Viewing & Printing Incidents

Incidents Windows · https://cclearninghub.co.uk/docs/viewing-printing-incidents/



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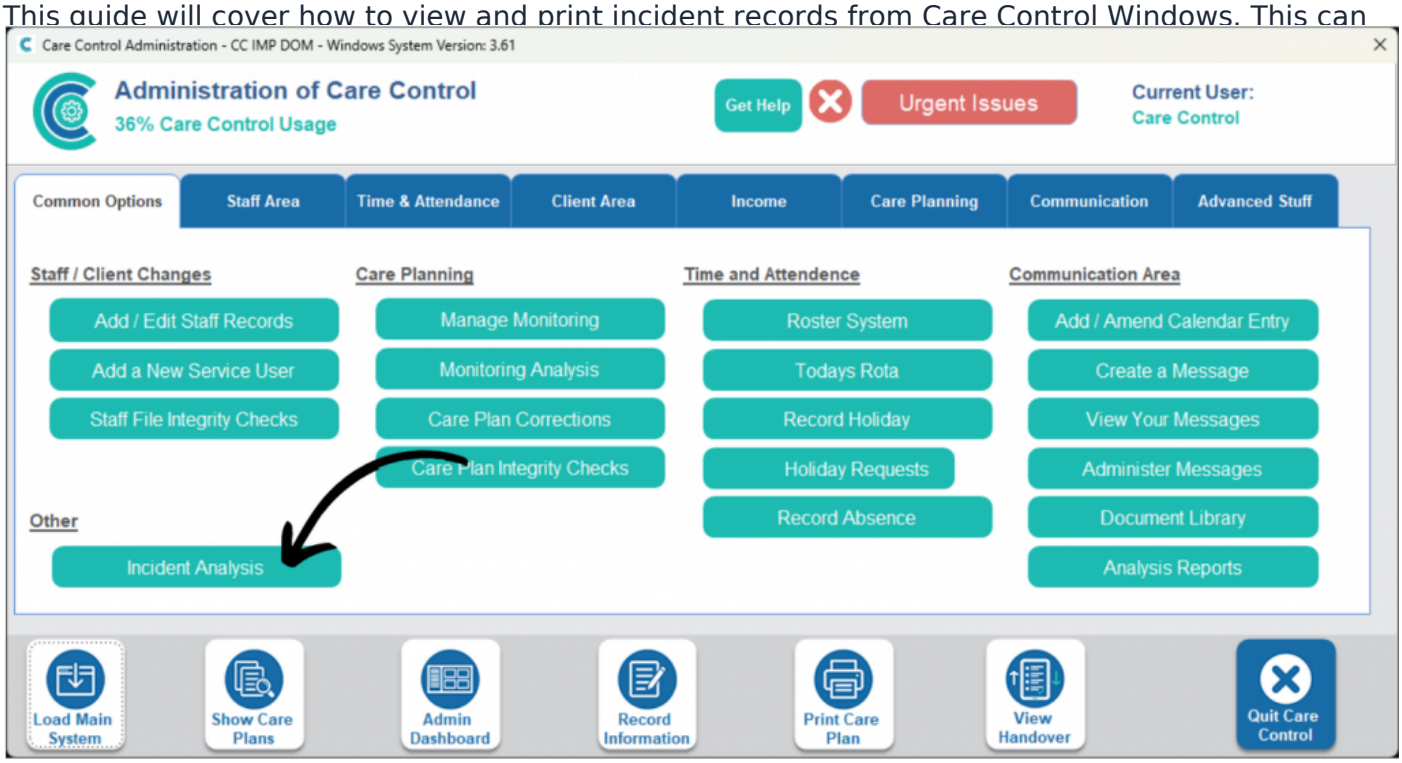
This guide will cover how to view and print incident records from Care Control Windows. This can

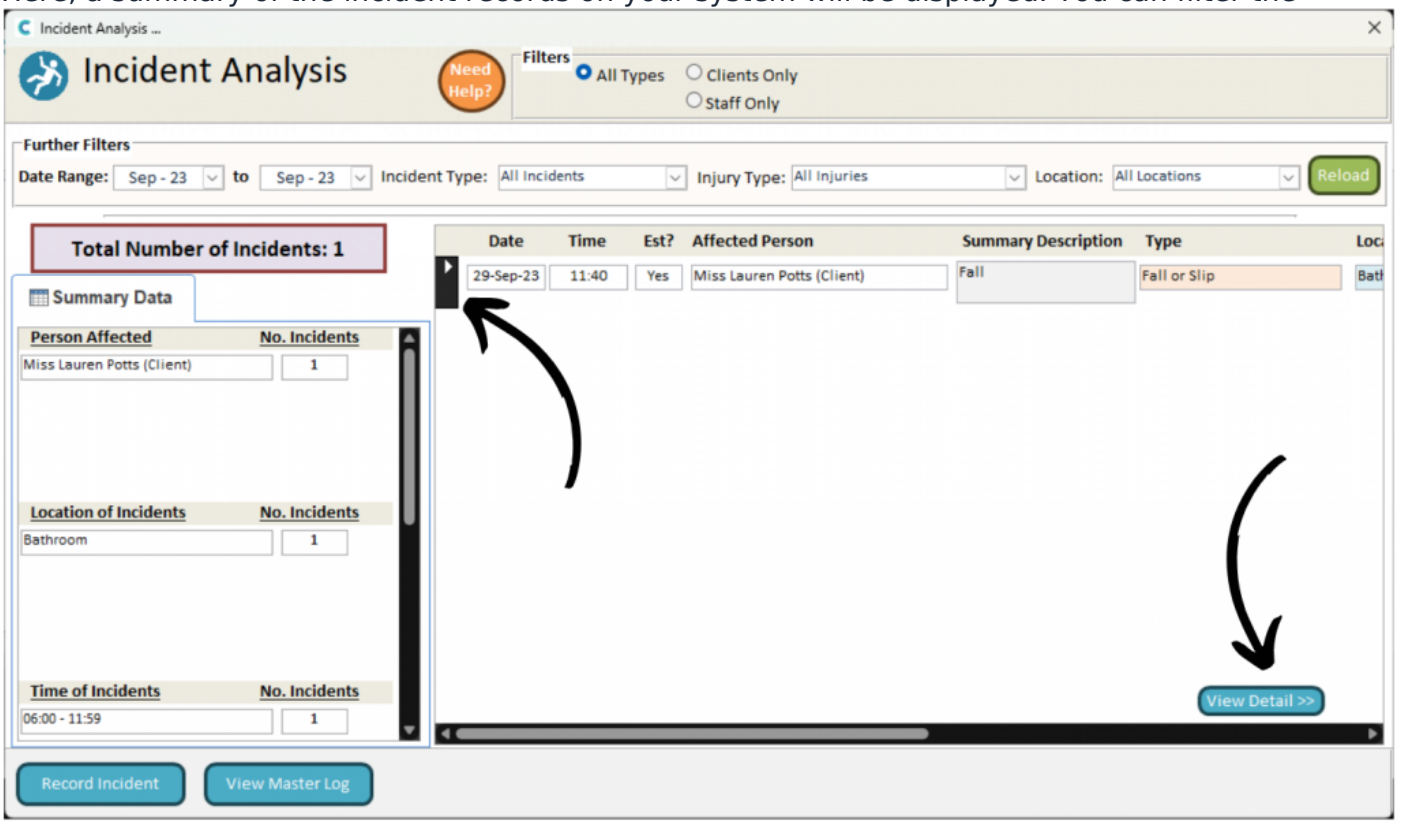


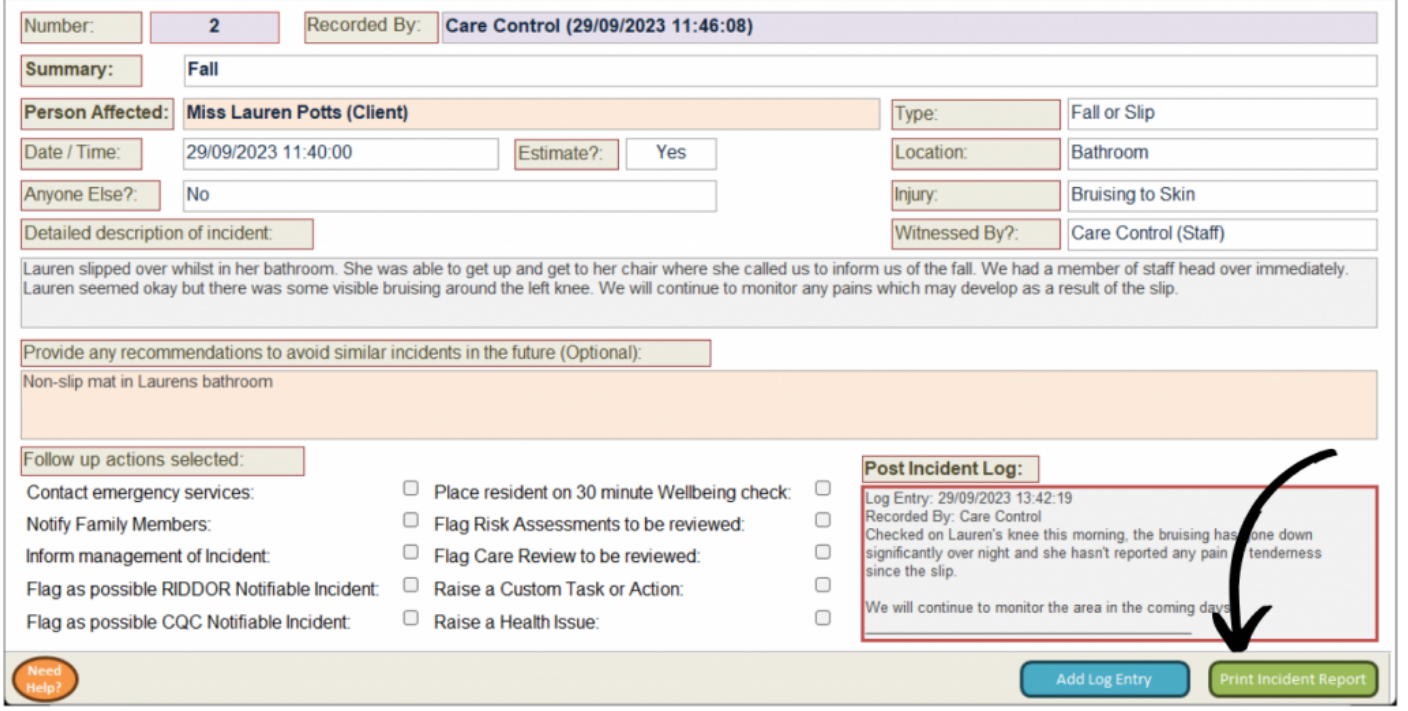
1

In the Administration of Care Control Windows, open the **Incident Analysis** tool, which can be found under the Common Options tab.

2

Here, a summary of the incident records on your system will be displayed. You can filter the

