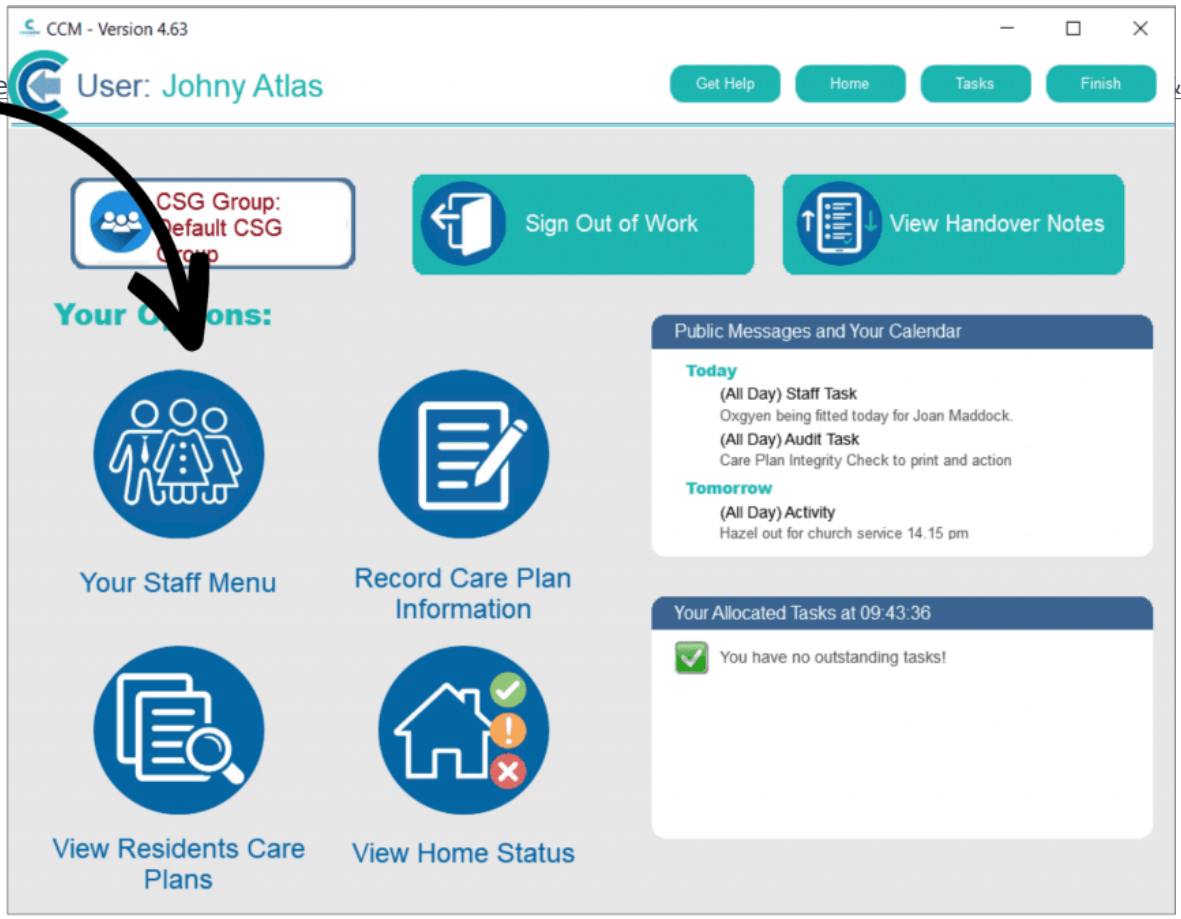
Viewing all Signed in Visitors

V-Book · https://cclearninghub.co.uk/docs/viewing-all-signed-in-visitors/

Viewing all Signed in Visitors

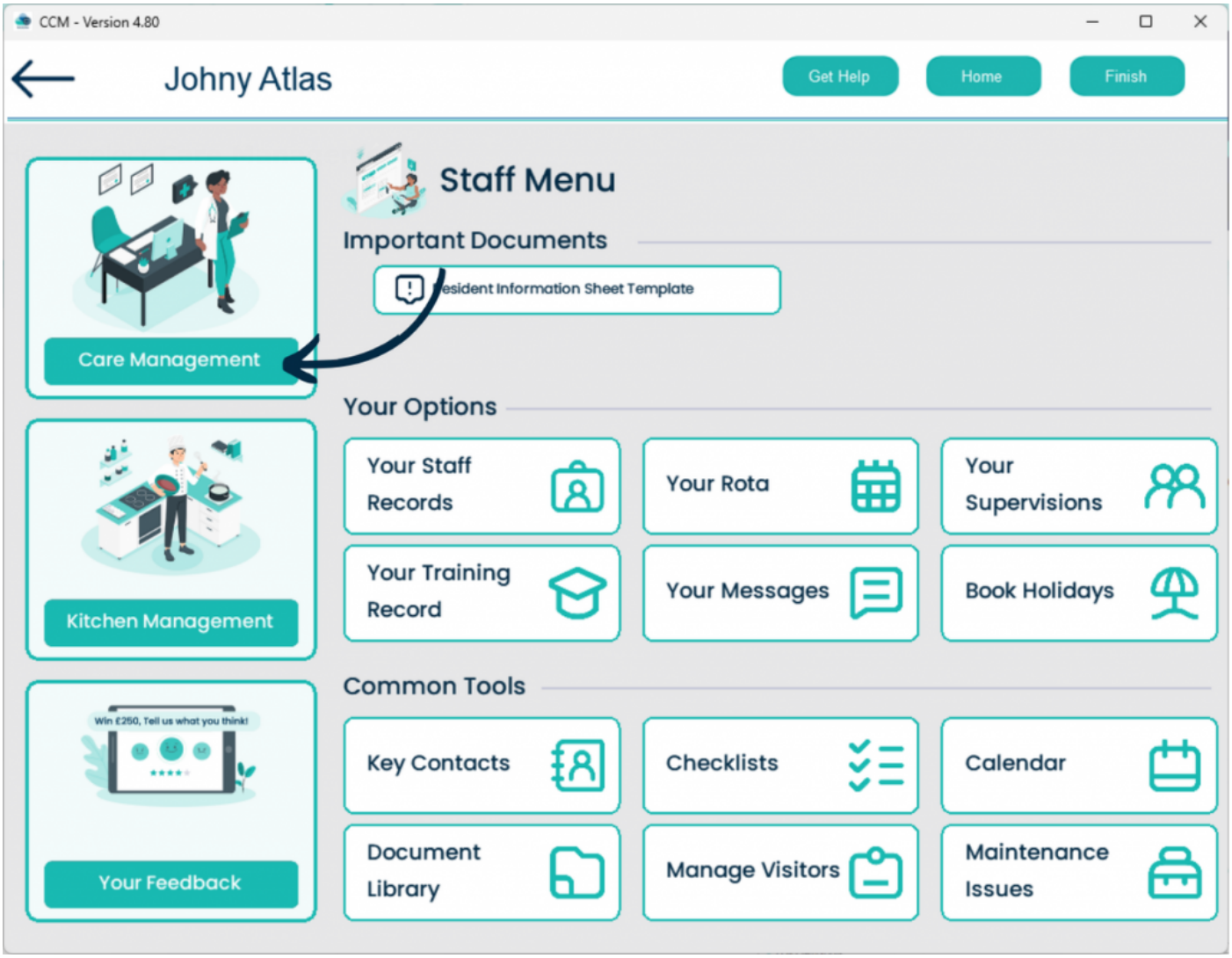
This guide will cover how to view all the visitors who are signed in using the CC V-Book. This can prove useful in cases of emergency, or check if visitors are correctly signing out.

