



Newcomers and Leavers Vision

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 Vision system.

You will need to navigate into the Vision Control Panel in order to change user settings.

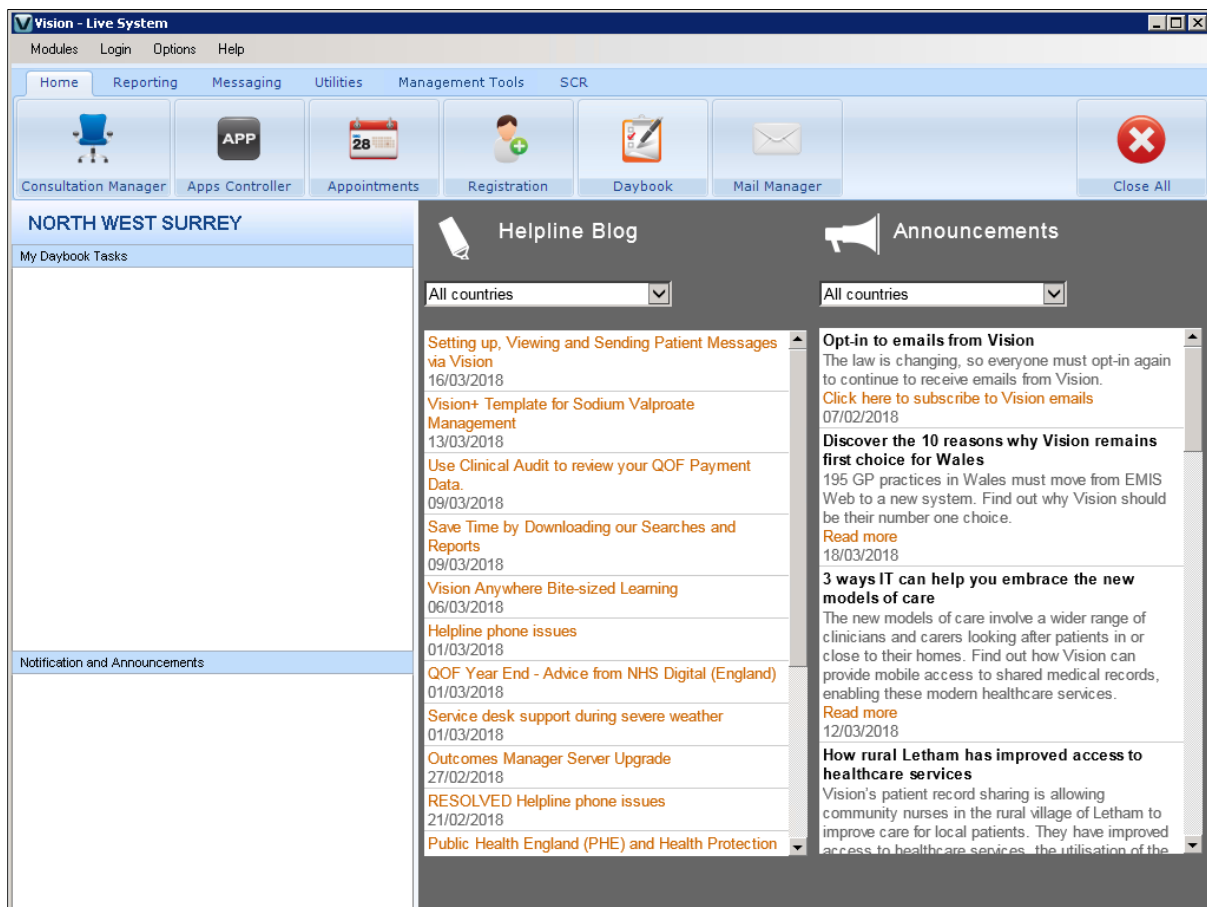


Figure 1: Vision Home Screen

1. Select the “Management Tools” tab.

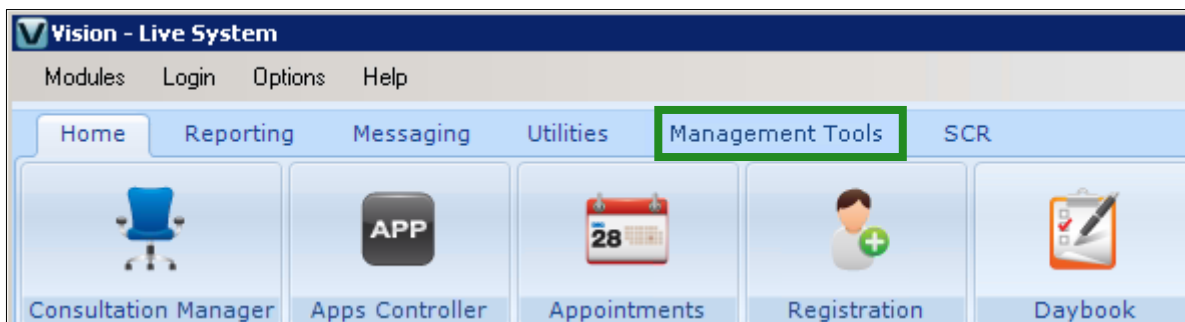


Figure 2: Management Tools

- This will open the “Management Tools” ribbon on the toolbar. Select the “Control Panel” option.

