



# Newcomers and Leavers Emis Web

A guide on how to register new users  
and remove any leavers



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## 1. Introduction

This document outlines the steps required to register and remove users from the DXS Point-of-Care system. It is very important to follow the subsequent steps; this will ensure that the user sees the correct CCG documents. Failing to do so may result in the incorrect CCG documents being displayed.

## 2. Newcomers – Enable DXS Point-of-Care

Follow your usual local practice procedures for adding the new user to the Emis Web system.

You will need to navigate into EMAS Manager in order to change user settings.

1. Click on the “Emis” menu button.

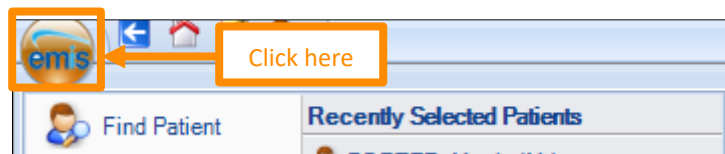


Figure 1: Emis Button

2. Click on “System Tools” and select “EMAS Manager” from the drop-down menu.

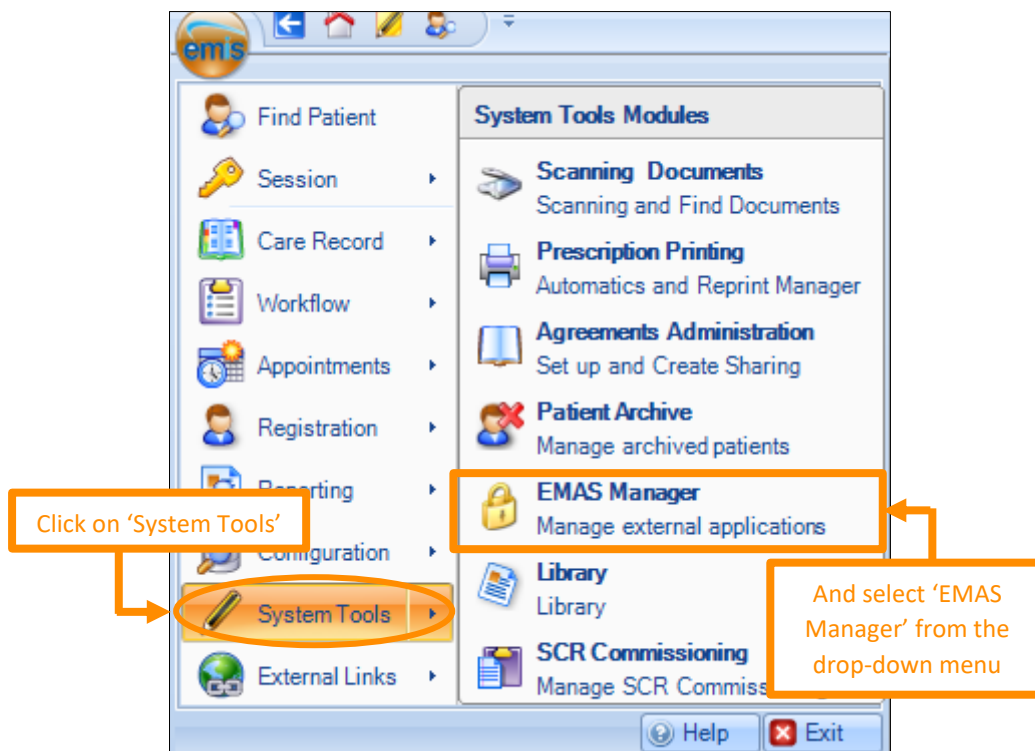


Figure 2: EMAS Manager

- On the left-hand side of your screen, there will be a menu bar as illustrated below. Select "Partner API".

