Using the Maintenance Tool

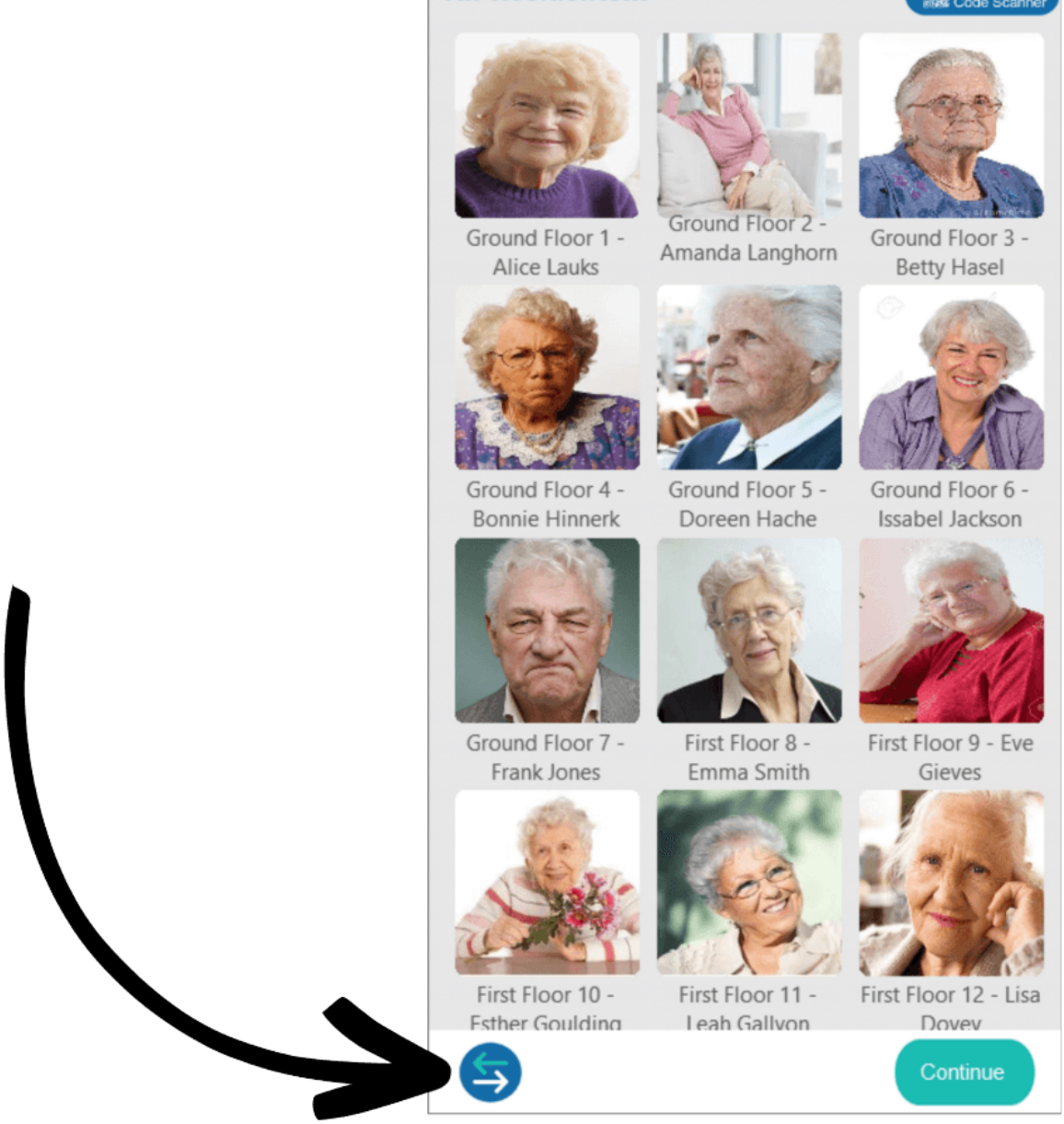
Care Control Pocket · https://cclearninghub.co.uk/docs/using-the-maintenance-tool/



Using the Maintenance Tool

This guide will cover how to create Maintenance Issues on Care Control Pocket, as well as view existing Maintenance Issues.

