



Partners in improving local health



North of England
Commissioning Support

Capacity Tracker

How to Register for the Capacity Tracker

Version 2.0
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Document Revision History

Version Number	Date	Author Title	Status	Comment/Reason for Issue/Approving Body
1.0	24.06.2021	Heather Hayton/ Hannah Hope / Stuart Flanagan	Final	
2.0	02.11.21	Heather Hayton/Stuart Flanagan	Draft	Changes to login screen

Capacity Tracker User Guide

System Requirements

The preferred browser is **Google Chrome**; below is a list of all supported browsers:

- **Desktop:** Chrome, Edge, Firefox, Safari
- **Mobile:** Chrome,(iOS/Android), Safari (IOS)

Those users who log in using **Internet Explorer (IE)** will now receive a message each time they log in to the Capacity Tracker (see screenshot).



You can easily check and update which browser you are using at <https://updatemybrowser.org/>

Please note: Using an older version of Internet Explorer will result in a degraded and non-optimal experience.

You can check which browser and version you're using at <https://updatemybrowser.org/>

User Types

When registering, users can choose either Standard or Approver permission access. Approvers have management rights over other users within their organisation. E.g.: An Approver for Location 1 can approve other users who register from Location 1 and also reset their passwords. They are also responsible for removing users who no longer should have access or who have left their organisation. Approvers should apply due diligence when reviewing applications for access to the Tracker e.g.

- Is the applicant a current member of your organisation?
- Is their email address correct (i.e., is it aligned to your organisation, no typing mistakes, no personal email addresses)?
- Have they applied for the correct level of access (Approver/Standard)?
- Users who have left the organisation should have their access de-activated. Approvers can deactivate Standard Access users via the Accounts> Manage Users page. However, Approvers cannot deactivate another Approver. To do this send the details of leavers to necsu.capacitytracker@nhs.net for deactivation.

Generic Accounts

Generic Accounts are intended for sharing between multiple users. These accounts show a disclaimer every time the user logs in. Organisations who request a generic account should be aware that auditing of activity by that account will not be able to determine which user in the organisation logged in under that generic account (by definition, it's generic). In the event of any queries about historical data changes made by that [generic] account holder, audits will therefore be limited.

Provider Types:

Provider Type	Care Home	NHS Acute	Community	Substance Misuse	Hospice
	Home Care / Dom Care	CCG	Local Authority	Local Authority (Regional / LRF)	NHSE/NDX & CSU
	GP	Other	Search Only	Aggregate Only	

Registering a New User Account

- Applications for a new user account should be made via <https://capacitytracker.com/register>
- You can use a PC/Mac and mobile devices (iPad, tablet or smartphone) with internet access to use the system. Supported browsers are Google Chrome, Mozilla Firefox or on Windows and Safari on iOS.
- Click on the following link to register <https://capacitytracker.com/register> and select Register NOW.

- Complete the form accurately and in full, as the details will be forwarded for approval to someone in the organisation you are applying to.

Note: Providers/Organisations should have at least **one User with 'Approver' permissions**

2. Selecting 'Provider Type'

Please go to the **relevant section** (listed below) within this guide that is **pertinent to the organisation you work for**,

[Section 1](#) – Care Homes, Substance Misuse, Hospice, Community and Homecare only

[Section 2](#) – CCGs, Local Authorities, LRF, NHSE, DHSC, PHE colleagues only

[Section 3](#) - GPs

[Section 4](#) – Acute Hospitals

[Section 5](#) – Aggregate User

Section 1 – Care Homes, Substance Misuse, Hospice, Community and Homecare

a. For Provider type, select the organisation you work for e.g.

