



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'**.

Carers login progress

Search: Search for carer by full name, email or NHS

Role: All

Logged in: All

Contact Details Confirmed: All

Active: All

Child Date of birth: dd/mm/yyyy - dd/mm/yyyy

Team: All

[Clear all filters](#)

Full name	NHS number	Email	Role	Team	Last Login	Contact Details Confirmed	Active	Actions
Billy Parkins	9449306052		CarerPS	Training		No	No	Resend Invitation
Carer and parent Lewis test	9990228434	testLewis@objectivity.co.uk	CarerPS	Training		No	No	Resend Invitation

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.

Carers login progress

Search: Search for carer by full name, email or NHS

Role: All

Logged in: All

Contact Details Confirmed: All

Active: All

Child Date of birth: dd/mm/yyyy - dd/mm/yyyy

Team: All

[Clear all filters](#)

Full name	NHS number	Email	Role	Team	Last Login	Contact Details Confirmed	Active	Actions
Billy Parkins	9449306052		CarerPS	Training		No	No	Resend Invitation
Carer and parent Lewis test	9990228434	testLewis@objectivity.co.uk	CarerPS	Training		No	No	Resend Invitation

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 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'.

Report

Carers Login Progress

Carers login progress

Export

Search for carer or child

Lys Mousset

Q

Role

All

Logged In

All

Contact Details Confirmed

All

Active

All

Child Date of birth

dd/mm/yyyy

dd/mm/yyyy

Team

All

Locality

Training

Apply filter

Full name	NHS number	Email	Role	Team	Last Login	Contact Details Confirmed	Active	Actions	Child
0 0	0070000000		CarerP5	Prestwich		No	No	Resend Invitation	Assigned Children

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

Carers login progress

Export

Search for carer or child

Lys Mousset

Q

Role

All

Logged In

All

Contact Details Confirmed

All

Active

All

Child Date of birth

dd/mm/yyyy

dd/mm/yyyy

Team

Training

Apply filter

1 Carer found

Clear all filters

Full name	NHS number	Email	Role	Team	Last Login	Contact Details Confirmed	Active	Actions	Child
0 0	0070000000		CarerP5	Prestwich		No	No	Resend Invitation	Assigned Children

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.

Carers login progress

Export

Search for carer or child

Lys Mousset

Q

Role

All

Logged In

All

Contact Details Confirmed

All

Active

All

Child Date of birth

dd/mm/yyyy

dd/mm/yyyy

Team

Training

Apply filter

1 Carer found

Clear all filters

Full name	NHS number	Email	Role	Team	Last Login	Contact Details Confirmed	Active	Actions	Child
0 0	0070000000		CarerP5	Prestwich		No	No	Resend Invitation	Assigned Children

Children's list

X

Name	NHS number	Date of birth
Lys Mousset	9449306281	01/05/2020

Close

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

Carers login progress

Export

Search for carer or child

Lys Mousset

Q

Role

All

▼

Logged In

All

▼

Contact Details Confirmed

All

▼

Active

All

▼

Child Date of birth

dd/mm/yyyy

–

dd/mm/yyyy

Team

Training

▼

Apply filter

1 Carer found

Clear all filters

Full name	NHS number	Email	Role	Team	Last Login	Contact Details Confirmed	Active	Actions	Child
Billy Parkins	9449306052		CarerP5	Training		No	No	<div>Resend Invitation</div>	<div>Assigned Children</div>

Scenario 2:

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

Carers login progress

Export

Search for carer or child

9449306281

Q

Role

All

▼

Logged In

All

▼

Contact Details Confirmed

All

▼

Active

All

▼

Child Date of birth

dd/mm/yyyy

–

dd/mm/yyyy

Team

All

▼

Locality

Training

▼

Apply filter

Full name	NHS number	Email	Role	Team	Last Login	Contact Details Confirmed	Active	Actions	Child
0 0	0070000000		CarerP5	Prestwich		No	No	<div>Resend Invitation</div>	<div>Assigned Children</div>

