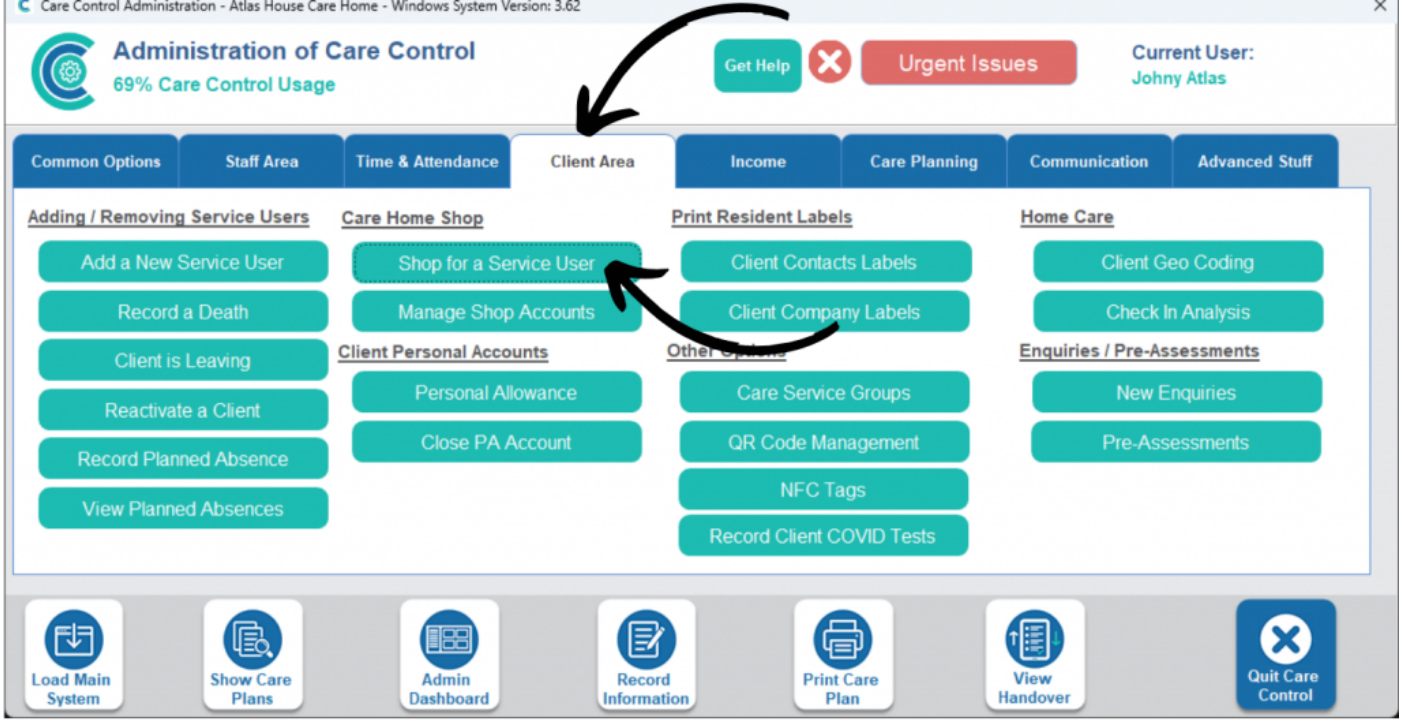
# Service User Shop

Care Plans Windows · https://cclearninghub.co.uk/docs/service-user-shop/

## Service User Shop

This guide will cover how to access, amend and manage the Service User Shop on Care Control Windows. This shop can be used for products bought by service users from a stock system in the home.





