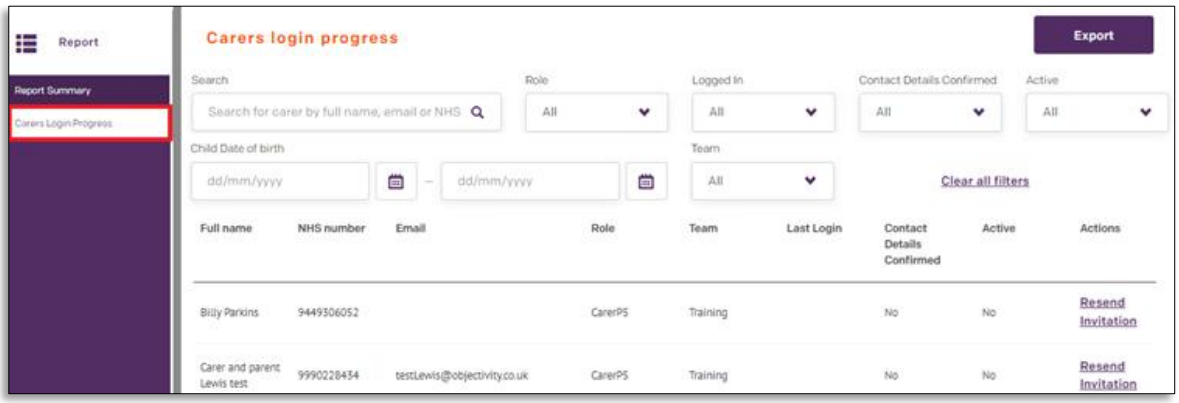
Early Years Application

Carers Login Progress Menu

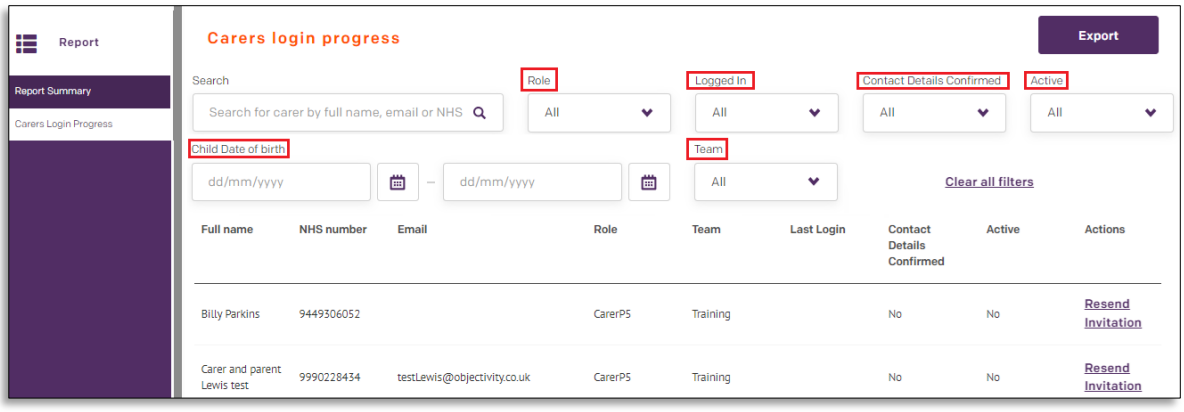
Note: The Carers login progress page provides a convenient overview of user activity, displaying both those who have successfully logged in and those who still require an invitation to access the system. Enable users to check in real time the sign-up status of Carers

Carers login progress menu

To access the Carers login progress page, choose the **'Report'** option located on the left section of the page, then select **'Carers Login Progress'**.



You can search for a carer using a full name, email or NHS number. Filter by **'Role'**, **'Logged in'**, **'Contact Details Confirmed'**, **'Active'** (whether an account is enabled/disabled in the application)**,** **'Child Date of birth range'** and **'Team'** to narrow the search.



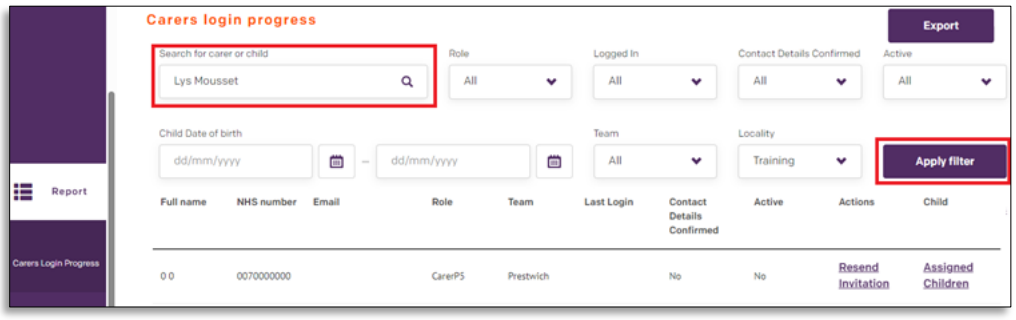
Note: When a carer account is created for the first time in the application then it is marked as **'Active = No'**. When a carer's contact details are confirmed then the account becomes active so the carer can try to log in**. (Active=YES and Contact details confirmed=YES)**

