

Expanse Tip Sheet – How to Access Your HCA Clinic List in Expanse (Consultants)

Purpose

This guide provides a guide on how to access your HCA clinic list in Expanse

When Does this Apply?

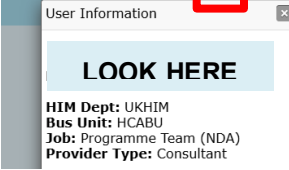
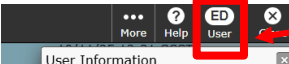
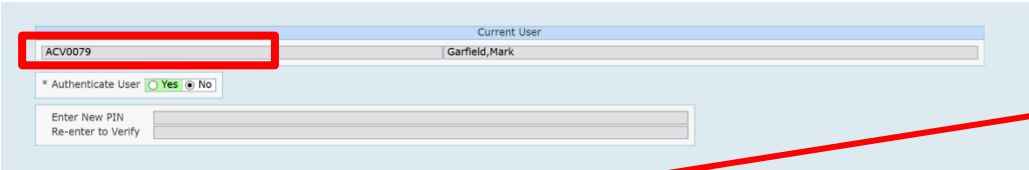
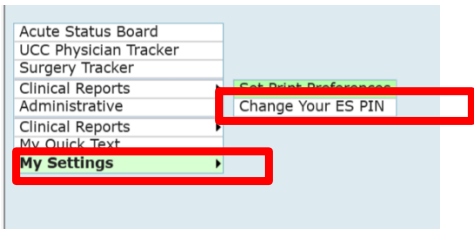
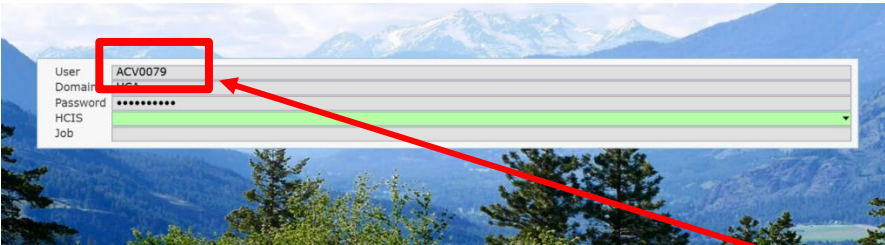
For clinic appointments which are booked into your HCA diary on CWS (Community Wide Scheduler – a module in Expanse that medical secretaries, front-of-house teams, and contact centre use)

Audience

Consultants who run clinics at HCA sites.

Version Control

Version	Date	Author	Reviewed by
1.0	10/11/25	Dr E Dhillon, Medical Services	Dr M Garfield, Med Services



You will need to know your unique user ID number called '3-4 ID'.

This is your user mnemonic in Expanse, which is unique to you. It is required to access your diary.

1. Your 3-4 ID is visible here when you log in.
2. Alternatively go to: 'My Settings' on the Main Menu. Then, 'Change You ES PIN' Your 3-4 ID is visible.
3. Finally, if you click on your user information icon (your initials in the top black ribbon when you log in) – your 3-4 ID should also be visible there.

Make a note of your unique 3-4 ID.

Now from **Main Menu**

Navigate to:
'Administrative' → 'CWS Scheduler Desktop'