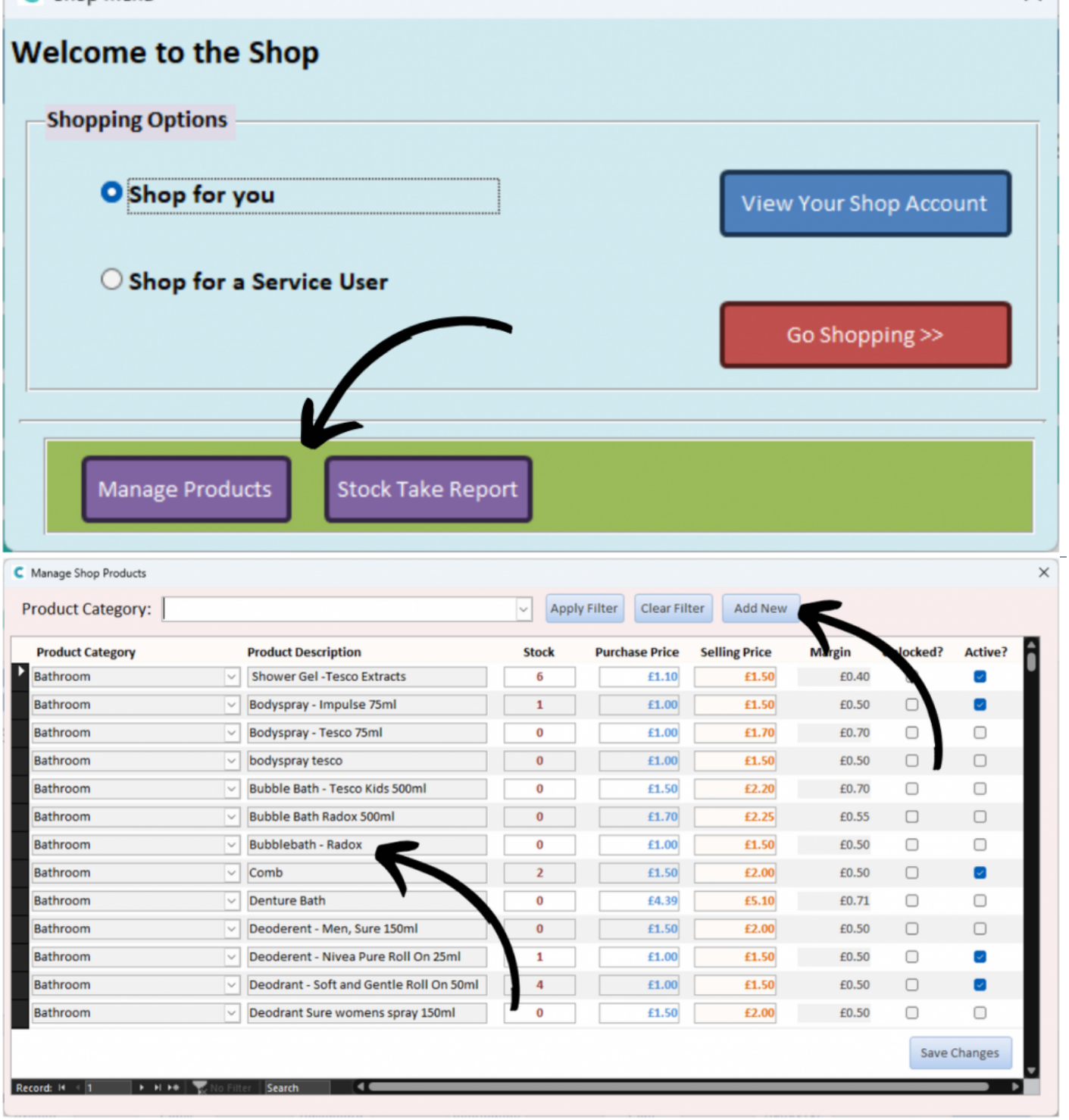

## 1

In the Administration of Care Control Windows, navigate to the **Shop for a SU** tool, which can be found under the **Client Area** tab.

## 2

A new window will open. Here, we have a few options relating to the shop tool. The two options at the bottom is where we can manage our shop as well as view stock reports.

Press **Manage Products** to begin.