Search using a child's name or NHS number

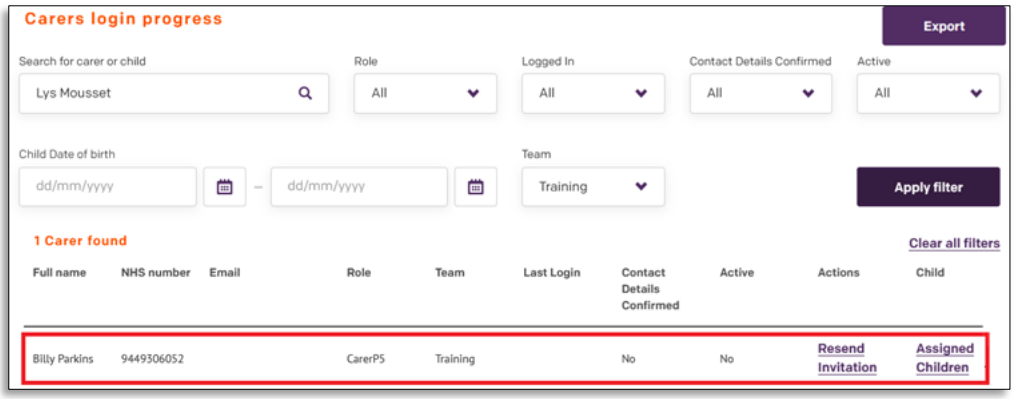
You can search for carers by using a child's name or NHS number.

Scenario 1:

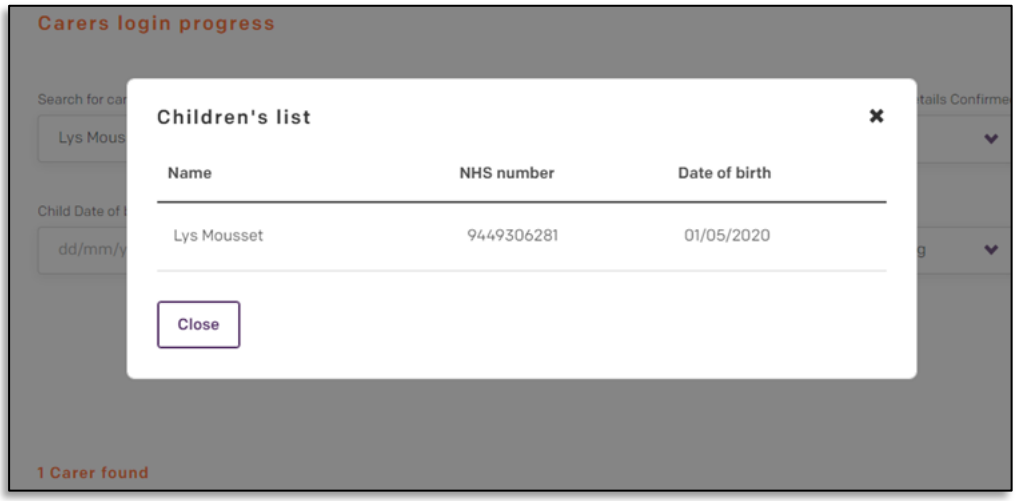
Enter the child's name and **'click' 'Apply filter'**.



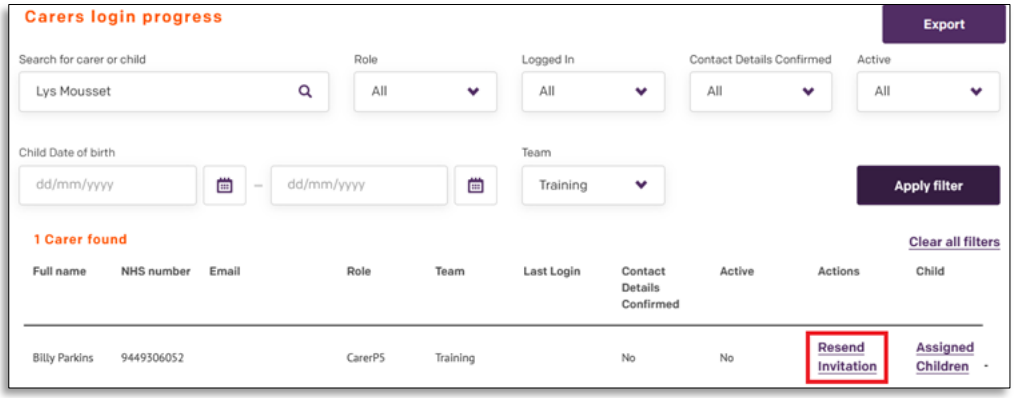
The carer assigned to the child will appear. **'Click' 'Assigned Children'** to verify that the child's profile matches with the carer.



A list of children will be displayed, allowing you to verify each child's profile. **'Click'** the **'X'** or **'Close button'** to close the prompt.

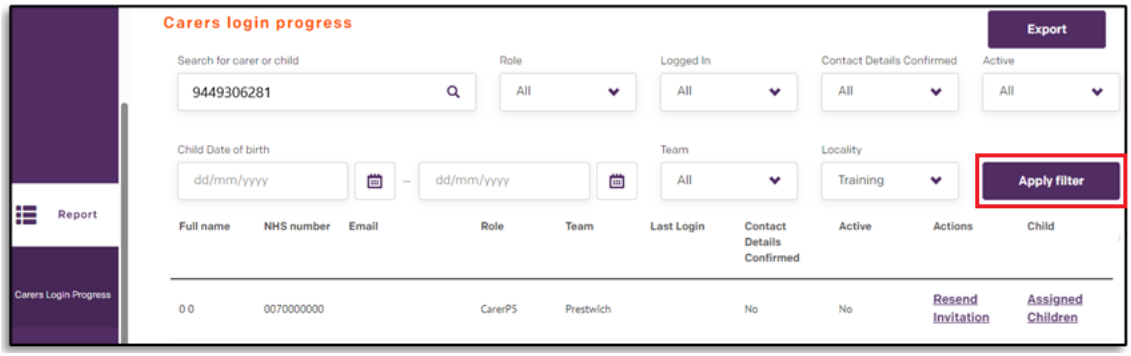


Click **‘Resend invitation’** if the carers contact details have been confirmed. A prompt will display indicating the invitation has been sent.

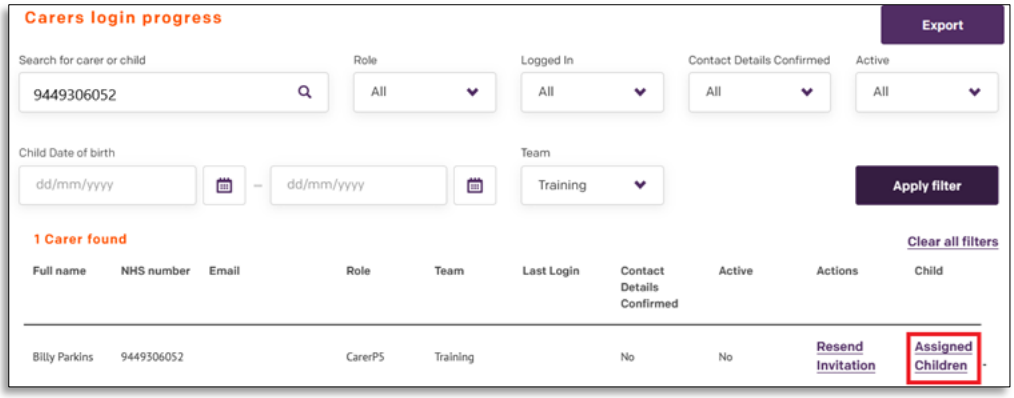


Scenario 2:

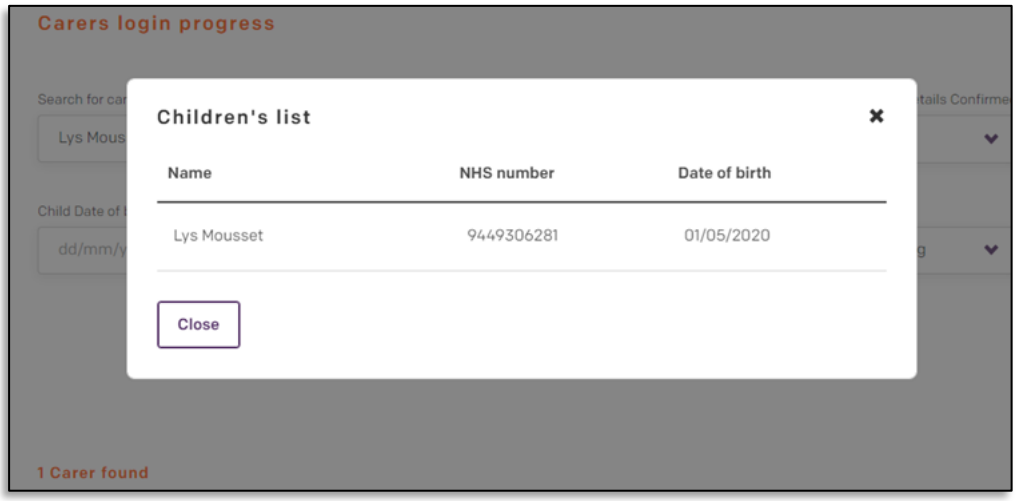
Enter the child’s NHS number and **‘click’ ‘Apply filter’**.



