

How to set up your user access

Questions or issues?

Email help@beamtree.co.uk



Version	Changes	Date
1.0	First version for use	22/12/25

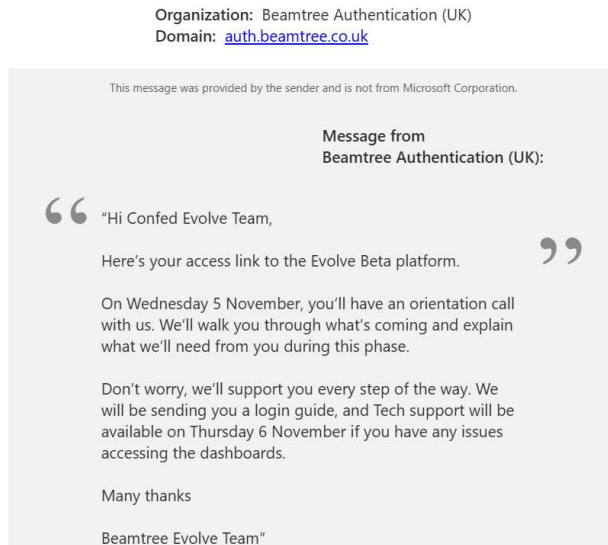
This user access guide

To access the new Evolve Collab platform, you will need to accept an invitation to set up single sign-on (SSO) authentication using your organisation's email address. This method of login provides improved security and will promote a quicker login experience.

This guide will outline the steps required to set up your authentication to access the Evolve Collab platform. For any follow up questions related to the user access set-up for this, please email help@beamtree.co.uk.

Step 1: Invited users

Accept invitation, then enter your email address and select login.

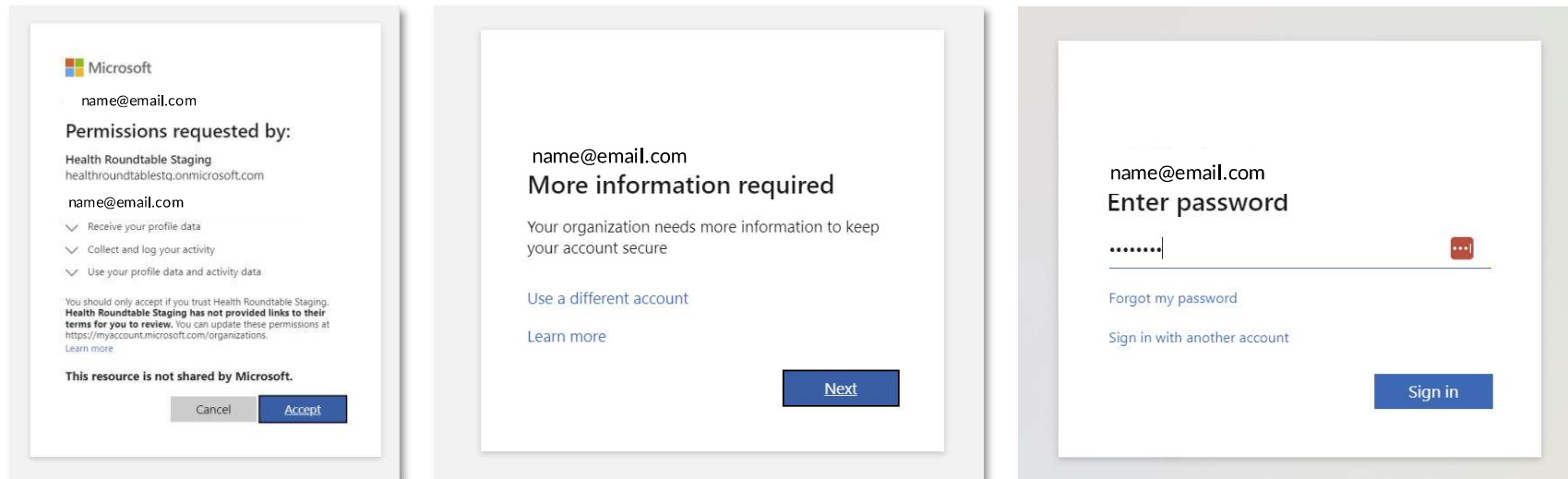


If you accept this invitation, you'll be sent to <https://myapplications.microsoft.com/?tenantid=c2b48623-a7cd-44e1-b4c3-05b9356f9662>.

