

# NHS Confederation App User Guide



# The NHS Confederation app

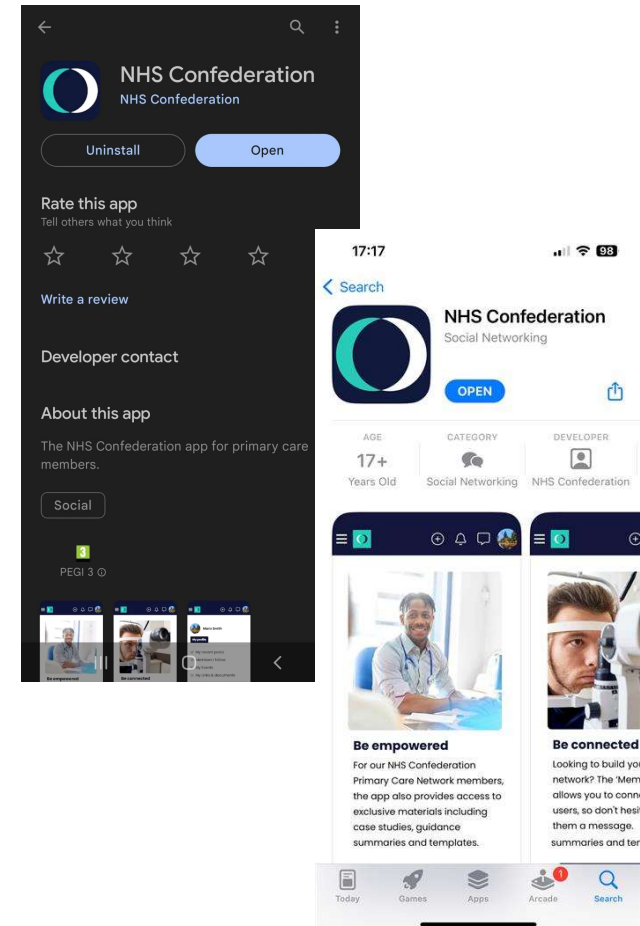
**Welcome to the primary care community  
Here you will find all the tools you need**

This platform connects primary care representatives from across disciplines providing opportunities to collaborate, as well as regular updates and resources.

**To request access,** email [PrimaryCare@nhsconfed.org](mailto:PrimaryCare@nhsconfed.org)

**Activate your account** in your browser by clicking the link in your joining email

**Then download the app** from the [App Store](#) or [Google Play Store](#). If you prefer to use the app on a laptop, you can do so from [community.nhsconfed.org](http://community.nhsconfed.org)



# Setting up your account

**Activate your account using the link in your joining email.**

The platform will open in a browser and ask you to set up your password.

Once your password is set up, you can access the platform via the app, or in a web browser on your laptop at <https://community.nhsconfed.org/>

The image shows two parts of the account setup process. On the left is an email from the Primary Care Network, NHS Confederation, addressed to a user. The email text reads: "Dear [Name], As part of your membership to the NHS Confederation's Primary Care Network, you have access to our app. We know that now more than ever, you need a safe space to collaborate with your peers, be kept informed quickly of policy developments, access information and guidance, and influence national decision making. With our app you can do all this in one place. The app is now available on Apple and Android App Stores by searching NHS Confederation app, but before you log in using the app you will need to sign up using your browser. It's quick and easy, all you need is your email address to create your account and get started. We look forward to welcoming you to the network. To register and get started, click below, Kind regards, The Primary Care Network Team". Below the text is a dark blue button labeled "Activate your account". On the right is a screenshot of the web form for account activation. The form title is "Please complete the form below to finalize account activation". It includes a note: "\* Required fields are marked with an asterisk". The form fields are: "Email \*" (with a note "This email will be your Username to Login"), "First name \*\*", "Last name \*\*", "Password \*" (with a note "Your password must be at least 10 charac"), "Password confirmation \*" (with a note "Confirm password\*"), and "Location \*" (with a note "What's your town/city?"). Below the form is a note: "Click here if you would like to receive emails from this network via the app. Most NHS Confederation newsletters and members emails are managed through a different system, which you can manage on the links at the bottom of those emails." There are two checkboxes: "Email" and "I have read and agree to the Terms of Use and Privacy Policy.\*". At the bottom of the form is a "LOG IN" button.

# Welcome page

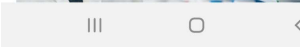
Once you log in you will see the welcome page which lays out some of the app functions.



## Welcome to the primary care community

### Here you will find all the tools you need

This platform connects primary care representatives from across disciplines providing opportunities to collaborate, as well as regular updates and resources.



## What to do next?



### Complete your profile

Access the Account tab to personalise your profile and confirm privacy settings.



### Forums

Visit the Forums tab and see what's happening in your groups.



### Start a discussion

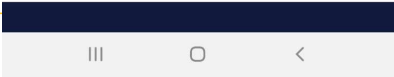
Create your first post to introduce yourself to everyone in your group.



### Be empowered

For our NHS Confederation Primary Care Network members, the app also provides access to exclusive materials including case studies, guidance summaries and templates.

Access the primary care network community

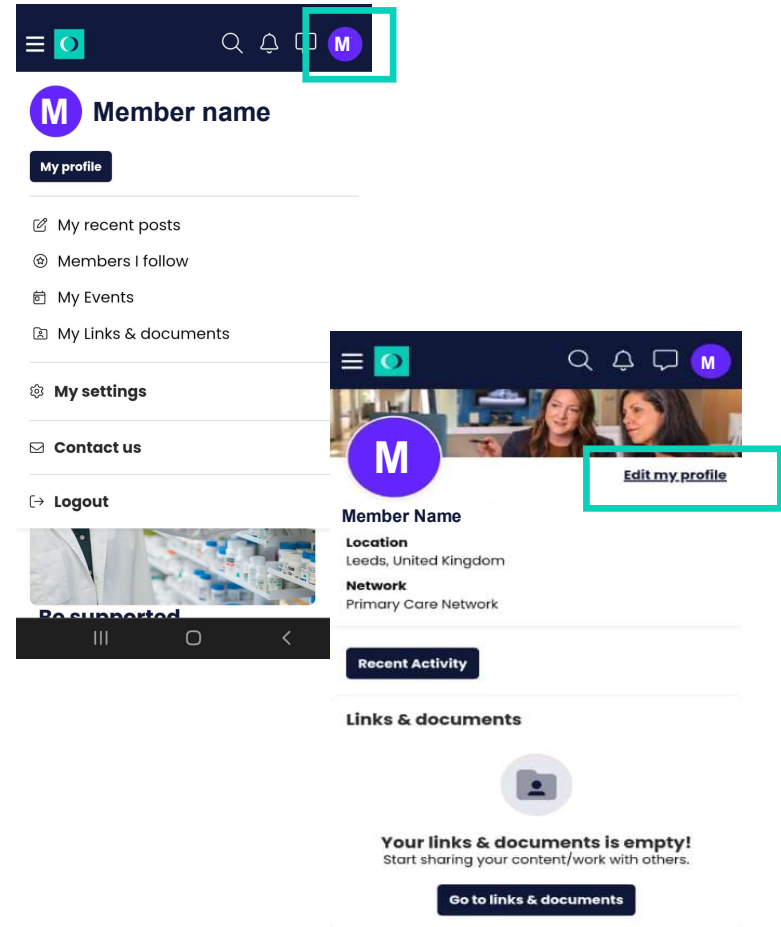


# Setting up your profile

Click your initial in the top corner on the browser version, or the 'account' icon in the app **to open the menu and go to your profile.**

**Check your profile is correct** and use the edit button to add more detail including your profile picture. If you need to edit your organisation or job role, please let us know at [primarycare@nhsconfed.org](mailto:primarycare@nhsconfed.org)

You can also access your privacy and notification settings from the menu. Enabling or disabling push notifications and email notifications can be done from the app settings on your device rather than in the platform.



