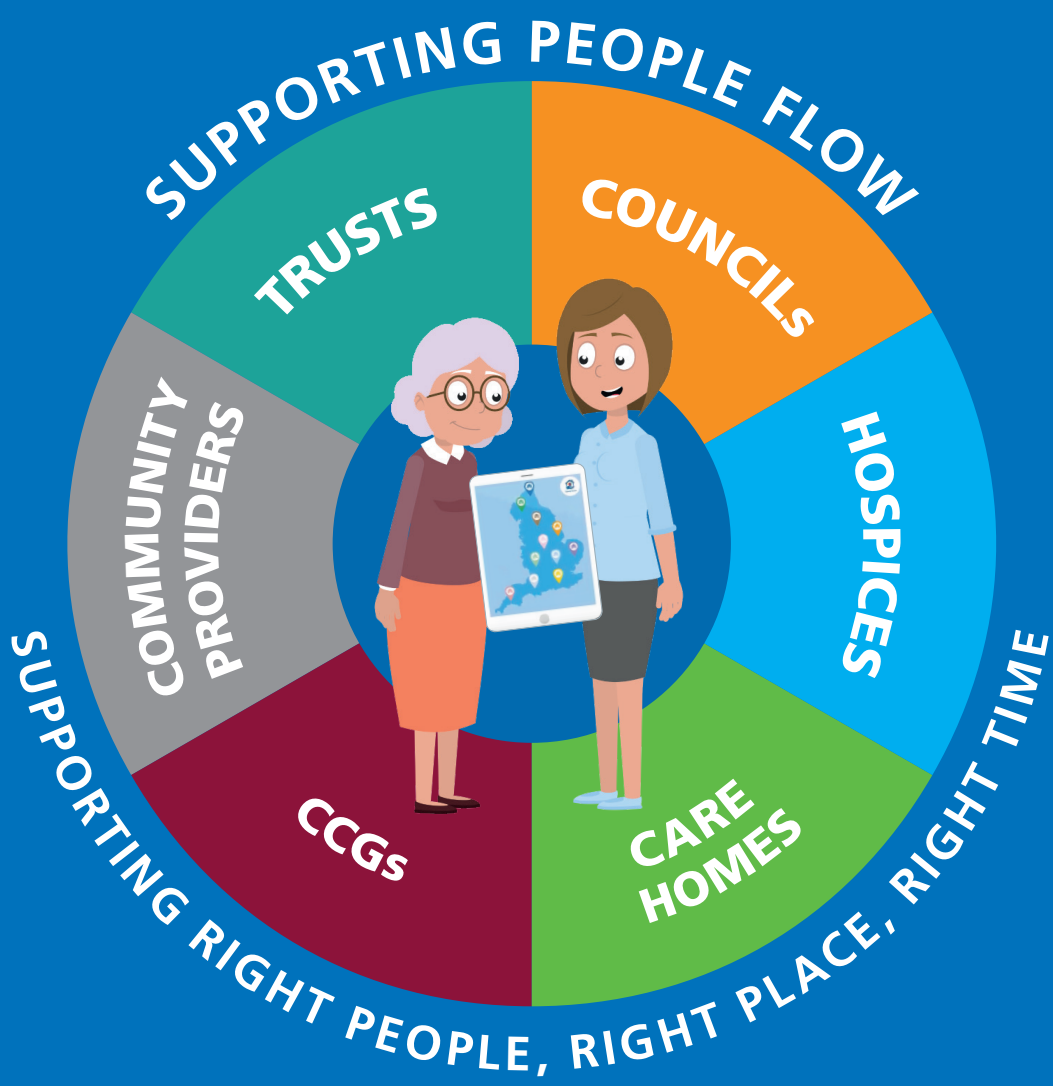










How to Register on the Capacity Tracker

CARE HOMES ONLY



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How to... register on the Capacity Tracker

