



# NHS Pathways - Directory of Services Critical Care Services

## Getting Started

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Version 1.1
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## 1.0 Getting an individual or generic user account on the Directory of Services:

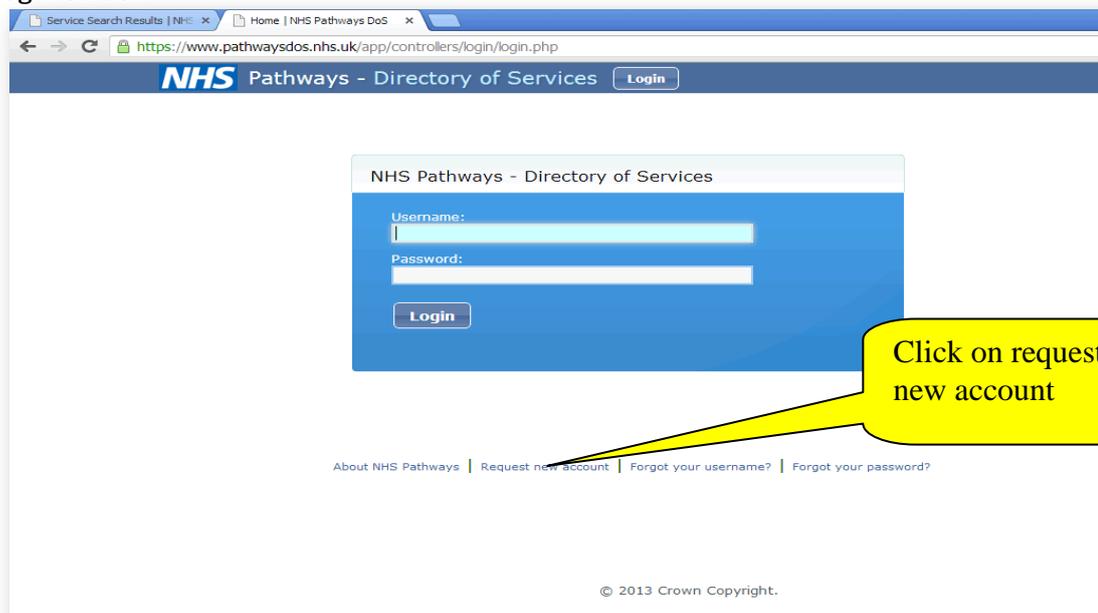
- Although the Directory of services looks different than Legacy CMS it is just as easy to use following the same grid layout as now. DoS will use existing Logon details if you register these at registration
- Your regional DoS team/Network will require you to complete a hard copy registration form and 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: [www.pathwaysdos.nhs.uk](http://www.pathwaysdos.nhs.uk)  
or  
[nww.pathwaysdos.nhs.uk](http://nww.pathwaysdos.nhs.uk)  
(NHS Computer only)

