

## Creating a Service Provider Cluster Job Aid

A user may be further restricted to specific organisations under a parent organisation through Service Provider Clusters. When a user is assigned to cluster, they may only access organisations listed in the cluster along with the organisations descendants if applicable.

This job aid is aimed at users within a Commissioning Organisation with the role of Organisation Administrator.

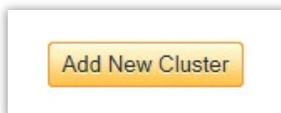
**Note: The data that appears in this job aid is for training purposes only and does not represent actual data.**

1. From the CQRS Home screen, select the **Administrative Tasks** tab, then select the **Manage Org's & Users** sub-tab, and then select the **Service Provider Clusters** sub-tab.

Short Name	Name	Description	Number of Organisations	Created Date
C61A6DB801	Eastern City Practices	GPs in Eastern City	6	20/03/2017
873CF39E1C	Northern Region GP Practices	CommOrg04 and Descendants	1	20/03/2017
B089991938	Western Area GP Cluster	Cluster of all GPs in the Western Area	7	20/03/2017

[Add New Cluster](#)

2. Click the **Add New Cluster** button at the bottom of the primary Service Provider Cluster screen.





3. On the Create Service Provider Cluster screen, enter a **Name** and **Description** for the Cluster. **NOTE:** Ensure the name is unique and descriptive for the cluster so it is easily recognized.

**Create Service Provider Cluster** \* Indicates required field(s)  
« Service Provider Clusters

Cluster Detail:

Short Name:

Name:  \*

Description:  \*

Select Service Providers:

Search by:

Select All	Organisation ID	Organisation Name	Organisation Type	Parent Organisation	Start Date	End Date	Contract Type
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4. Add organisations to the cluster by selecting the organisation's corresponding checkbox. You may select all organisations by using the **Select All** checkbox. To filter Service Providers, use the **Search by** function.

Select Service Providers:

Search by:

Select All	Organisation ID	Organisation Name	Organisation Type	Parent Organisation	Start Date	End Date	Contract Type
<input type="checkbox"/>	ccg04	CommOrg04	Clinical Commissioning Group	LatOrg04	30/07/2009	N/A	
<input type="checkbox"/>	man04	ManOrg04	Clinical Commissioning Group	CommOrg04	30/07/2009	N/A	
<input type="checkbox"/>	A04AAA	SvcProviderA04	GP Practice	CommOrg04	30/07/2009	N/A	PMS
<input type="checkbox"/>	B04BBB	SvcProviderB04	GP Practice	CommOrg04	30/07/2009	N/A	PMS
<input type="checkbox"/>	C04CCC	SvcProviderC04	GP Practice	CommOrg04	30/07/2009	N/A	PMS
<input type="checkbox"/>	D04DDD	SvcProviderD04	GP Practice	CommOrg04	30/07/2009	N/A	PMS
<input type="checkbox"/>	E04EEE	SvcProviderE04	GP Practice	CommOrg04	30/07/2009	N/A	PMS

5. Once you have selected the Service Providers, click the **Continue** button on the bottom of the page.

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A summary screen will display listing the cluster details and the associated service providers.

- Using the confirmation box at the top of the page, select **Yes** to create the service offer or **No** to return to the Create Service Provider Cluster page.

### Create Service Provider Cluster

**i** Are you sure you want to create this Service Provider Cluster?

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**Cluster Detail:**

Short Name: E92654EEF7  
Name: Southern Regions GP Practices  
Description: My new cluster

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**Selected Service Providers:**

Organisation ID	Organisation Name	Organisation Type	Parent Organisation	Start Date	End Date	Contract Type
L04LLL	SvcProviderL04	GP Practice	CommOrg04	30/07/2009	N/A	PMS
M04MMM	SvcProviderM04	GP Practice	CommOrg04	30/07/2009	N/A	PMS
N04NNN	SvcProviderN04	GP Practice	CommOrg04	30/07/2009	N/A	PMS

- A final confirmation will display. Through the confirmation message, you may return to the primary Service Provider Cluster screen by clicking the **View Service Provider Clusters** link, or you may create another cluster by clicking the **create a new Service Provider Cluster** link.

The selected cluster is submitted and saved. [View Service Provider Clusters](#) or [create a new Service Provider Cluster](#).



8. When you return to the primary Service Provider Cluster screen, the new cluster will be listed.

**Service Provider Clusters**

Short Name	Name	Description	Number of Organisations	Created Date
<a href="#">E92654EEF7</a>	Southern Regions GP Practices	My new cluster	3	28/03/2017
<a href="#">C61A6DB801</a>	Eastern City Practices	GPs in Eastern City	6	20/03/2017
<a href="#">873CF39E1C</a>	Northern Region GP Practices	CommOrg04 and Descendants	1	20/03/2017
<a href="#">B089991938</a>	Western Area GP Cluster	Cluster of all GPs in the Western Area	7	20/03/2017

[Add New Cluster](#)