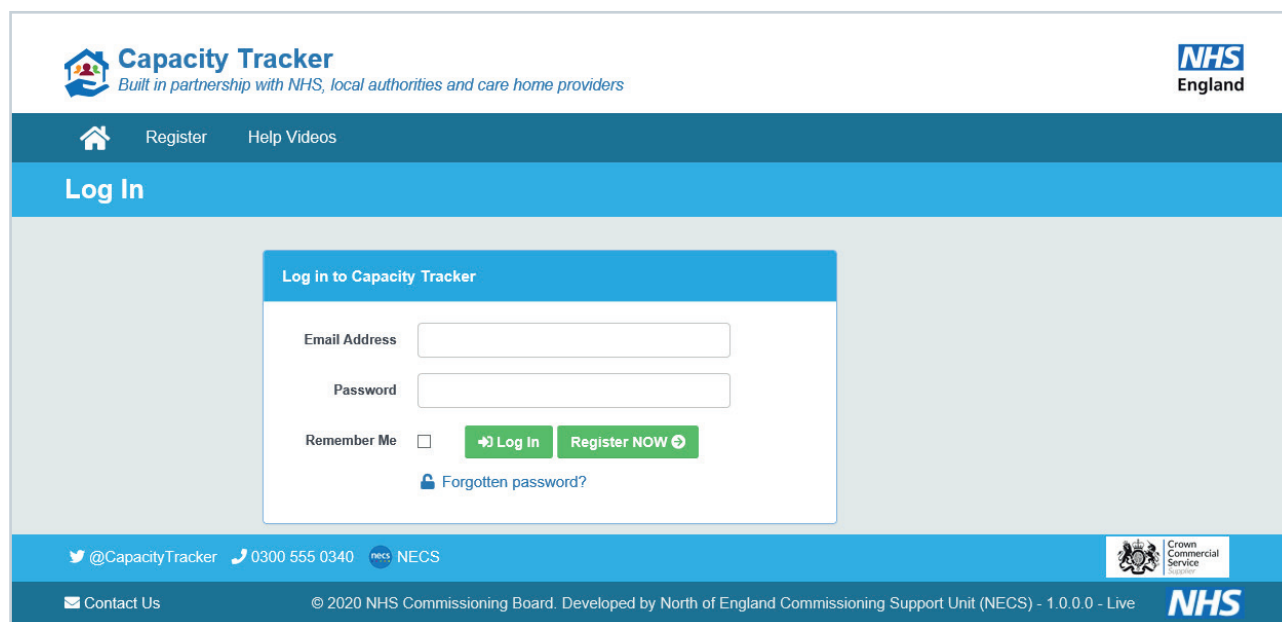
Registering yourself on the Capacity Tracker could not be easier. Simply follow the steps below from a PC, laptop, tablet or phone with internet access:

Step 1

Select the link <https://carehomes.necsu.nhs.uk>

Step 2

At the top of the screen, select the highlighted **Register** tab:



The screenshot displays the Capacity Tracker website interface. At the top left, the logo for Capacity Tracker is shown with the tagline "Built in partnership with NHS, local authorities and care home providers". To the right is the NHS England logo. Below the header is a navigation bar with a home icon, "Register" (highlighted in blue), and "Help Videos". A large blue banner reads "Log In". In the center, a white box titled "Log in to Capacity Tracker" contains an "Email Address" input field, a "Password" input field, a "Remember Me" checkbox, and two buttons: "Log In" and "Register NOW". A link for "Forgotten password?" is located below the buttons. The footer includes social media links for @CapacityTracker and 0300 555 0340, the NECS logo, the Crown Commercial Service logo, and the NHS logo. Copyright information at the bottom states "© 2020 NHS Commissioning Board. Developed by North of England Commissioning Support Unit (NECS) - 1.0.0.0 - Live".

Step 3

From the following **Register new account** screen; input the following information:

Capacity Tracker
Built in partnership with NHS, local authorities and care home providers

NHS England

Register Help Videos

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 Hospice CSU CCG Local Authority NHSE//D/X Other

« Previous Next »

Contact Us © 2020 NHS Commissioning Board. Developed by North of England Commissioning Support Unit (NECS) - 1.0.0.0 - Live **NHS**

Step 4

Input your Email Address: this needs to be a unique email address that has not been registered with the Capacity Tracker previously.

Step 5

Input your Full Name:

Step 6

Input your Contact Telephone Number:

Step 7

Input your Job Title:

Step 8

Select your User Type: Each Care Home or Organisation needs to have a minimum of 2 Approvers in place to ensure there is adequate cover to update the Capacity Tracker during holiday periods or sickness.

Examples of Approvers would be as follows:

- Care Homes: Owners / Managers / Assistant Managers
- NHS Hospital / CSU /CCG / NHSE/I/D/X / LA: System Champions Discharge Managers, Operational Managers, Managers, Assistant Managers

The Approver will receive an automated email advising them when a new user from their care home or organisation has requested access to the Capacity Tracker. The Approver will need to log on to the Capacity Tracker and from the Dashboard screen select the **Users awaiting approval** tile. Once selected An Approver will simply review the request select the appropriate button either approve / reject.

User Type is defaulted to a **Standard** user and shown in green. To change this to Approver simply select **Approver** – this will then turn green and the previous **Standard** defaulted selection will turn from green to grey.

Step 9

Select your Organisation Type: This is defaulted to **Care Home** and is shown in green. If you are registering from

- A **Care Home** leave this as it is and move on to **Step 10**
- Any Organisation other than a **Care Home** should select the organisation required e.g. **CCG** and this will then turn green and the previous Care Home defaulted selection will turn from green to grey. Then move on to **Step 11**

Step 10

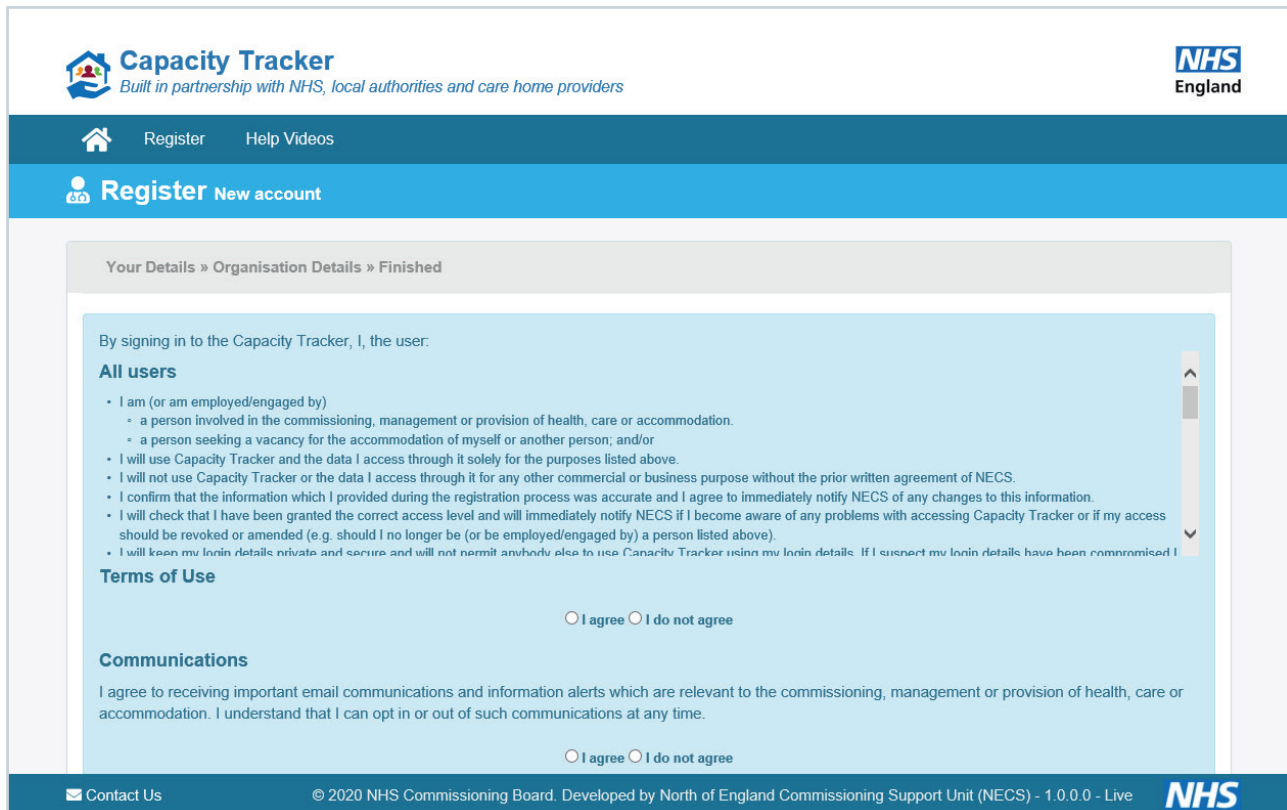
Care Home: (Care Home registration only) In the box where the cursor is flashing, enter the care home's postcode and select search. Any care home with that postcode will then be listed. From this list click on your care home and this will then turn from blue to green show and produce a tick. Multiple Care Homes can be selected if you will be responsible for updating multiple homes. Then select the blue **Next button**

The screenshot shows the 'Organisation Details' step of the registration process. At the top, there are links for 'Register' and 'Help Videos'. Below that, the 'Register New account' header is visible. The main content area shows a breadcrumb trail: 'Your Details > Organisation Details > Finished'. Underneath, there is a 'Care Home' search section with a text input field containing 'TS24' and a 'Search...' button. A light blue box below the search bar contains the text 'To select another home, type another postcode'. Below this, a list of care homes is displayed. Each entry consists of a text box and a colored box with a checkmark. The first entry, 'My Care Home', has a green box and a checkmark. The second entry, 'My Care Home 2', has a blue box. The third entry, 'My Care Home 3', has a green box and a checkmark. At the bottom of the page, there is a footer with 'Contact Us', copyright information '© 2020 NHS Commissioning Board. Developed by North of England Commissioning Support Unit (NECS) - 1.0.0.0 - Live', and the NHS logo.

Step 11

Terms and conditions: Will then be displayed - All users must agree to the Terms of Use by selecting 'I agree' option. You also have a choice of agreeing to receive important communications, please select.

Once completed please click on the blue **Complete** button.



The screenshot shows the Capacity Tracker registration interface. At the top left is the Capacity Tracker logo with the tagline "Built in partnership with NHS, local authorities and care home providers". At the top right is the NHS England logo. Below the logo is a navigation bar with "Register" and "Help Videos" links. A blue banner below the navigation bar says "Register New account". The main content area is titled "Your Details » Organisation Details » Finished". It contains a scrollable box with the following text:

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 I

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

At the bottom of the page, there is a footer with "Contact Us" on the left, "© 2020 NHS Commissioning Board. Developed by North of England Commissioning Support Unit (NECS) - 1.0.0.0 - Live" in the center, and the NHS logo on the right.

Step 12

Registration Confirmation: Once steps 1-12 are fully completed you will be presented with a screen message advising that your application has joined a system queue and will be assessed.

Step 13

Registration Approval: Your registration request will be reviewed by either a system administrator or the nominated Approver from within your care home or organisation. This should ordinarily take no longer than 48 hours.

Step 14

Further Help: Should you experience any issues you can contact the Helpdesk on **0300 555 0340**

**For further information or to request
a demonstration please contact us**



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