Setting up One Time Codes

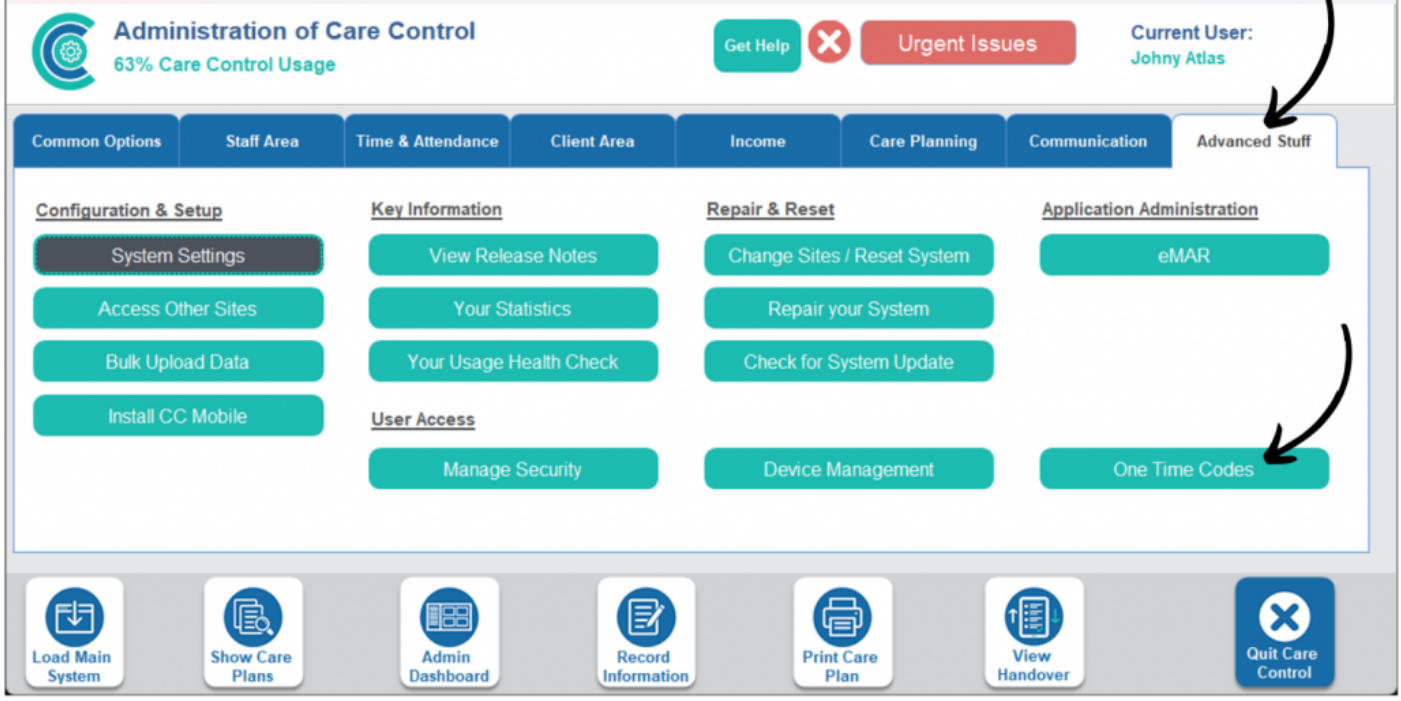
Care Control Gateway · https://cclearninghub.co.uk/docs/setting-up-one-time-codes/



Setting up One Time Codes

This guide will cover how to set up One Time Codes for your staff members via Care Control Windows. OTC's allow staff members to register Care Control on their personal devices, without the need to give out the SITE code to them. These are particularly useful in Dom-Care or Supported Living care environments where staff are more likely to work from their personal devices.

If you are using Cloud, please follow this guide: Creating a One Time Code in Cloud – Care Control Learning Hub



1

In the Administration of Care Control Windows, select the **One Time Codes** tool, which can be found under the **Advanced Stuff** tab.

2

A new window will open.

