



How to update add multiple Home Care locations to your User Account

Home Care Providers, we would like to welcome you to the Capacity Tracker and through the following few simple steps ensure that you can easily navigate the system to add multiple locations to your user account.

Step 1:

If you wish to add more locations you can do so via the Main Menu by clicking on the **'Accounts'** section in the dark blue bar and select **My Details/Access**

🕋 Find Providers	Accounts	Reports	Video Call	Admin	Help
i My Details	Approve or Reject Change Password				
	My Details/Access				
Successfully updated!	Manage Users				

You will then be presented with the following screen.

My Access Enter a postcode then select a location	n lo request additional access.			
Find Loostions By	Postoode Loosi Authonity CCO	By requesting permission to maintain information within the Capacity Tracker you are acreeing to:		
Postcode/Location	ox3 2rx. Search	 You are legally permitted to provide such information and have the necessary documentation in place with 		
	Showing 5 terms Select All / None Cranberry Acute Care, Granteery Gare Services	the Provider. Information that you provide does not constitute a conflict of interest. Is accurate and kept up to date in line with agreed national policy. The information is not subject to any duty of confidentiality owed to a third party, and Not subject to any intellectual property right that would prevent its use. Should you be notified by the Care Home that approval has been revoked that you immediately stop updating information.		
	0/0.27%			
	Cranberry Care Home Comberry Care Services OK3 2RX			
	Cranberry Community Centre Grantwory Care Services			
	Cranberry Hospice Cranberry Care Services			
	Cranberry Substance Misuse Comberry Care Services			
	Showing 5 items Select All / None			
🗸 Update				

Step 2:

Insert the location postcode in the **Postcode/Location** field and select **Search**. You will then be displayed with all of the locations relating to that postcode. To select, click on the appropriate address or organisation name and a green tick will appear to confirm the selection. You can add





more than one location by adding another postcode and simply repeating the steps above. When you have finished click the green **'Update'** button at the bottom of the page.

Step 3:

This will trigger an automated email to the Approver within the organisation(s) you have requested access to. Once they have reviewed this request you will receive an email notifying you of their decision.

If your access request is approved the **Home Care /Dom Care Providers Setup / Details** tile will be visible on the **Main Menu** screen when you next log on. When you click on the tile all the providers that you have been given access to will be listed on screen.