

## Mary Nergaard

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**Subject:** FW: Capacity Update Reminder

**From:** Jemma Hurrell <Jemma.Hurrell@northtyneside.gov.uk>

**Sent:** 30 March 2020 14:48

**Subject:** Capacity Update Reminder

Dear colleague,

Thank you for your ongoing participation in the Capacity Tracker.

Our records show that your care home's vacancies have not been updated recently, so may not accurately reflect how many vacancies you have available.

I'd be very grateful if you could login to the Capacity Tracker and validate your vacancy status by following the simple process below:

1. Click on the following link: <https://carehomes.necsu.nhs.uk/care-homes/edit-spare-capacity/59859>
2. Login, or click 'Forgotten password' if you can't remember your password
3. Click on the 'Care Home Providers' Tile
4. Click on the 'Vacancies' link
5. If the vacancy counts are still correct, just press the 'Save' button, otherwise just overwrite the numbers then press 'Save'

Remember: when you are on the Vacancies page, you could Bookmark the web page to appear in your Bookmark bar. Then you only need to click on that button in the future to take you to the same page which will save you even more time.