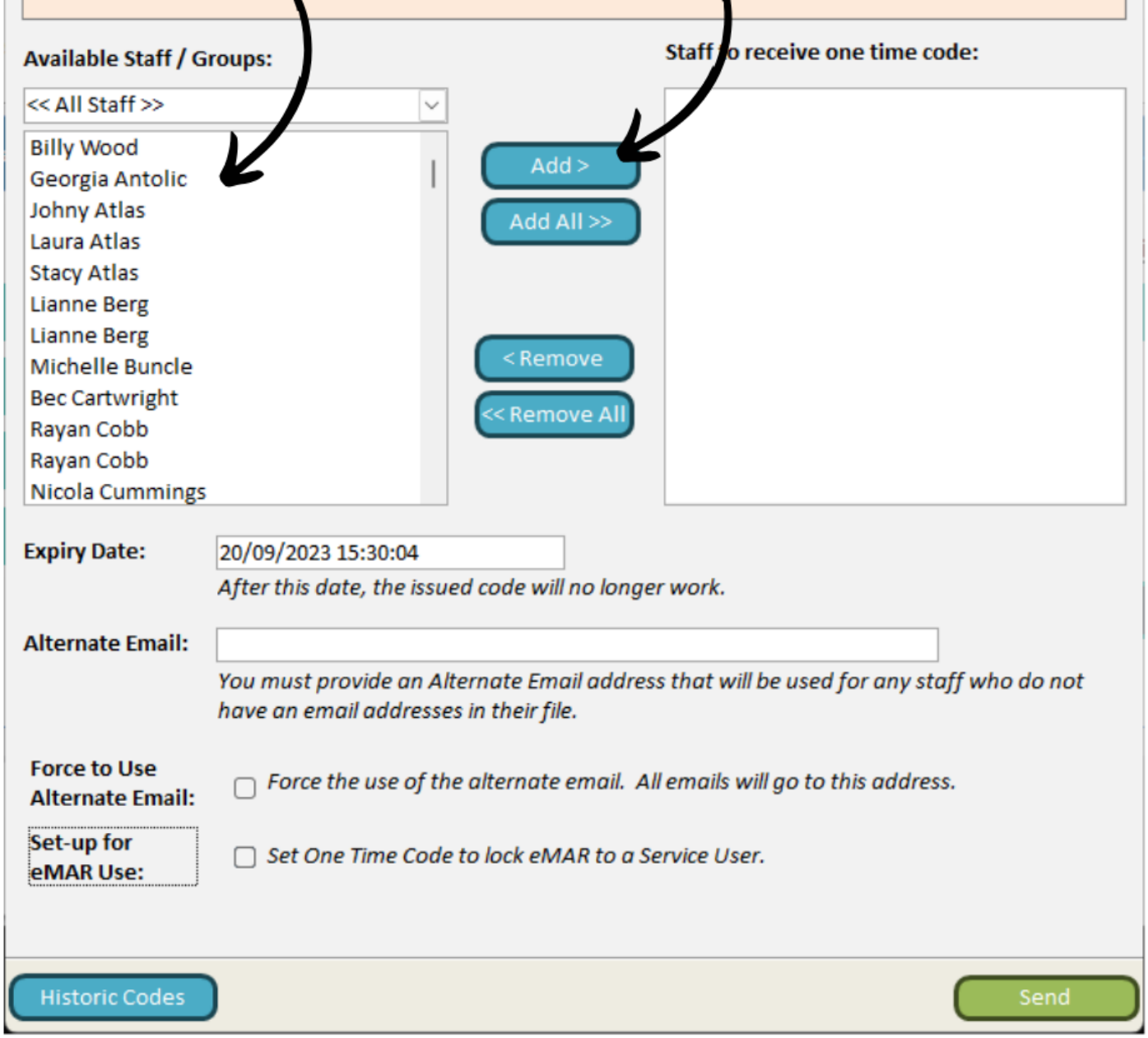
Begin by selecting the **staff members** you wish to assign a OTC. Press **Add** to move them over to the right hand side.