[Accept invitation](#)

Step 2: Permissions request

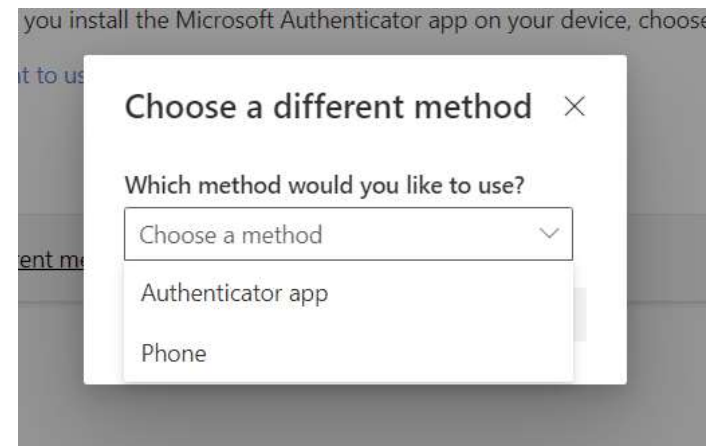
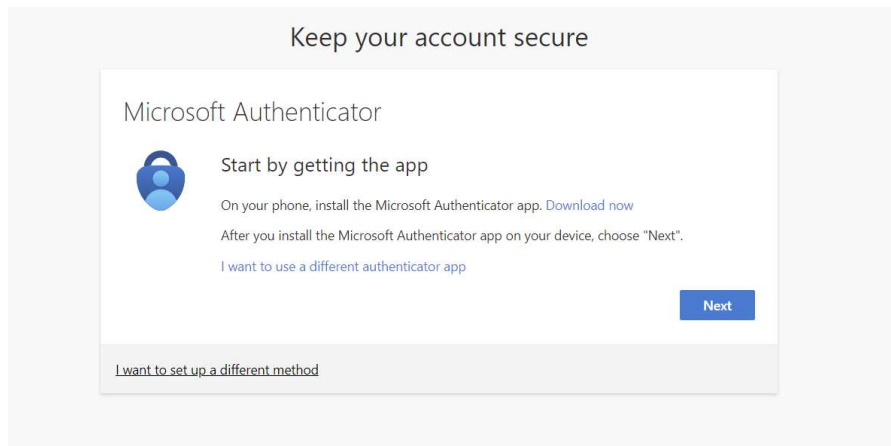
You will be required to accept permissions to associate your Trust email address to the Evolve Collab platform. After selecting *Accept*, followed by *Next*, you will need to enter the password for your organisation. By entering this, Microsoft assists by verifying your identity and granting you limited access the Evolve Collab environment. Select *Sign in*.



Step 3: Authentication

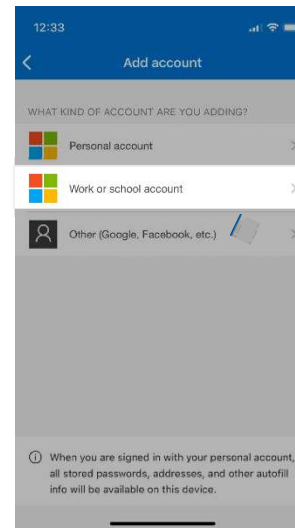
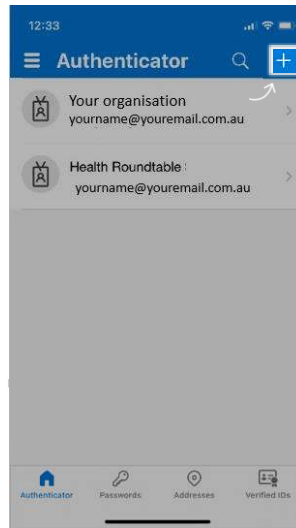
You will need to set up two-factor authentication by either using:

- a. Microsoft Authenticator app (see page 5)
- b. Phone/text message (see page 6)

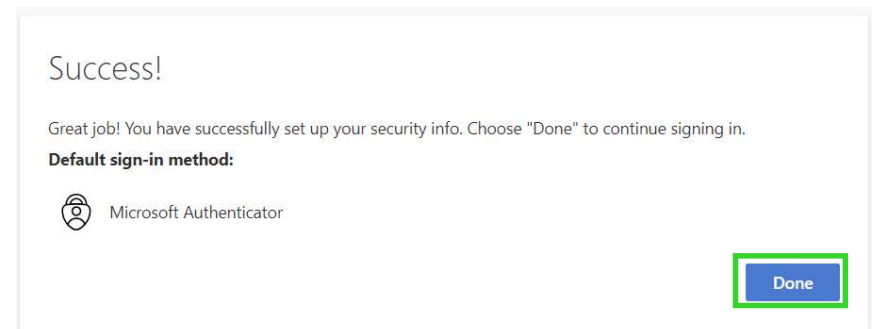
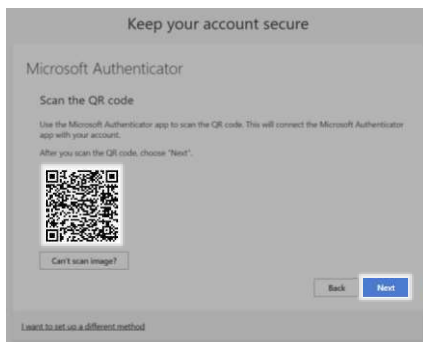


Step 3a: Authentication via Microsoft Authenticator app

Select 'Next' and within the app select the '+' button, followed by *Work or school account*. On your screen select 'Next' again.

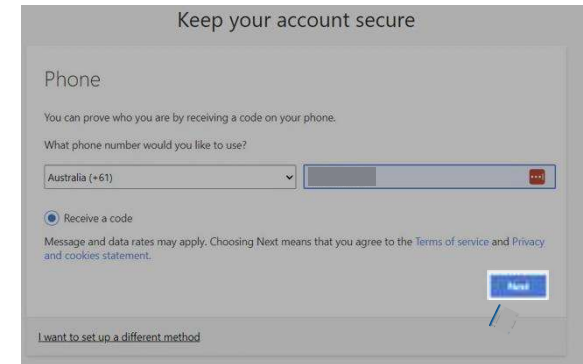
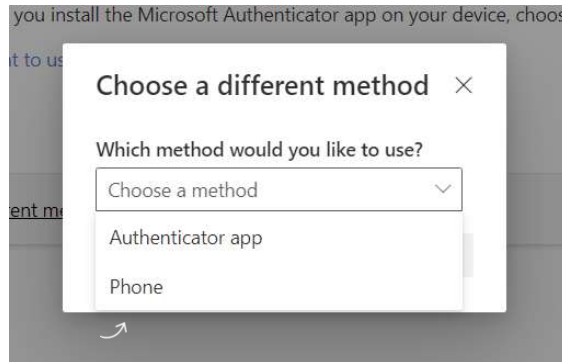
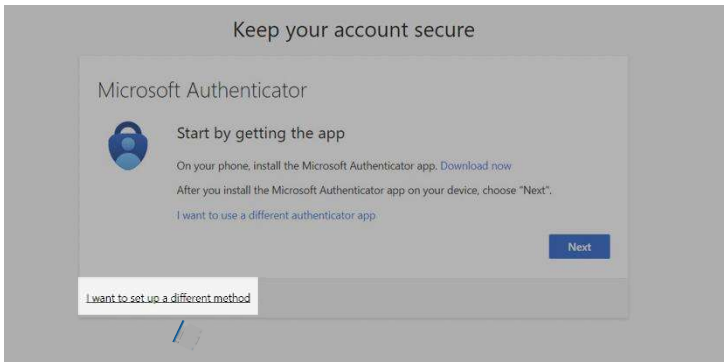


Using the authenticator app, scan the QR Code on the screen. Next enter the code shown into your App and you should then see a 'Success!' message. Select 'Done'.