If you work for a care home, select **Care Home**, if you work for a hospice, select **Hospice etc.**

NOTE: If your organisation type is not listed please call the Support Centre Telephone: 0191 6913729 or email Capacity Tracker Team via the following email address for advice: necsu.capacitytracker@nhs.net

The screenshot shows the 'Register' web application interface. The top navigation bar includes 'Register' and 'Help'. The main header is 'Register New account'. The breadcrumb trail is 'Your Details » Organisation Details » Finished'. The form fields are: Email Address, Full Name, Contact Number, Job Title, User Type (Standard, Approver), and Provider Type. The Provider Type dropdown is open, showing a grid of options: Care Home (highlighted in green), NHS Acute, Community, Substance Misuse, Hospice, Home Care, CCG, Local Authority, Local Authority (Regional / LRF), NHS/ID/x & CSU, GP, and Other. Below the dropdown are 'Search Only' and 'Aggregate Only' options. The bottom of the form has 'Previous' and 'Next' buttons.

b. Enter the postcode of your organisations location.

The screenshot shows the 'Register' web application interface. The top navigation bar includes 'Register' and 'Help'. The main header is 'Register New account'. The breadcrumb trail is 'Your Details » Organisation Details » Finished'. The form fields are: Care Home, Enter postcode..., Search..., and To select another home, type another postcode. The 'Search...' button is highlighted with a green box. A callout box points to the 'Search...' button with the text 'Enter the postcode of your location and click search'. Another callout box points to the 'Care Home' text with the text 'The provider type you selected in the previous screen is displayed here'. The bottom of the form has 'Previous' and 'Next' buttons.

c. Click in the blue box that displays your location name

Your Details » Organisation Details » Finished

Care Home To select another home, type another postcode

Cranberry Home Care NN11NN ✓
Cranberry Care Services

Your Details » Organisation Details » Finished

Care Home To select another home, type another postcode

Cranberry Home Care Cranberry Care Services
NN11NN

Your Details » Organisation Details » Finished

By signing in to the Capacity Tracker, I, the user:

All users

- I am (or am employed/engaged by)
 - a person involved in the commissioning, management or provision of health, care or accommodation.
 - a person seeking a vacancy for the accommodation of myself or another person.
- I will use Capacity Tracker and the data I access through it solely for the purposes listed above.
- I confirm that the information which I provided during the registration process was accurate and I agree to immediately notify NECS of any changes to this information.
- I will check that I have been granted the correct access level and will immediately notify NECS if I become aware of any problems with accessing Capacity Tracker or if my access should be revoked or amended (e.g. should I no longer be (or be employed/engaged by) a person listed above).

Terms of Use

I confirm I have read and understood. I do not agree (if you do not confirm you will not be able to use Capacity Tracker)

Communications

I agree to receiving important email communications and information alerts which are relevant to the commissioning, management or provision of health, care or accommodation. I understand that I can opt in or out of such communications at any time.

I agree I do not agree

d. The box will turn green and display a green tick. Click Next unless you wish to add more locations to your account.

- e. If you require access to more than one location, return to the search box and type in another postcode and follow the same process until you have added all the locations you require access to.
- f. If you are a Community, Substance Misuse provider or Hospice and require the ability to search for Care Home vacancies ensure you select 'Yes' in the Care Home Search box shown below.

g.

The image shows two versions of a form titled "Care Home Search?". The top version is a standard form with the question "Do you need to search for care home vacancies?" and two radio button options: "No" and "Yes". The "Yes" option is selected. The bottom version is a simplified form with the same question and two buttons: "No" and "Yes". The "Yes" button is highlighted in green.

- h. When you have finished click 'Next'
- i. Now go to [Completing your Registration](#) (All Users) section of this guide

Section 2 – CCGs, Local Authorities, NHSE, DHSC, PHE, CSU colleagues

- a. For Provider type, select the organisation you work for e.g. Local Authority, CCG, Local Authority (Regional/LRF) or NHSE/I/D/X and CSU

NOTE: If your organisation type is not listed please call the Support Centre Telephone: 0191 6913729 or email the Capacity Tracker Team via the following email address for advice: necsu.capacitytracker@nhs.net

Register New account

Your Details » Organisation Details » Finished

Email Address

Full Name

Contact Number

Job Title

User Type **Standard** Approver Select 'Approver' if you require permission to approve other users in your own organisation.