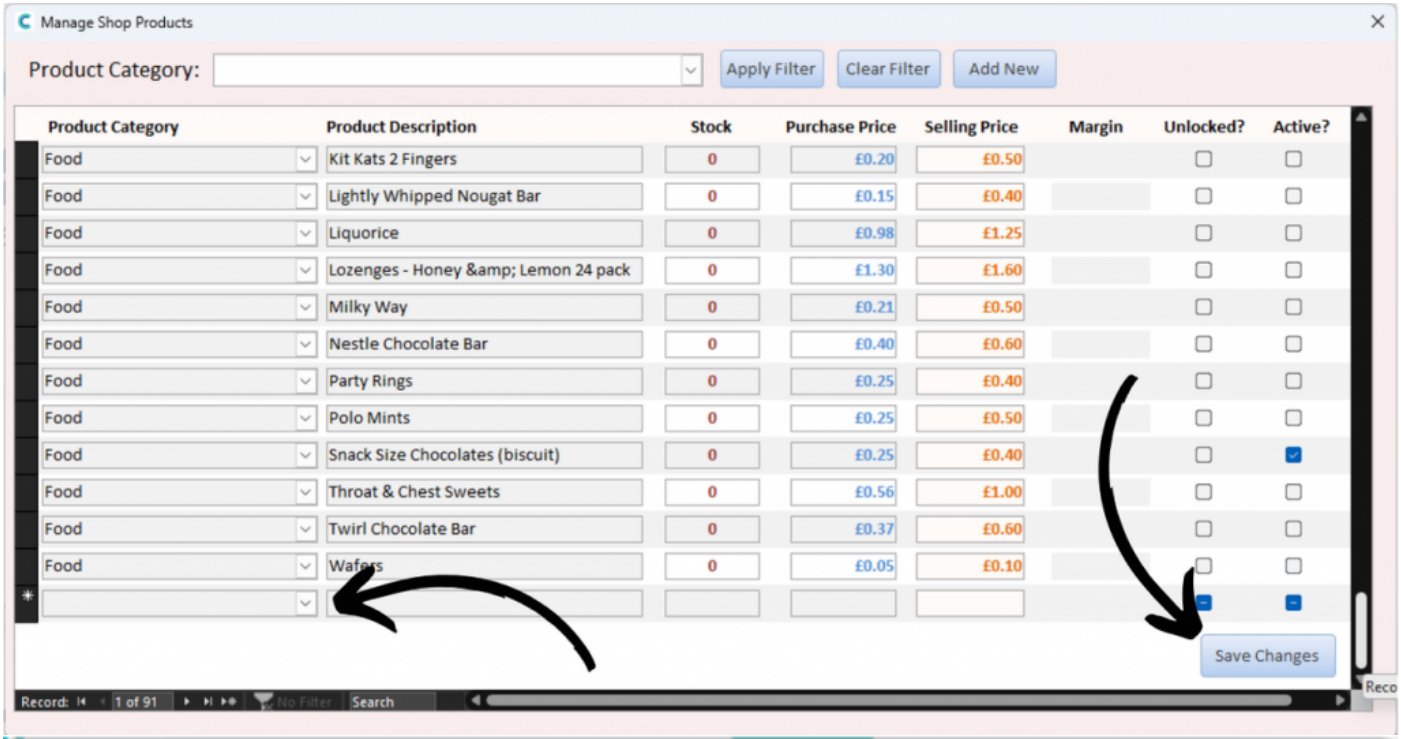
## 3

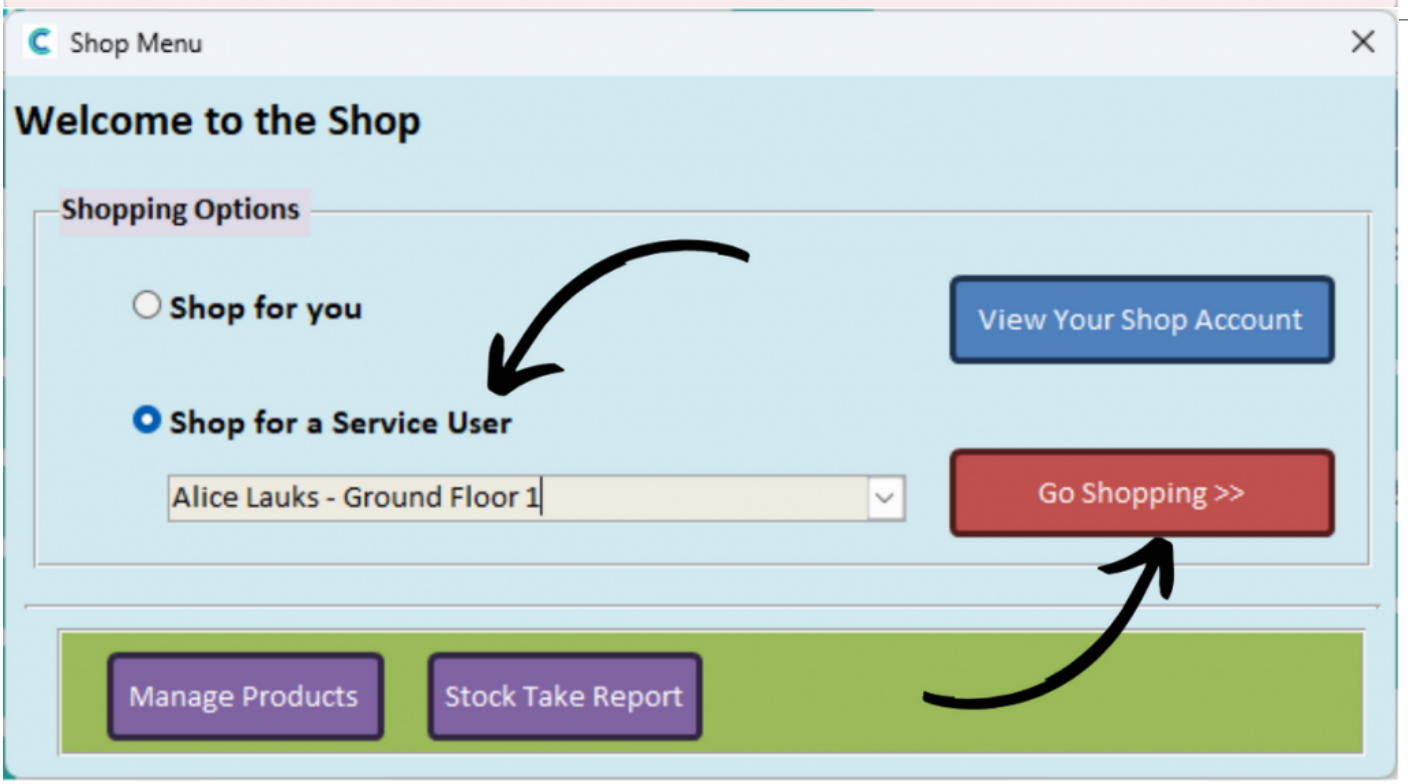
The shop products window will open. Here, a list of items currently for sale will be displayed. They are broken down into **category**, **description**, **stock level**, **purchase & selling price**, **profit margin** and whether the item is **unlocked & active**.

We can add a new **Product Category** by pressing **Add New** at the top of the window.