### 1.1 The home page looks like below:

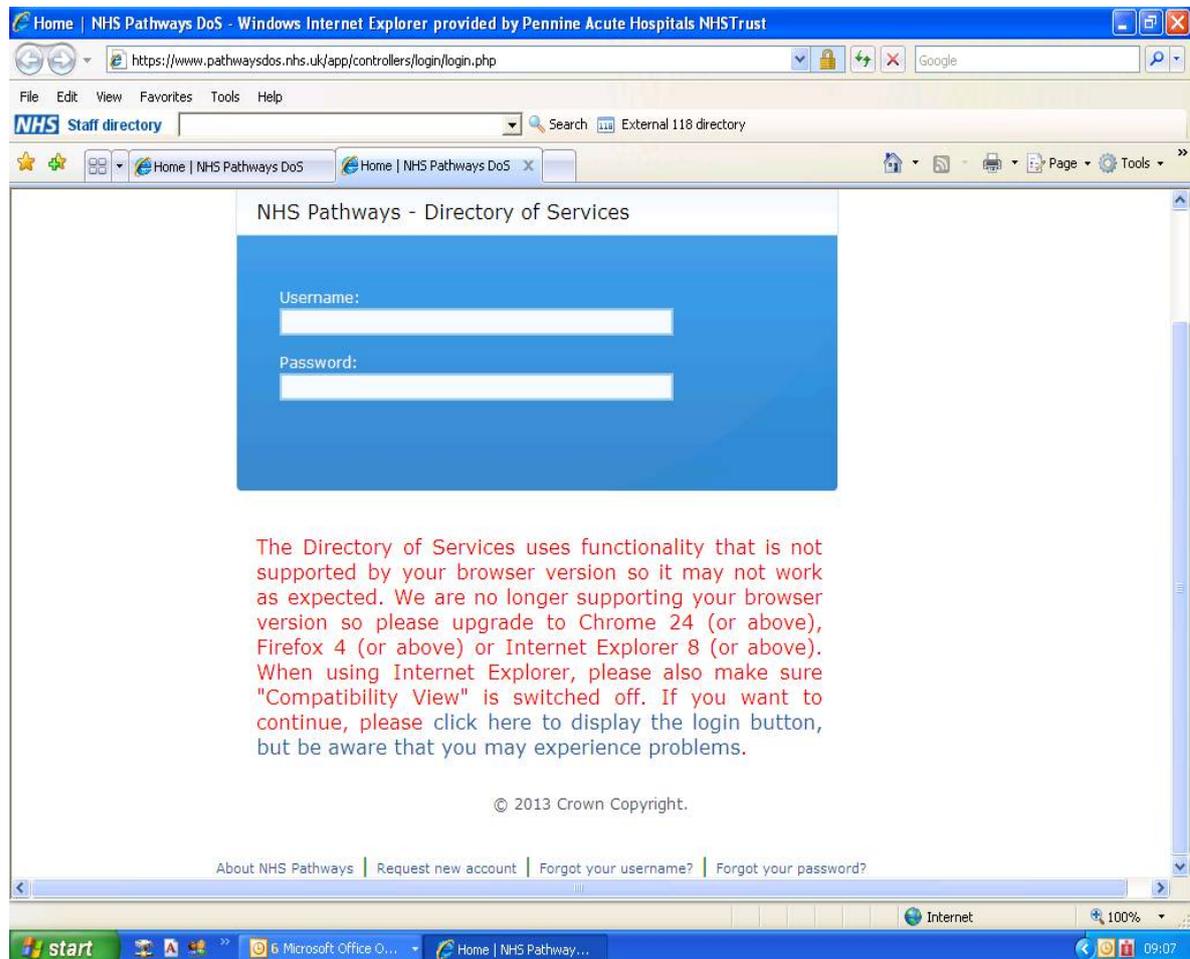
- At the bottom of the page click on the “Request new account”
- Screen shot 2 will appear. Fill in as appropriate.

### 1. Login Screen



## 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



## 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. **YOU MUST CLICK ON THE LINK TO ACTIVATE YOUR ACCESS**
- 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:

fields marked with \* are mandatory

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)

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 for ?? hospital unit or Commissioner need to view the local /regional hospital and ED capacity status

Username \* jmorgan

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

Retype Password \* .....

Cancel Submit

Use sidebar and click critical care

If to be a generic address for the unit indicate in the comment box above

When complete click submit button

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](http://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 & Update own unit	View/Update all
Current Logon <sup>5</sup> /Password	Logon Name	Password	
Signature	Signature	Date	

1. Use the name of the Hospital 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) View only – If you only need to view capacity across the area (mainly medical staff)  
 b) View & Update – For staff who will update their own capacity grid as well as view capacity across the area.  
 c) View/Update all – Restricted to Network & ICBS teams
5. Current Logon Details - It is planned to retain your current CMS logon details so please supply this. Logon will be.....

WHEN COMPLETED PLEASE RETURN BY EMAIL TO: