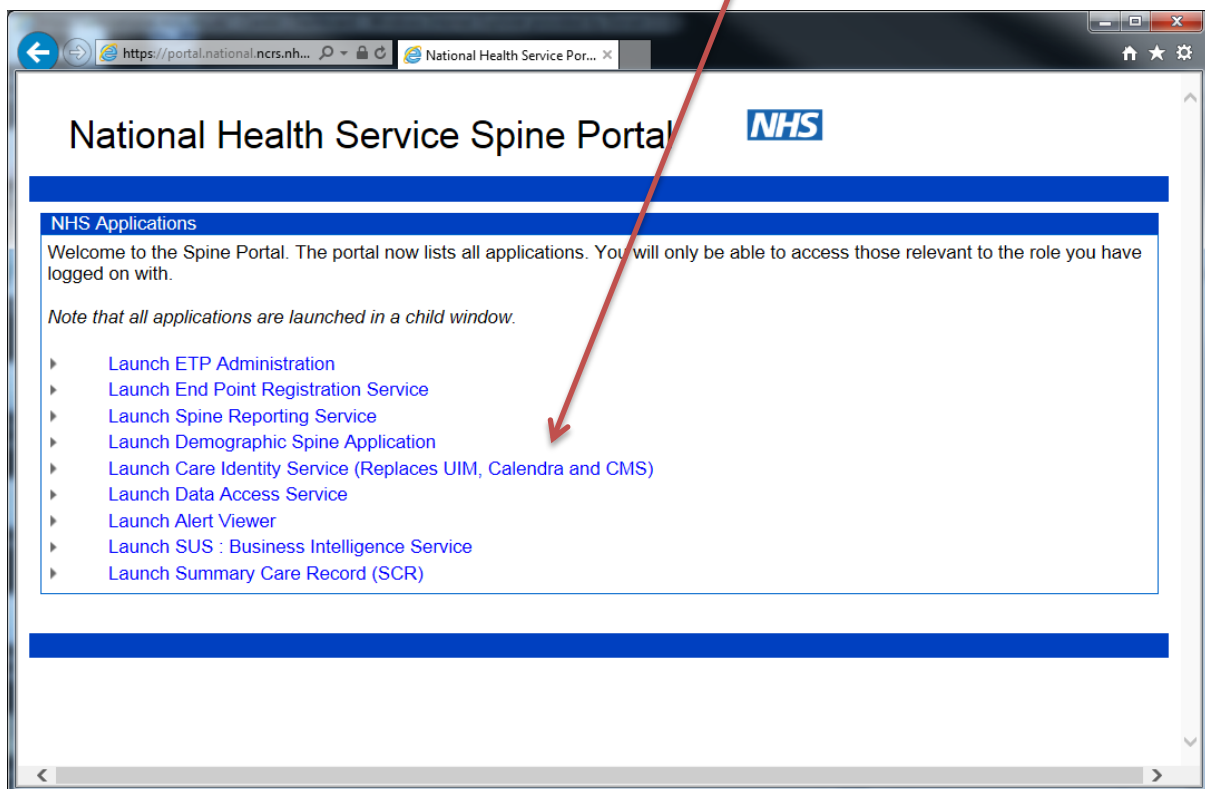


Care Identity Service (CIS) allows you to run reports within your organisation, this guide will enable you to run the **'Active Users in Organisation'** report to show; staff who have smartcards who have left your organisation and when smartcard certificates expire. This will assist you in keeping up to date with smartcard administration.

To open **CIS** – click on the **NHS Spine Portal** Icon on your desktop and select:-

