NHS

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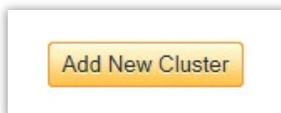
Note: The data that appears in this job aid is for training purposes only and does not represent actual data.

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.

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.

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.

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

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

6. 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.

7. 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.

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

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Service Provider Clusters

Short Name	Name	Description	Number of Organisations	Created Date
E92654EEF7	Southern Regions GP Practices	My new cluster	3	28/03/2017
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