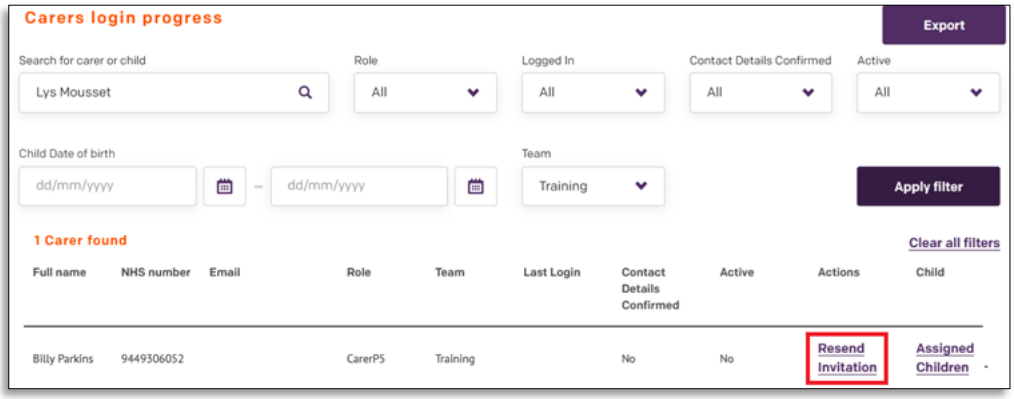
The carer assigned to the child will appear. **‘Click’ ‘Assigned Children’** to verify that the child’s profile matches with the carer.



A list of children will be displayed, allowing you to verify each child's profile. **'Click'** the **'X'** or **'Close button'** to close the prompt.

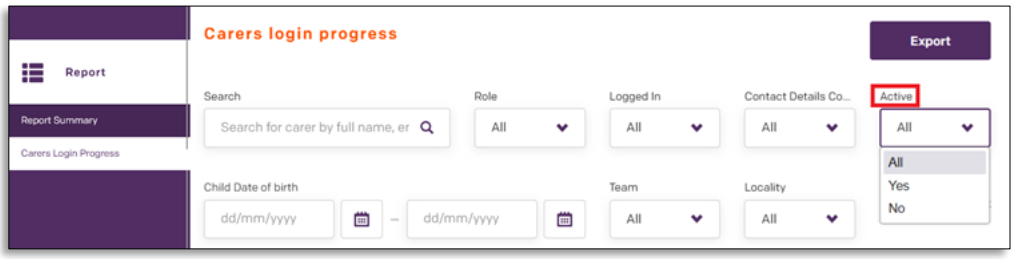


Click **'Resend invitation'** if the carers contact details have been confirmed. A prompt will display indicating the invitation has been sent.



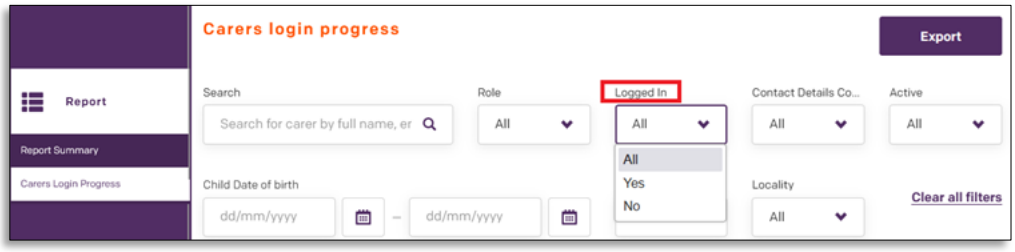
'Active' Filter (whether an account is enabled/disabled in the application)
When a carer account is created for the first time in the application then it is marked as '**Active = No'**.

When a carer's contact details are confirmed then the account becomes active so the carer can try to log in. (Active=YES and Contact details confirmed=YES)

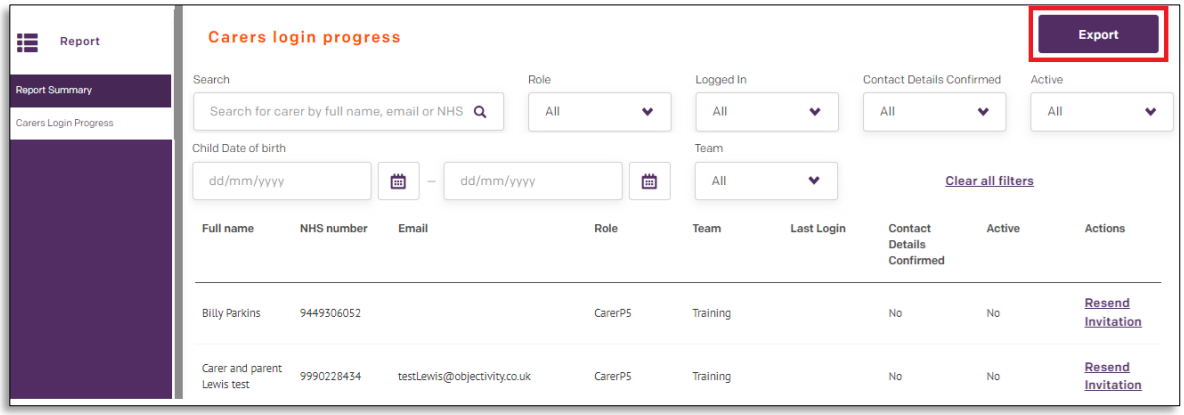


'Logged In' (whether the carer has logged into the application at any point in time) When a carer successfully creates their account and logs into the application then their account is marked as 'Logged in = YES'

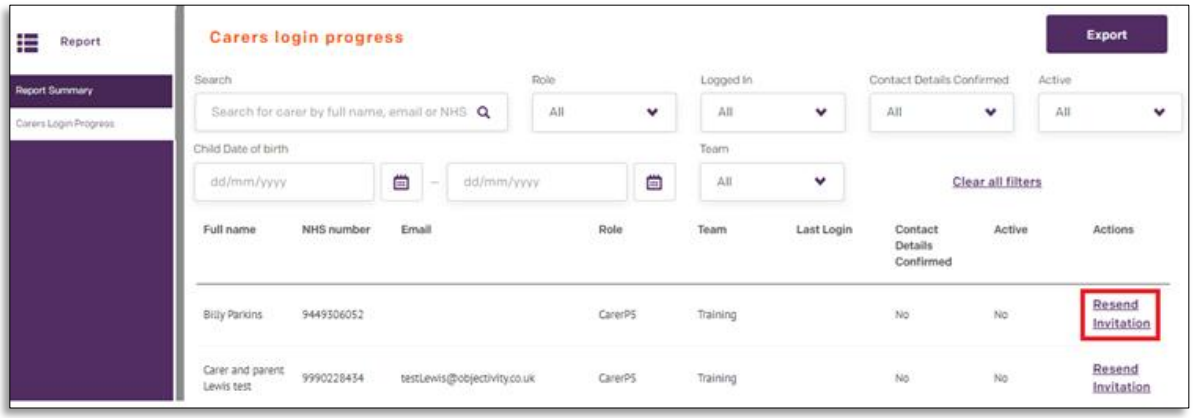
It is possible in certain circumstances for a carer not to be Active in the application (Active=NO) but marked as being Logged in (Logged in=YES) e.g. if a carer account has been deactivated, but showing that they had logged in previously.



To download an Excel datasheet, click on the **'Export'** button, and the file will be prepared for you to download.

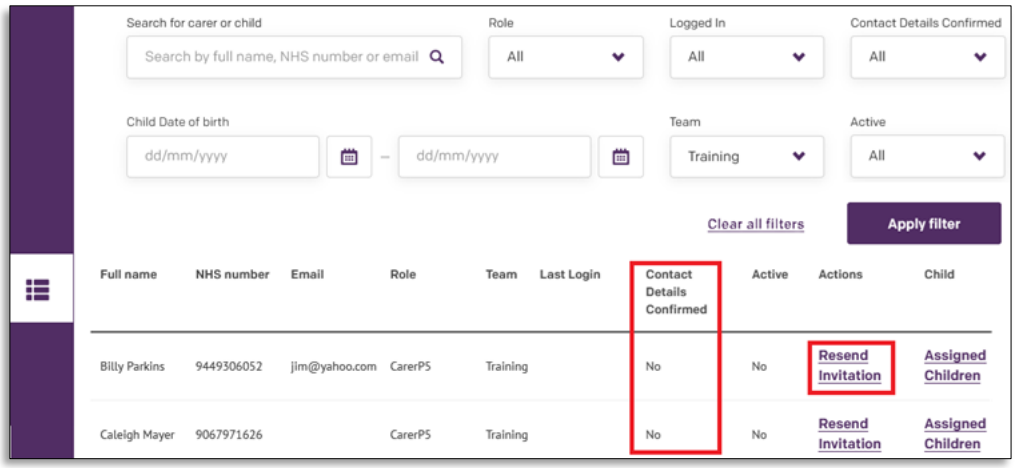


You will need to have confirmed the Carer contact details (to ensure that their correct email address and mobile number have been entered in the application) before the **'Resend Invitation'** button should be used'. If a carer has not yet logged in, click **'Resend Invitation'** to send them a new invitation.

