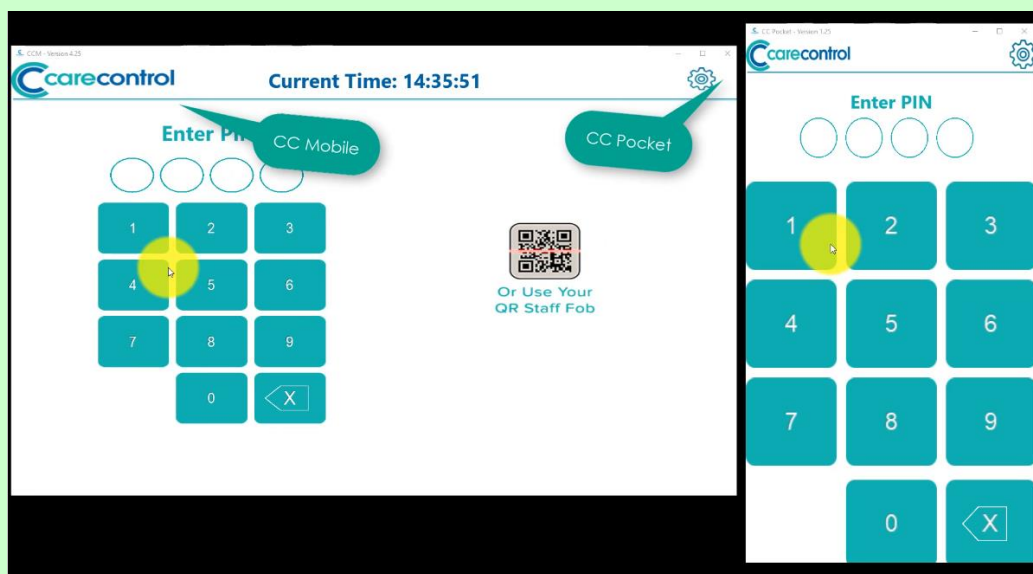




CCQ Level 1 Part 2 - Signing in and out of Work

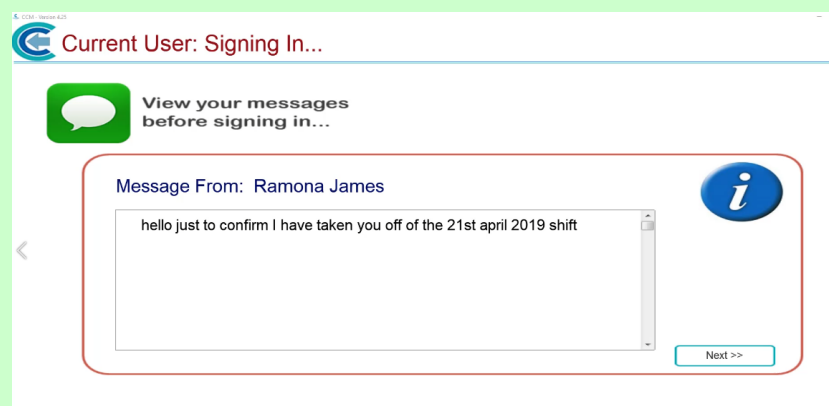
Welcome to Care Control, your care planning software system.

In today's session we will be talking about signing in and out of work using your 4-digit PIN number. Your PIN number is unique to you - please do not give your PIN number to anyone else.



To sign into work or to logon, just enter your 4-digit PIN.

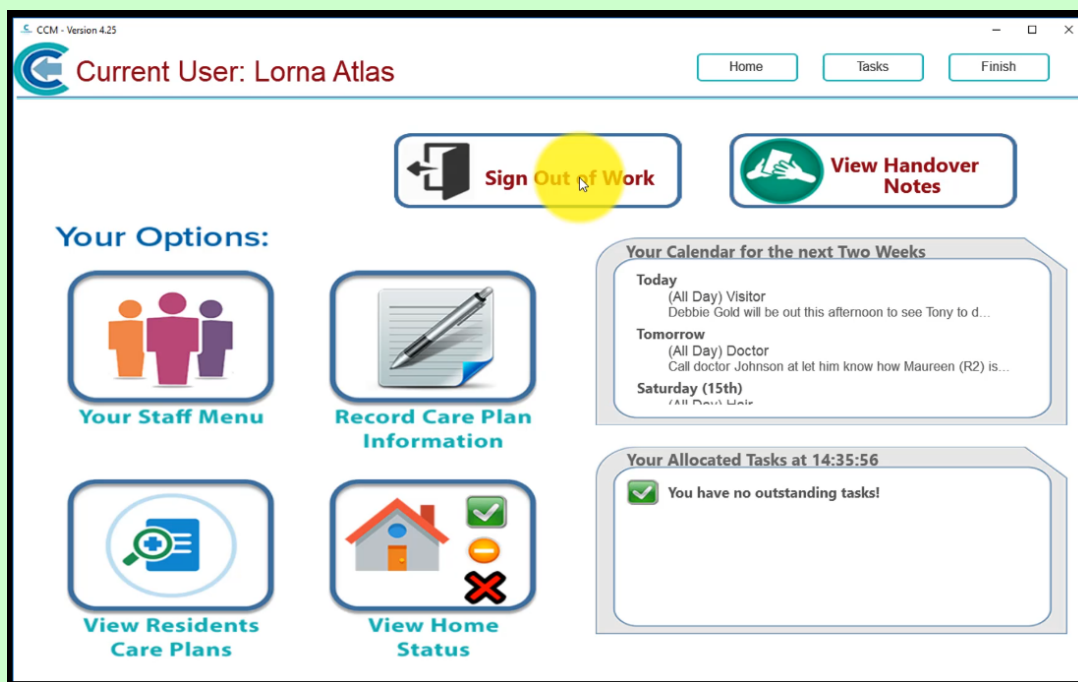
Any messages sent to you whilst you've been off duty will automatically appear on your screen to read:



Care Control will tell you when you've successfully signed into work:



At the end of your shift you will need to sign out of the system. To do this on **Mobile** you will need to go onto the **Home** Screen. Click the **Sign Out** button.



Care Control will tell you that you've successfully signed out of work. On **Care Control Pocket** click the Blue Button at the top right hand corner and click **Sign Out**. **Care Control Pocket** will tell you that you've successfully signed out of work. This will free up the device for the next member of staff to enter their PIN number.

Question 1 - When you sign into work WHERE will you need to check for any messages that have been sent to you?

- A) You will need to go into Your Staff Menu to see your messages.
- B) Nowhere. They will appear automatically.
- C) You will need to go into View Home Status to see your messages.
- D) You will need to go into View Handover Notes.

Question 2 - On Care Control Pocket, HOW would you sign out of work?

- A) Click the Blue Button and then click Home Status.
- B) Click the Blue Button and then click Staff Menu.
- C) Click the Blue Button and then click Sign Out.
- D) Click the double arrows.