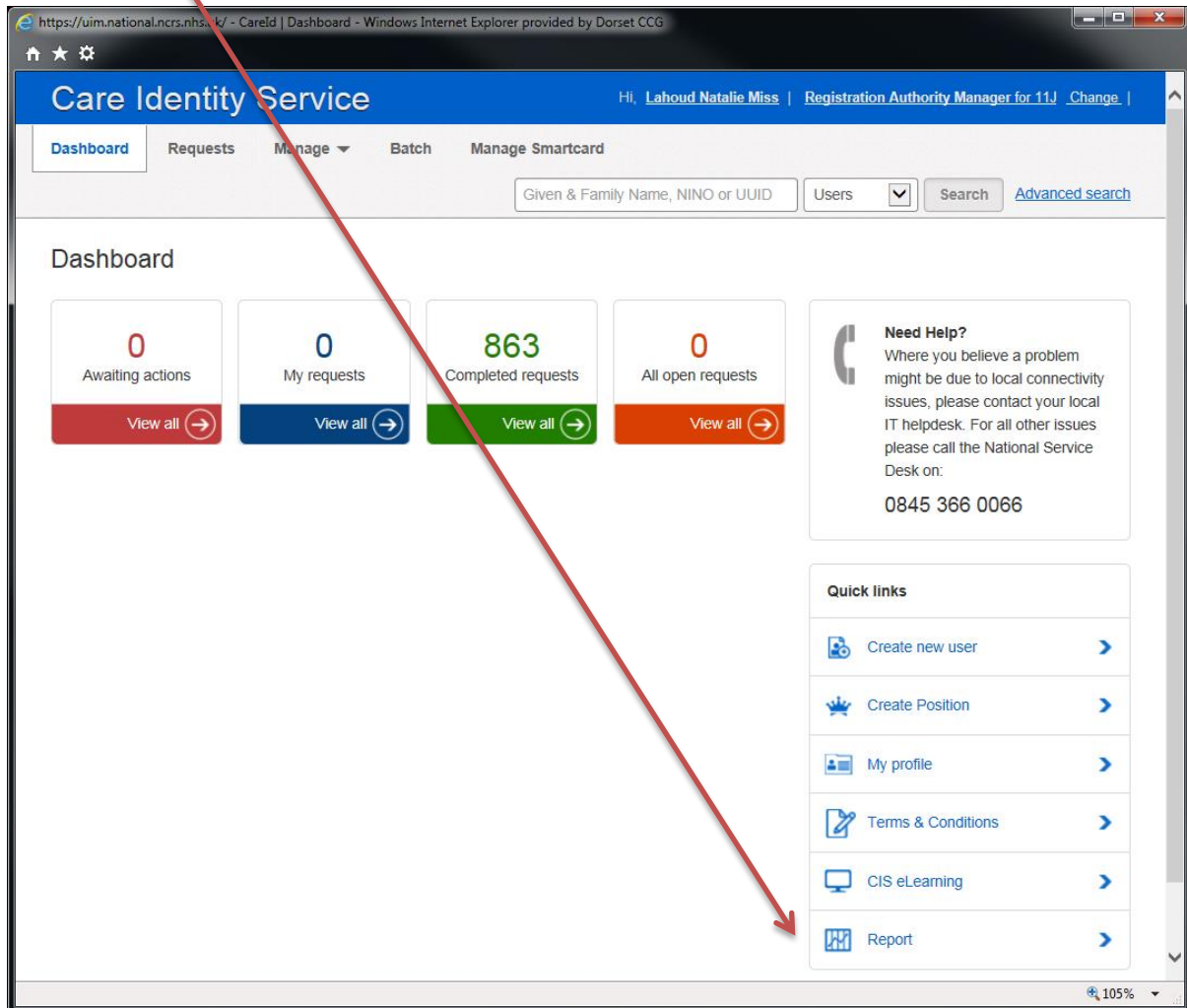
Launch Care Identity Service (Replaces UIM, Calendra and CMS)



