



## Restricting User Access Using a Service Provider Cluster Job Aid

A user may be restricted to specific organisations under a parent organisation through Service Provider Clusters. When a user is assigned to cluster, they may only access organisations listed in the cluster(s) along with the organisations descendants, even though they are not specifically listed in the cluster.

This job aid will demonstrate the steps for restricting user access with Service Provider Clusters.

This job aid is aimed at CQRS User Administrator and Advanced User Administrator who are responsible for overseeing and modifying user's access to the CQRS system.

**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 **Users** sub-tab.

Home Participation Management Data Submission Achievement Reports Administrative Tasks Help

Manage Org's & Users View Tasks System Messaging

Users Organisations Allocated Reports Service Provider Clusters

Use the search and sort features below to manage user accounts. You may also [run an Organisation / User Report here](#).

Search by: Name  Search Add New User

Name ^	Organisation ID(s)	Organisation(s)	Parent Organisation(s)	Date Added	Status
<a href="#">Alloway, Kenneth</a>	lat04	LatOrg04	NHS England	20/03/2017	Enabled
<a href="#">Barlow, Gemma</a>	cgc04, lat04, man04	CommOrg04, LatOrg04, ManOrg04	LatOrg04, NHS England, CommOrg04	20/03/2017	Enabled
<a href="#">Cheeseman, Matt</a>	1-LAT1, 25X, A01AAA, B01BBB, C01CCC, D01DDD, G00001, G00002, ccg04, lat01, lat02, lat04, lat05, nhs	NHSCB-LAT 1, NHSCB-LAT 2, SvcProviderA01, SvcProviderB01, SvcProviderC01, SvcProviderD01, GP	NHSCB-RO 1, NHSCB-RO 1, CommOrg01, CommOrg01, CommOrg01, CommOrg01,	28/01/2014	Enabled



2. Click the **Name** link of the user to update.

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<a href="#">Cheeseman, Matt</a>	1-LAT1, 25X, A01AAA, B01BBB, C01CCC, D01DDD, G00001, G00002, cgc04, lat01, lat02, lat04, lat05, nhs	NHSCB-LAT 1, NHSCB-LAT 2, SvcProviderA01, SvcProviderB01, SvcProviderC01, SvcProviderD01, GP	NHSCB-RO 1, NHSCB-RO 1, CommOrg01, CommOrg01, CommOrg01,	28/01/2014	Enabled

3. If the organisation is not already listed for the user, select the **Add Organisation** button on the User Details screen.

User Details ? \* indicates required field(s) << Manage Orgs & Users

Email Address: Kenneth.Alloway@nhs.uk

Title: Mr [v]

First Name: \* Kenneth

Last Name: \* Alloway

User ID: kal738

Work Phone: \* 0315841236

Mobile Phone: [ ]

CQRS Access  
 Enabled  Disabled  
Resend Registration Email

Organisation Access  
[x] lat04 - LatOrg04 Remove Organisation Add Organisation



Once the organisation is added, available clusters will display under the organisations information along with the roles and payment types. If clusters have not been created for the organisation, a default message of “There are no Provider Clusters defined for this organisation” will display.

System Administrator  
 User Administrator  
 View

Payment Type:

 QOF    GPES    DES    CC    VAC    LES

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**Service Provider Cluster(s):**  
Note: When no Provider Cluster is selected the user's access is not restricted by Provider Cluster.

Short Name	Name
<input type="checkbox"/> C61A6DB801	Eastern City Practices
<input type="checkbox"/> 873CF39E1C	Northern Region GP Practices
<input type="checkbox"/> E92654EEF7	Southern Regions GP Practices
<input type="checkbox"/> B089991938	Western Area GP Cluster

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4. Click the checkbox for the cluster(s) you want to assign the user to.
5. Click the **Submit** button at the bottom of the page.

A confirmation indicates that the user was successfully updated.

Updated user successfully.