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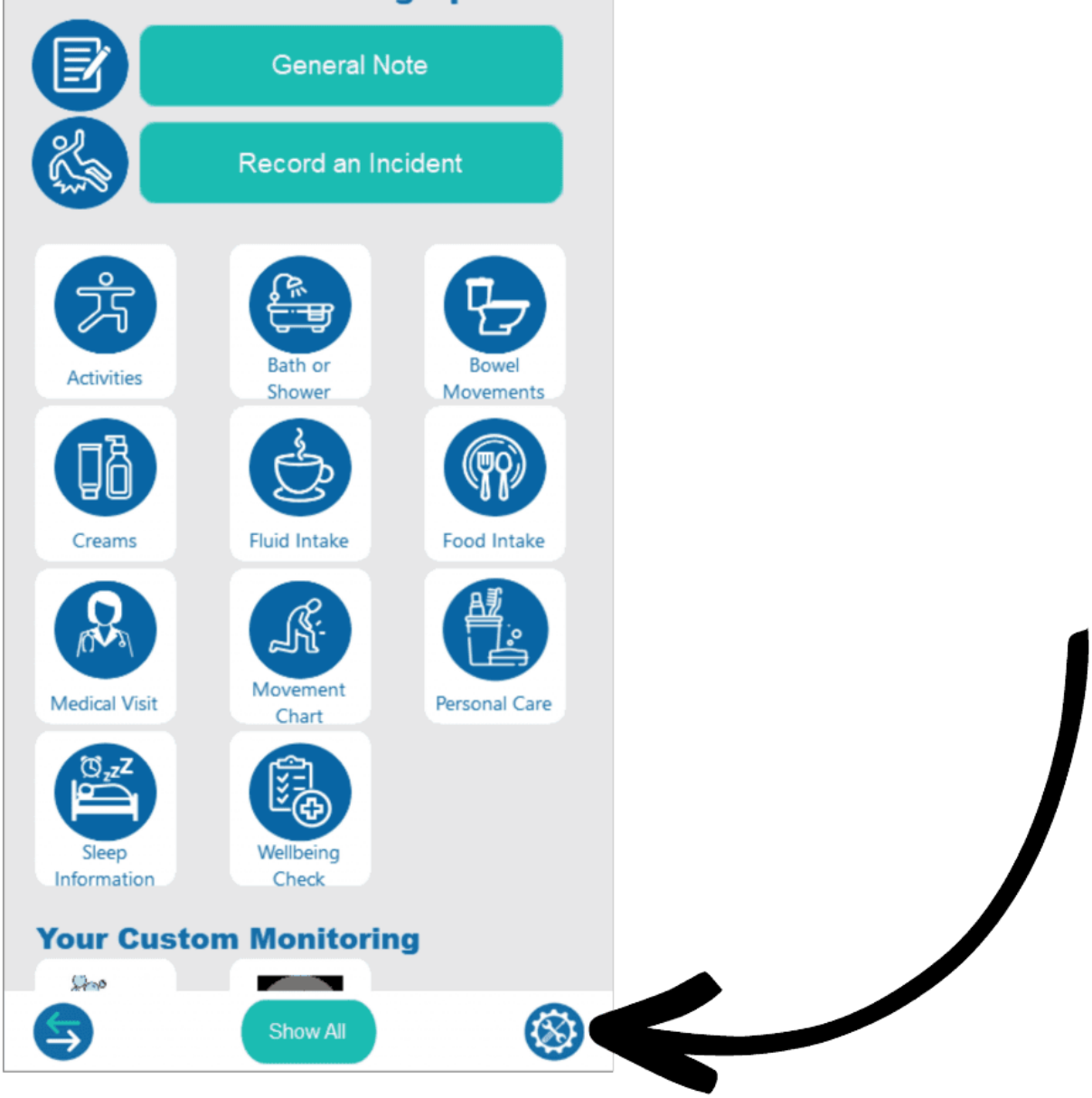


