



How to resend an invitation to join the DCC (QRG)

There are various reasons why an organisation may not have received the initial invitation to join the Data Controller Console. As an RSU you can re-send the invitation or amend the contact details before the organisation accepts the invitation to join.

Dashboard ISA - Registry DPC **Organisations** User Preferences Reports

Organisations

Organisation Code (exact ICO or ODS) Any Status Any Region Choose Services Choose Boroughs [Apply Filter](#) [Clear Filter](#)

[+ Register New Organisation](#)

[Export to Excel](#)

| Create Date | Organisation | Region | ICO Code | ODS Code | Status | |
|-------------|---|--------|----------|----------|----------|--|
| 11-Dec-2017 | XYZ Foundation Trust | NCL | | | Accepted | View Add ISA Add DPC |
| 11-Dec-2017 | ABC Mental Health Trust | NCL | | | Invited | View |
| 13-Oct-2017 | MH - testing invite email for DCC mailbox | NCL | | | Accepted | View Add ISA Add DPC |
| 12-Oct-2017 | TestOrg-1 | SEL | | rj1 | Pending | View |

1. Select the 'Organisations' tab from the navigation bar
2. Select the organisation you want to re-send the invitation to by clicking on the 'ISA Title' or the **View** ([View](#)) button adjacent to the *ISA title*

Dashboard ISA - Registry DPC **Organisations** User Preferences Reports

Organisation Profile

This organisation has been invited and a decision is pending from them.

Details

Organisation Profile Details

Organisation Name: ABC Mental Health Trust Organisation Region: North Central London

Organisation Type: Mental Health Trust Provide direct care?: Yes

ICO Registration Number: Unknown ICO Registration Number ODS Code: No IG Toolkit found for this ODS.

ICO Expiry Date: dd/mm/yyyy Improvement Plan in Place:

Organisation Contacts

[+ Add New Contact](#)

| Name | Role | Email | Phone | Mobile | Create a login? | Resend |
|----------|--------------------|------------------|-----------|--------|---|-------------------------------|
| John Doe | Caldicott Guardian | john.doe@nhs.net | 123456789 | | <input checked="" type="checkbox"/> [Organisation User] Edit Delete | Resend Invite |

3. The organisations profile is displayed with the message that the organisation has already seen sent and invitation and a decision is pending from them
4. Navigate to the 'Organisation Contacts' section and select the **Resend Invite** ([Resend Invite](#)) button



Note: The Invitations can only be sent to the contacts that have an OSU privilege. Each OSU contacts will have a 'Resend Invite' button adjacent to their names. Only one OSU need to accept the invitation on behalf of their organisation.

Resend confirm

Please confirm that you wish to resend invite to this contact?

Yes No

5. Confirm that you want to resend the invitation by selecting the **Yes** button

Information

Invite has been resent.

Okay

6. A pop-up dialog box will display once the invitation has been sent out