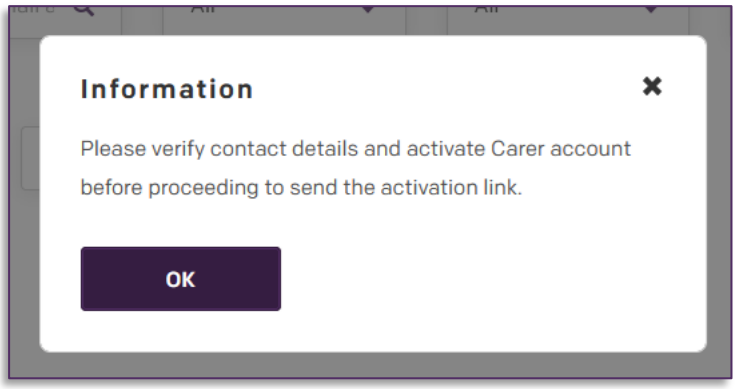


Carers Details not Confirmed

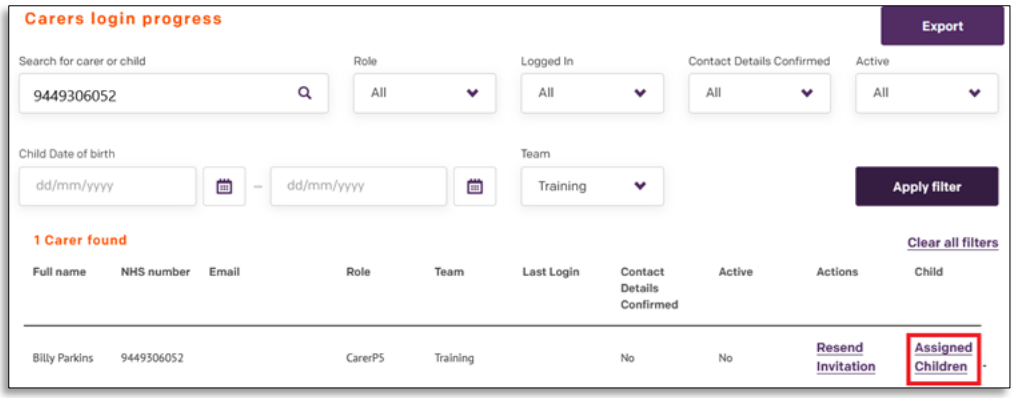
If the cares contact details have not been confirmed and you **‘click’ ‘Resend Invitation,’** a **‘Verify Contact Details’** prompt will display.



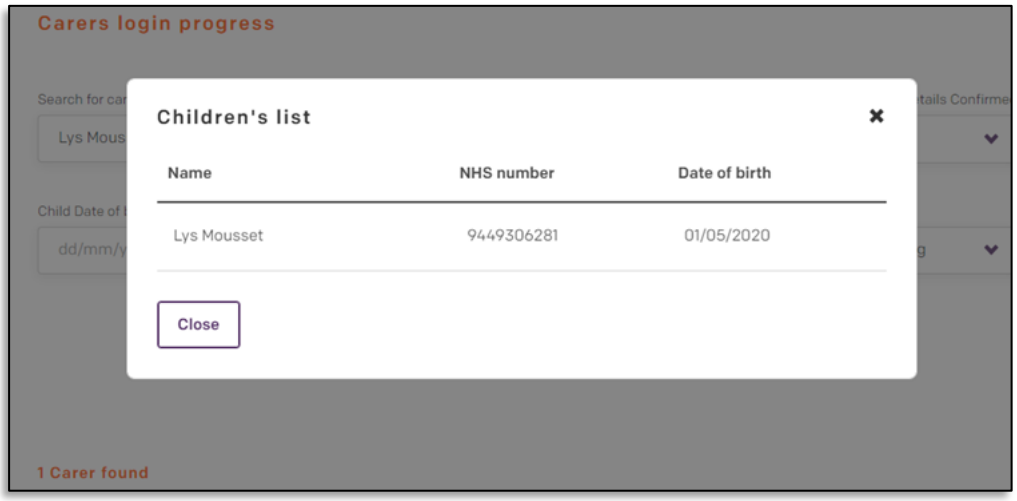
‘Click’ the **‘Ok’** button



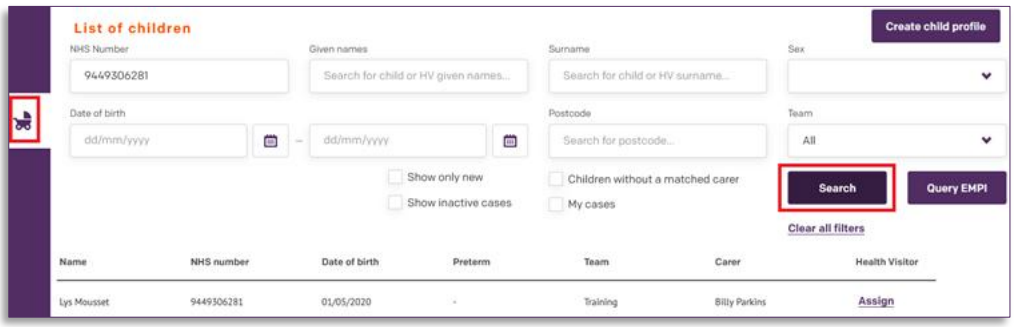
‘Click’ ‘Assigned Children’ to view the child’s profile that matches with the carer.