## 4

To add a new individual product, scroll to the bottom of the list and enter the details in the **blank**



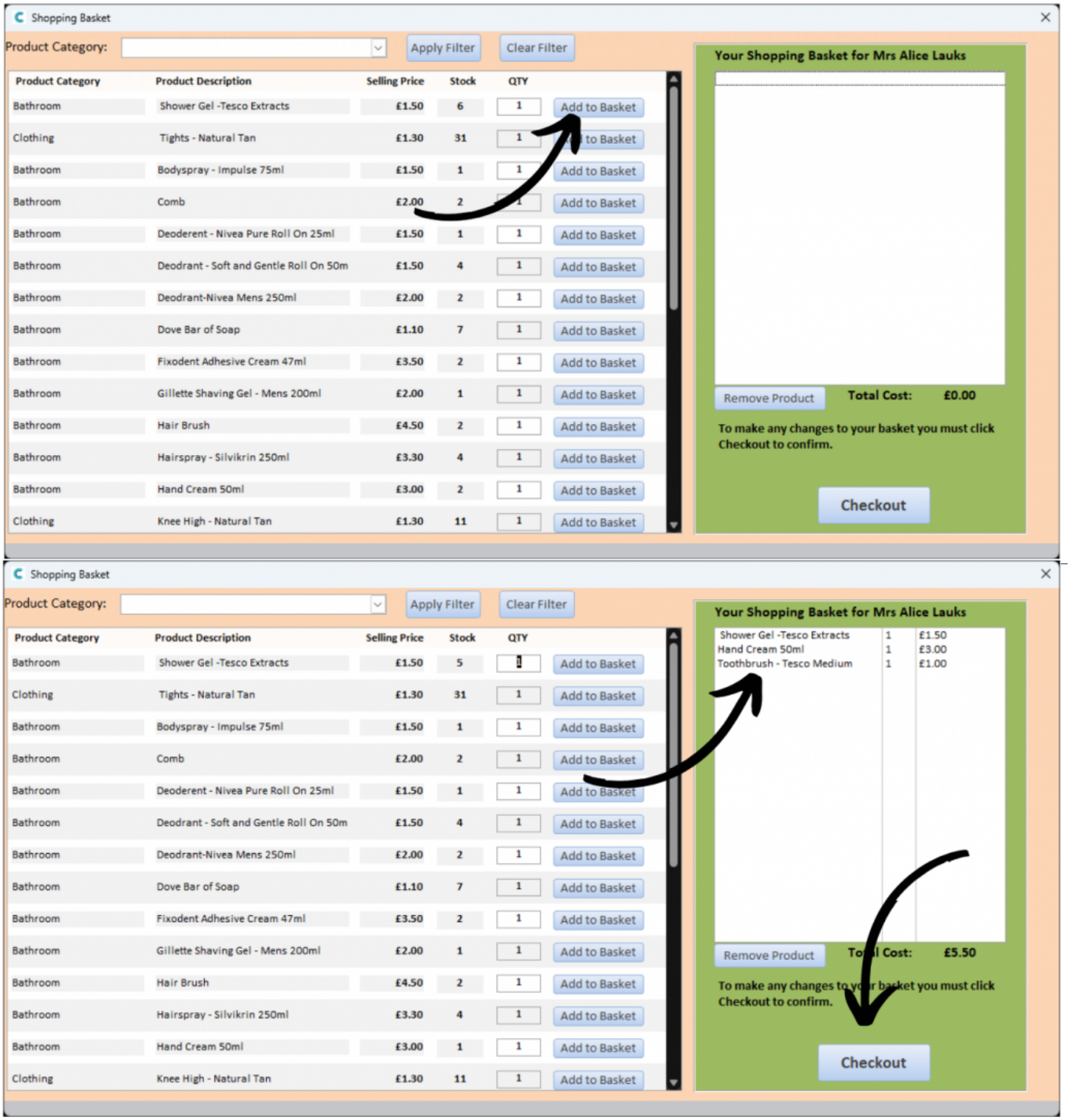




## 5

We can now purchase some things for a service user.

Begin by selecting **Shop for a SU**, then select one from the drop down list and press **Go Shopping**.