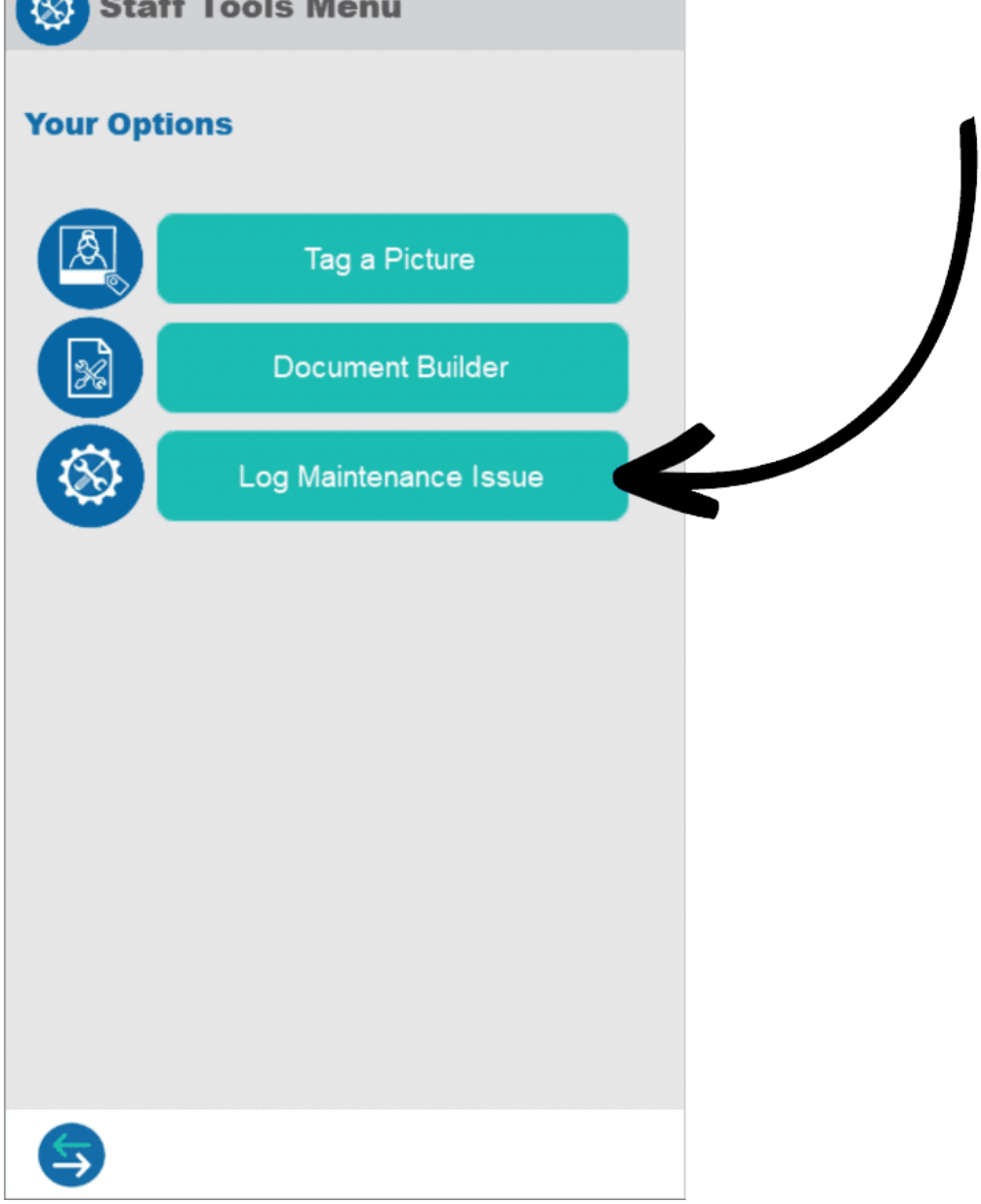
1

After signing into Care Control Pocket, press the **2 arrows** in the bottom left corner of the screen.