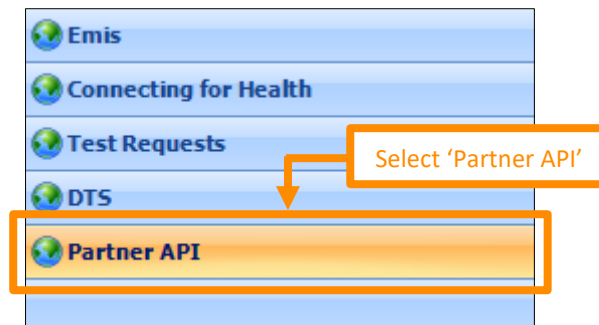


Figure 3: Partner API

- This will populate a larger menu, with a list of available APIs to activate or deactivate. Click on "DXS Point-of-Care".

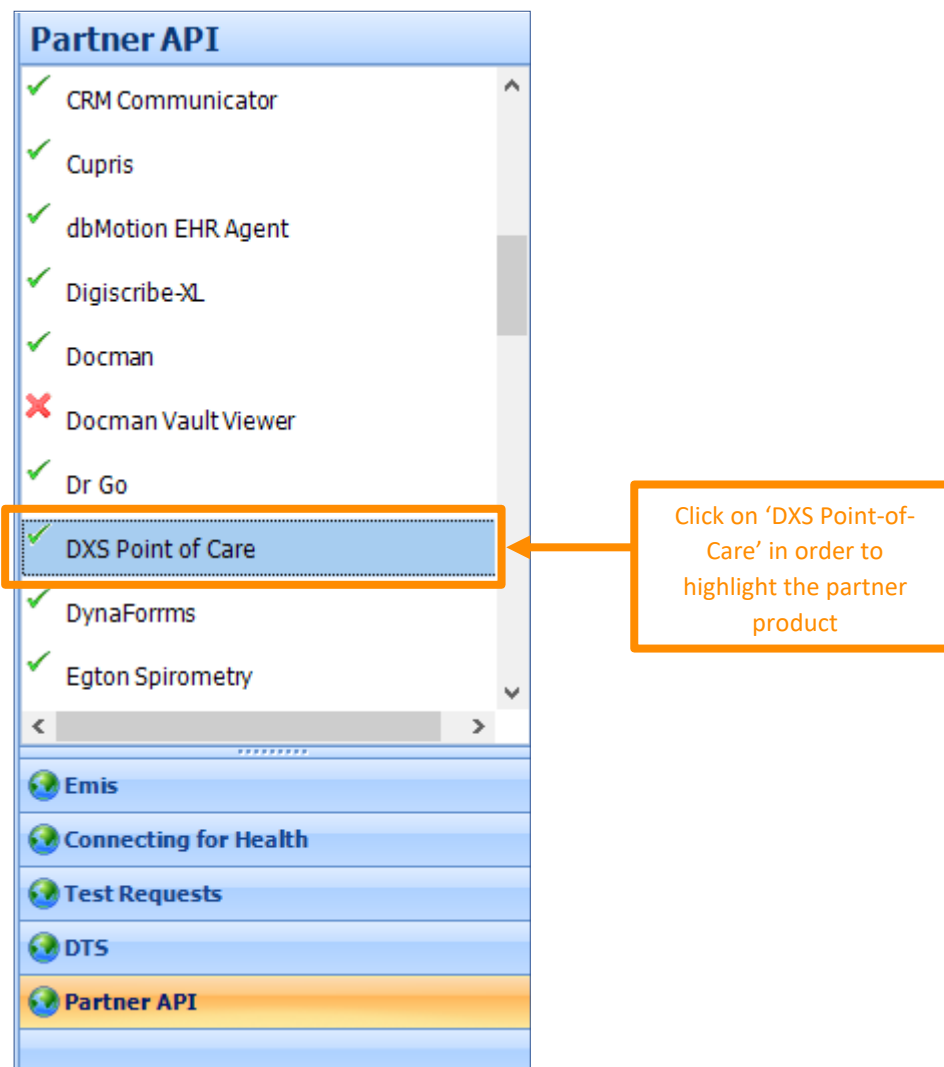


Figure 4: List of Available APIs

You will now need to provide access to DXS Point-of-Care for each user.

- Click on "Edit Users".

