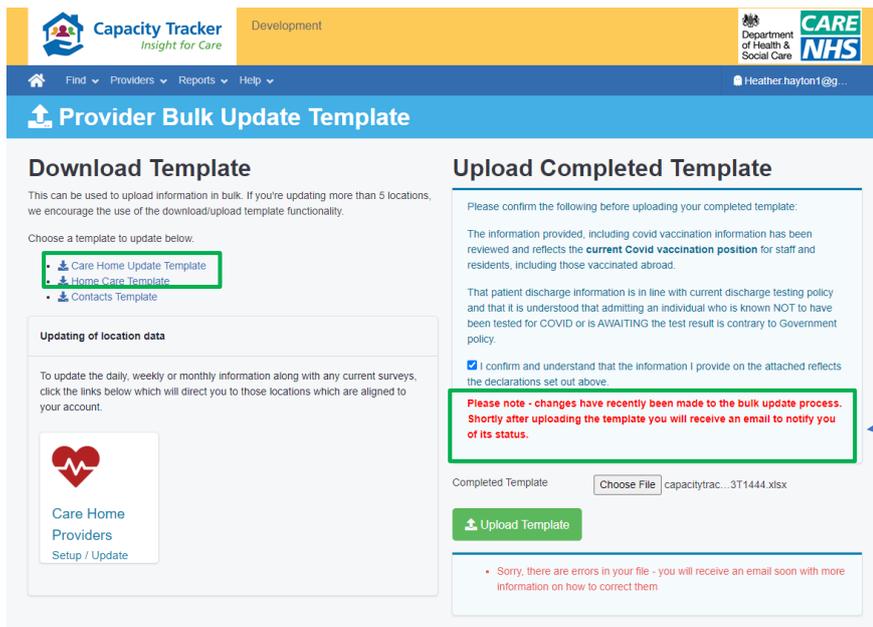28 September 2022

Bulk Upload Process

To help providers easily identify and amend errors, the bulk upload process has been updated. Templates can still be downloaded and uploaded in the usual way.

Important message regarding changes to the bulk update process. Users will now also receive an email following the bulk update to notify the status.
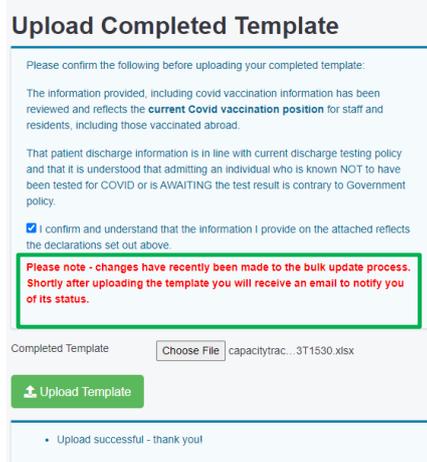
Following the upload you will receive two messages
1. On the Provider Bulk Update Template page, illustrated on the screen shots below
2. An email confirming the status of the update

Successful updates
If the update is successful you will receive the following

1. Provider Bulk Update Template – successful update message

2. Email – successful Email message

Note: The email will be delivered to the email address that has uploaded the template.

Capacity Tracker bulk upload succeeded (without any errors) for import file capacitytracker-bulk-carehome-Pass.xlsx.

Thank you

Capacity Tracker Team

North of England Care System Support (NECS)

Phone: 0191 691 3729

Email: necsu.capacitytracker@nhs.net

Notification of Errors on the template

If there are any errors you will receive the following:

1. Provider Bulk Update Template – message notification that there are errors on the Template.

2. Email – Email message notification that there are errors on the Template.

Note: The email will be delivered to the email address that has uploaded the template.

Capacity Tracker bulk upload import file capacitytracker-bulk-carehome-Fail.xlsx has errors.

Download errors file using link:

https://documents.service.gov.uk/d/ihu8pxrEGqc7rlPVcrmg/m2emsoDiRR686qR9DL3bQQ?key=AlJzAH5xfIMIUcOcn
KP8va88OaXQgBc71DilAKqPuz0

NOTE: You only need to update the rows with errors. All valid data rows have been accepted.

Thank you

Capacity Tracker Team

North of England Care System Support (NECS)

Phone: 0191 691 3729

Email: necsu.capacitytracker@nhs.net

Click on the link within the email and the following webpage will open.

Click on the link

You have a file to download

Capacity Tracker sent you a file to download.

Continue

If you're not sure why you've been sent a file, or you have any questions, email necsu.capacitytracker@nhs.net.

Click continue

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Click continue and the following webpage will open
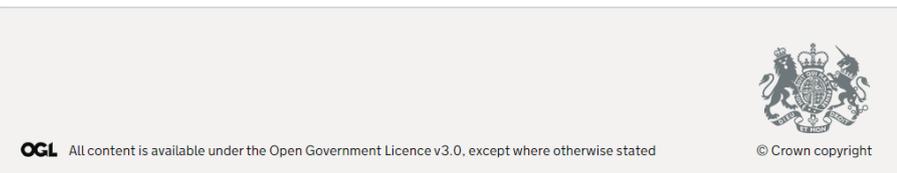
GOV.UK

Download your file

Save your file somewhere you can find it. You may need to print it or show it to someone later.

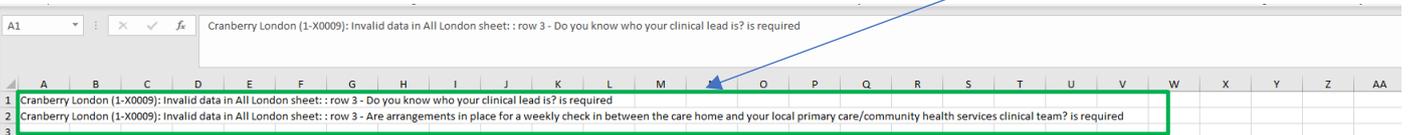Check the email that Capacity Tracker sent you for more information.

Download this file (2.6KB) to your device

Click on the link to download the file

If you have any questions, email necsu.capacitytracker@nhs.net.

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An Excel spreadsheet will open outlining the row number and question the error has occurred.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA
1	Cranberry London (1-X0009): Invalid data in All London sheet: : row 3 - Do you know who your clinical lead is? is required
2	Cranberry London (1-X0009): Invalid data in All London sheet: : row 3 - Are arrangements in place for a weekly check in between the care home and your local primary care/community health services clinical team? is required
3	

A1 ... fx Cranberry London (1-X0009): Invalid data in All London sheet: : row 3 - Do you know who your clinical lead is? is required

Return to the bulk update spreadsheet and correct the errors. One you have done so upload the template.

If the template is successful you will receive a message on the Provider Bulk update template page and via an email. To view examples click here.

Changes to the bulk template

Standard Care Homes

- New Questions header has been removed in the first row of the template
- A new section 'Workforce Capacity' with 4 New questions have been added

Q	R	S	T	U
MANDATED QUESTIONS				
Workforce Capacity - Hours Paid	Workforce Capacity - Hours Overtime	Workforce Capacity - Hours Agency	Workforce Capacity - Hours Absence	Workforce Capacity - Days Absence
0	0	0	0	0

London Care Homes

AB	AC	AD	AE	AF
Workforce Capacity - Hours Paid	Workforce Capacity - Hours Overtime	Workforce Capacity - Hours Agency	Workforce Capacity - Hours Absence	Workforce Capacity - Days Absence
0	0	0	0	0

Homecare

- A new section 'Workforce Capacity' with 4 New questions have been added
- A new section 'Packages of Care with 2 new questions have been added

L	M	N	O	P	
Workforce Capacity - Hours Paid	Workforce Capacity - Hours Overtime	Workforce Capacity - Hours Agency	Workforce Capacity - Hours Absence	Workforce Capacity - Days Absence	
0	0	0	0	0	

T	U
Packages of Care - NHS & LA funded returned	Packages of Care - Self funded ended
0	0

Note: When there are any **changes** made to the system you will need to download a new bulk template. If you are using a previous version you will receive the following error message.

- The Bulk Upload file is not using the latest version of the Bulk Template. Please download the latest relevant version to upload.