2

This will open the recording options. Here, press the settings **cog icon** in the bottom right corner of the screen.


General Note
Record an Incident
Activities
Bath or Shower
Bowel Movements
Creams
Fluid Intake
Food Intake
Medical Visit
Movement Chart
Personal Care
Sleep Information
Wellbeing Check
Your Custom Monitoring
Show All

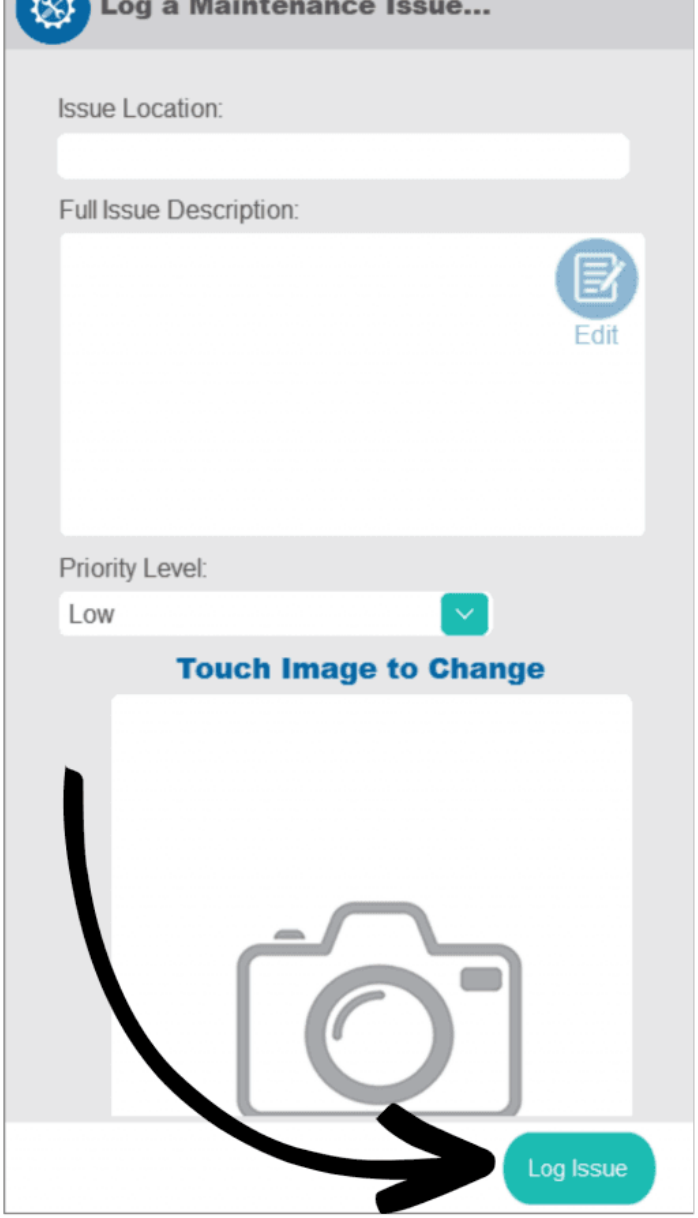