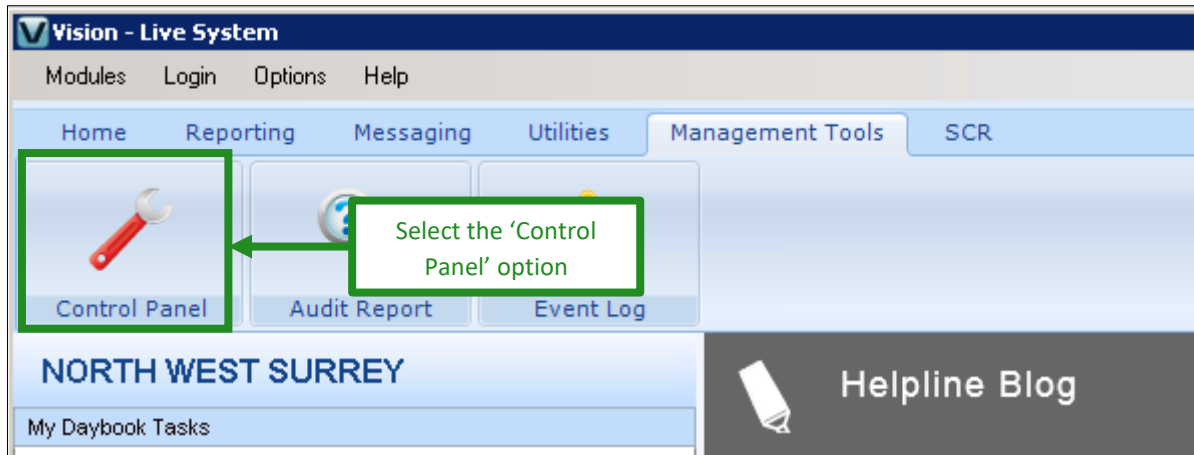


Figure 3: Management Tool Ribbon

- The Vision Control Panel will open. Click on “File Maintenance” and then select the relevant user.

