

Removing an Organisation from a Service Provider Cluster Job Aid

Once a Service Provider Cluster is created, you may remove organisations from the cluster. This job aid will review the steps for that task.

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.

The screenshot shows the CQRS system interface. At the top, there is a navigation bar with tabs: Home, Participation Management, Data Submission, Achievement, Reports, Administrative Tasks (highlighted with a blue box), and Help. Below this, there is a sub-navigation bar with tabs: Manage Org's & Users (highlighted with a blue box), View Tasks, and System Messaging. Underneath, there is another sub-navigation bar with tabs: Users, Organisations, Allocated Reports, and Service Provider Clusters (highlighted with a blue box). The main content area is titled "Service Provider Clusters" and contains a table with the following data:

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

At the bottom left of the main content area, there is a button labeled "Add New Cluster".



2. Click the **Short Name** of the Service Provider Cluster to update.

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](#)

The Service Provider Cluster screen displays. Scroll down to view the Service Providers section.

3. Click the **Remove Organisation** link for the organisation you want to remove.

Organisation ID	Organisation Name	Organisation Type	Parent Organisation	Start Date	End Date	Contract Type	Remove All
A04AAA	SvcProviderA04	GP Practice	CommOrg04	30/07/2009	N/A	PMS	Remove Organisation
B04BBB	SvcProviderB04	GP Practice	CommOrg04	30/07/2009	N/A	PMS	Remove Organisation
C04CCC	SvcProviderC04	GP Practice	CommOrg04	30/07/2009	N/A	PMS	Remove Organisation
D04DDD	SvcProviderD04	GP Practice	CommOrg04	30/07/2009	N/A	PMS	Remove Organisation
E04EEE	SvcProviderE04	GP Practice	CommOrg04	30/07/2009	N/A	PMS	Remove Organisation
F04FFF	SvcProviderF04	GP Practice	CommOrg04	30/07/2009	N/A	PMS	Remove Organisation

[Add Organisation](#)

[Submit](#) | [Cancel](#)



The Service Providers list updates to show the selected service provider will no longer be included in this cluster.

- Once all updates have been made, you must click the **Submit** button at the bottom of the page to commit your changes.

Service Providers: [Add Organisation](#)

Organisation ID	Organisation Name	Organisation Type	Parent Organisation	Start Date	End Date	Contract Type	Remove All
A04AAA	SvcProviderA04	GP Practice	CommOrg04	30/07/2009	N/A	PMS	Remove Organisation
B04BBB	SvcProviderB04	GP Practice	CommOrg04	30/07/2009	N/A	PMS	Remove Organisation
C04CCC	SvcProviderC04	GP Practice	CommOrg04	30/07/2009	N/A	PMS	Remove Organisation
E04EEE	SvcProviderE04	GP Practice	CommOrg04	30/07/2009	N/A	PMS	Remove Organisation
F04FFF	SvcProviderF04	GP Practice	CommOrg04	30/07/2009	N/A	PMS	Remove Organisation

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A confirmation message indicates the cluster was updated successfully.

Updated cluster successfully.