Select the **'Resource'** tab on the right-hand side menu

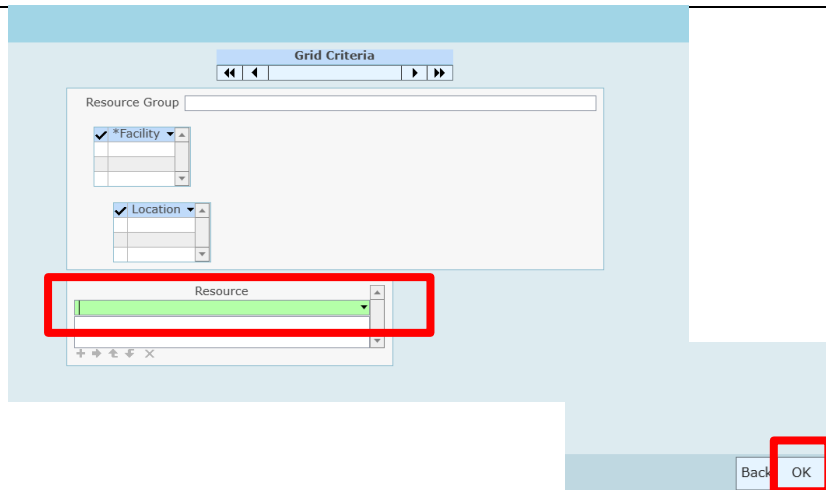
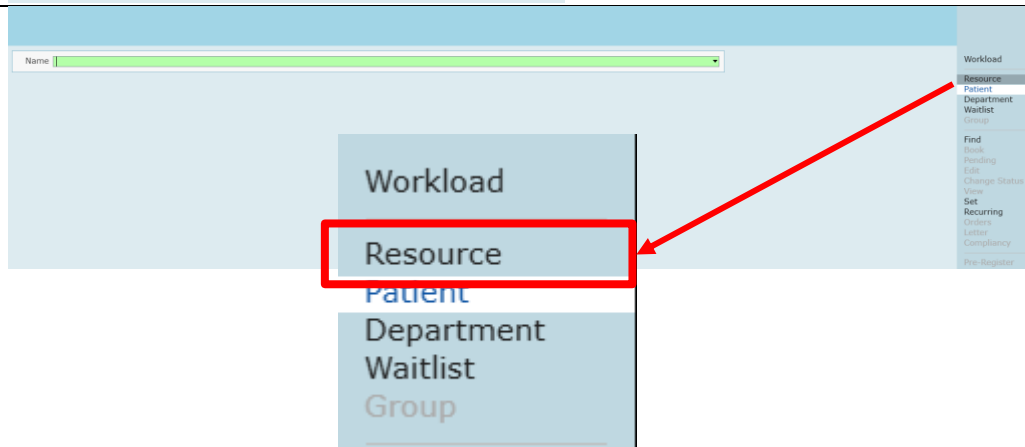
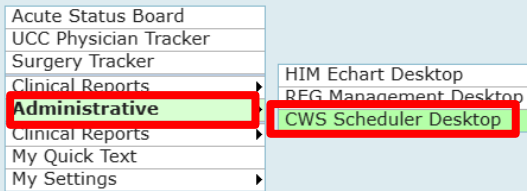
Click on the **Resource** field until it turns green.

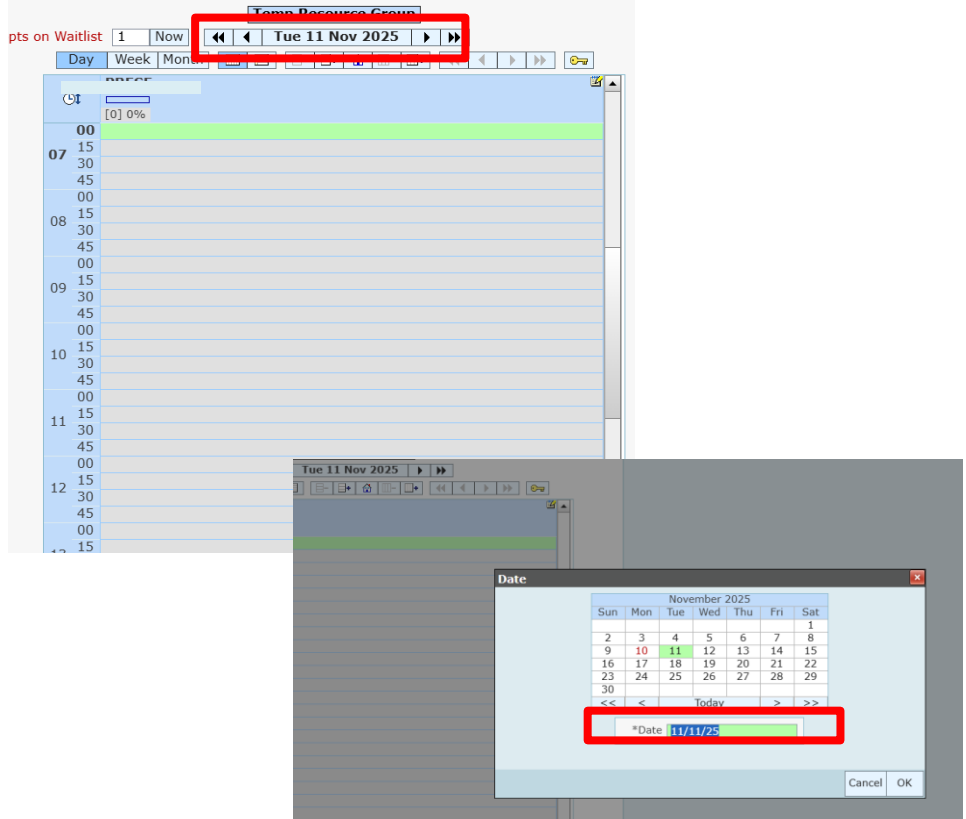
Enter **your 3-4ID**

Click the **enter** tab on your keyboard.

Your **name should appear** in this box, with your 3-4 ID in brackets.

Click **'OK'** at the bottom.





You are now in your HCA clinic diary.

Navigate to other dates by select the date tab/ arrows on either side.