



View and update the capacity of a service - quick reference guide

To update the capacity of a service you must be a registered HSNet user and have capacity management access for that service. To use the HSNet capacity management tool you must ensure:

- you are a registered user of HSNet
- your service has been capacity enabled
- your registered user access has been authorised to update the capacity for that service.

To view and update the capacity of a service, log on to the HSNet website www.hsnet.nsw.gov.au and access the Capacity Management area.

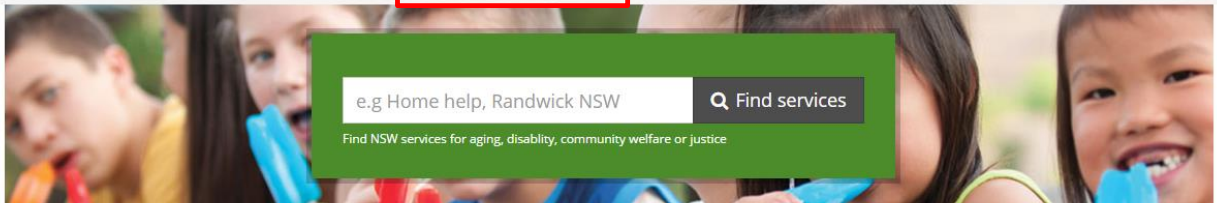
Follow these steps to view and update your organisation's capacity:

1. From the home page you can access the Capacity Management area by clicking the Capacity Management item in the top menu.



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Home Search Groups Referral **Capacity Management**



2. On the Capacity Management page you will see a list of services whose capacity you can manage. If, when you click on the Capacity Management menu item, you are taken instead to a page which explains capacity management, check that you:
 - are logged in
 - have permission to update capacity for your services.



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Home Search Groups Referral **Capacity Management**


Capacity management

Search:

Service Name	Site Name	Location	Current Status	Expiry Date	Actions
Allied Health Services: Occupational Therapy	Adssi HomeLiving Australia	Tuggerah	Amber	19 Jun 2015	
Disability Employment	Ability Options Employment, Parramatta	Parramatta	Expired	26 Jun 2015	

Showing 1 to 2 of 2 entries



3. To edit the capacity of a service, click the  icon in the 'Actions' column.



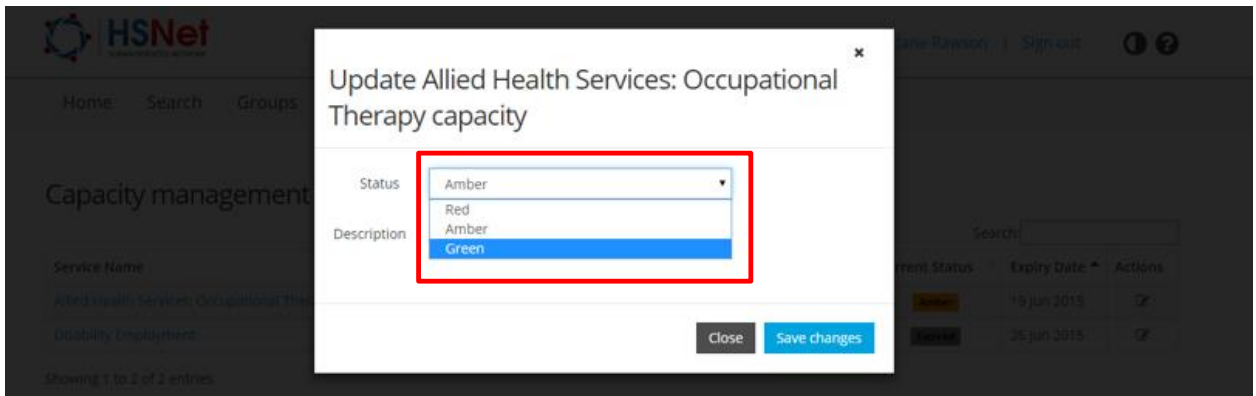
Capacity management

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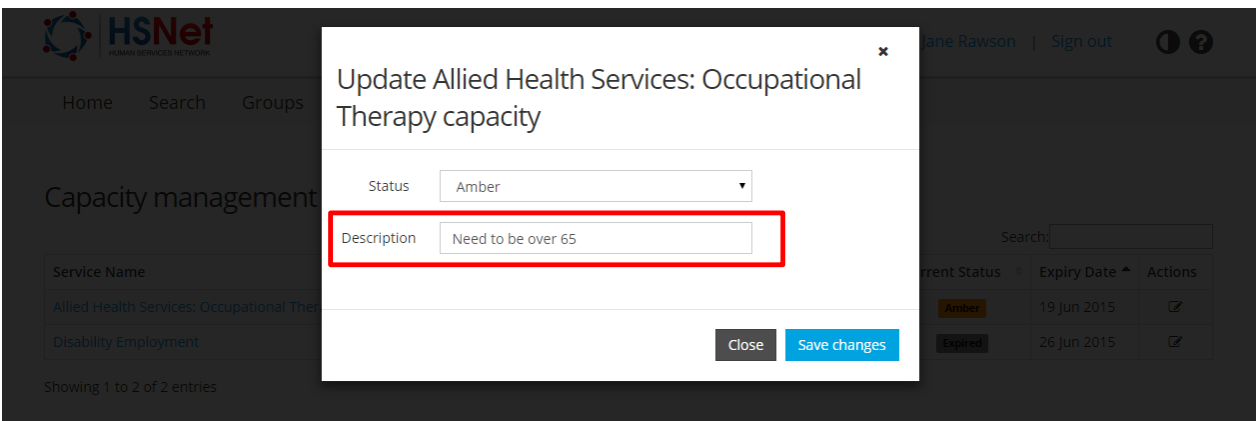
Showing 1 to 2 of 2 entries

4. You will see a pop-up screen which includes a pull-down menu where you can change the status to one of the following:

- Green – capacity available
- Amber – call to check if there is availability
- Red – no capacity



5. You can also add a description which gives HSNet users more information about the service's capacity.





6. To finish updating the service’s capacity, click the ‘Save changes’ button.

7. If you do not update the capacity of a service within x days, the service’s current capacity status will display as ‘Expired’: this prevents users seeing out-of-date capacity information. You will be sent an automated reminder email shortly before the capacity status expires.

Note: the number of days before your capacity expires is set by a HSNet administrator with capacity access for your organisation

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8. Once you have finished updating your service’s capacity information, HSNet users will be able to see it when they search for your service.



Home Search Groups Referral Capacity Management

adssi tuggerah

Find services

Services or keywords and suburb or postcode in NSW

Back to results list

Print

Allied Health Services: Occupational Therapy

Add to favourites

Create referral

Information

Contact

Visit

Organisation Name ADSSI Ltd

Site Name Adssi HomeLiving Australia

Description Ancillary medical services are available in occupational therapy.

Capacity Information ● Call for availability
Need to be over 65

Availability Appointments necessary.

