

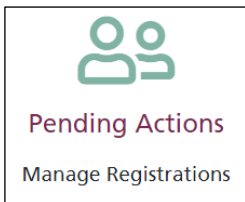
CQRS Local – Commissioning Administrator

Approving GP Practice User Account Requests for CQRS Local

This guide will assist Commissioning Administrators in approving CQRS Local accounts that have been requested by their GP practices. If you haven't already got a CQRS Local Commissioning Administrator account, please click on the below link and register. The CQRS Service Desk will then approve your account. Please regularly check your emails and click on the link within the email to complete the registration.




<https://auth-local.cqrs.nhs.uk/Account/Login>

1. Log into CQRS Local.
2. From your home page, click on the **Pending Actions – Manage Registrations** menu tile.



3. Click on the **Review User** button.

Here you can **approve** registration role requests, **resend** registration emails & **delete** registrations

Created	Role Reason	First Name	Last Name	Organisation	Role	Email	Is Approved	Action
13 Sep 2022	New account and role by self registration	John	Martin	Strandhill Medical Centre	Provider User	john.martin@smc.nhs.net	x	  

4. To Approve this account, select the **Approve** option and then click the **Confirm** button. The user will then receive notification via email that their account has been approved. They should then click on the link to complete the registration set up. **Once confirmed you will see them in the Users section.**

Details for John Martin

Role Request


Date: 13 Sep 2022 Role: Provider User Reason for Role: New account and role by self registration

Approve Reject

Note: If you need to Reject the registration, you will need to give a reason and then click on the Confirm button. The user will then receive notification via email that their account has been rejected. **Please also note that you will need to reject any requests where a generic email address has been used – i.e. adminstaff@fairislesurgery.nhs.uk**

i You will also need to check any requests that are within the Users section. These are, for example, Practice Managers who have had an account approved and have requested access to an additional GP practice.


5. From your home page, click on the **Users** menu tile.






Users

View All Users & Manage
Requests / Accounts

6. Click on the **Review** button and follow the same steps as above.

Home > Users				
#	10	Search Firstname, Lastname, Email, ODS Code or Organisation		
First Name ⌵	Last Name ⌵	Email ⌵	Pending Role Review	Action
Stanley	Laurel	stanleylaurel@nhs.net	Yes	Review

What the buttons mean:

	Review User
	Resend Registration Email
	Delete Registration

If you require any assistance with any of the above, please speak with the Service Desk.

Service Desk - Telephone: 0330 124 4039 or support@CQRS.co.uk