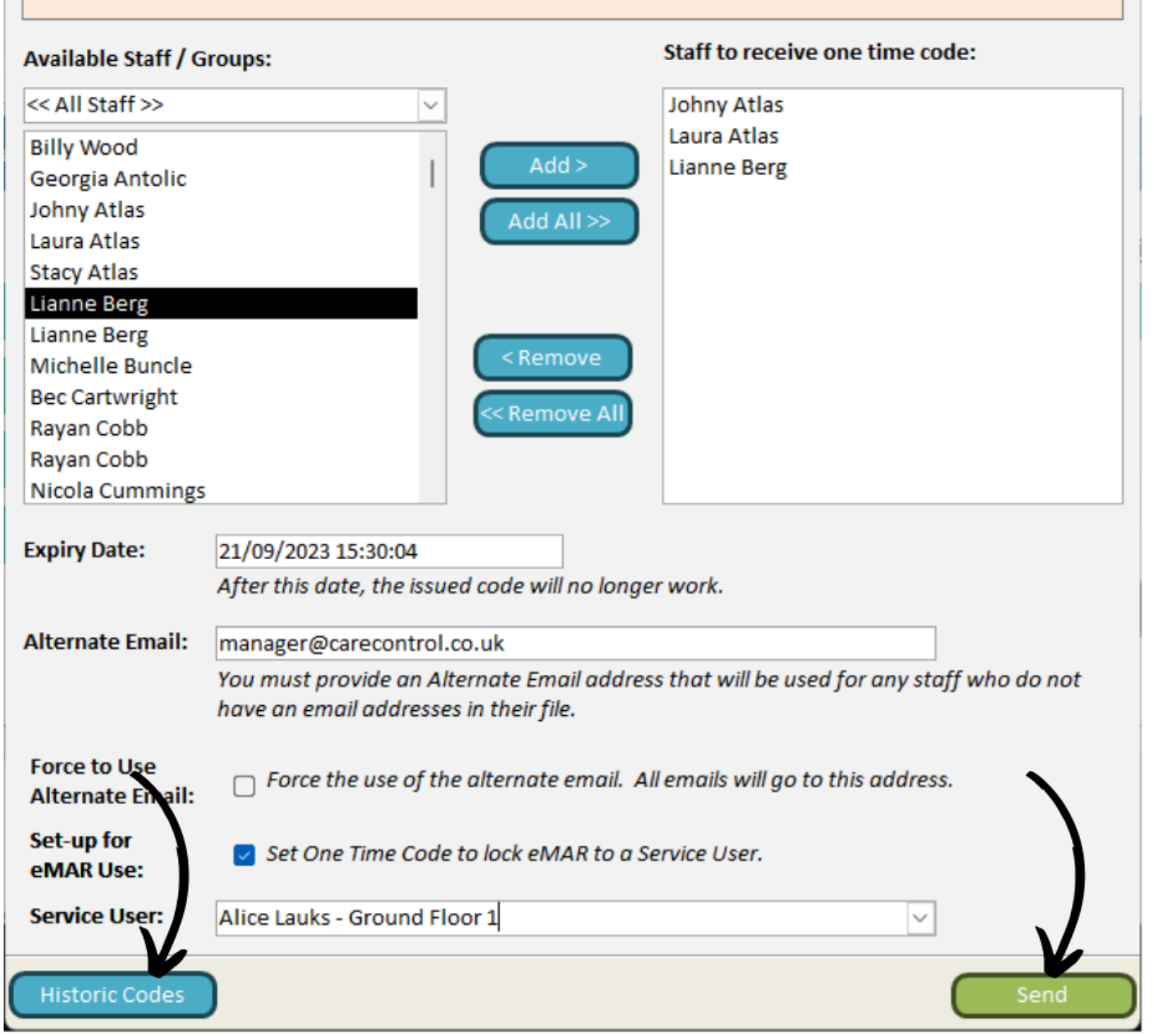
Next, enter an **Expiry Date**. The code will no longer work for registration after this date.

Then, enter an **Alternative Email** address. If a staff member has an email address on file, the OTC will be sent to them directly. You can enter an alternative email address for staff members who do not have one on file. You can then give out the codes manually from the alternative address.

Finally, you can choose to only use the alternative address. This could be your email address, so that you can give out the codes manually.

You can also **Lock eMAR** to a service user via the checkbox.


Available Staff / Groups:
Staff to receive one time code:
<< All Staff >>
Billy Wood
Georgia Antolic
Johny Atlas
Laura Atlas
Stacy Atlas
Lianne Berg
Lianne Berg
Michelle Buncle
Bec Cartwright
Rayan Cobb
Rayan Cobb
Nicola Cummings
Add >
Add All >>
< Remove
<< Remove All
Expiry Date:
20/09/2023 15:30:04
After this date, the issued code will no longer work.
Alternate Email:
You must provide an Alternate Email address that will be used for any staff who do not have an email addresses in their file.
Force to Use Alternate Email:
Force the use of the alternate email. All emails will go to this address.
Set-up for eMAR Use:
Set One Time Code to lock eMAR to a Service User.
Historic Codes
Send



