

Essex Care Search

Provider Room Summary Page
Quick Reference Guide v1



Essex Care Search – Room Summary Page – Bed Type Tab

The Room Summary page is split into four tabs where you can view and edit the setup for each room, the Bed Type tab is shown below.

The screenshot shows the 'Manage Beds - Honey Bee Care Home' interface. At the top left, the text 'Essex Care Search' is visible. Below it, the breadcrumb 'Manage Beds - Honey Bee Care Home' is shown. The main header area contains the text 'Honey Bee Care Home' in a large red font. To the right of this header are three buttons: 'SAVE' (blue), 'ADD NEW BED' (teal), and 'DISCARD CHANGES' (light blue). Below the header is a table with four main tabs: 'Bed Type', 'Bed Features', 'Bed Contract', and 'Bed Notes'. The 'Bed Type' tab is currently selected. The table has six columns: 'Bed Name', 'Type', 'Room Type', 'Type of Stay', 'Male', and 'Female'. There are five rows of data, labeled 'Room 01' through 'Room 05'. Each row contains a dropdown menu for 'Type', a dropdown menu for 'Room Type', a dropdown menu for 'Type of Stay', and two checkboxes for 'Male' and 'Female'. Annotations with arrows point to various elements: 'Existing rooms setup in Essex Care Search are listed on the left-hand side.' points to the room names; 'Select tab for the section you wish to edit.' points to the 'Bed Type' tab; 'Click the Save button after making changes. If you navigate away from the Room Summary page without clicking Save, your changes will be lost.' points to the 'SAVE' button; 'Click the cursor on the room name to change it. Room names will be ordered/sorted alphabetically and then numerically.' points to the 'Room 02' name; 'Select from the drop-down list or click the check box alongside each room you wish to edit.' points to the dropdown menus and checkboxes.

Existing rooms setup in Essex Care Search are listed on the left-hand side.

Select tab for the section you wish to edit.

Click the Save button after making changes. If you navigate away from the Room Summary page without clicking Save, your changes will be lost.

Click the cursor on the room name to change it. Room names will be ordered/sorted alphabetically and then numerically.

Select from the drop-down list or click the check box alongside each room you wish to edit.

Bed Name	Type	Room Type	Type of Stay	Male	Female
Room 01	Residential	Single	Long Stay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Room 02	Residential	Single	Short Stay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Room 03		Single	Short Stay	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Room 04		Single		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Room 05	Residential	Single		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Essex Care Search – Room Summary Page – Bed Features Tab

Bed Features tab. Due to the number of options listed on the Bed Features tab, it is not possible to show them all on the screen at the same time, therefore users need to pan the table either right or left to see the additional options, see description on how to do this below. Currently it is not possible to keep the column headers in view when scrolling down the page, we plan to fix this in a future development.

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Honey Bee Care Home

SAVE

ADD NEW BED

DISCARD CHANGES

Bed Name	Bed Type		Bed Features		Bed Contract		Bed Notes	
	Is EnSuite	Alcoholic Dependency	Complex Care Needs	Continuing Healthcare	Discharge To Assess	Drug Dependency	Enablen	
Room 01	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
Room 02	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>					
Room 03	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Room 04	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Room 05	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Users can pan right and left on the Bed Features table to view additional options. To pan, move the cursor over the table until it changes to an open hand symbol like the one shown below.



Hold down the left mouse button and move the cursor right or left to pan. Release the left mouse button to stop panning.

Essex Care Search – Room Summary Page – Bed Contract Tab

Bed Contract tab.

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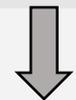
Honey Bee Care Home

SAVE

ADD NEW BED

DISCARD CHANGES

Click Discard Changes button to undo any changes you have made during the current session. This will return all the room settings back to their previous status up to the point the Save button was last clicked.



Bed Name	Bed Type	Bed Features	Bed Contract	Bed Notes		
	Contract Type	Contract Owner Organisation	Price Band	Weekly Fee	LA Rates	3rd Party
Room 01	Block	Essex County Council	Less than £700 per week	0.00	<input type="checkbox"/>	<input type="checkbox"/>
Room 02	IRN	- required for block-contracts only	Please contact us for a price		<input type="checkbox"/>	<input type="checkbox"/>
Room 03	IRN	- requi	lease contact us for a price		<input type="checkbox"/>	<input type="checkbox"/>
Room 04	IRN	- requi	ss than £700 per week	1.00	<input type="checkbox"/>	<input type="checkbox"/>
Room 05	IRN	- required for block-contracts only	£1,001 - £1,999 per week	500.00	<input type="checkbox"/>	<input type="checkbox"/>

If you select Block as the Contract Type, you must enter the room owner in the Contract Owner Organisation column.



If you select IRN as the Contract Type, you must enter the basic weekly rate, as agreed with ECC for that room type, in the Weekly Fee column.



Essex Care Search – Room Summary Page – Bed Notes Tab

Bed Notes tab.

Click your care home's name shown in blue to return to the Manage Beds page.

Should you wish to create a new room from the Room Summary page, this can be done by clicking the Add New Bed button.

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Honey Bee Care Home

[SAVE](#) [ADD NEW BED](#) [DISCARD CHANGES](#)

Bed Name	Bed Notes
Room 01	Test
Room 02	Test notes.
Room 03	
Room 04	
Room 05	

The Bed Notes tab allows you to enter any information about the room you would like to convey which is not covered by the selectable options in previous tabs. Please note any Bed Notes entered will be visible to the public.

Further Support

If you have any questions or require any help using the Room Summary page, please contact the Essex Care Search Team using the details below:

Tel : 03330322939

Email : support@essexcaresearch.org