


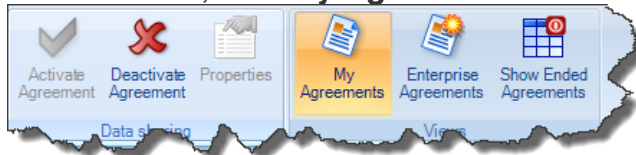
# Activating the Resource Publisher sharing agreement

1. Access Data Sharing Manager.

Click , point to **Configuration**, and then select **Data Sharing Manager**.

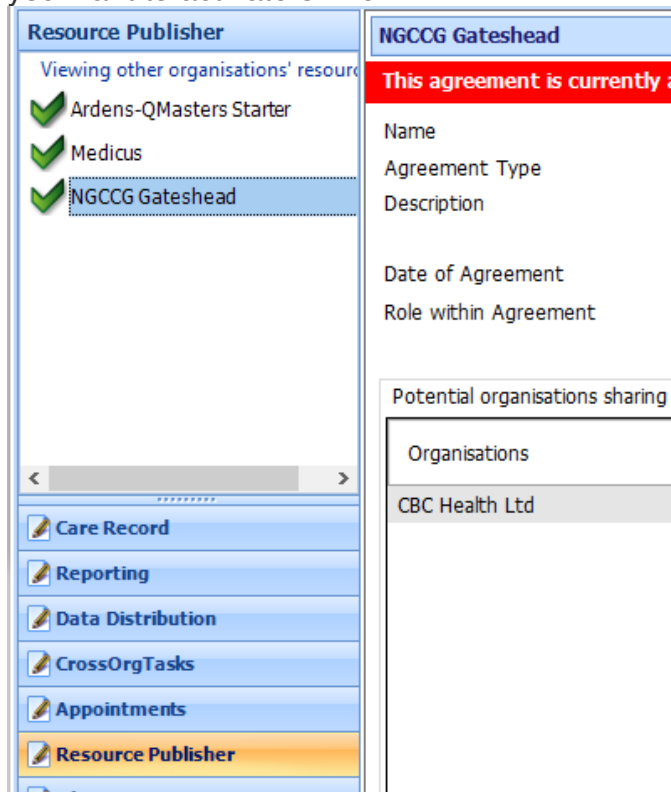
The Data Sharing Manager screen is displayed.

2. On the ribbon, click **My Agreements**.



*Data Sharing Manager menu ribbon with My Agreements highlighted*

3. In the navigation pane, click the Resource Publisher tab to select the agreement you want to activate or view.



*Example Data Sharing Manager screen*



Any active agreements are displayed with a green tick, and any agreements that have been created, but not yet activated, are displayed with a red cross.

- Select the required agreement, the details of the agreement are displayed in the right-hand pane.
- On the ribbon, click **Activate Agreement**.  
The agreement is activated for your organisation (i.e. other organisations can view your data).


CDRC agreements are named for CCG in which the practice is located (agreements denoted with a star were enabled prior to CCG merges)

NGCCG Gateshead*	NHS Northumberland CCG
NGCCG Newcastle*	NHS South Tees CCG*
NHS County Durham CCG	NHS South Tyneside CCG
NHS Hartlepool and Stockton CCG*	NHS Sunderland CCG
NHS North Tyneside CCG	

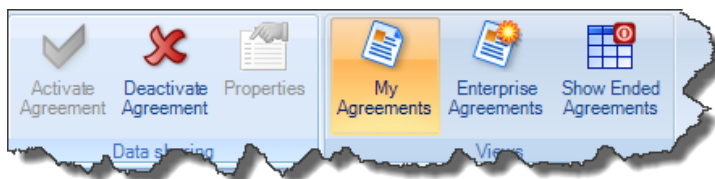
- If you do not see the relevant CCG agreement listed in your Resource Publisher Data Sharing Manager module please contact Gary Armstrong at CBC Health ([garyarmstrong@nhs.net](mailto:garyarmstrong@nhs.net)) stating your practice name and CCG and this will be investigated.

## Deactivate a sharing agreement

- Access Data Sharing Manager.

Click , point to **Configuration**, and then select **Data Sharing Manager**.  
The Data Sharing Manager screen is displayed.

- On the ribbon, click **My Agreements**.



*Data Sharing Manager menu ribbon with My Agreements highlighted.*

- In the navigation pane, click the tab for the appropriate agreement type (e.g. Care Record).  
Existing agreements of the selected type are listed in the navigation pane.
- In the appropriate section in the navigation pane, click the agreement you want to deactivate.
- On the ribbon, click **Deactivate Agreement**.  
The agreement is deactivated for your organisation (i.e. other organisations *cannot* view your data).