Bed Availability

Registration Guide

Overview

The Bed Availability system helps people find the nearest suitable beds for patients.

Registration is a quick and easy process. Simply visit http://beds.necsu.nhs.uk and click the *Register an account* link.

On the registration page, complete your email address, your full name, the postcode of where you are based, your NHS area (if you are affiliated with one), and a security question and answer to make password resets more secure.

Tick the Update Bed Availability and/or View Bed Availability tick boxes to represent your roles. Depending on which you click, you will be asked for a few more details. These extra fields are described below:

View Bed Availability

Simply enter the name of the organisation you work for and the address you are based at.

Edit Bed Availability

You will need to enter the access which is appropriate to you. There are three levels of access:

- **Provider access**: this is full access to view and change everything pertaining to an entire provider's inventory, as well as approve other users needing access to your providers
- **Unit access**: this allows access to one or more units at a given provider only
- **Ward access**: this allows access to or one or more wards at given units.

First choose a provider from the list and click **+ Add**. If you need provider access, you do not need to concern yourself with the second dropdown list that appears, and can submit the form at this point.

If you do need access only to a specific unit, choose the unit from the second dropdown list and click **+ Add**. Do this for each unit you need access to. Again, at this point, if you need access to the entire unit, you can submit the form now.

My Providers	Please select	▾	+ Add

Cheshire And Wirral Partnership NHS Foundation Trust ✖

My Units	Please select	▾	+ Add

Cheshire And Wirral Partnership NHS Foundation Trust: Bowmere Hospital ✖

My Wards	Please select	▾	+ Add

If you need access to one or more specific wards instead of the whole unit(s), choose the appropriate wards from the third dropdown and click **+ Add** for each.

On submitting the form, somebody with access to approve your account will get a notification when they next log onto the system. Once somebody approves your account, you will receive an email with a password to log in for the first time, and on first logging in will need to change this to something secure and memorable.