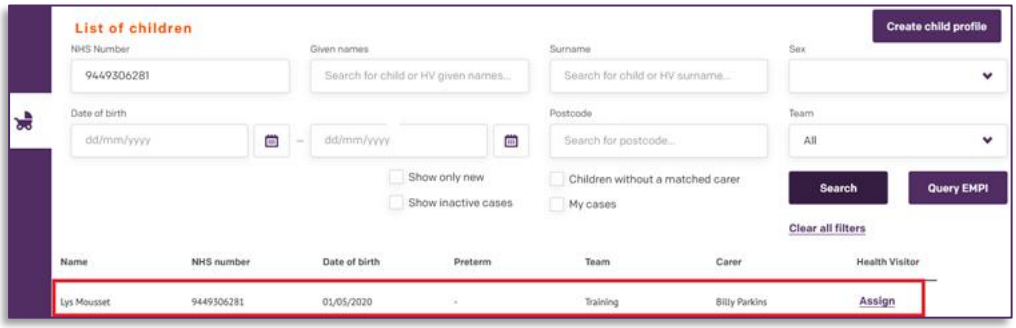
A list of children will be displayed, allowing you to verify each child's profile. **'Copy'** the child's NHS number. **'Click'** the **'X'** or **'Close button'** to close the prompt.



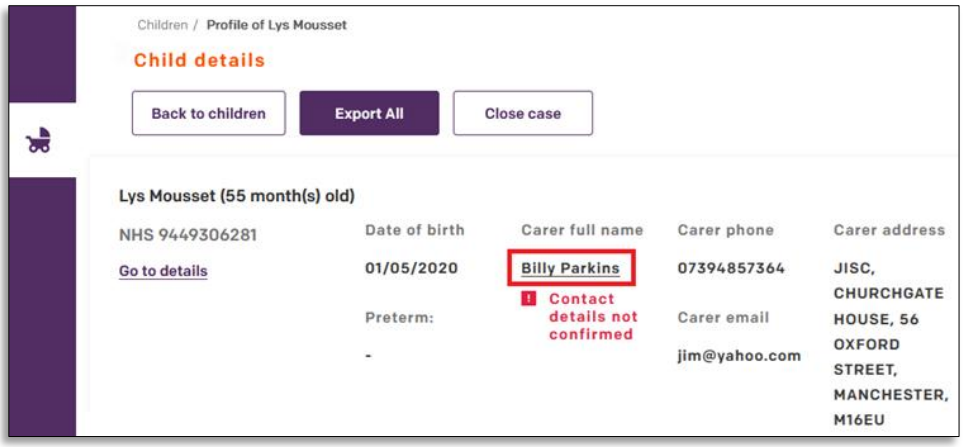
'Select' the **'Children'** menu button. **'Paste'** or enter the NHS number and **'click'** Search.



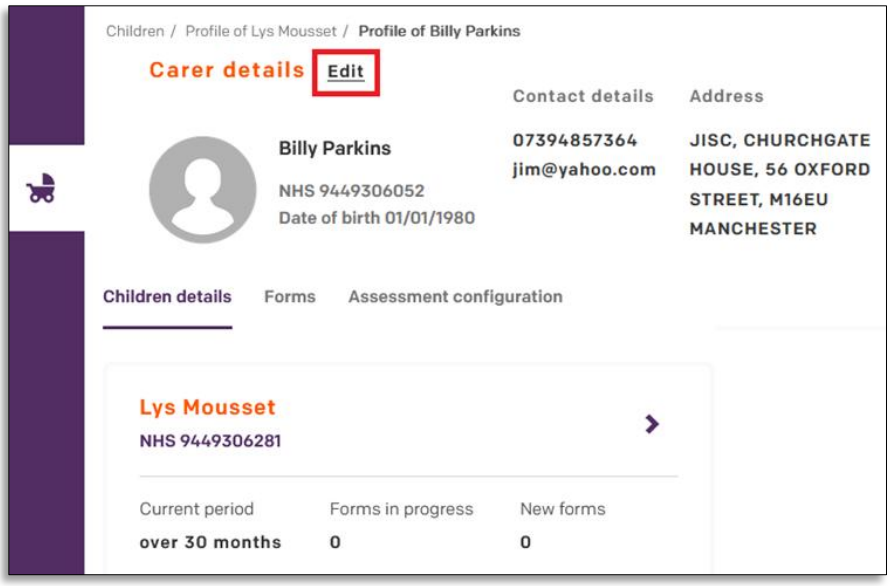
'Click' the child's profile.