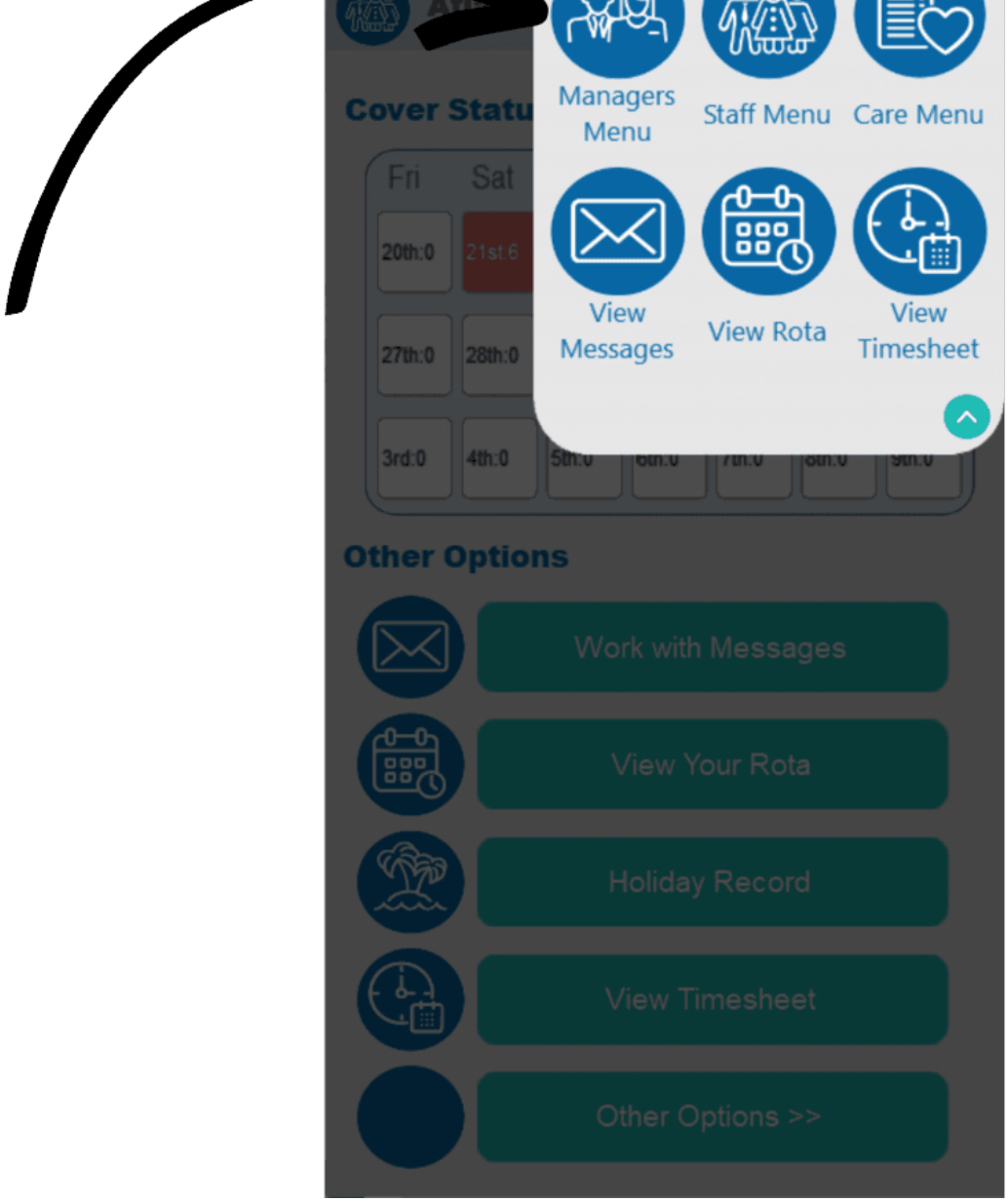
3

3 options will be displayed – select **Log Maintenance Issue**.

4

A blank form will open. Here you can enter the issue location, a description, priority level as well as a photo. Press **Log Issue** to save.


Log a Maintenance Issue...
Issue Location:
Full Issue Description:
Edit
Priority Level:
Low
Touch Image to Change
Log Issue