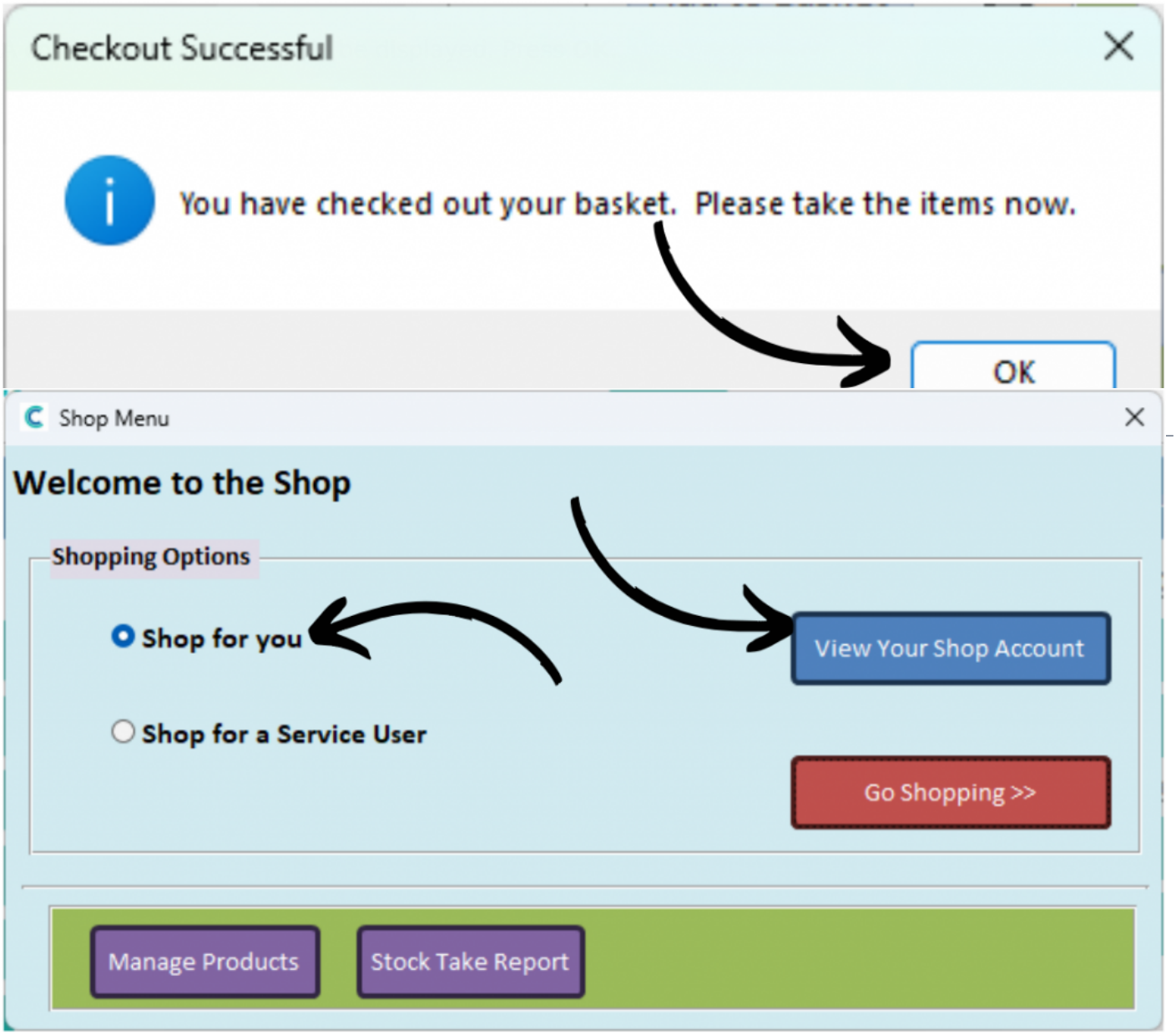
# 6



## 7

After choosing the items we want, we can press **Checkout** to complete the process.

## 8




## 9

In the same way as above, we can also shop as a staff member.

Select **Shop for You**, then press **Go Shopping**. This will open the same shop-basket window as in step 7.

You can view your shopping history by pressing **View Your Shop Account**.

## 10