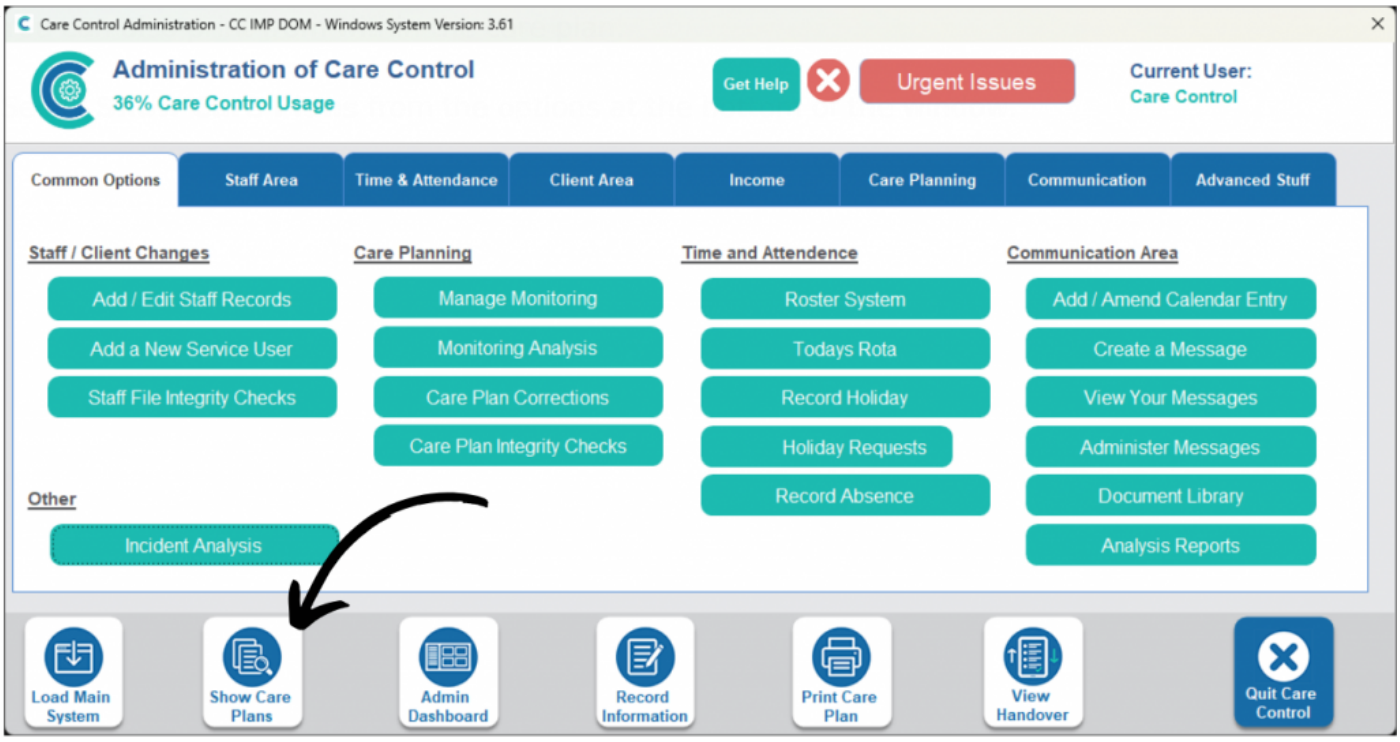


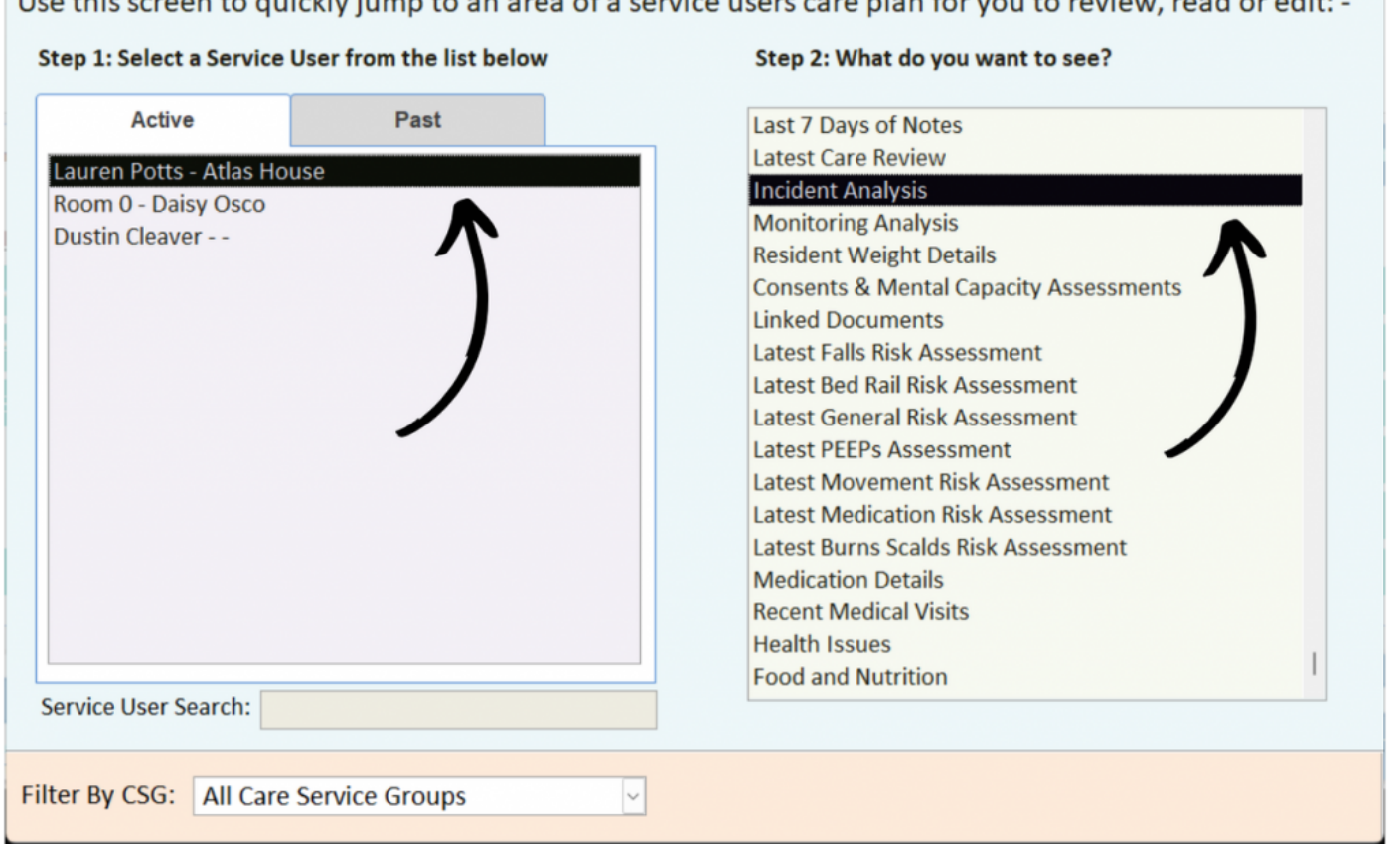


3

The full record will open. Press **Print Incident Report** at the bottom of the window.