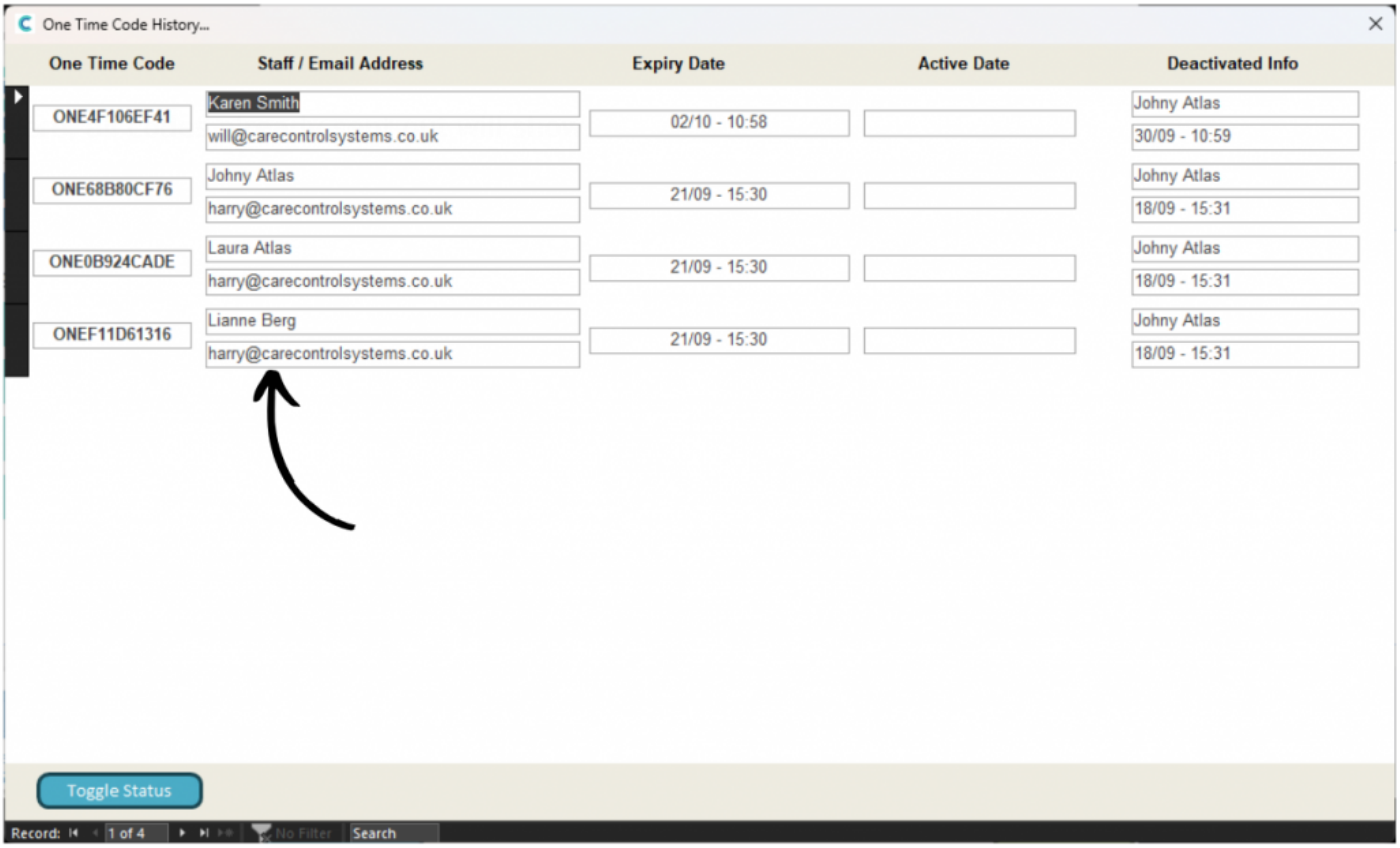
3

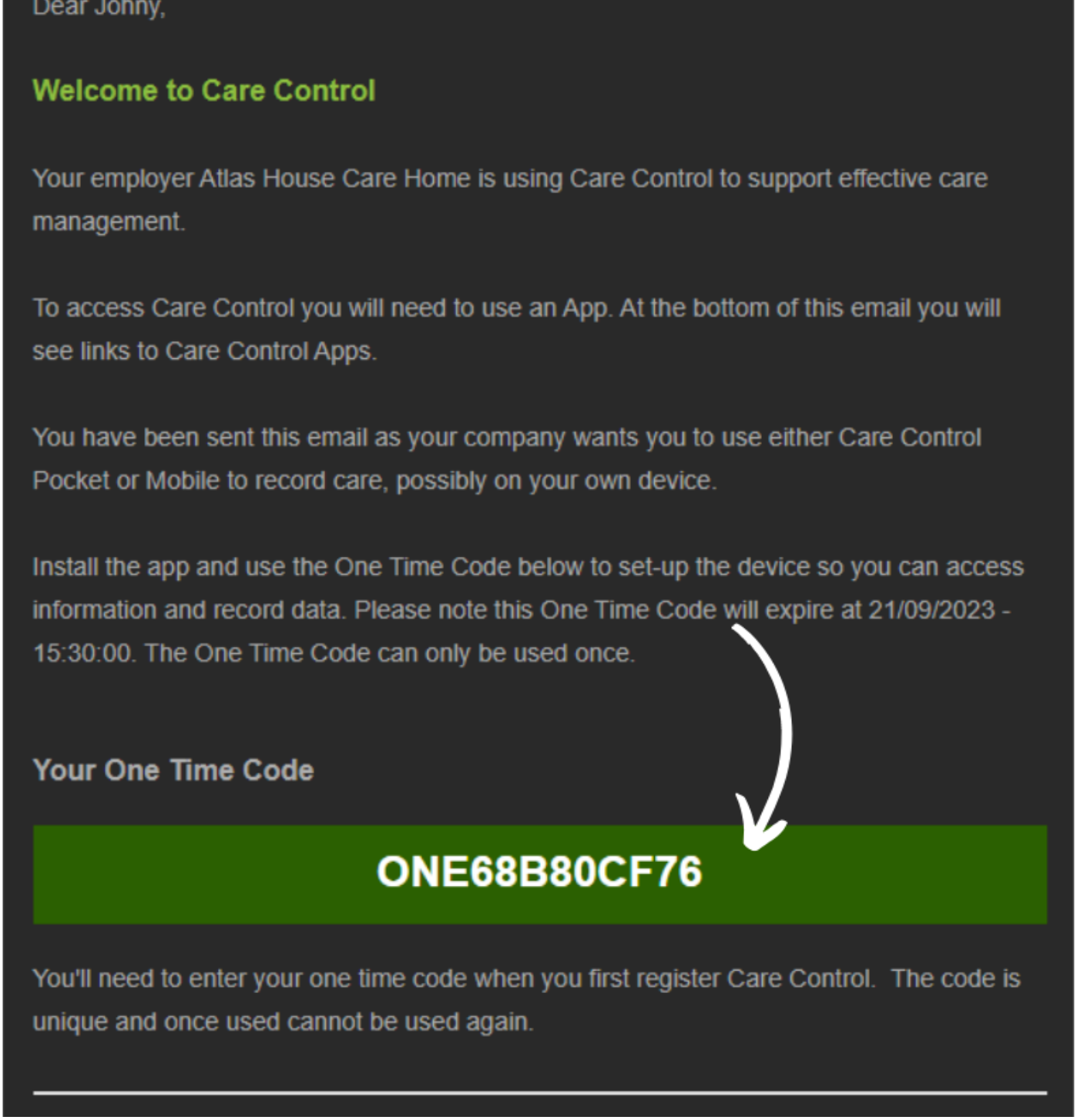
After completing the form, press **Send**.

OTC's will then be sent to the selected staff members, or to the alternative email address.

You can also view **Historic Codes** via the dedicated button.

4


One Time Code History...
One Time Code
Staff / Email Address
Expiry Date
Active Date
Deactivated Info
ONE4F106EF41
Karen Smith
will@carecontrolsystems.co.uk
02/10 - 10:58
Johny Atlas
30/09 - 10:59
ONE68B80CF76
Johny Atlas
harry@carecontrolsystems.co.uk
21/09 - 15:30
Johny Atlas
18/09 - 15:31
ONE0B924CADE
Laura Atlas
harry@carecontrolsystems.co.uk
21/09 - 15:30
Johny Atlas
18/09 - 15:31
ONEF11D61316
Lianne Berg
harry@carecontrolsystems.co.uk
21/09 - 15:30
Johny Atlas
18/09 - 15:31
Toggle Status
Record: 1 of 4
No Filter
Search



5

This is what the OTC email will look like. It contains the code in the green box for staff to use to register their devices.

Here is a guide you can give to staff on how to set up their devices:

> Registering Pocket with a One-Time-Code

Embedded media: https://cclearninghub.co.uk/docs/registering-pocket-with-one-time-code/embed/#?secret=G3rOXWhzgE#?secret=QtjbKtkY5x