



Business Continuity &  
Vacancy Update

To help you to update the tracker quickly there is a tile on the Main Menu called Business Continuity & Vacancy Update – it has a symbol of a lightning strike.

**Click on this and all the locations you are responsible for updating will appear in alphabetical order.**

In line with National Guidance, Providers are being asked to update their information as soon as things change and at least every 24 hours. (Care Homes/Hospice update their vacancies and business continuity information, Community in-patient rehabilitation providers update vacancy information).



## Hints and Tips:

Add the Capacity Tracker to your favourites, click Remember me when logging in and this will enable you to speedily access the Tracker to update on the go.

It only takes a short time to update your information – remember if there are no changes just simply click save and this date stamps your information.

Health and Social Care Teams looking for vacancies will be assured your information is up to date.

“In collaboration with NHS England and health and social care our user group helps shape the continual development of the **Capacity Tracker** so it is always evolving to meet users changing needs and priorities.

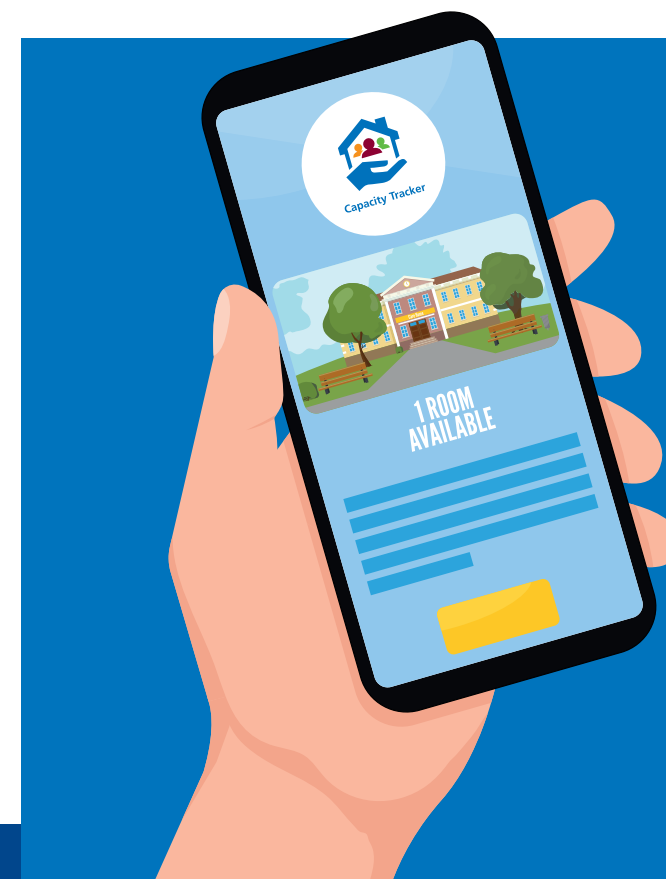
The **Capacity Tracker** is delivered by NECS an NHS organisation that is renowned for developing and delivering high quality products and services across the country to health and social care”.



Crown  
Commercial  
Service  
Supplier



**Capacity Tracker**  
*Insight for Care*



**For further information or to request a demonstration please contact us**



0191 6913 729



necsu.capacitytracker@nhs.net



carehomes.necsu.nhs.uk



@CapacityTracker



@NHSCapacityTracker

## Mobile Phone User Guide - Updating on the go



Department  
of Health &  
Social Care



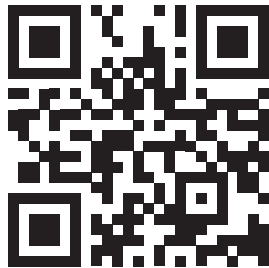
# Access Capacity Tracker

Once you have set up your account you can access the Capacity Tracker on the go via any internet connected mobile device such as iPad, tablet or smartphone.

## Simply visit

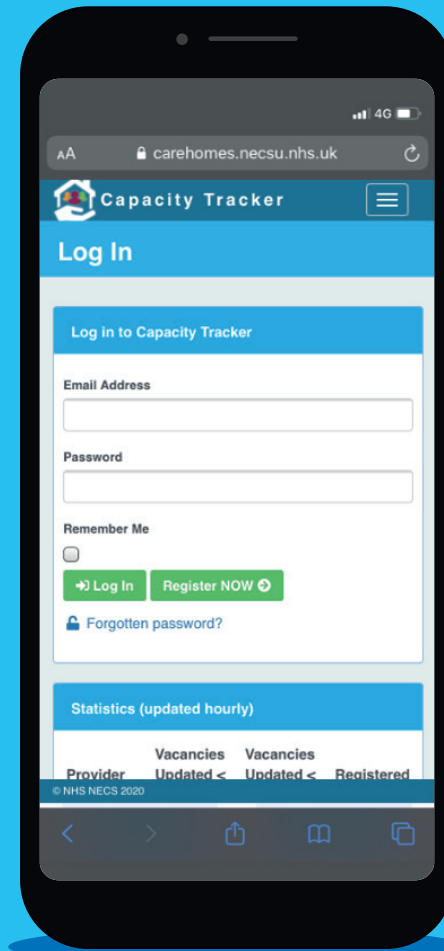
<https://carehomes.necsu.nhs.uk>

You can also access by scanning the QR Code



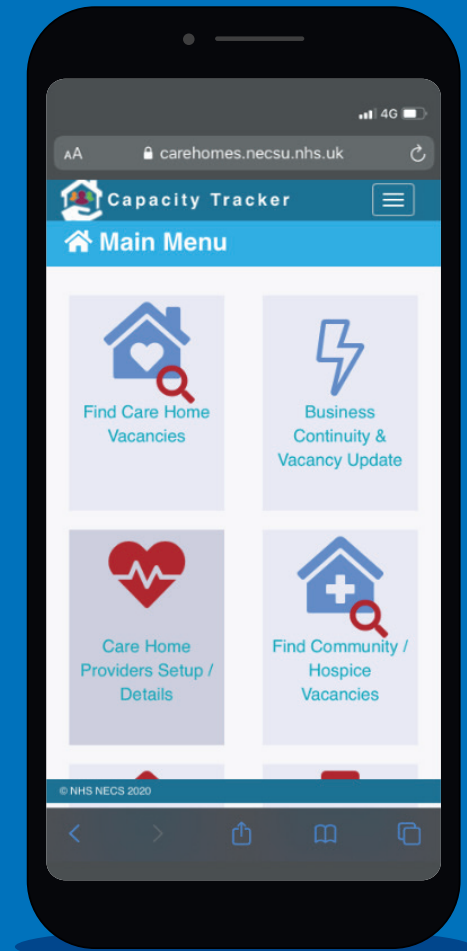
Remember if your email account is set up on your mobile phone/iPad etc. you can still select the forgotten password option and you will receive an email with a link to reset.

# Log In



Logging into the System is easy – enter your user name and password.

# Main Menu



Once logged in the Main Menu appears.