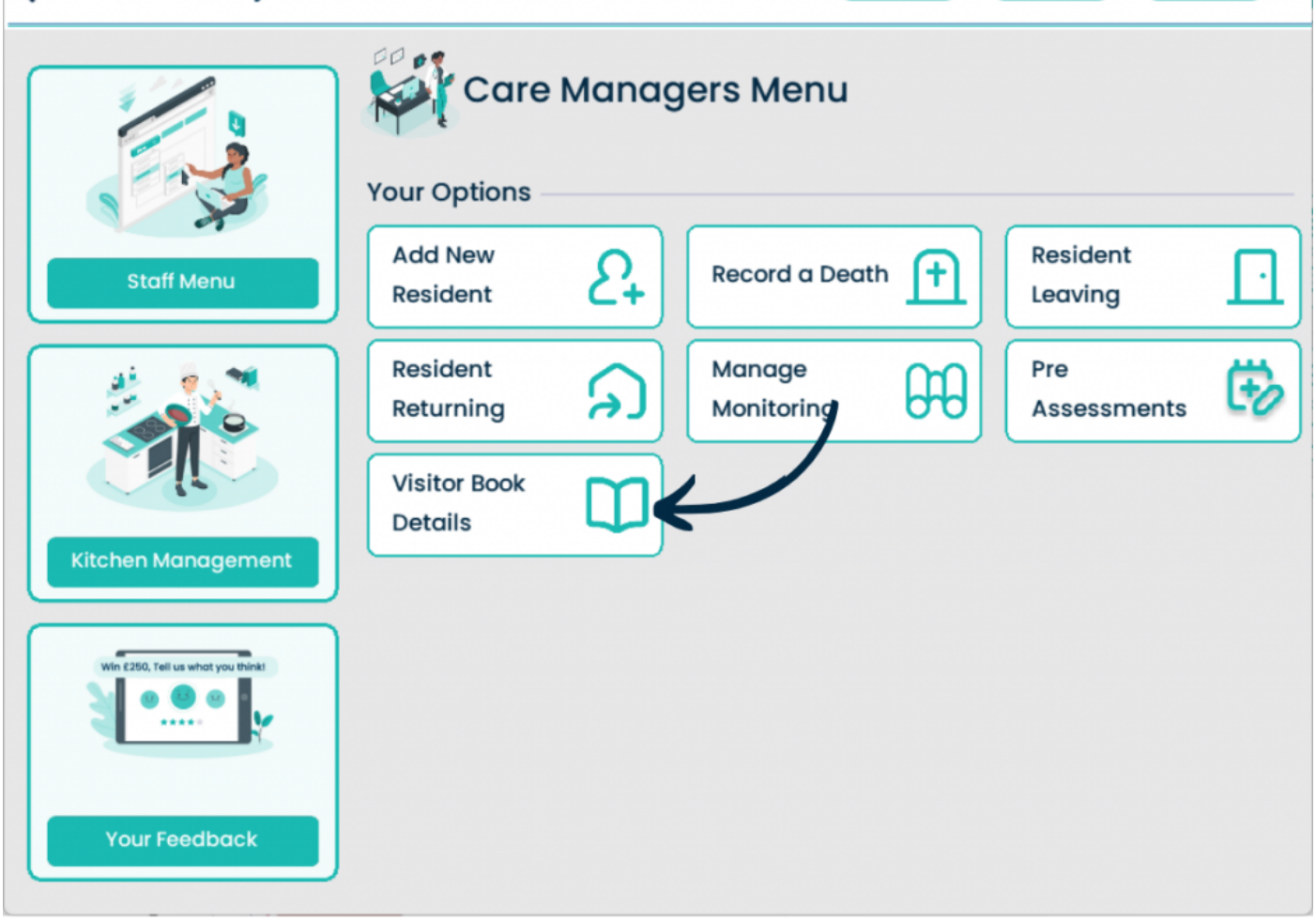
Embedded media: https://player.vime



1

After signing into Care Control Mobile, select **Your Staff Menu**.


CCM - Version 4.80
Johny Atlas
Get Help
Home
Finish
Care Management
Kitchen Management
Win £250, Tell us what you think!
Your Feedback
Staff Menu
Important Documents
esident Information Sheet Template
Your Options
Your Staff Records
Your Rota
Your Supervisions
Your Training Record
Your Messages
Book Holidays
Common Tools
Key Contacts
Checklists
Calendar
Document Library
Manage Visitors
Maintenance Issues



3

Finally, select **V-Book Details**.