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

Carers login progress

Export

Search for carer or child

9449306052

Q

Role

All

▼

Logged In

All

▼

Contact Details Confirmed

All

▼

Active

All

▼

Child Date of birth

dd/mm/yyyy

–

dd/mm/yyyy

Team

Training

▼

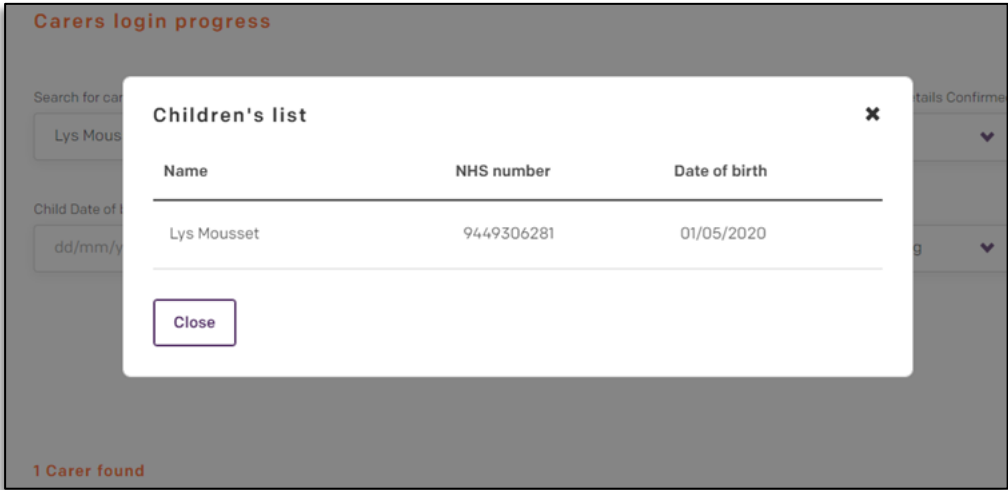
Apply filter

1 Carer found

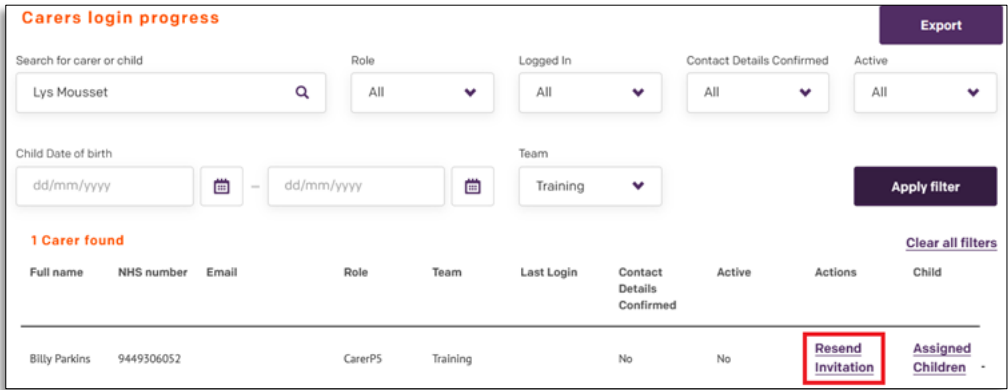
Clear all filters

Full name	NHS number	Email	Role	Team	Last Login	Contact Details Confirmed	Active	Actions	Child
Billy Parkins	9449306052		CarerP5	Training		No	No	<div>Resend Invitation</div>	<div>Assigned Children</div>

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.

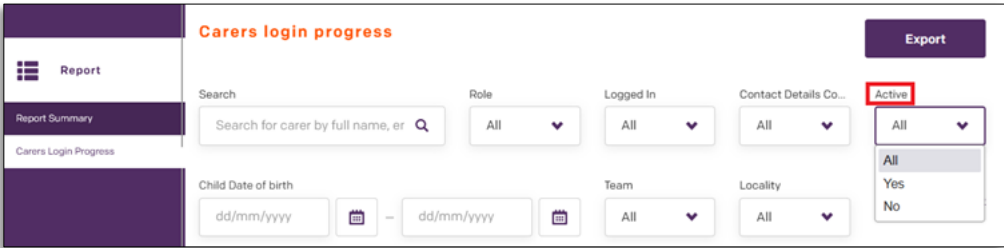


Click **'Resend invitation'** if the carers contact details have been confirmed. A prompt will display indicating the invitation has been sent.



