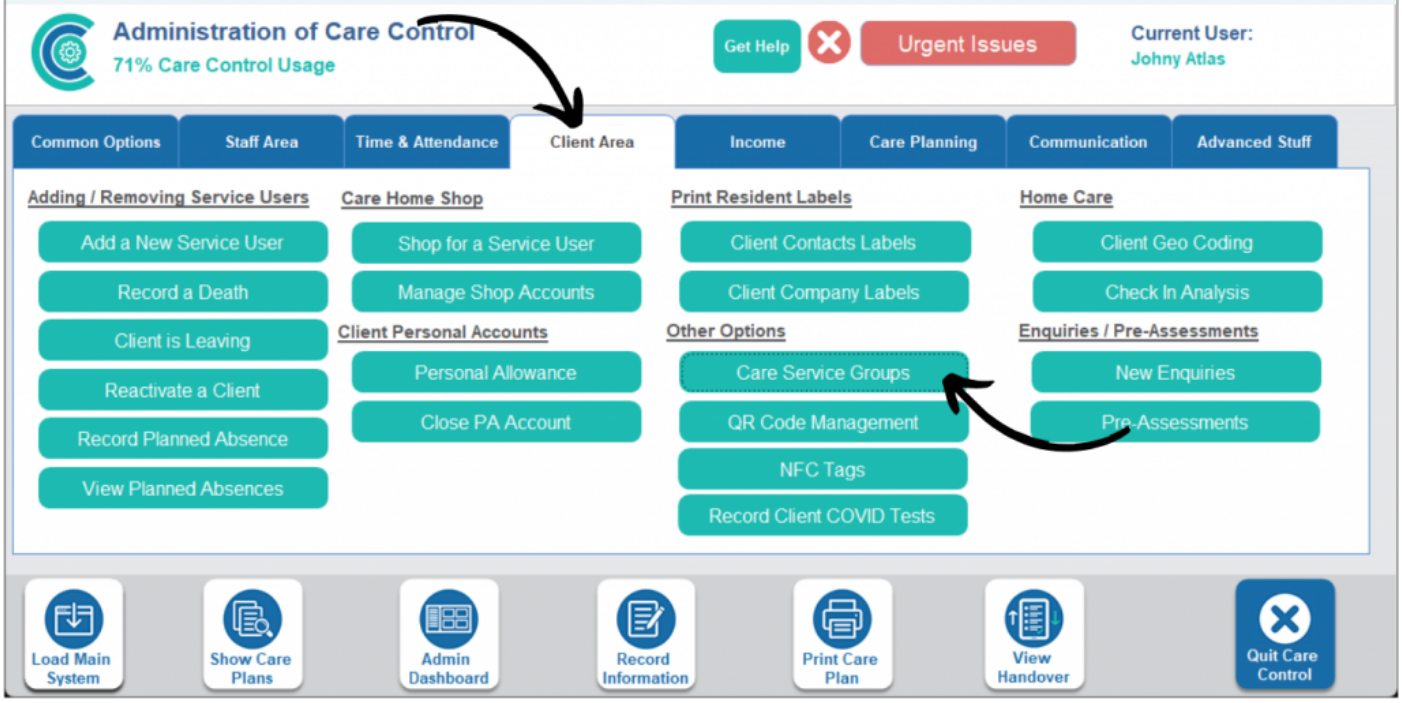
Switching a Service User’s CSG

CSGs Windows · https://cclearninghub.co.uk/docs/switching-a-service-users-csg/

Switching a Service User's CSG

This guide will cover how to move a Service User from one Care Service Group to another on Care Control Windows.