# Forums

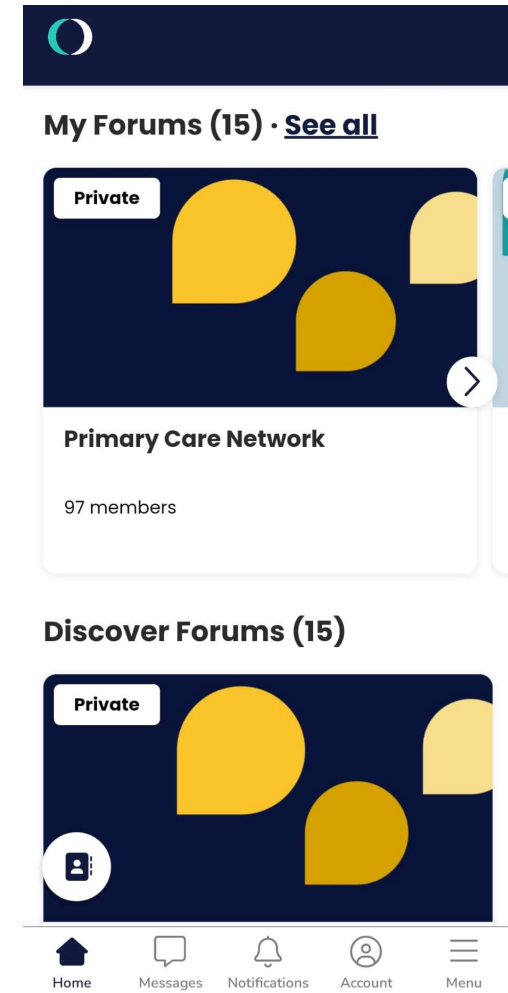
Our app contains groups called forums.

Each forum is a space for networking, discussion, accessing resources, and finding updates.

Our **Primary Care Network forum is a members-only space** and contains exclusive resources, news and events.

Additional groups are tailored to certain roles or topics e.g. the PCN Managers' Forum and Access Community of Interest.

The forums you are part of will display under 'my networks' but you can explore our other networks in the 'Discover Forums' section.



# Navigating within the network

There is a drop-down menu at the top of each tab within the network.

Select the page you wish to view.

To return to the Forums page or view shared links and documents or the member directory, use the Menu button in the bottom right on the taskbar at the bottom of the screen.

For your profile, click the Account button on the taskbar at the bottom of the screen.

To view your inbox, click the Messages button on the taskbar at the bottom of the screen.

Primary Care Network **Joined** ▼



- Live feed
- Live feed
- News
- Events
- Resources
- Shared links & documents
- Discussions
- Members