'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.

Report

Report Summary

Carers Login Progress

Carers login progress

Export

Search

Search for carer by full name, email or NHS

Role

All

Logged In

All

Contact Details Co...

All

Active

All

Child Date of birth

dd/mm/yyyy

dd/mm/yyyy

Locality

All

Clear all filters

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

Report

Report Summary

Carers Login Progress

Carers login progress

Export

Search

Search for carer by full name, email or NHS

Role

All

Logged In

All

Contact Details Confirmed

All

Active

All

Child Date of birth

dd/mm/yyyy

dd/mm/yyyy

Team

All

Clear all filters

Full name	NHS number	Email	Role	Team	Last Login	Contact Details Confirmed	Active	Actions
Billy Parkins	9449306052		CarerPS	Training		No	No	Resend Invitation
Carer and parent Lewis test	9990228434	testLewis@objectivity.co.uk	CarerPS	Training		No	No	Resend Invitation

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.

Report

Report Summary

Carers Login Progress

Carers login progress

Export

Search

Search for carer by full name, email or NHS

Role

All

Logged In

All

Contact Details Confirmed

All

Active

All

Child Date of birth

dd/mm/yyyy

dd/mm/yyyy

Team

All

Clear all filters

Full name	NHS number	Email	Role	Team	Last Login	Contact Details Confirmed	Active	Actions
Billy Parkins	9449306052		CarerPS	Training		No	No	Resend Invitation
Carer and parent Lewis test	9990228434	testLewis@objectivity.co.uk	CarerPS	Training		No	No	Resend 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.

Search for carer or child

Search by full name, NHS number or email

Role

All

Logged In

All

Contact Details Confirmed

All

Child Date of birth

dd/mm/yyyy

–

dd/mm/yyyy

Team

Training

Active

All

Clear all filters

Apply filter

Full name	NHS number	Email	Role	Team	Last Login	Contact Details Confirmed	Active	Actions	Child
Billy Parkins	9449306052	jlm@yahoo.com	CarerP5	Training		No	No	<div>Resend Invitation</div>	<div>Assigned Children</div>
Caleigh Mayer	9067971626		CarerP5	Training		No	No	<div>Resend Invitation</div>	<div>Assigned Children</div>

‘Click’ the ‘OK’ button

Information

×

Please verify contact details and activate Carer account before proceeding to send the activation link.