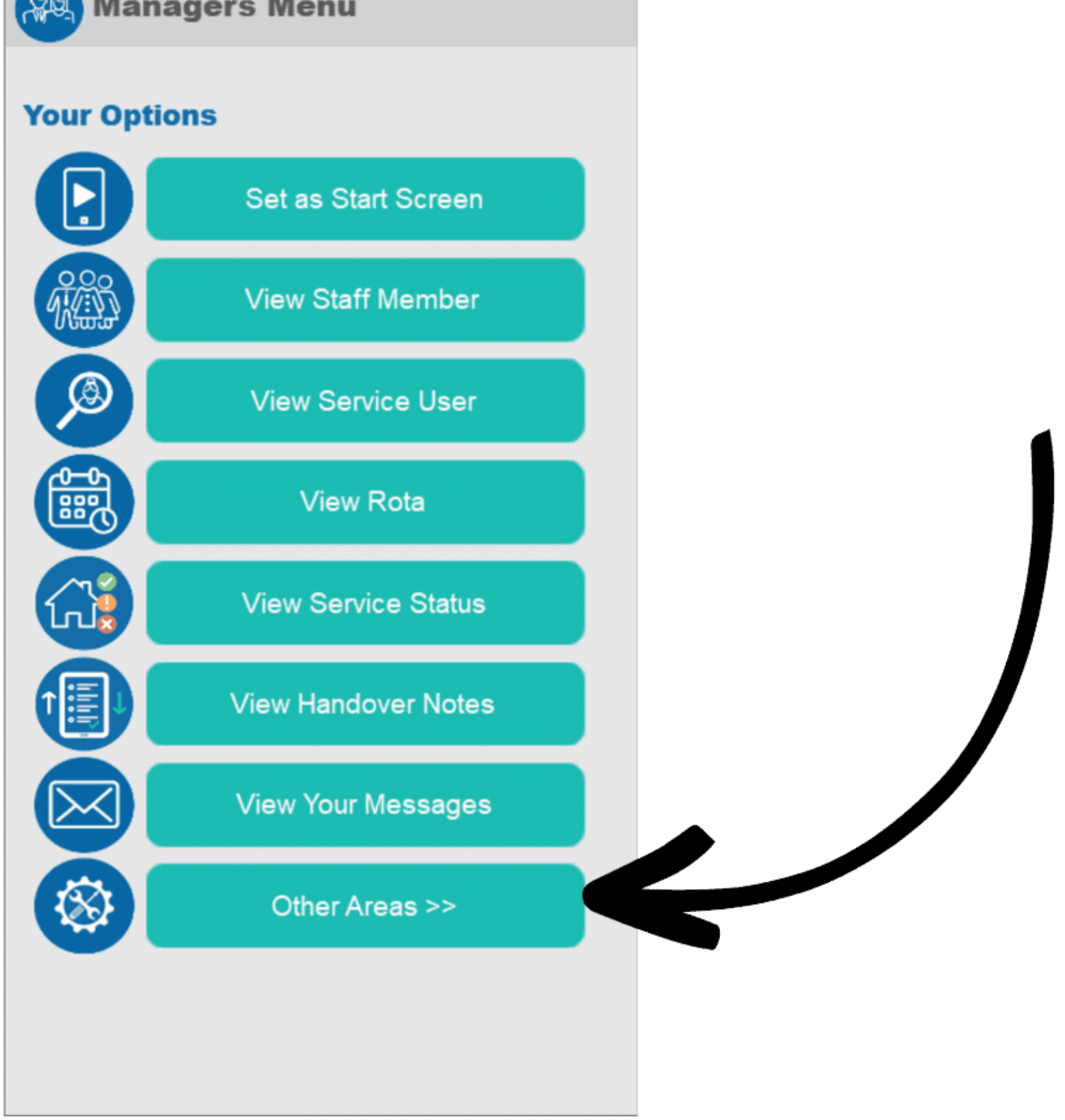


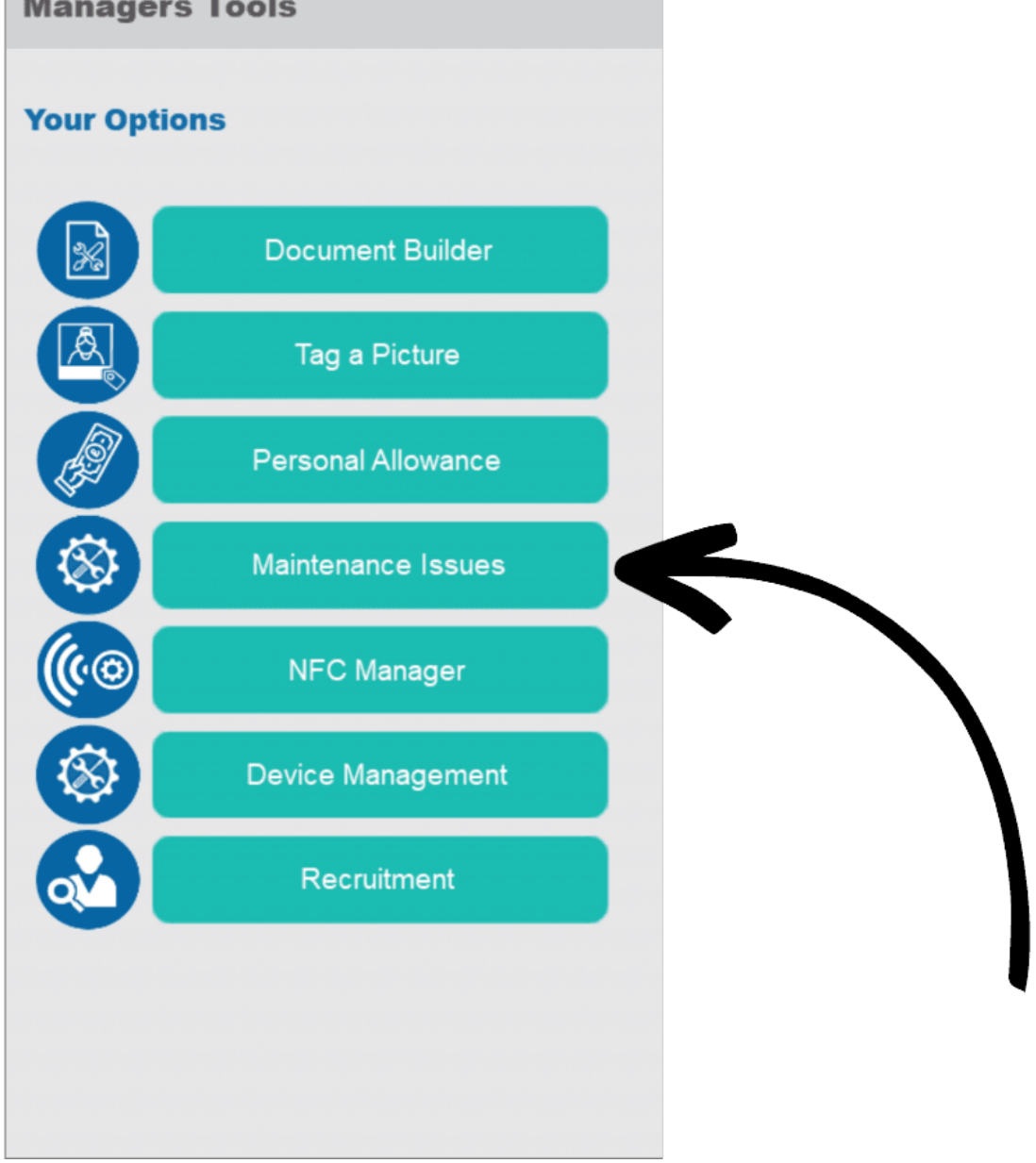
5

To view existing issues, open the **Managers Menu**. You can find this by navigating to the **Staff Menu** and pressing the 3-bar icon in the top right corner of the screen.

6

From this menu, select **Other Areas**.