**Jim Palmer**  
a day ago



Home



Messages



Notifications



Account

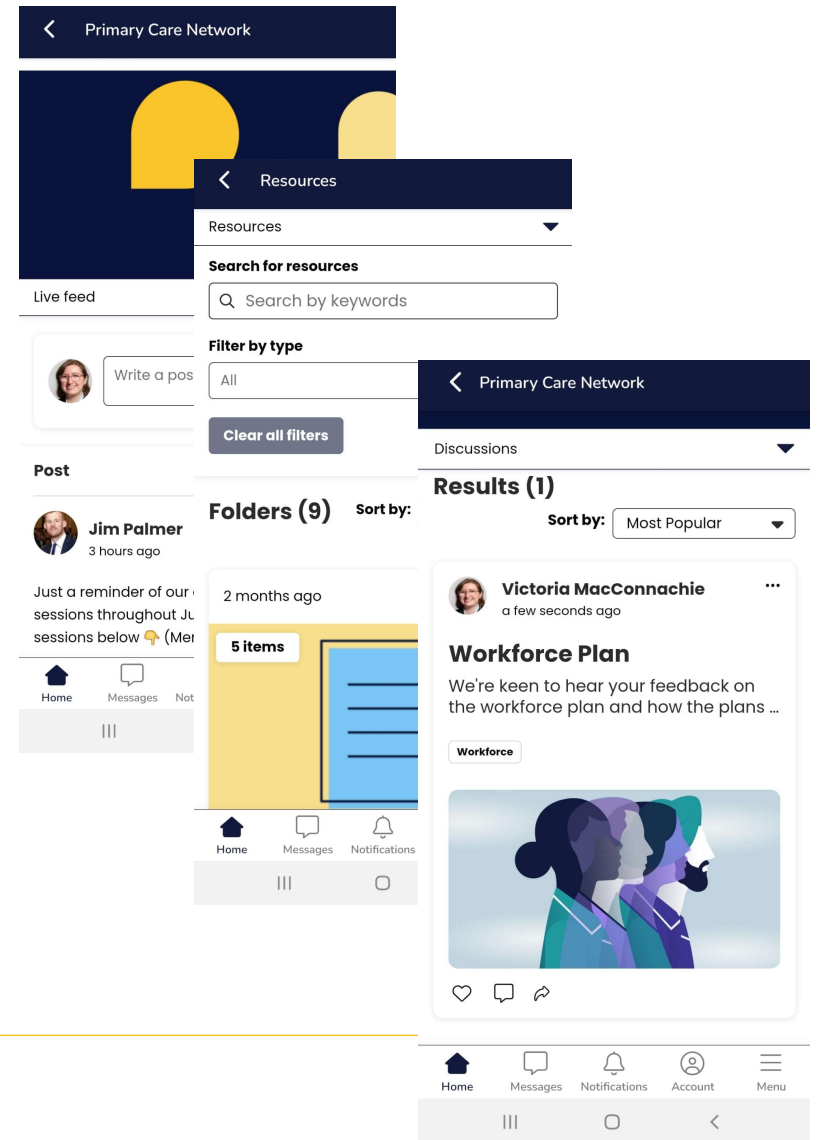


Menu

# Members only area

Our primary care app is a safe space for primary care members to collaborate with peers across regional and national networks. Your membership includes access to our Apple and Android app community where you can easily:

- Keep up to date with policy developments in the news and case studies tab.
- Post updates and opportunities in the live tab.
- Connect and chat with other members through the members tab.
- Start group conversations in the forums tab.
- Access resources to support your organisation through the resources tab.
- Find and share examples of good practice in the shared links and documents tab.
- Explore upcoming events and register to be part of the action in the events tab.





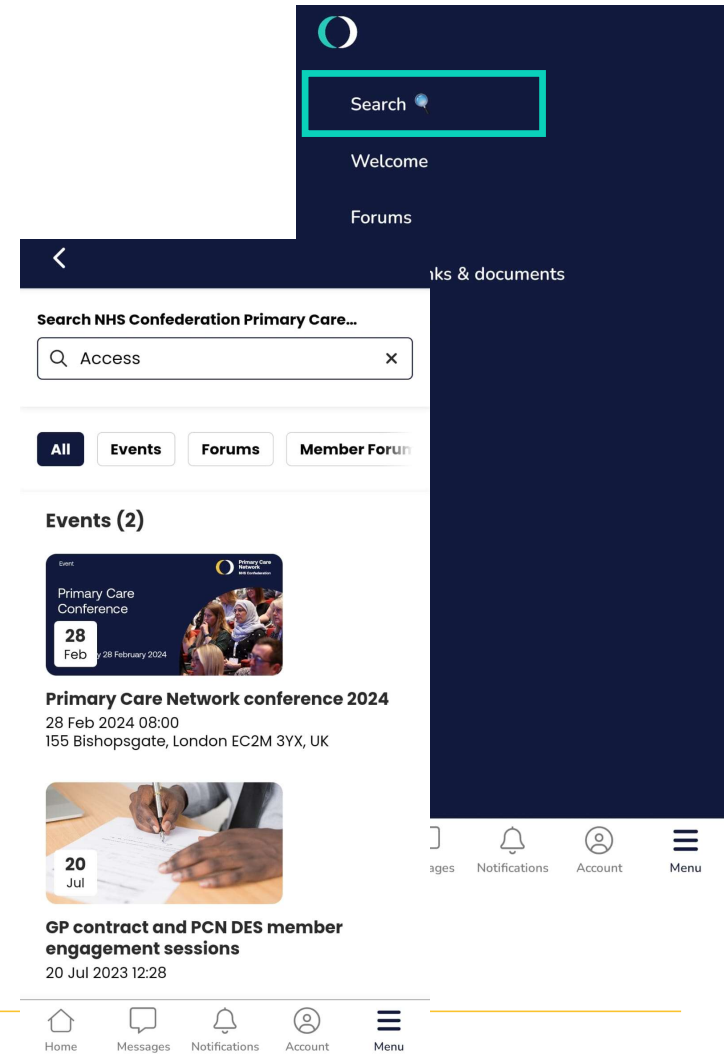
# How to search

The app has an improved search function which allows you to search using tags or your own search terms.