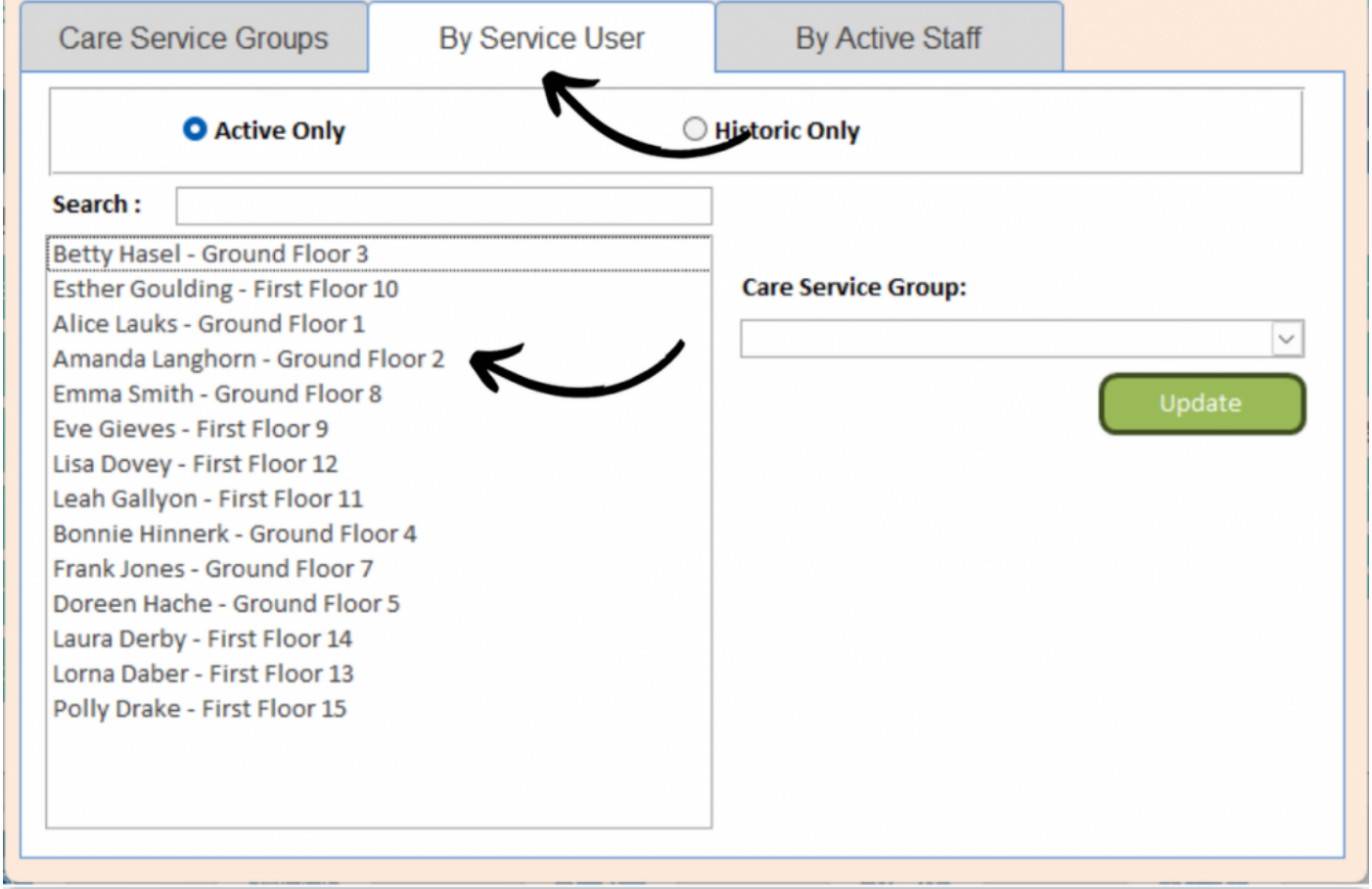
1

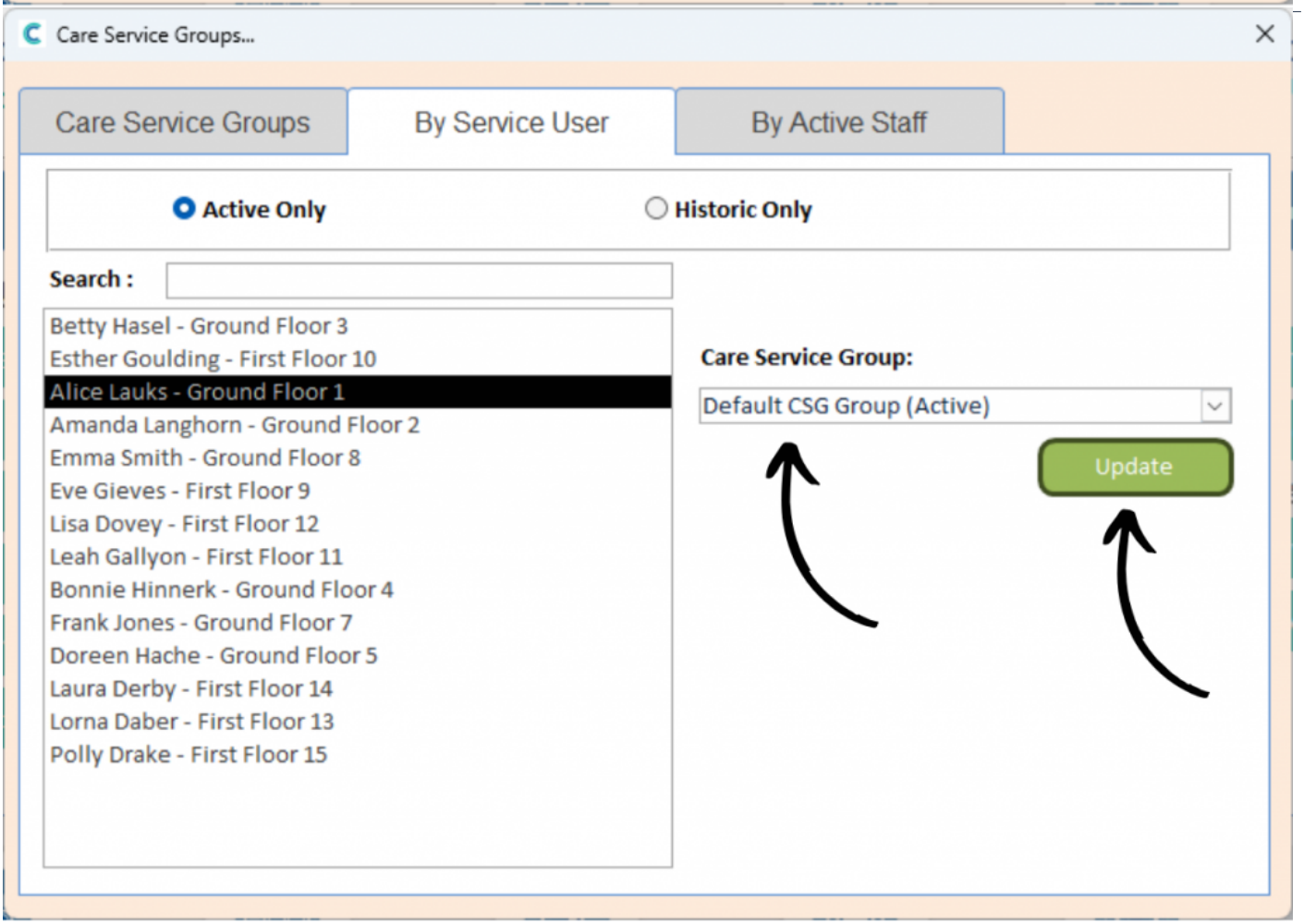
In the Administration of Care Control Windows, navigate to the **Care Service Group** tool, which can be found under the Client Area tab.

2

A new window will open. Here, select **By Service User** from the options at the top.

A list of your service users will be displayed. Select one from the list.


Care Service Groups
By Service User
By Active Staff
Active Only
Historic Only
Search :
Betty Hasel - Ground Floor 3
Esther Goulding - First Floor 10
Alice Lauks - Ground Floor 1
Amanda Langhorn - Ground Floor 2
Emma Smith - Ground Floor 8
Eve Gieves - First Floor 9
Lisa Dovey - First Floor 12
Leah Gallyon - First Floor 11
Bonnie Hinnerk - Ground Floor 4
Frank Jones - Ground Floor 7
Doreen Hache - Ground Floor 5
Laura Derby - First Floor 14
Lorna Daber - First Floor 13
Polly Drake - First Floor 15
Care Service Group:
Update


Care Service Groups...
Care Service Groups
By Service User
By Active Staff
Active Only
Historic Only
Search :
Betty Hasel - Ground Floor 3
Esther Goulding - First Floor 10
Alice Lauks - Ground Floor 1
Amanda Langhorn - Ground Floor 2
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Bonnie Hinnerk - Ground Floor 4
Frank Jones - Ground Floor 7
Doreen Hache - Ground Floor 5
Laura Derby - First Floor 14
Lorna Daber - First Floor 13
Polly Drake - First Floor 15
Care Service Group:
Default CSG Group (Active)
Update

3

The selected service users current CSG will be displayed. You can choose another one from the drop down list.

Press **Update** after doing so.

4