Provider Type

Care Home	NHS Acute	Community	Substance Misuse	Hospice	Home Care
CCG	Local Authority	Local Authority (Regional / LRF)	NHSE/I/D/X & CSU	GP	Other
Search Only	Aggregate Only				

« Previous Next »

- b. Click next – Depending on your Organisation type you will see one of the following screens.

CCGs

Register New account

Your Details » Organisation Details » Finished

CCG

« Previous Next »

Click here and select your CCG from the drop down list

Local Authorities

Register New account

Your Details » Organisation Details » Finished

Local Authority

« Previous Next »

Click here and select your Local Authority from the drop down list

Local Resilience Forums (LRF)

Register New account

Your Details » Organisation Details » Finished

LRF

« Previous Next »

NHSE/I/D/X/DHSC/CSU/PHE

Register New account

Your Details » Organisation Details » Finished

NHS Region
Choose required regions by selecting them in the list

- East of England
- London
- Midlands
- North East and Yorkshire
- North West
- South East
- South West

« Previous Next »

- c. When you have finished click 'Next'
- d. Now go to [Completing your Registration](#) (All Users) section of this guide

Section 3 - GPs

a. For Provider type, select 'GP'

NOTE: If your organisation type is not listed please call the Support Centre, Telephone: 0191 6913729 or email Capacity Tracker Team via the following email address for advice: necsu.capacitytracker@nhs.net

Register New account

Your Details » Organisation Details » Finished

GP

Enter postcode... Search...

To select another practice, type another postcode

27 Street Medical Practice ✓

Care Home Search? Do you need to search for care home vacancies?

28 Street

Care Home Search? No Yes

Do you need to search for care home vacancies?

Start typing the postcode of your location here and click on your location name when the drop down list appears. This will add a v, click Next

Click Yes, if you need to search for Care Home Vacancies

Next >

< Previous

- b. If you require access to more than one location type in another postcode in the search field and follow the same process.
- c. If you require the ability to search for care home vacancies ensure you select 'Yes' the Care Home Search box.
- d. When you have finished click 'Next'.
- e. Now go to [Completing your Registration](#) (All Users) section of this guide.

Section 4 – Acute Hospitals

- a. For Provider type, select Acute

NOTE: If your organisation type is not listed please call the Support Centre, Telephone: 0191 6913729 or email the Capacity Tracker Team via the following email address for advice: necsu.capacitytracker@nhs.net

Your Details » Organisation Details » Finished

Hospital

To select another trust, type another postcode

Cranberry Acute Care OX3 2RX ✓
Cranberry Care Services

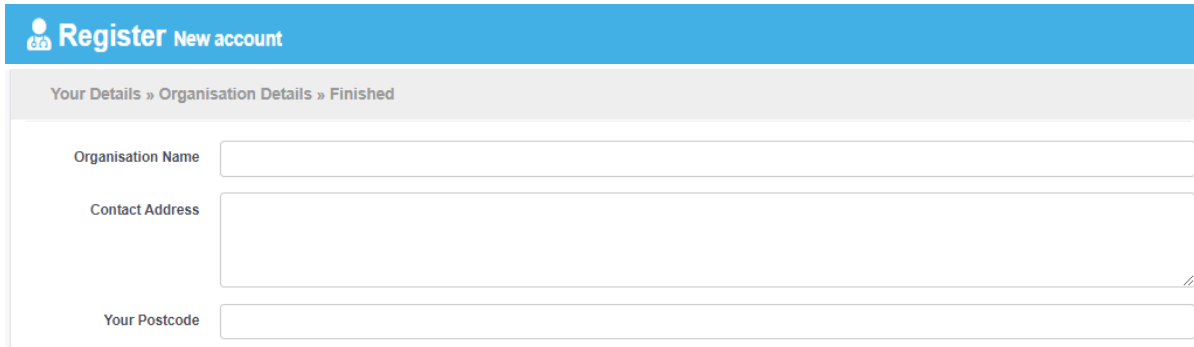
Cranberry Community Centre OX3 2RX
Cranberry Care Services

« Previous

- b. If you require access to more than one Trust, type in another postcode in the search field and follow the same process.
- c. When you have finished click 'Next'
- d. Now go to [Completing your Registration](#) (All Users) section of this guide

Section 5 Aggregate User (Care England, National Care Association, Independent Care Associations)

- a. For your provider type select 'Aggregate User'.



