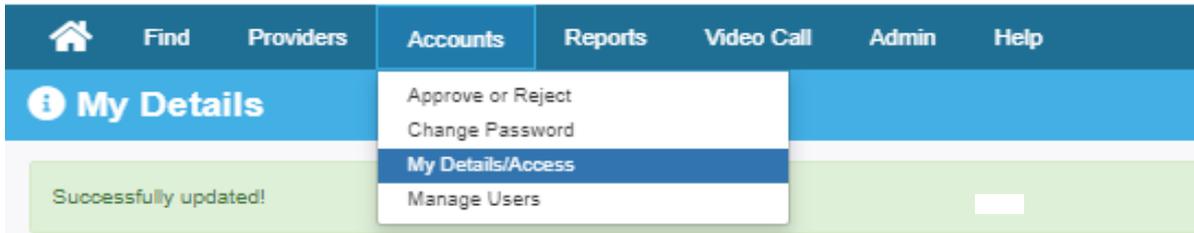


How to update add multiple Home Care locations to your User Account

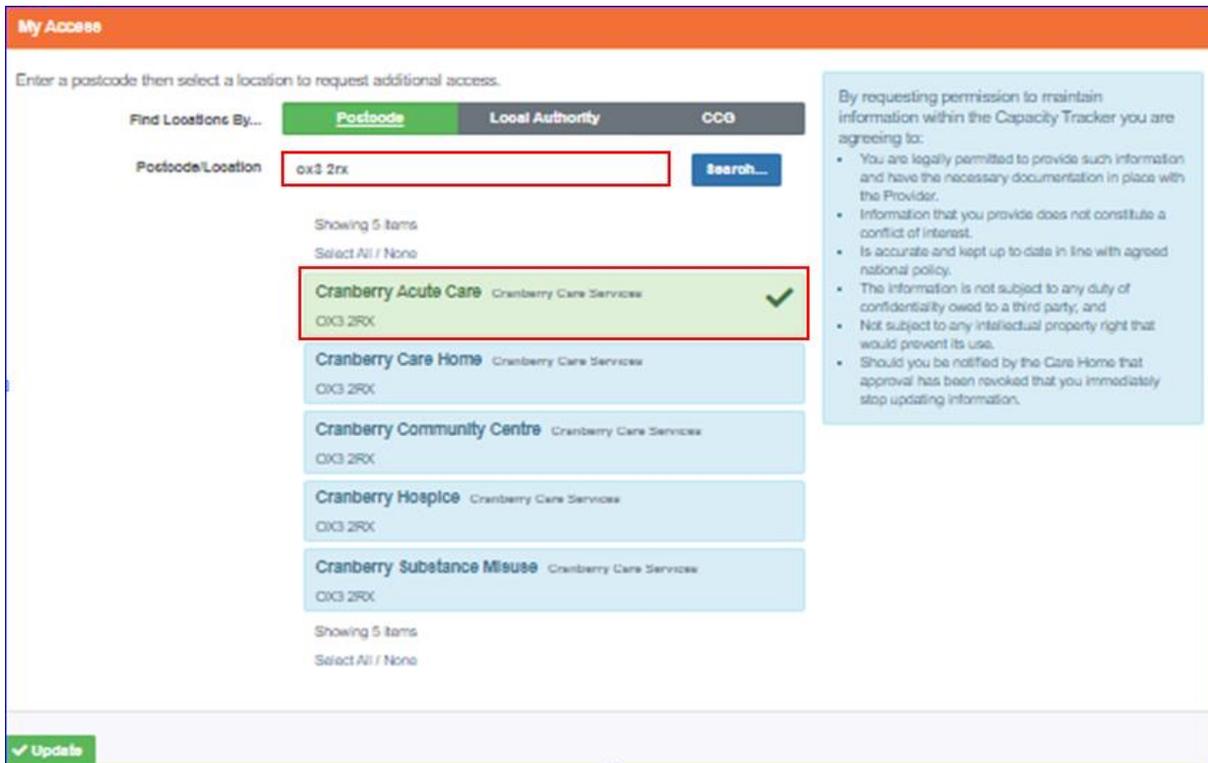
Home Care Providers, we would like to welcome you to the Capacity Tracker and through the following few simple steps ensure that you can easily navigate the system to add multiple locations to your user account.

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**



You will then be presented with the following screen.



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.