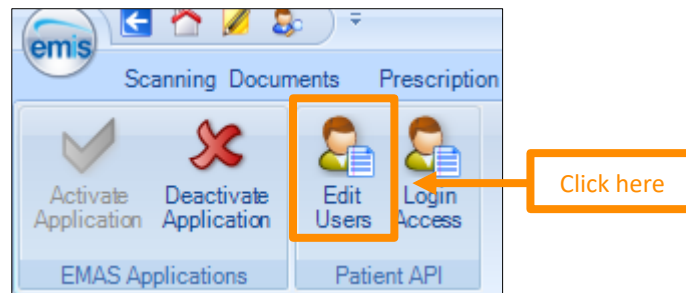


Figure 5: Edit Users

- This will display a dialogue box with a list of user names. Select the box next to the user who requires access to the DXS Point-of-Care system.

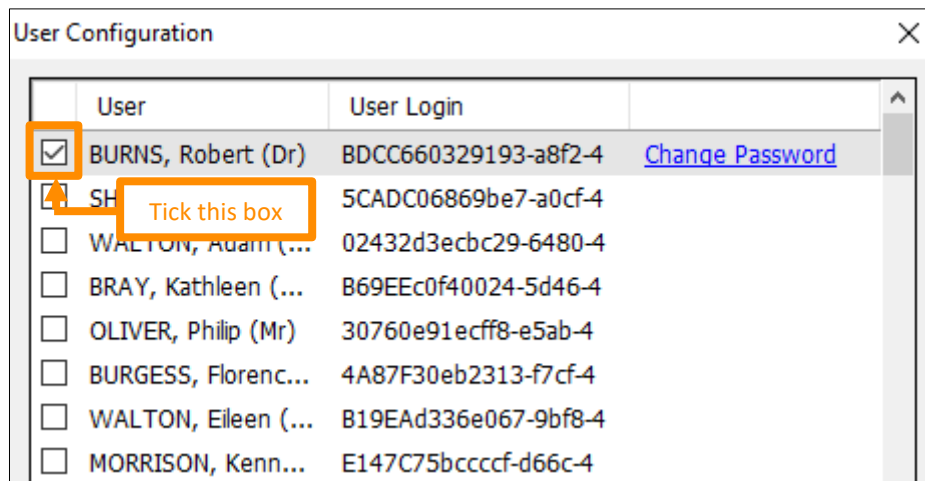


Figure 6: List of User Names

- After selecting the box, another prompt box will appear. Enter "Password1" in both boxes and then click "OK" to save the changes.

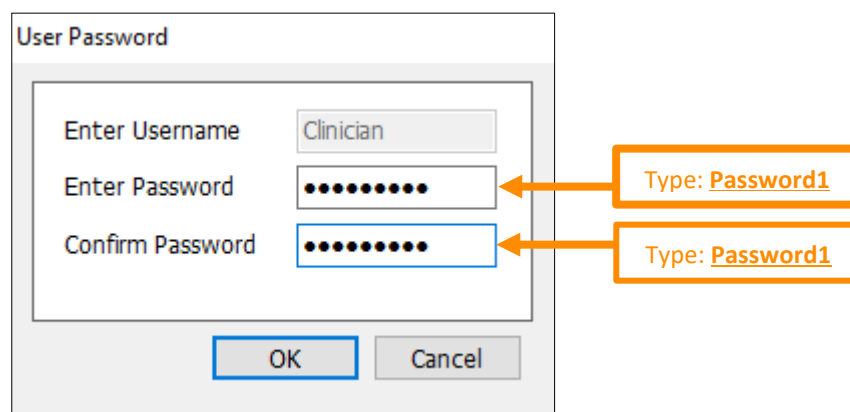


Figure 7: Enter Password

- Repeat steps 9 and 10 for all relevant users.

You will now need to provide access to the DXS Point-of-Care product for each user.