OK

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

Carers login progress

Export

Search for carer or child

9449306052

Role

All

Logged In

All

Contact Details Confirmed

All

Active

All

Child Date of birth

dd/mm/yyyy

–

dd/mm/yyyy

Team

Training

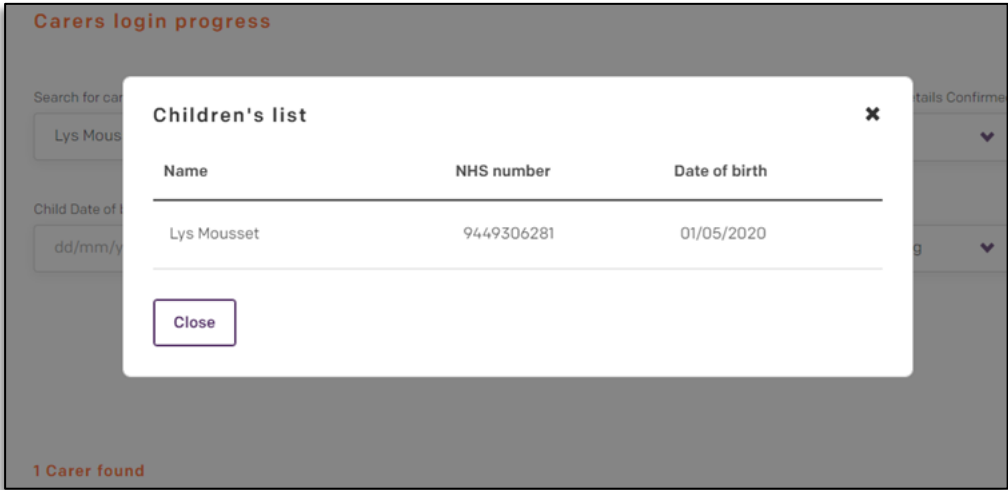
Apply filter

Clear all filters

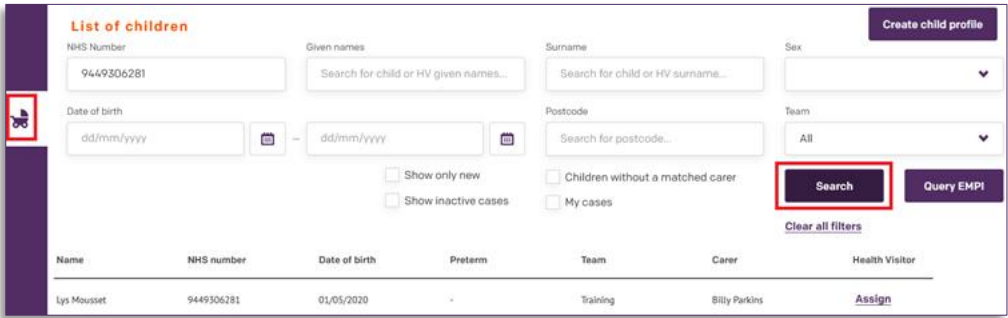
1 Carer found

Full name	NHS number	Email	Role	Team	Last Login	Contact Details Confirmed	Active	Actions	Child
Billy Parkins	9449306052		CarerP5	Training		No	No	<div>Resend Invitation</div>	<div>Assigned Children</div>

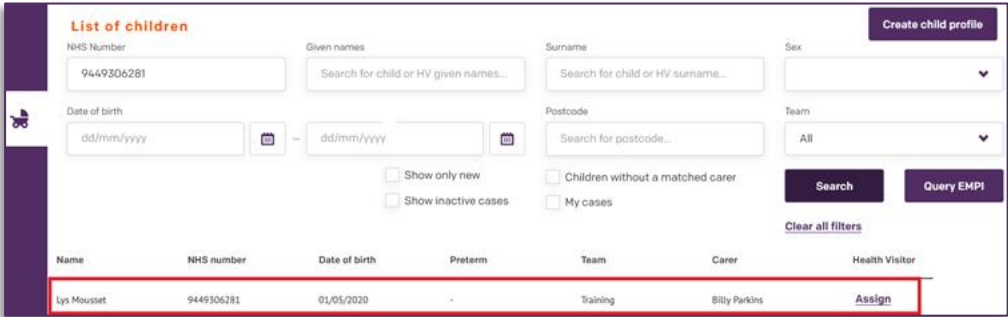
A list of children will be displayed, allowing you to verify each child's profile. **'Copy'** the child's NHS number. **'Click'** the **'X'** or **'Close button'** to close the prompt.



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



'Click' the child's profile.



‘Click’ the carer profile name.

Children / Profile of Lys Mousset

Child details

Back to children

Export All

Close case

Lys Mousset (55 month(s) old)

NHS 9449306281

Date of birth

01/05/2020

Preterm:

-

Carer full name

Billy Parkins

Contact details not confirmed

Carer phone

07394857364

Carer email

jim@yahoo.com

Carer address

JISC, CHURCHGATE HOUSE, 56 OXFORD STREET, MANCHESTER, M16EU

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

Children / Profile of Lys Mousset / Profile of Billy Parkins

Carer details

Edit

Billy Parkins

NHS 9449306052

Date of birth 01/01/1980

Contact details

07394857364

jim@yahoo.com

Address

JISC, CHURCHGATE HOUSE, 56 OXFORD STREET, M16EU MANCHESTER

Children details

Forms

Assessment configuration

Lys Mousset

NHS 9449306281

Current period

over 30 months

Forms in progress

0

New forms

0

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

☒ JISC, CHURCHGATE HOUSE, 56, OXFORD STREET, MANCHESTER, M16EU

I can't find an address / Edit address

Phone and email details

☒ Mobile

☐ Landline

Mobile number (optional)

07394857364

Email (optional)

jim@yahoo.com

☐ Contact details confirmed with carer during visit

Once you select 'Contact details confirmed with carer during visit' tick box, phone number is required. You need to confirm contact details in order to allow account activation for the User.

Cancel

Save

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