4



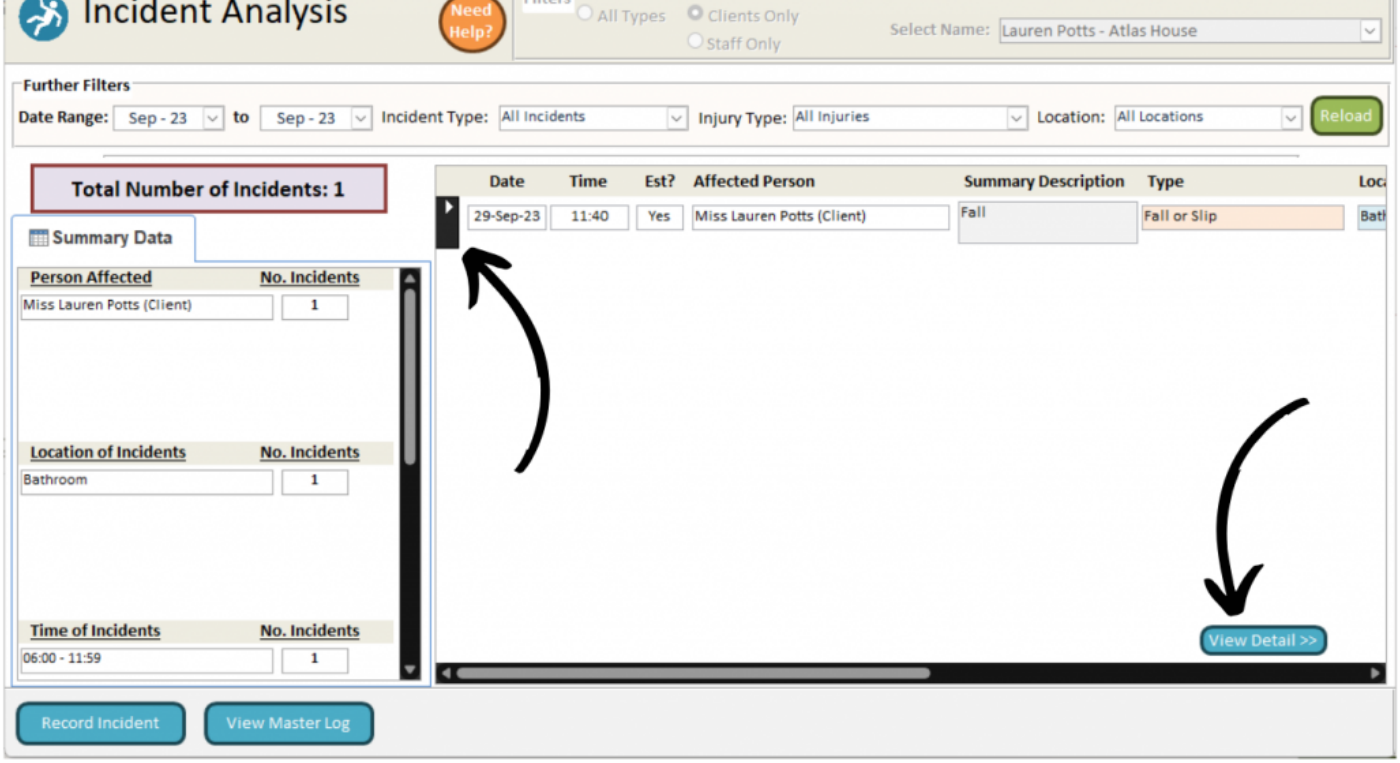


5

Select the service user then choose **Incident Analysis** from the options on the right hand side.

6

Again, select the incident record and press **View Detail**. From there, you can **Print**.


Incident Analysis
Need Help?
All Types
Clients Only
Staff Only
Select Name: Lauren Potts - Atlas House
Further Filters
Date Range: Sep - 23 to Sep - 23
Incident Type: All Incidents
Injury Type: All Injuries
Location: All Locations
Reload
Total Number of Incidents: 1
Summary Data
Person Affected
No. Incidents
Miss Lauren Potts (Client)
1
Location of Incidents
No. Incidents
Bathroom
1
Time of Incidents
No. Incidents
06:00 - 11:59
1
Date
Time
Est?
Affected Person
Summary Description
Type
29-Sep-23
11:40
Yes
Miss Lauren Potts (Client)
Fall
Fall or Slip
View Detail >>
Record Incident
View Master Log