9. Ensure that “DXS Point-of-Care” is still highlighted as described in step 4.
10. Click on “Login Access”.

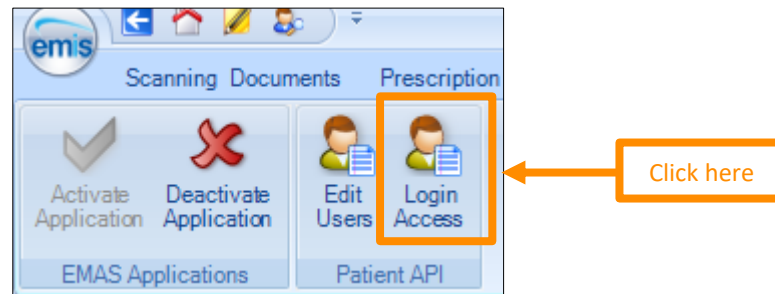


Figure 8: Login Access

11. This will display another dialogue box with a list of user names at your practice. Tick **both** the “Auto Login” and “Allow Login” boxes; this will allow them to gain access to DXS and register them for auto-login.

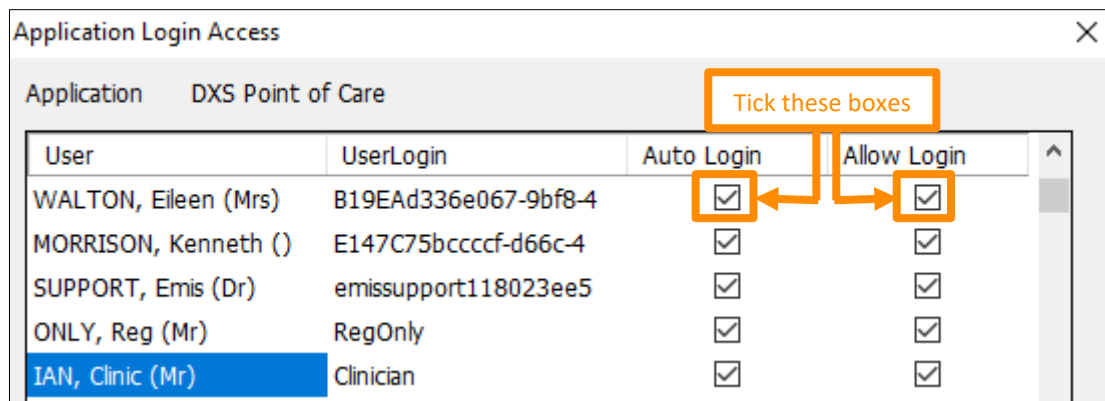


Figure 9: Auto Login and Allow Login Boxes

12. Please then send a request to: [support-uk@dxs-systems.com](mailto:support-uk@dxs-systems.com), detailing the names of any new users, your practice name and NAC/ODS code and CCG name.

**NB:** This is an essential step and will ensure that the user sees the correct CCG documents. Without doing so, the user might not see **any** CCG documents.

After you have received confirmation that the user has been registered with the correct content, they can begin using DXS Point-of-Care, however, they will need to activate DXS Point-of-Care on their workstation.

13. Insert SMART card and log into Emis Web.
14. You may see a Windows Firewall prompt. If this appears, please select "Allow access".
15. The Emis Web software will appear with a prompt asking you to enter an Emis Web username and password in order to "Activate New Partner Product" – please use the following credentials:

Username:        **DXS-master-login**  
Password:        **Password1**

The login credentials that you use can be anyone's i.e. each user of Emis Web can use their own username and password to log back into Emis Web and activate DXS on their workstation.

NB: you may not have been assigned a master login – if you have not and wish for us to set one up for you, please contact our support team on 0800 028 0004 option 1.



Figure 10: Emis Web Login

NB: this prompt will ONLY appear ONCE. If you do not see this prompt, the activation has already been successful and does not need to be repeated.

### 3. Leavers – Disable DXS Point-of-Care

You will need to navigate into EMAS Manager in order to change user settings.