Dorset CCG - Report: Active Users in Organisation Page | 2

This will display your **Dashboard**

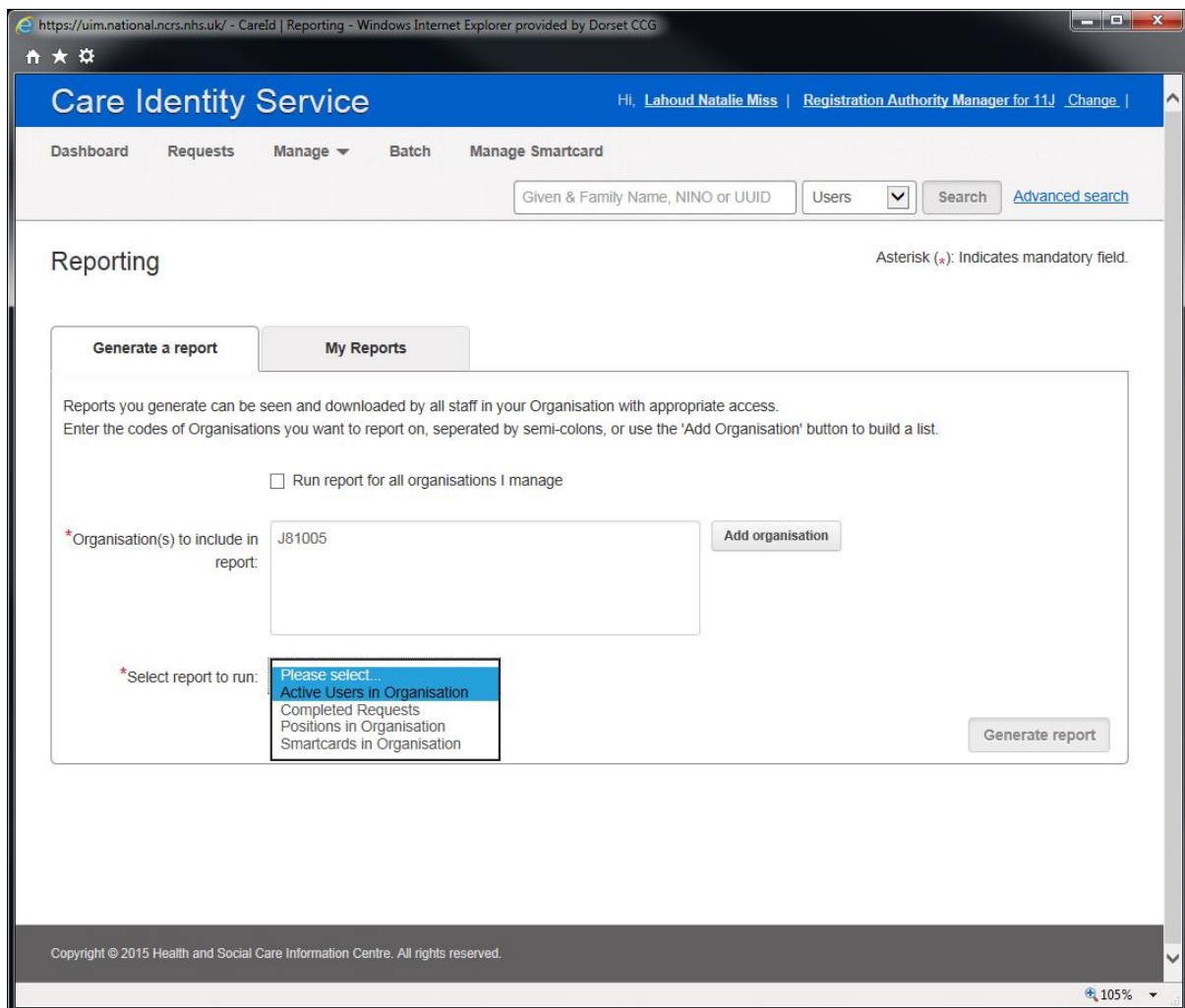
Select **Report**



The **Reporting** page will be displayed

On the **Generate a report** tab

- Your organisation will already be displayed in the **Organisations to include in report**
- In **Select report to run:** - from the dropdown menu click on **Active Users in Organisation**
- Click **Generate Report**



Once you have selected **Generate Report** the below **Success** message will be displayed:-

Reporting Asterisk (*): Indicates mandatory field.

✔ Success: Your report is being generated. It may take short while - please check the 'My Reports' tab below in a few minutes. ✘

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Once the report has run – click on **My Reports** Tab where you will see the report

Select – **Download**

The screenshot shows the 'Care Identity Service' Reporting interface. At the top, there is a navigation bar with 'Dashboard', 'Requests', 'Manage', 'Batch', and 'Manage Smartcard'. Below this is a search bar with a dropdown menu set to 'Users'. The main content area is titled 'Reporting' and includes a 'Generate a report' button and a 'My Reports' tab. A message states: 'Once generated, reports will be stored for 14 days. Downloaded files are in CSV format.' Below this is a filter input field and a refresh icon. A table lists reports with columns: Report name, Organisation(s), Report run by, Report Submitted, and Status. A red arrow points to the 'Download' link in the Status column of the first row. The footer contains copyright information: 'Copyright © 2015 Health and Social Care Information Centre. All rights reserved.'

Report name	Organisation(s)	Report run by	Report Submitted	Status
Active Users in Organisation	J81005	Lahoud Natalie Miss	02-Apr-2015 09:33	Download
Active Users in Organisation	11J	Lahoud Natalie Miss	02-Apr-2015 09:32	Download
Positions in Organisation	11J and all child organisations (499)	Howes Stephen Mr	31-Mar-2015 11:06	Download
Smartcards in Organisation	11J and all child organisations (499)	Lahoud Natalie Miss	24-Mar-2015 13:18	Download

Save and Open the download the Report

The report will be in **Excel** format