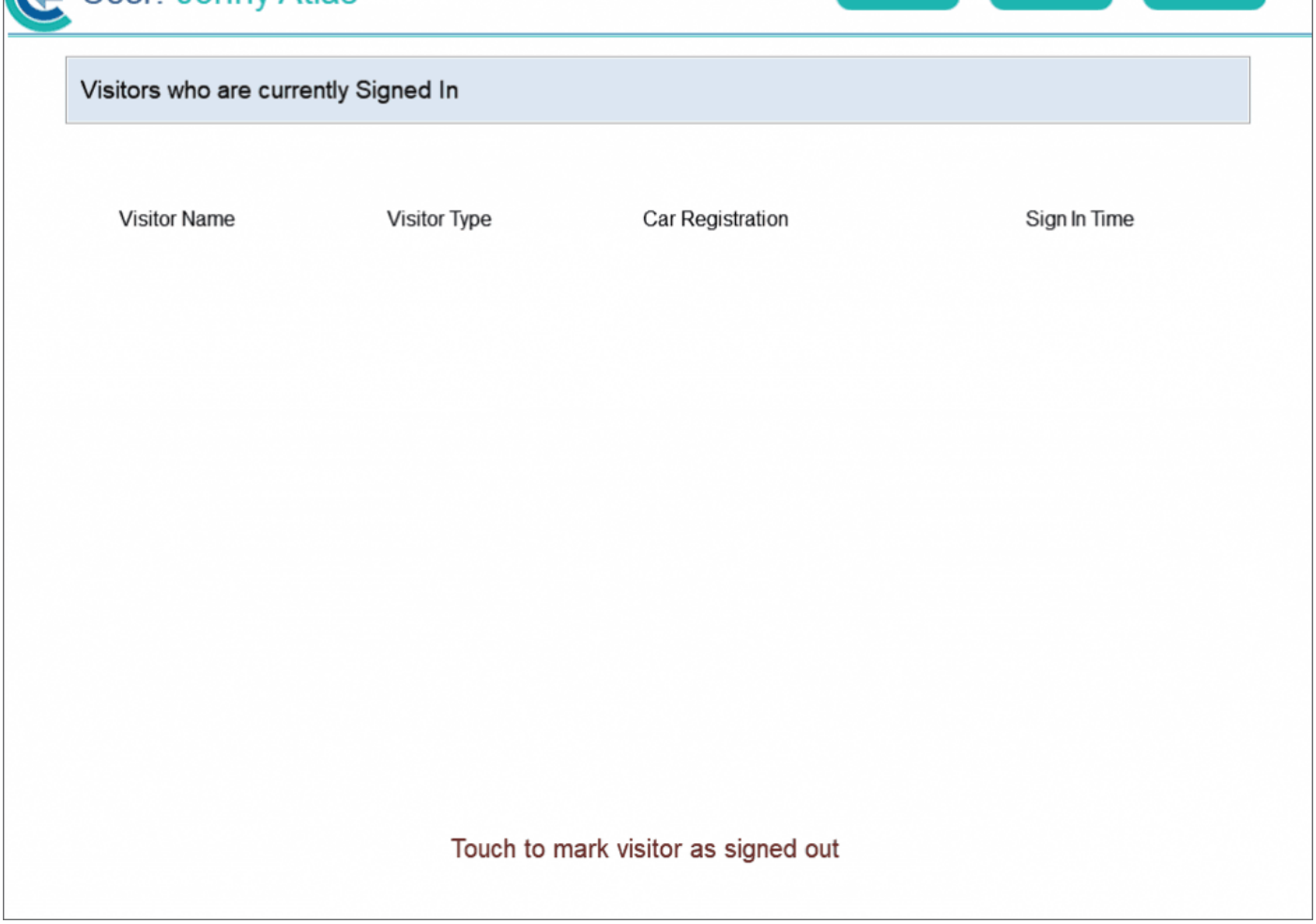
4

A list of visitors who are currently signed in will be displayed. If the visitor has forgotten to sign out, simply tap on their name.

Visitors who are currently Signed In

Visitor Name	Visitor Type	Car Registration	Sign In Time
Dr Strange	Doctor	CF26J9C	08/02 - 09:43

Touch to mark visitor as signed out



5

They will be removed from the list.