You can apply multiple tags while searching and sort results in order of popularity or publication.

There is a search box on each page which will only deliver results from that page.

To search for results across the whole app, use the search button within the menu on the taskbar at the bottom of the screen.



# Members tab and messaging

You can connect to other members in the app through the member directory and use the messaging function to start a conversation.

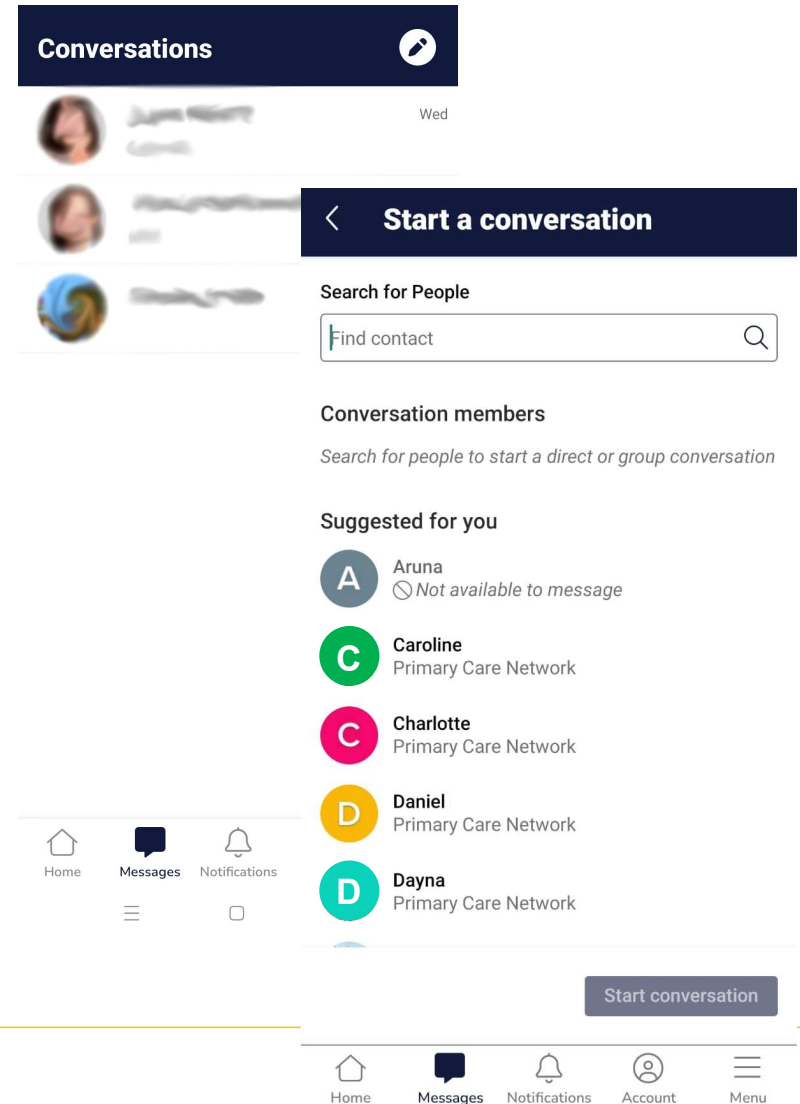
You can search for members by name, location, or browse the full list.

From the list, you can access other members' profiles or opt to send a message to their personal inbox in the app.

Your inbox is private and messages cannot be viewed by anyone outside of the conversation.

Messages can be sent to individuals or small groups.

You can alter how visible you are in your account settings.



# Shared links and documents

This tab collects all weblinks and documents that are uploaded by members.

You can search using tags or your own search terms.

Links and documents can be uploaded to live feed posts, forum discussions, and your profile.