The screenshot shows a web form titled "Register New account" with a blue header. Below the header is a breadcrumb trail: "Your Details » Organisation Details » Finished". The form contains three input fields: "Organisation Name", "Contact Address", and "Your Postcode".

- b. Type in your organisation Name
- c. Type in your contact Address
- d. Followed by your postcode
- e. Now go to [Completing your Registration](#) (All Users) section of this guide

Completing your registration – All Users

- a. To complete your registration read the Disclaimer presented in the screen below, check the Terms of Use and Communications boxes as appropriate and click complete.

Register Help

Register New account

Your Details » Organisation Details » Finished

By signing in to the Capacity Tracker, I, the user:

All users

- I am (or am employed/engaged by)
 - a person involved in the commissioning, management or provision of health, care or accommodation.
 - a person seeking a vacancy for the accommodation of myself or another person; and/or
- I will use Capacity Tracker and the data I access through it solely for the purposes listed above.
- I will not use Capacity Tracker or the data I access through it for any other commercial or business purpose without the prior written agreement of NECS.
- I confirm that the information which I provided during the registration process was accurate and I agree to immediately notify NECS of any changes to this information.
- I will check that I have been granted the correct access level and will immediately notify NECS if I become aware of any problems with accessing Capacity Tracker or if my access should be revoked or amended (e.g. should I no longer be (or be employed/engaged by) a person listed above).
- I will keep my login details private and secure and will not permit anybody else to use Capacity Tracker using my login details. If I suspect my login details have been compromised

Terms of Use

I agree I do not agree

Communications

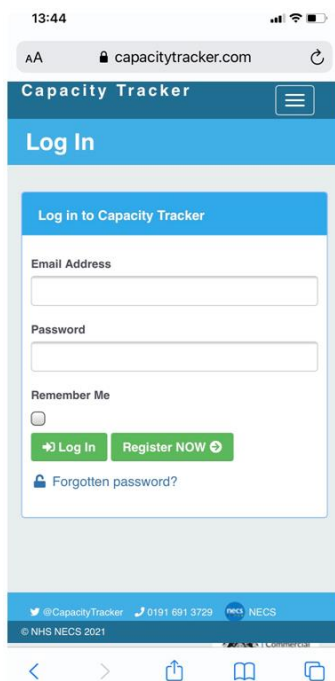
I agree to receiving important email communications and information alerts which are relevant to the commissioning, management or provision of health, care or accommodation. I understand that I can opt in or out of such communications at any time.

I agree I do not agree

« Previous Complete »

- b. The application will be directed to the appropriate approver for review and will normally be assessed within a 48-hour period.
- c. Once approved, the system will email you your login details including a password that must be changed on first use to something more memorable. Your password must comply with NHS policy on password strength, which will be advised on the change password screen.
- d. Passwords require changing every 365 days – a reminder will be emailed to you.
- e. Add the Capacity Tracker email address to your safe senders list and chose your version of Microsoft Office so alerts do not drop into your junk email – see link for advice:
<https://support.office.com/en-us/article/add-recipients-of-my-email-messages-to-the-safe-senders-list-be1baea0-beab-4a30-b968-9004332336ce>
- f. Our sending address is capacity.tracker@notifications.service.gov.uk
- g. For larger organisations with managed IT policies, ask IT to add the tracker address to your Trusted Sites list
<https://capacitytracker.com/?ReturnUrl=%2Fhome>

REMEMBER: You can register via any internet connected device including i-Pads/tablets and smartphones – so updates can be made whilst on the go. Search for <https://capacitytracker.com/home>



For further information or to request a demonstration please contact us

Telephone: 0191 6913729

Email: Necsu.capacitytracker@nhs.net

Internet: Capacitytracker.com

Twitter: @CapacityTracker

Facebook: @NHSCapacityTracker