Managers Menu
Your Options
Set as Start Screen
View Staff Member
View Service User
View Rota
View Service Status
View Handover Notes
View Your Messages
Other Areas >>

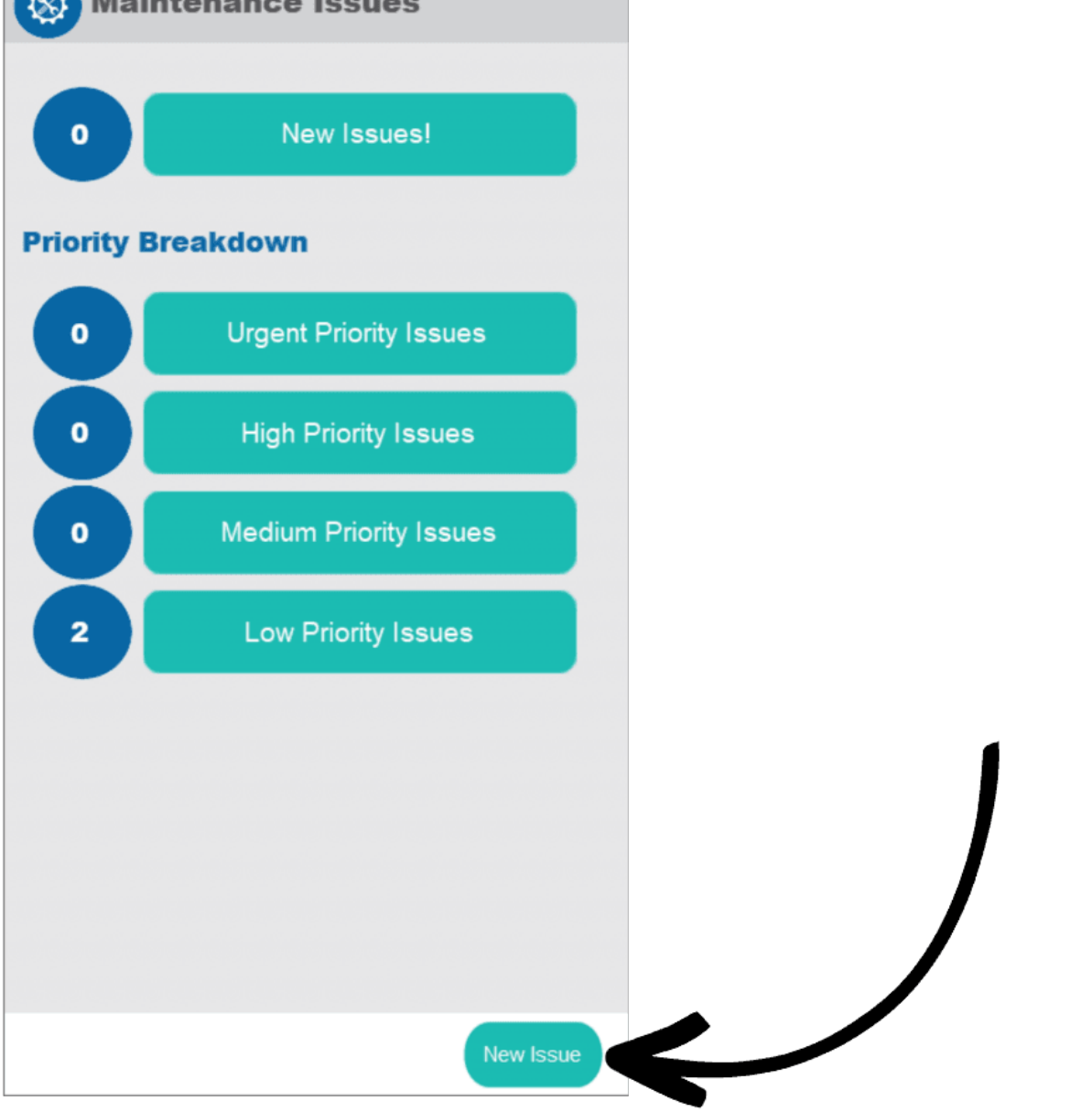


7

Next, select **Maintenance Issues**.

8

A list of categories will be displayed which breaks down the entries by new issues, as well as the 4 priority levels. Simply tap on a category to view the issues within it.


Maintenance Issues
0
New Issues!
Priority Breakdown
0
Urgent Priority Issues
0
High Priority Issues
0
Medium Priority Issues
2
Low Priority Issues
New Issue