

# NHS Pathways - Directory of Services Critical Care Services

**Getting Started** 

## August 2013

Version 1.1	
2.9.2013	
A. Stevens	
	7

#### 1.0 <u>Getting an individual or generic user account on the Directory of Services:</u>

- Although the Directory of services looks different than Legacy CMS it is just as easy to use following the same grid layout as now. DoS will use existing Logon details if you register these at registration
- Your regional DoS team/Network will require you to complete a hard copy registration form and this is required to authorise your level of access. You may have rights to View only, View & Update your unit or View & update all within a Network/region (Limited to Network & regional Bed Bureau/support teams)
- An example is at the end of this guide.

Step 1: Using your web browser go to: <u>www.pathwaysdos.nhs.uk</u>				
or				
nww.pathwaysdos.nhs.uk				
(NHS Computer only)				

- 1.1 The home page looks like below:
  - At the bottom of the page click on the "Request new account"
  - Screen shot 2 will appear. Fill in as appropriate.
- 1. Login Screen

58		
C Service Search Results   NHS × Home   NHS Pathway	ys DoS 🗙 🦲	
← → C 🔒 https://www.pathwaysdos.nhs.uk	/app/controllers/login/login.php	
<b>NHS</b> Pathways	- Directory of Services Login	
	NHS Pathways - Directory of Services Username: Password: Login	Click on request
Abo	out NHS Pathways   Request new account   Forgot your username?   Forgot your pass	new account

1.2 If you get the screen message below:

- Don't worry the message is advising users that you are using an old version of Internet Explorer browser. The function of the site still works and you can register your account.
- You should however ask your Informatics team to update your browser to Internet Explorer 8 or install Firefox which is an alternative browser

🔄 🗸 🔊 🖉 https://www.pa	thwaysdos.nhs.uł	k/app/controllers/login/login.php	× 🔒	Google	
File Edit View Favorites To	ools Help	💌 🔍 Search 💷 External 118 directo	iry		
🔆 🅸 🔠 🕶 🌈 Home   NHS	Pathways DoS	Home   NHS Pathways DoS 🗴		👌 • 📾 • 🖶 • 🛛	🌛 Page 👻 🌍 Tools 👻
	NHS P	athways - Directory of Services			2
	Userr	hame:			
	Passv	word:			
	12				
	The D	irectory of Services uses functionality th	iat is not		
	suppor as exp	rted by your browser version so it may bected. We are no longer supporting your	not work <sup>-</sup> browser		
	version Firefox	n so please upgrade to Chrome 24 (or < 4 (or above) or Internet Explorer 8 (or	above), r above).		
	When "Comp	using Internet Explorer, please also matibility View" is switched off. If you	ake sure want to		
	contin	ue, please click here to display the login	n button,		
	Dut De	aware that you may experience problems	5.		
		© 2013 Crown Copyright.			
A	About NHS Path	ways Request new account Forgot your username? For	rgot your passw	ord?	
				😜 Internet	• 100% •
🛃 start 🛛 🕱 🖪 🛤	» 🗿 6 Micros	oft Office O 🔹 🌈 Home   NHS Pathway			09:0

#### Step 2 Complete the registration page:

- Must include an email address.

-When we get you registered with the DoS team, you will receive an automated email seeking verification of your email address. <u>YOU MUST CLICK</u> <u>ON THE LINK TO ACTIVATE YOUR ACCESS</u>

-If your team requires a generic multi user logon, it will need to be linked to a nominated generic email account.

-When your account has been created you will have a critical care search that should display in the 'shared searches' section of your home screen.

Example of completed form:

waysdos.nhs.uk/app/control	lers/login/requestNewAccount.php 🔎 🗖 🎽 😚	본 🎯 Home   NHS Pathways DoS 🗙
fields marked with * are m	andatory	
First Name *	Jackie	
Surname *	Morgan	
E-Mail *	example@nwas.nhs.uk	
Telephone *	01772 123456	
Service Name *	Enter name of Hospital name unit or CCG etc	
User Search Role *	Acute Hospital (Capacity)	Use sidebar and click critical care
DoS Region *	East Midlands East of England Isle of Wight London National Critical Care & Burns North East North West Region Other	
Please tell us why you need access to Pathways DoS *	To update the Bed or ED capacity status or Commissioner need to view the local /reg and ED capacity status	for ?? hospital unit s gional hospital toth If to be a generic address the unit indicate in the
Username *	jmorgan	comment box above
Password *	•••••	
	Medium Minimum number of characters is 6 Minimum strength is Medium Use a combination of capitals, special characters and numbers to create a stronger password	When complete click submit button
Retype Password *		Cancel Submit
<u>~</u>		

When you have confirmation by email of your registration and access rights you will be able to logon to your unit's home page at

www.pathwaysdos.nhs.uk

#### You now have a registered account on the DoS and are ready to start updating your grid. Please see the associated guides on Updating Capacity

### Example of Registration Form Greater Manchester Critical Care Network NHS Pathways Directory of Services Registration Form for DoS access

Hospital <sup>1</sup>				
Unit Name <sup>2</sup>				
Applicant Name	Surname		Forename	
Contact telephone number <sup>3</sup>	Area code		Number	
Email address				
Access Required <sup>4</sup>	View Only View & U own unit		pdate	View/Update all
Current Logon <sup>5</sup> /Password	Logon Name		Password	
	Signature		Date	
Signature				

1. Use the name of the <u>Hospital</u> not the Trust name

- 2. EG "Critical Care unit" or Intensive care unit (especially if more than 1 unit in the hospital)
- 3. In case of need to confirm details or contact you Please use the unit number if available or office landline
- 4. Access: a) <u>View only</u> If you only need to view capacity across the area (mainly medical staff)

b) <u>View & Update</u> – For staff who will update their own capacity grid as well as view capacity across the area.

c) View/Update all – Restricted to Network & ICBIS teams

5. <u>Current Logon Details</u> - It is planned to retain your current CMS logon details so please supply this. Logon will be.....

WHEN COMPLETED PLEASE RETURN BY EMAIL TO: