

Updating a Service Provider Cluster Job Aid

Once a Service Provider Cluster is created, you may add additional organisations to 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. Under 'Manage Org's & Users', there are sub-tabs: Users, Organisations, Allocated Reports, and Service Provider Clusters (highlighted with a blue box). Below the sub-tabs, there is a section titled 'Service Provider Clusters' with a table of clusters. At the bottom left, there is a button labeled 'Add New Cluster'.

| 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 |



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](#)

3. On the Service Provider Cluster screen, you may modify the **Name** and/or the **Description** for the Cluster. The **Short Name** is system-defined and cannot be updated.

Service Provider Cluster * indicates required field(s)
◀ [Service Provider Clusters](#)

Cluster Detail:

Short Name:

Name: *

Description: *

Service Providers: [Add Organisation](#)

| Organisation ID | Organisation Name | Organisation Type | Parent Organisation | Start Date | End Date | Contract Type | Remove All |
|-----------------|-------------------|-------------------|---------------------|------------|----------|---------------|-------------------------------------|
| T04TTT | SvcProviderT04 | GP Practice | CommOrg04 | 30/07/2009 | N/A | PMS | Remove Organisation |
| U04UUU | SvcProviderU04 | GP Practice | CommOrg04 | 30/07/2009 | N/A | PMS | Remove Organisation |
| V04VVV | SvcProviderV04 | GP Practice | CommOrg04 | 30/07/2009 | N/A | PMS | Remove Organisation |



- To add an organization, click the **Add Organisation** button.
- You may add an organisation 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: Organisation ID

| 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 |

- Once you have selected the Service Provider(s) to add to the cluster, click the **Continue** button on the bottom of the page.

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Once the organization(s) is added, you will be transferred back to the Cluster Detail screen. The newly added organisation(s) will be listed in the Service Providers section.

7. Click the **Submit** button to save your changes.

Service Providers: Add Organisation

| Organisation ID | Organisation Name | Organisation Type | Parent Organisation | Start Date | End Date | Contract Type | Remove All |
|-----------------|-------------------|-------------------|---------------------|------------|----------|---------------|-------------------------------------|
| T04TTT | SvcProviderT04 | GP Practice | CommOrg04 | 30/07/2009 | N/A | PMS | Remove Organisation |
| U04UUU | SvcProviderU04 | GP Practice | CommOrg04 | 30/07/2009 | N/A | PMS | Remove Organisation |
| V04VVV | SvcProviderV04 | GP Practice | CommOrg04 | 30/07/2009 | N/A | PMS | Remove Organisation |
| W04WWW | SvcProviderW04 | GP Practice | CommOrg04 | 30/07/2009 | N/A | PMS | Remove Organisation |
| X04XXX | SvcProviderX04 | GP Practice | CommOrg04 | 30/07/2009 | N/A | PMS | Remove Organisation |
| Y04YYY | SvcProviderY04 | GP Practice | CommOrg04 | 30/07/2009 | N/A | PMS | Remove Organisation |
| Z04ZZZ | SvcProviderZ04 | GP Practice | CommOrg04 | 30/07/2009 | N/A | PMS | Remove Organisation |
| J04JJJ | SvcProviderJ04 | 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.