1. Click on the “Emis” menu button.

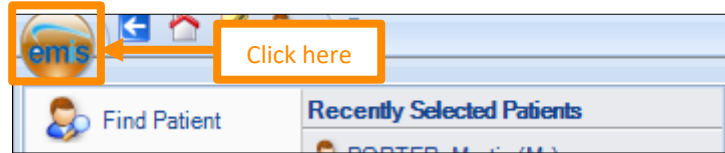


Figure 11: Emis Button

2. Click on “System Tools” and select “EMAS Manager” from the drop-down menu.

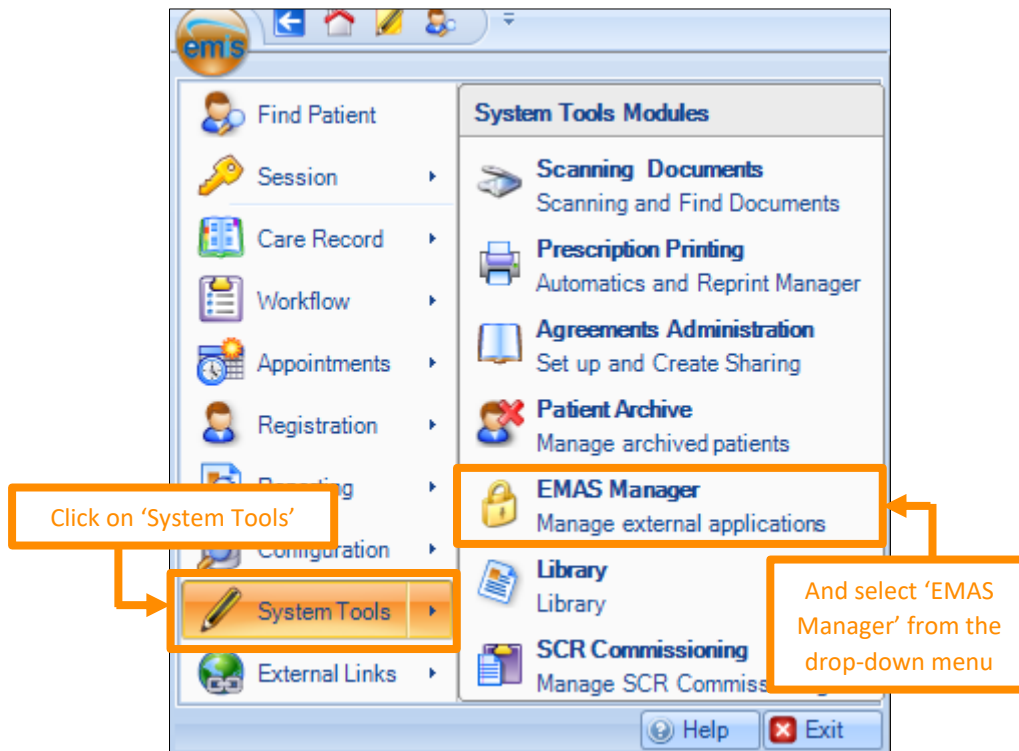


Figure 12: EMAS Manager

3. On the left-hand side of your screen, there will be a menu bar as illustrated below. Select “Partner API”.

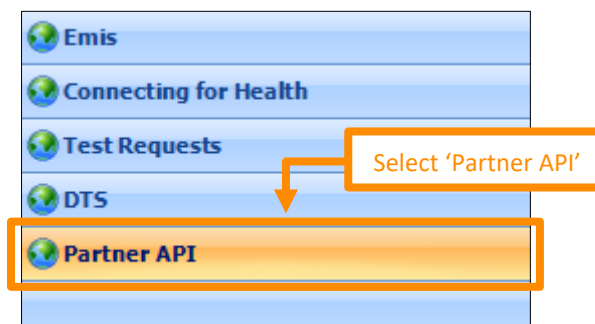


Figure 13: Partner API



- This will populate a larger menu, with a list of available APIs to activate or deactivate. Click on "DXS Point-of-Care".

