



User Management for Performer List User Administrators

This is a guide for GP Practice users about the different roles and their functionality on PCSE Online for Performer Lists administration, users with multiple roles and how to assign the different roles to users.

Assigning roles to PCSE Online users in your practice

The CQC registered manager is responsible for nominating User Administrators. Once the User Administrators have been set up, they will receive an email from PCSE advising them of next steps.

What are the responsibilities of User Administrator(s)?

- setting up colleagues within their practice with the appropriate role(s) for their position
- deactivating users who leave their organisation
- editing users access within their practice to ensure users have the appropriate role(s) for their position.

User Roles for GP Practices for Performer Lists on PCSE Online

The table below provides details of the User Roles that can be assigned to users within your organisation:

PCSE Online Role	Role description
PL Organisation User Administration	This role can create and amend the User Administrator and PL Practice Manager roles
PL Practice Manager	This role is for approving leaving and joining performers
PL Performer	This role is for existing GP Performers who submit and track changes to their details on the Performers List, such as a change of address or name

Users with multiple roles

It is possible for a user to have more than one role within a Practice. For example, one person could be the User Administrator, a PL Practice Manager and a Practice Order Entry Clerk. With these roles they would be able to grant new roles, approve Performers leaving or joining the practice and be able to order supplies.

Future roles

In May 2020 we will be introducing PCSE Online for GP Payments and Pensions which will help you to manage cash flow by providing a straightforward way to submit multiple claims, access pension information, look up payment statements and view expected payment dates. There will be additional PCSE Online roles available from May next year for this new service.

How do I set up users on PCSE Online?

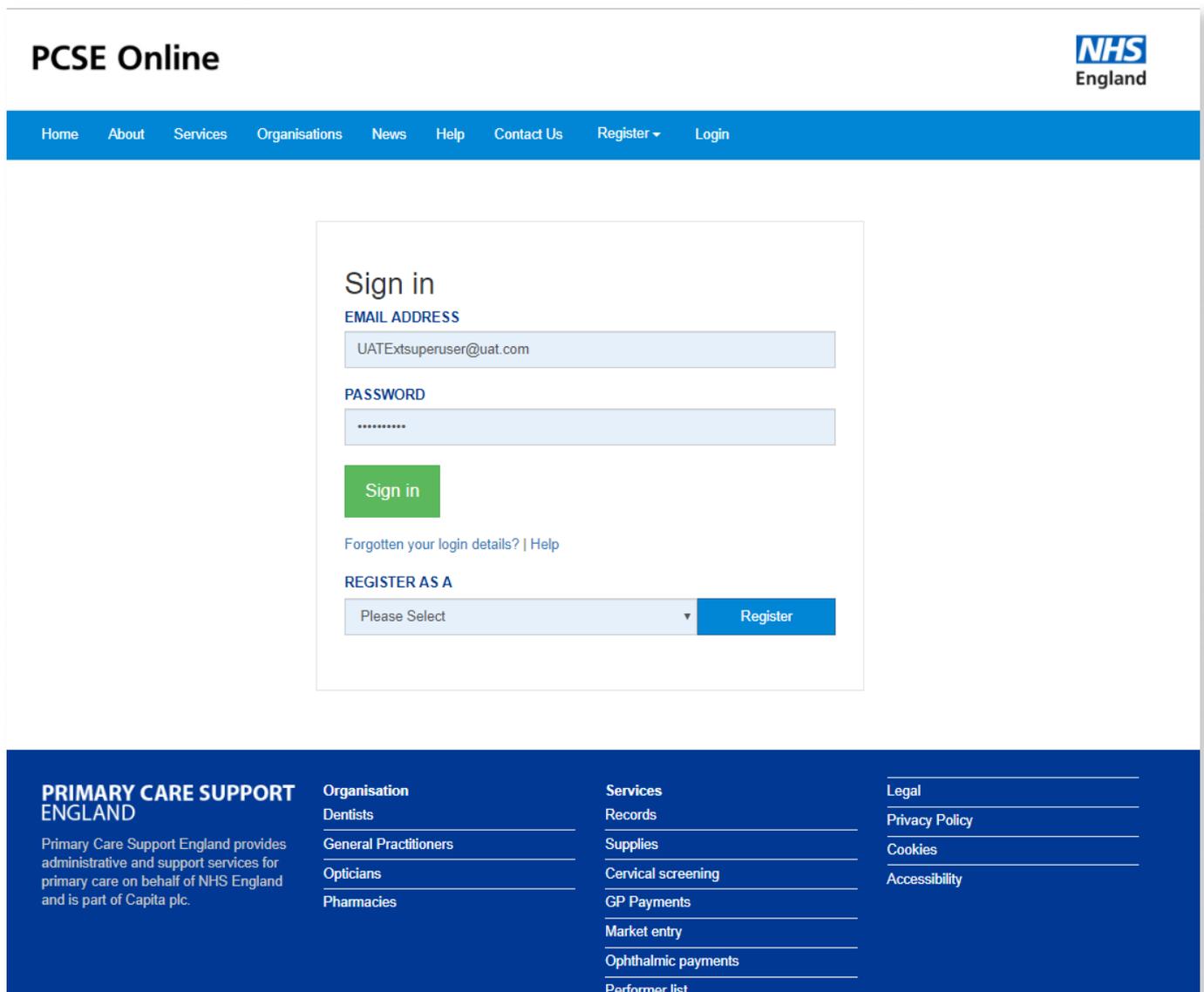
To help you to manage users on PCSE Online, below are step by step guides to:

- Create PCSE Online Users
- Register a Performer
- Assign User Administrators and PL Practice Managers approvers

Create PCSE Online Users

The CQC Registered Manager and User Administrators will be able to create new users. To create new users follow the steps below:

1. User Administrator logs into PCSE online. Enter email address and password.



PCSE Online 

Home About Services Organisations News Help Contact Us Register Login

Sign in

EMAIL ADDRESS
UATExtsuperuser@uat.com

PASSWORD
.....

Sign in

[Forgotten your login details? | Help](#)

REGISTER AS A
Please Select Register

PRIMARY CARE SUPPORT ENGLAND
Primary Care Support England provides administrative and support services for primary care on behalf of NHS England and is part of Capita plc.

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General Practitioners
Opticians
Pharmacies

Services
Records
Supplies
Cervical screening
GP Payments
Market entry
Ophthalmic payments
Performer list

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2. Access the User Management Landing Page. User Administrators are also known as Superusers.

The screenshot shows the PCSE Online User Management Landing Page. At the top right, the user is logged in as 'uatextsuperuser@uat.com' with 0 messages, and there are links for Settings and Log out. The page title is 'PCSE Online' and the NHS England logo is in the top right. A navigation bar contains 'HOME', 'USER MANAGEMENT', and 'HELP'. The main content area says 'Hello Ext superuser,' and 'Welcome back to the PCSE portal. Select the service you require from the navigation bar above or from the summary panels below. And remember [we're here to help](#).' Below this is a 'News' section. At the bottom, there is a footer with copyright information: '© NHS England 2019. All rights reserved. | [Terms & Conditions](#) | [Privacy](#) | [Accessibility](#) | [Cookies](#)'.

3. Click on "User Management".

The screenshot shows the PCSE Online User Management Home page. The user is logged in as 'uatextsuperuser@uat.com' with 0 messages, and there are links for Settings and Log out. The page title is 'PCSE Online' and the NHS England logo is in the top right. A navigation bar contains 'HOME', 'USER MANAGEMENT', and 'HELP'. Below the navigation bar, there are three buttons: 'Create User', 'Performer Registration', and 'Deactivate User'. The main content area is titled 'USER MANAGEMENT HOME' and says 'As a super user, you can manage users' and 'Please note, when searching.' Below this is a list of instructions: 'Enter search criteria, with minimum of 4 characters' and 'Click Apply'. At the bottom, there is a search bar with the placeholder text 'Select User', a dropdown menu for 'Email', a dropdown menu for 'All', and buttons for 'Apply' and 'Clear'. At the bottom, there is a footer with copyright information: '© NHS England 2019. All rights reserved. | [Terms & Conditions](#) | [Privacy](#) | [Accessibility](#) | [Cookies](#)'.

4. To create new user click on 'Create User' and enter the user's details.

The screenshot shows the 'CREATE NEW USER' form in the PCSE Online system. The form is titled 'CREATE NEW USER' and is located under the 'USER MANAGEMENT' section. The form fields are as follows:

- TITLE:** A dropdown menu with 'Please Select' as the current selection.
- FIRST NAME:** A text input field with 'First Name' as a placeholder.
- SURNAME:** A text input field with 'Surname' as a placeholder.
- EMAIL:** A text input field with 'Email' as a placeholder.
- TELEPHONE:** A text input field with 'Telephone' as a placeholder.
- MOBILE:** A text input field with 'Mobile' as a placeholder.
- REQUESTER'S EMAIL:** A text input field with 'pcsesuperuser@capitapcsedev.com' as the value.
- ORGANISATION CODE:** A text input field with 'Organisation Code' as a placeholder. Below this field, there is a note: 'List of available roles will populate once Practice is selected'.

At the bottom of the form, there are two buttons: 'Cancel' on the left and 'Create' on the right.

Register a Performer

To register to use PCSE Online for Performers List administration we will be contacting all existing GPs from 2nd December using their email address registered with the GMC.

Individual GPs need to ensure that they have an email registered with the GMC. There are three ways to add a GMC email address:

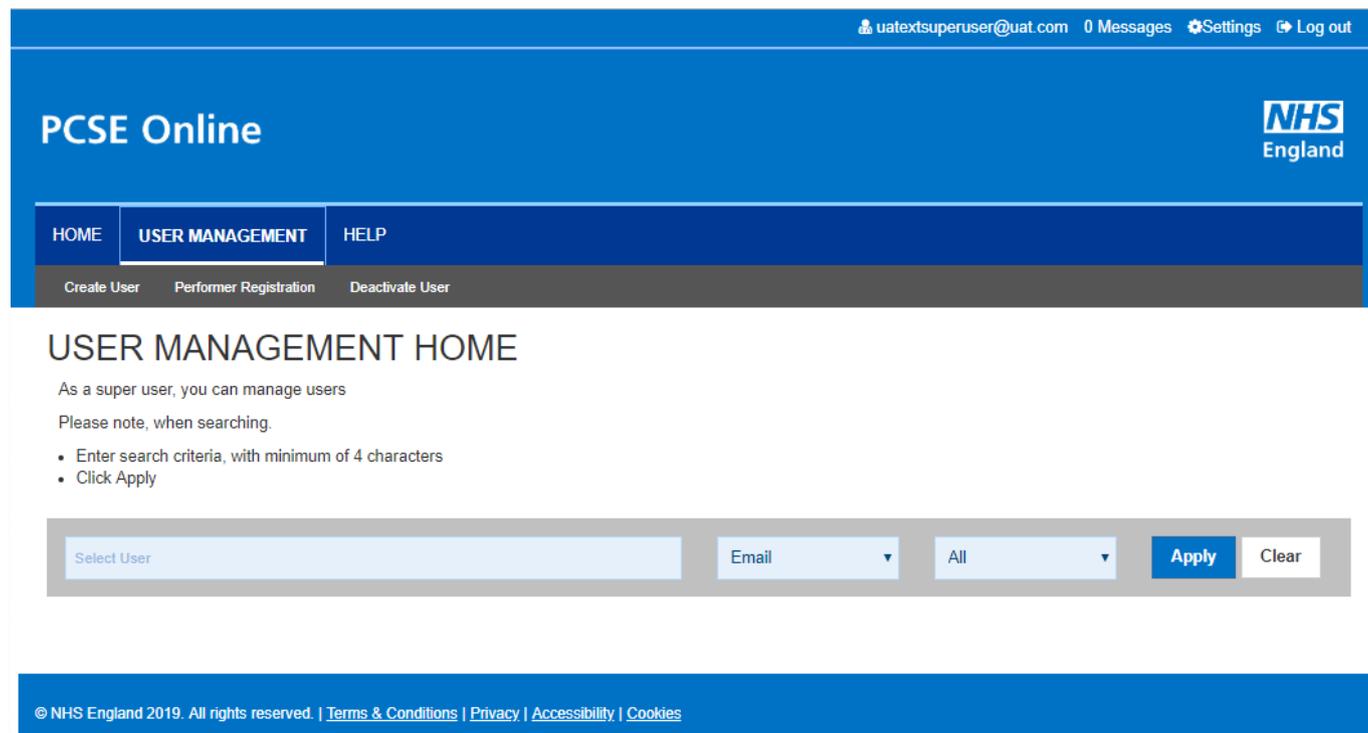
- Log into your GMC Online account & update this in the 'My details' section
- Send an email to gmc@gmc-uk.org (if this is sent from your new email address you will be asked security questions to verify your identity)
- Call the GMC on 0161 923 6602

Once GPs have a registered email address with the GMC, PCSE will provide user registration details.

Assign User Administrators and PL Practice Managers

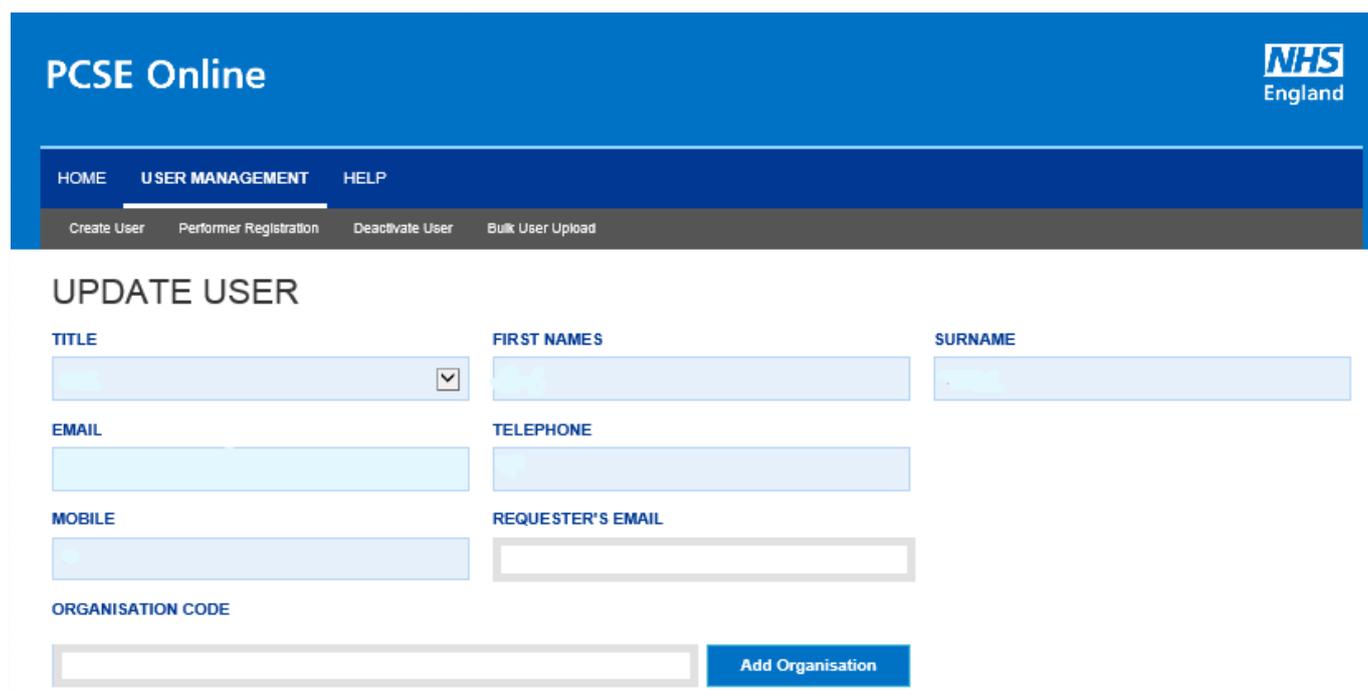
The CQC registered Manager can set up User Administrators within their GP Practice. The User Administrators can set up PL Practice Managers who will be responsible for approving leaving and joining Performer's. To assign User Administrators and PL Practice Managers follow these steps:

1. Click on 'User Management' and search for the user.



The screenshot shows the 'PCSE Online' interface. At the top right, there is a user profile for 'uatextsuperuser@uat.com', '0 Messages', 'Settings', and 'Log out'. The main header includes the 'NHS England' logo. A navigation bar contains 'HOME', 'USER MANAGEMENT' (which is active), and 'HELP'. Below this, there are links for 'Create User', 'Performer Registration', and 'Deactivate User'. The main content area is titled 'USER MANAGEMENT HOME' and includes instructions for super users and search criteria. A search bar is present with a 'Select User' input field, an 'Email' dropdown menu, an 'All' dropdown menu, and 'Apply' and 'Clear' buttons. At the bottom, there is a footer with copyright information and links for 'Terms & Conditions', 'Privacy', 'Accessibility', and 'Cookies'.

2. This will take you to the 'Update User' page which will show the user's personal details.



The screenshot shows the 'PCSE Online' interface for the 'UPDATE USER' page. The top navigation bar is identical to the previous page. The main content area is titled 'UPDATE USER' and contains several form fields: 'TITLE' (a dropdown menu), 'FIRST NAMES', 'SURNAME', 'EMAIL', 'TELEPHONE', 'MOBILE', 'REQUESTER'S EMAIL', and 'ORGANISATION CODE'. There is an 'Add Organisation' button next to the 'ORGANISATION CODE' field. The footer is the same as the previous page.

3. If you scroll to the bottom of the 'Update User' page you will see the role table. Check the appropriate role(s) for the user and click 'Update'.

Role	Status
PL Organization User Administration	<input type="checkbox"/>
PL Practice Manager	<input checked="" type="checkbox"/>
Service Desk Analyst (Organisation)	<input type="checkbox"/>
Main Contact	<input type="checkbox"/>
Practice Order Entry Clerk	<input type="checkbox"/>
Practice Records Movement Admin	<input type="checkbox"/>