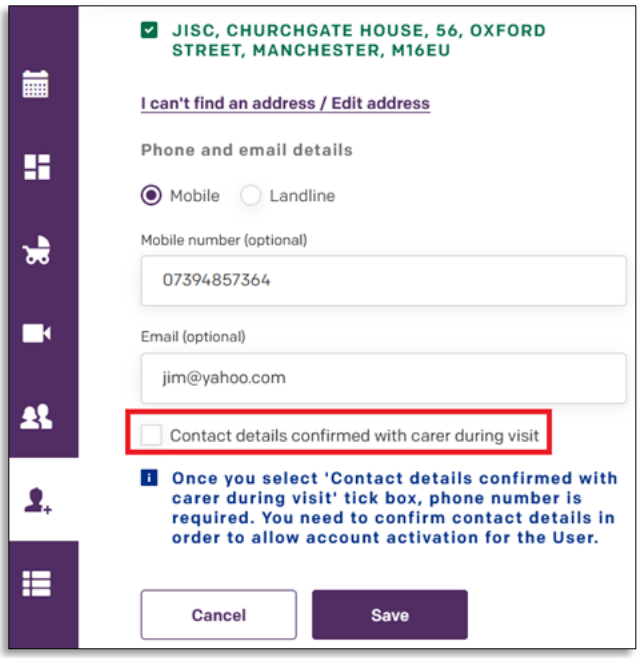
‘Click’ the carer profile name.



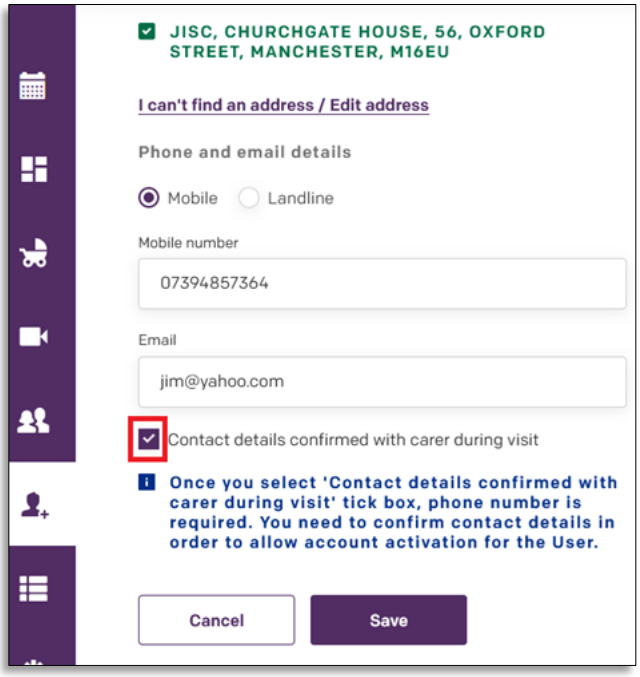
‘Click’ ‘Edit’ in the carer details profile page.



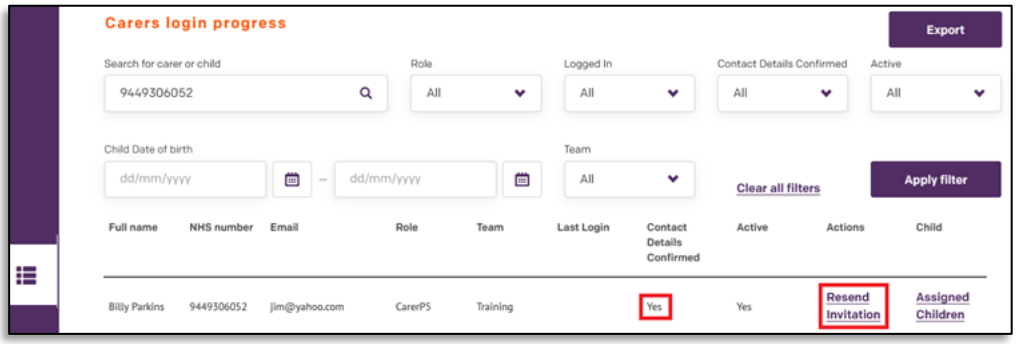
‘Scroll’ to the bottom of the page and find **‘Contact details confirmed with carer during visit’** box.



‘Tick’ the **‘Contact details confirmed with carer during visit’** box and **‘Click’** Save. Click **‘Resend invitation’**



Go back into the Carers login progress page. You will notice the Contact Details Confirmed indicates yes. Click **‘Resend invitation’**. A prompt will display indicating the invitation has been sent.



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