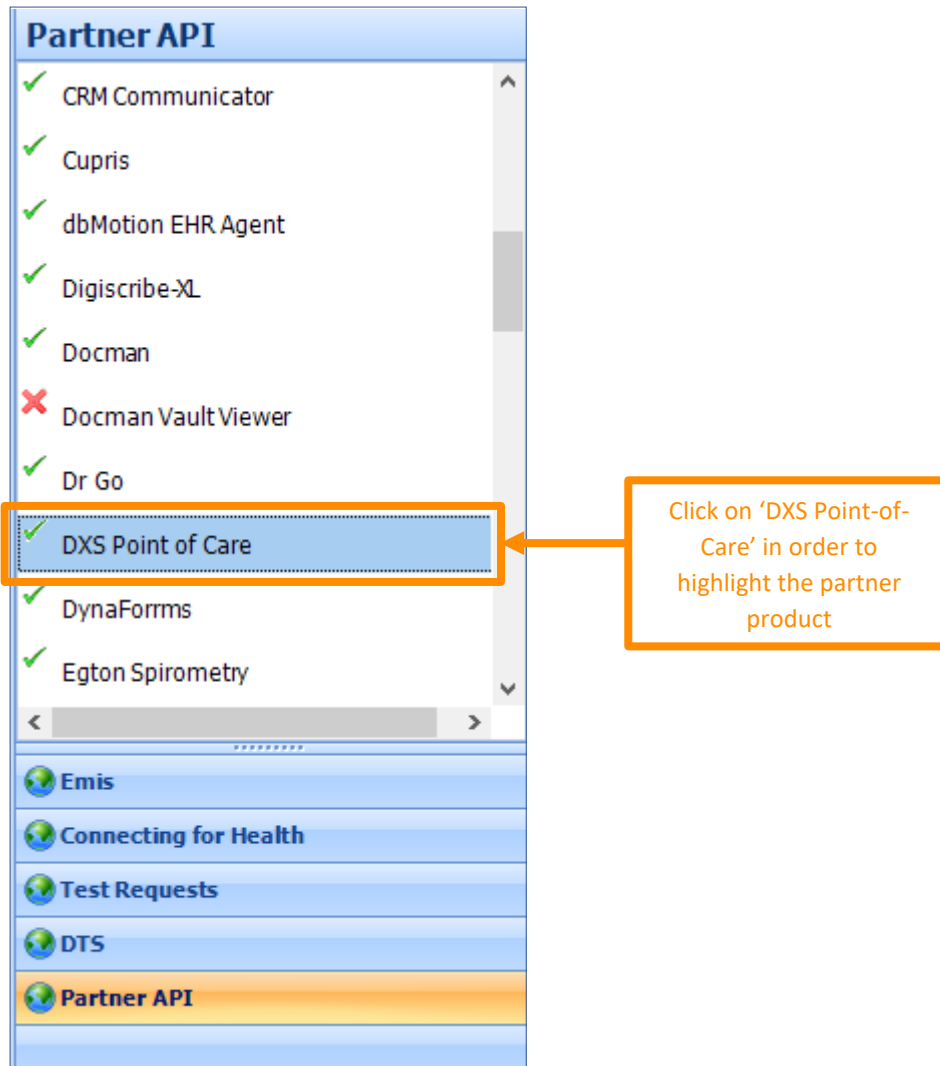


Figure 14: List of Available APIs

You will now need to remove access to DXS Point-of-Care for each user.

- Click on "Edit Users".

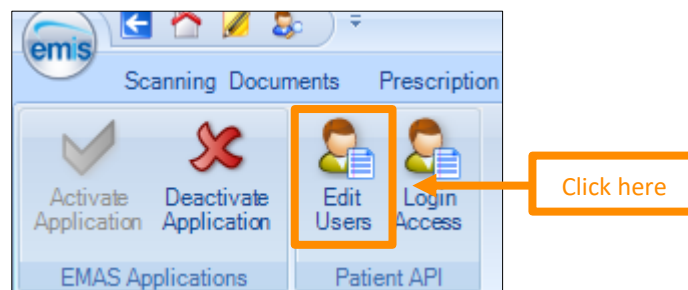


Figure 15: Edit User

6. This will display a dialogue box with a list of user names. Deselect the box next to the user who's access to the DXS Point-of-Care system needs to be removed.

