



Information Bulletin

Improvements to the registering of available beds on the SPIC website.

To make it simpler and easier for a member to register available beds on the SPIC website a small change has been made to the member's profile area. The change should not have affected your login details, user names will remain as the series of upper case letters followed by up to 3 numbers that you have previously been given, e.g. SPIC357. Should you encounter any problems logging in to your profile, please contact the SPIC office.

After successfully logging in, please scroll down to the bottom of the screen which will look like figure 1.

Just below the Members Login title you will find the text **“To update bed availability and update your profile, click here”**, this will take you to new page, figure 2.

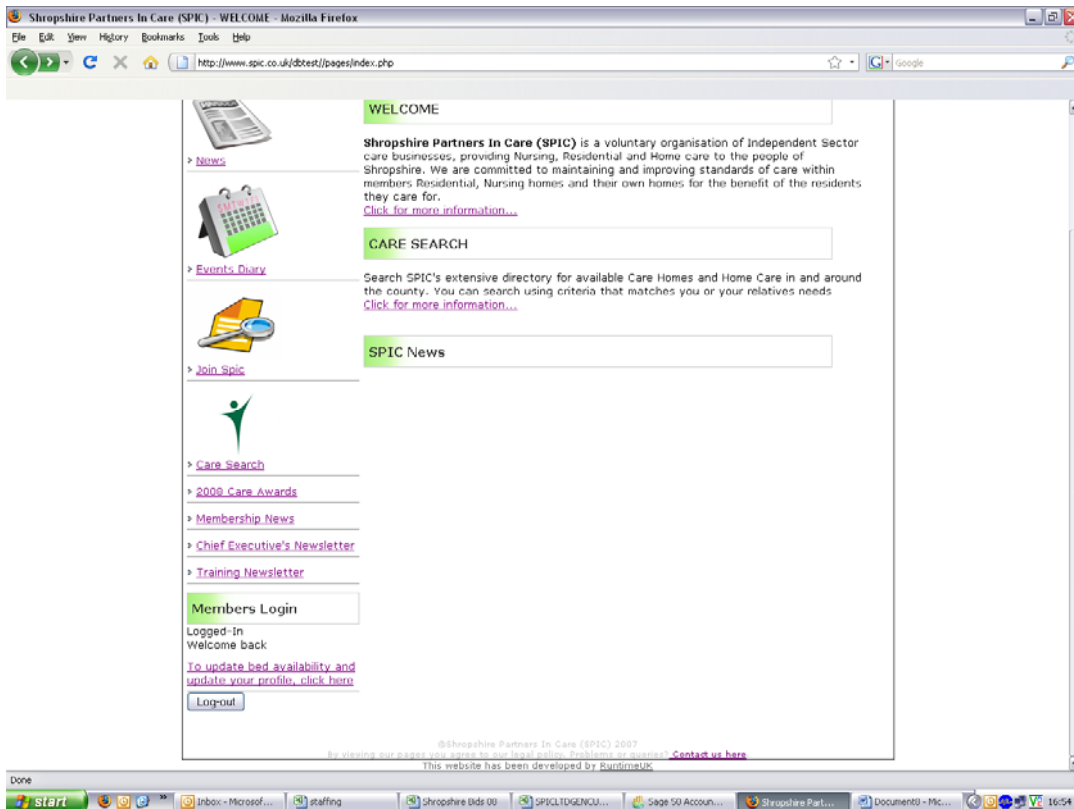


Figure 1

When you are at the page shown in figure 2 entitled Preferences, scroll down to the middle of the page. You will see a number of long boxes each called “Current **xxxx places available:**”

It is within these long boxes that you record the total number of each type of bed currently available.

If, within our records, you are a residential care provider you will be asked to record the number of residential places you currently have. If, within our records, you are both a residential & nursing provider you will see 2 boxes, one for each type of bed.

If you offer bed types that are not reflected within your profile page of the website, please contact the SPIC office immediately. Your classification will be updated.

When you have updated the beds available at your site you must click the “SAVE” button just below the last long box.

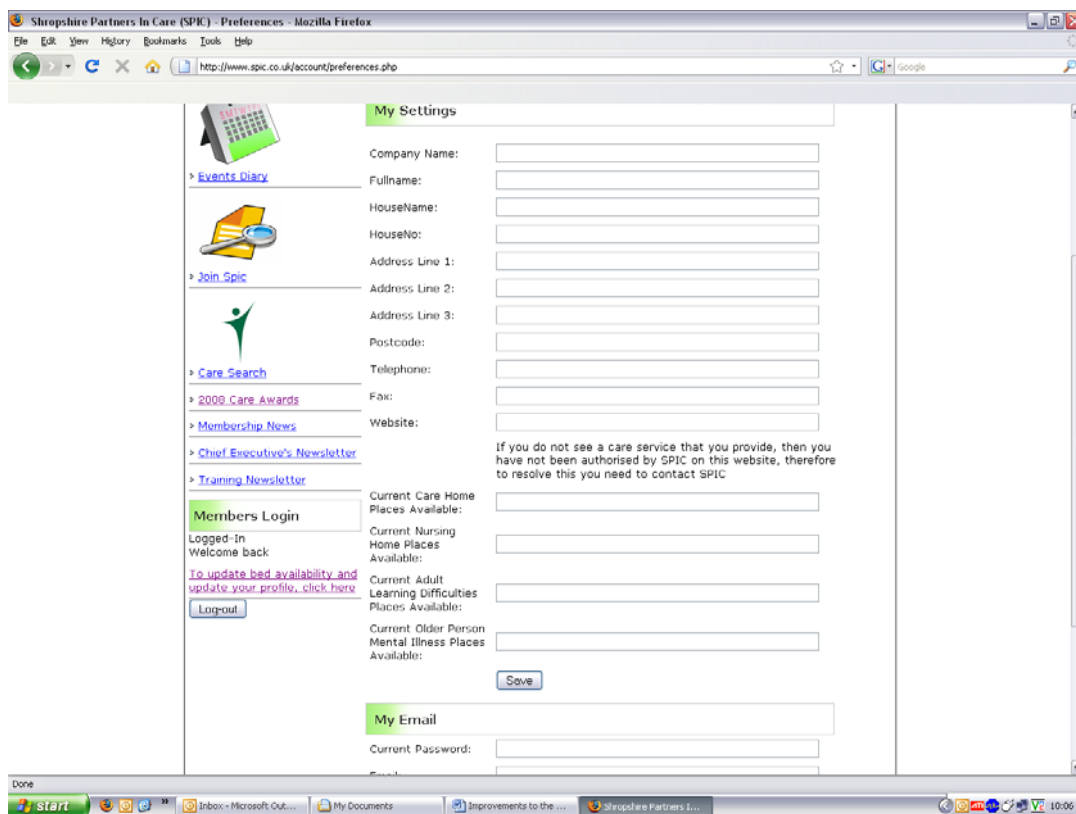


Figure 2

Once you have changed the details and saved the changes, please logout using the “LOGOUT” button on the left hand side of the screen.

If at any point, you need assistance with updating the beds you currently have available on our website, please contact the SPIC office.

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