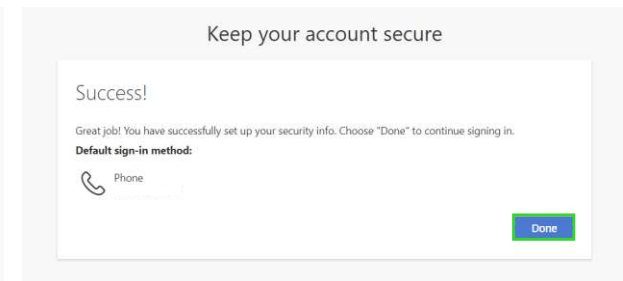
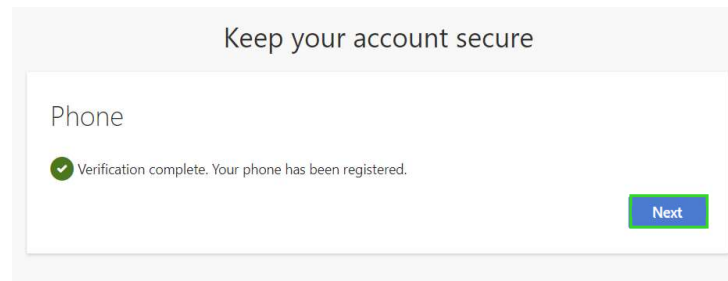
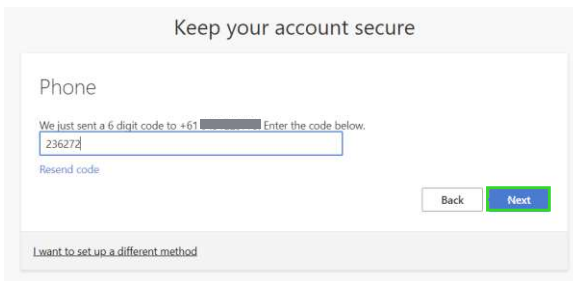


Step 3b: Authentication via mobile number.

Select *'I want to set up a different method'* and choose *'Phone'* from the dropdown. Enter your mobile number details and select *'Next'*.



A 6-digit code will be sent to your mobile number; enter the code and select *'Next'* and again once verification complete. The pop-up will confirm successful set up and select *'Done'*.



Complete the final verification steps by entering the code texted to your phone number and selecting Done.

4. Access to Evolve Collab platform (for Observe – Level 1)

After completing authentication using either the Authenticator app or text message, the Evolve Collab platform will display as an App in your Apps dashboard. Click the app to be directed to analytics.beamtree.co.uk and select ‘Member Login’ to complete your single sign on into the platform.

My Insights

Welcome to our new Insights platform, the home of Evolve Collaborative data. You can view aspects of every patient’s access to, safety within and flow through the health service. This includes emergency department, inpatient and outpatient activity.

The new interactive dashboard design caters for three levels of Evolve Collaborative data interrogation

<p>Observe Snapshots of your trust’s outcomes for key metrics</p>	<p>Explore Supports the exploration of your trust’s outcomes relative to peers to test a hypothesis or answer specific questions</p>	<p>Analyse Enables a deeper dive to investigate your data down to episode level</p>
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FAQs

Q: Why do I need to authenticate?

A: To provide a more seamless experience for users, completing set-up using Entra ID will provide single sign-on access in the new Evolve Collab platform. This means you will no longer be required enter a password each time you sign in. Just select *Member Login*, confirm your email address and you will automatically be signed into the platform.

Q: What methods can I use for authentication?

A: Authentication can be completed using the [Microsoft Authenticator app](#) or via [SMS](#) using your phone.

Q: Where can I learn more about the Microsoft Authenticator app and how it works?

A: Review common questions: [Common questions about the Microsoft Authenticator app - Microsoft Support](#)

Q: Can I use my personal email address instead of my work email?

A: No, you must use your work-issued organisation email address.

Q: What if I've followed the above instructions and can't log in?

A: Email help@beamtree.co.uk