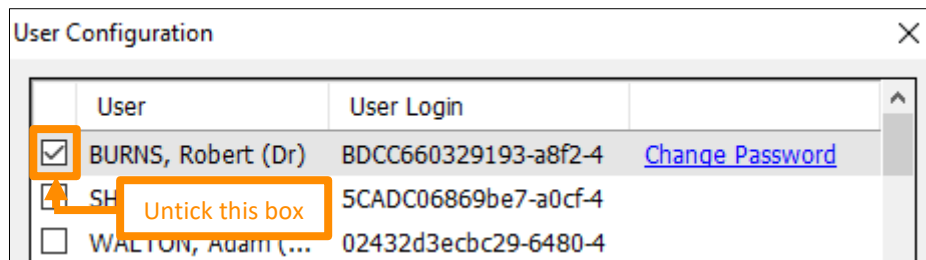


Figure 16: List of User Names

7. Repeat this for all relevant users.

You will now need to remove access to the DXS Point-of-Care product for each user.

8. Ensure that "DXS Point-of-Care" is still highlighted as described in step 4.  
9. Click on "Login Access".

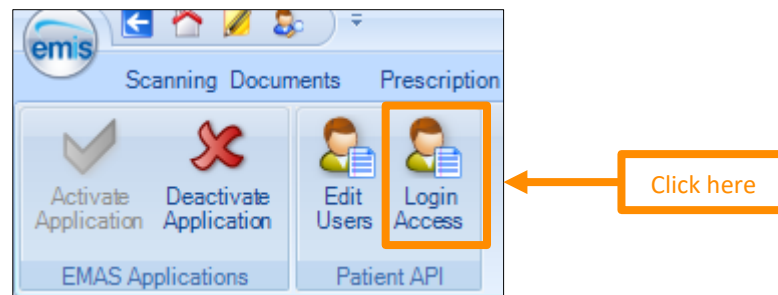


Figure 17: Login Access

10. This will display another dialogue box with a list of user names. Untick **both** the "Auto Login" and "Allow Login" boxes.

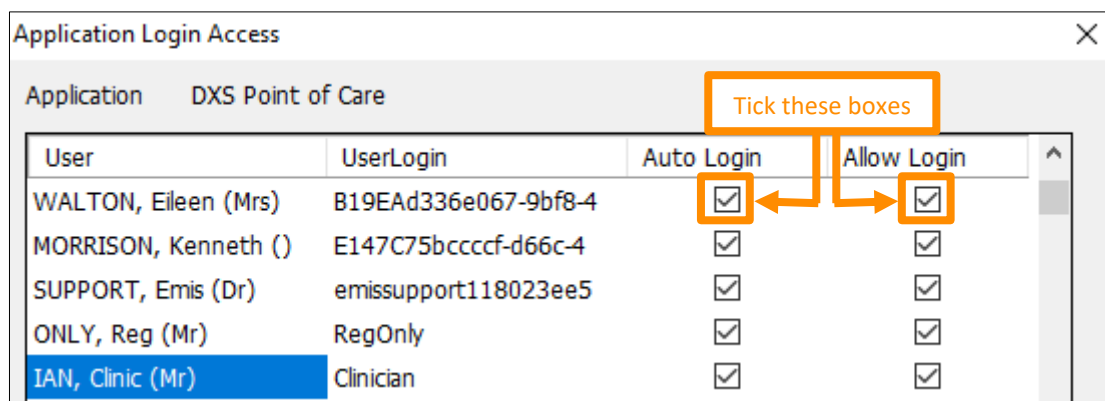


Figure 18: Auto Login and Allow Login Boxes

11. Please then send a request to [support-uk@dxs-systems.com](mailto:support-uk@dxs-systems.com), detailing the names of any users that are leaving, your practice name and NAC/ODS code and CCG name.

## 4. DXS Support

### 4.1 Problems?

If you are having any problems registering or removing users or experiencing any technical issues with DXS Point-of-Care, please get in touch with our service desk and one of the members of our team will be more than happy to help you.

✉ [support-uk@dxs-systems.com](mailto:support-uk@dxs-systems.com)

☎ 0800 028 0004 option 1

### 4.2 Service desk hours of operation

Monday–Friday	07:30–19:00
Saturday	09:00–13:00
Sunday	Closed

### 4.3 DXS Training

To view more DXS Training Guides visit our training website at <http://training.dxs-systems.com/>.