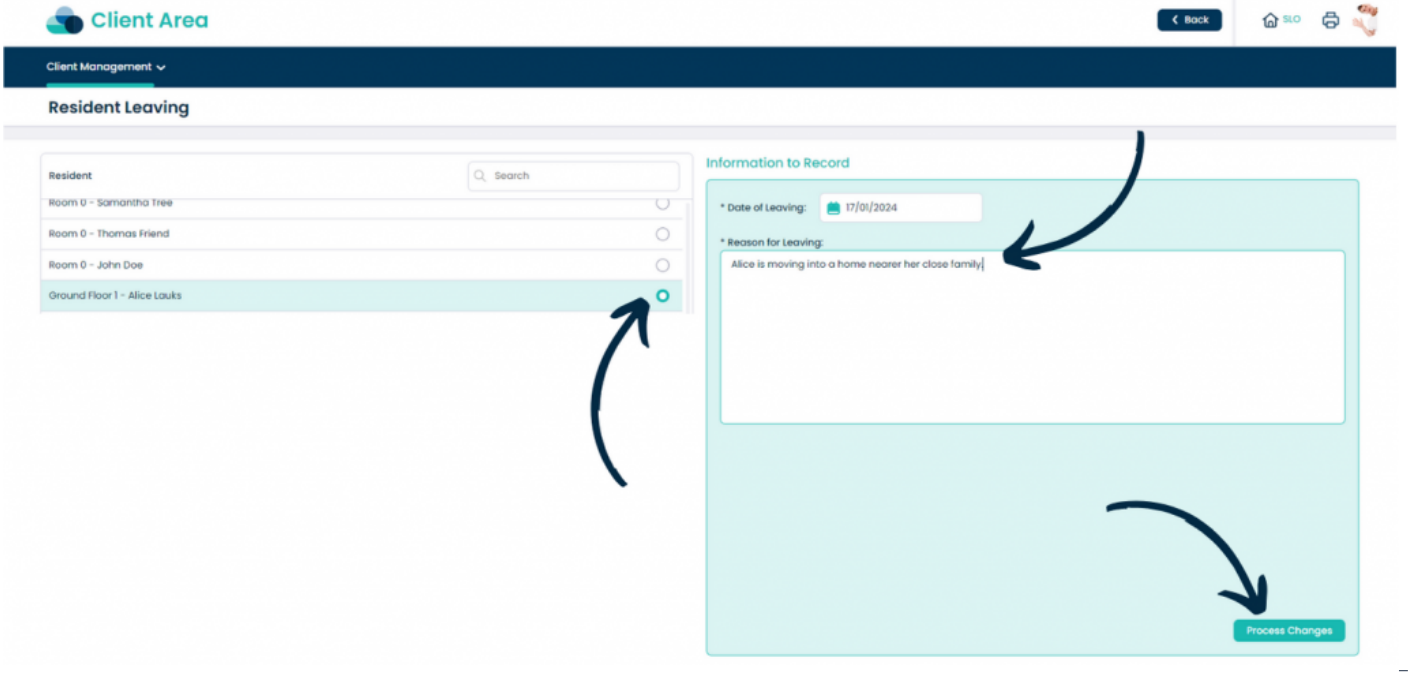




1

From the Admin app on Care Control Cloud, navigate to the '**Client Area**'.





3

Next, select the service user who is leaving from the list on the left hand side.

Continue to add the ‘**Date**‘ and a ‘**Reason**‘ for the service user leaving. Then, press ‘**Process Changes**‘.