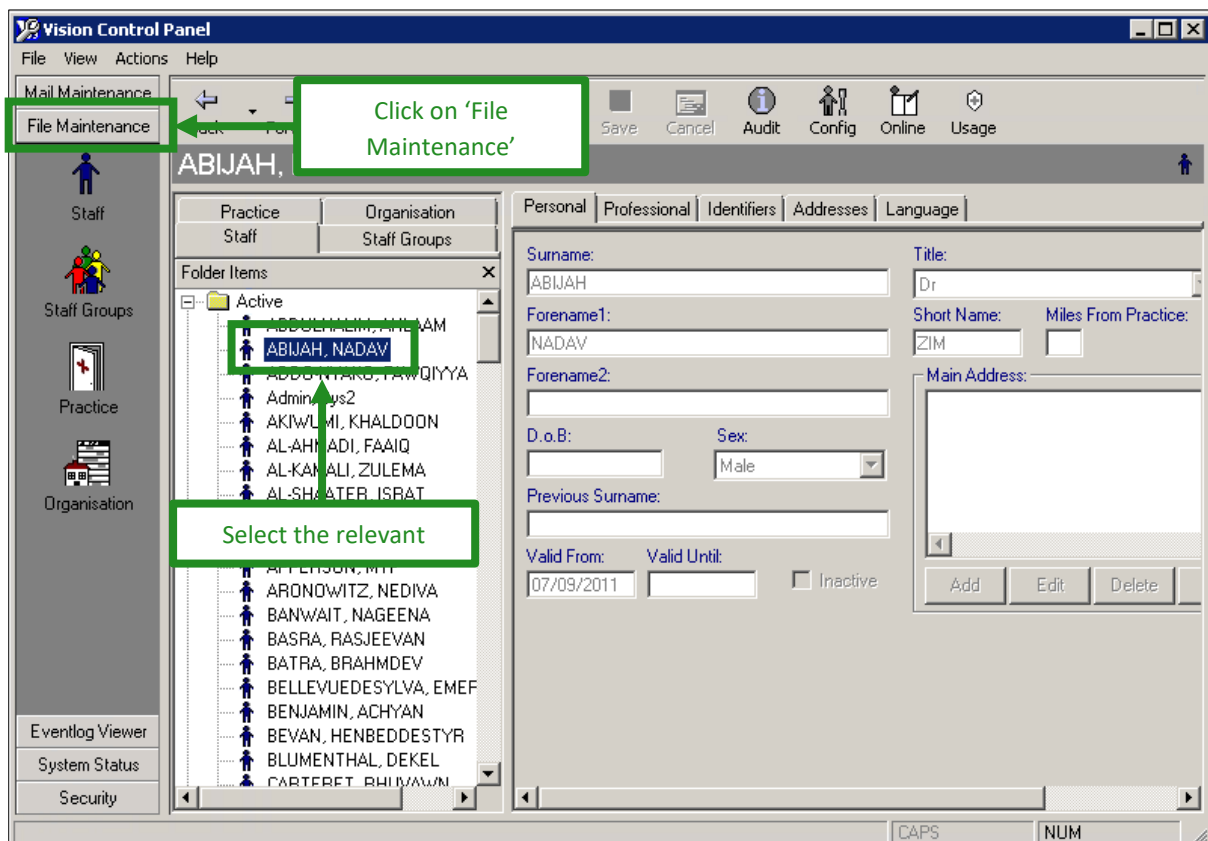


Figure 4: Control Panel

- The user's details will be displayed, with tabs labelled: Personal, Professional, Identifiers, Addresses and Language. Click on the "Professional" tab.

The screenshot shows a window with five tabs: Personal, Professional, Identifiers, Addresses, and Language. The 'Professional' tab is selected and highlighted with a green box. The form contains the following fields and options:

- Role:** Locum (dropdown menu)
- Date Joined Practice:** 07/09/2011 (text field)
- Responsible Partner:** A Moonstone PRR (dropdown menu)
- Date Qualified:** (text field)
- GMP Code:** G7777799 (text field)
- Prescribing No:** 777779 (text field)
- Formulary:** (dropdown menu)
- Date Became Principal:** (text field)
- 24hr f** (text field)
- Handwritten exempt
- Caseload Worker
- Discharge to Caseload
- DXS
- Type Of Employee:** (dropdown menu)
- Job Sharer:** (text field)
- Main Specialty:** (dropdown menu)
- Insurance Company:** (text field)
- Interest Specialty:** (dropdown menu)
- Insurance Expiry Date:** (text field)
- CHS
- Maternity
- Minor Surgery
- Contraception
- Supplement
- Independent Presc.

Buttons: OK, Cancel

Bottom status bar: CAPS, NUM

Figure 5: Professional Tab

- To edit the user's details, click on the "Edit" button on the toolbar at the top of the window.

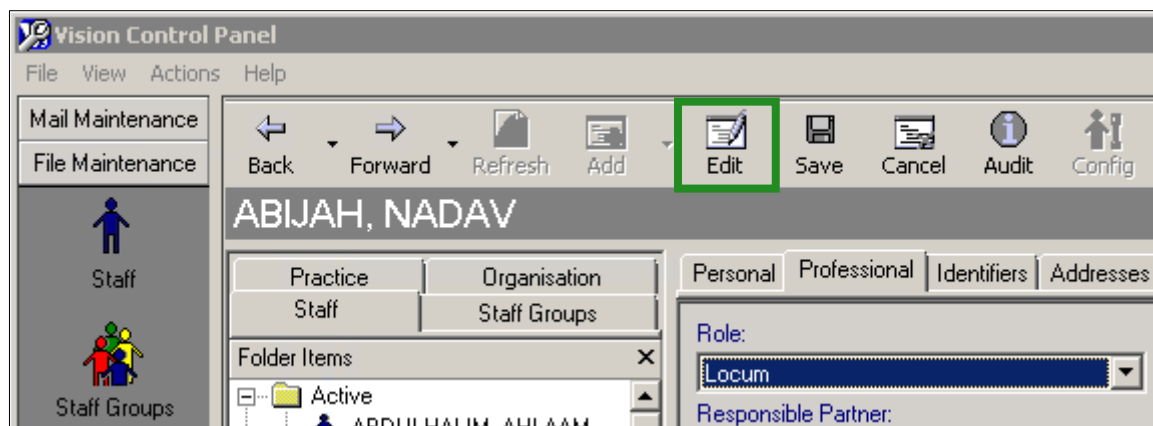


Figure 6: Edit Button

- To enable DXS for this user, tick the DXS box and click "OK".

The screenshot shows a dialog box titled "Editing Details" with several tabs: Personal, Professional, Identifiers, Addresses, and Language. The "Personal" tab is selected. The dialog contains various fields and checkboxes. A green box highlights the "DXS" checkbox, which is checked, with an arrow pointing to it from a text box that says "Tick the DXS box". Another green box highlights the "OK" button at the bottom of the dialog, with an arrow pointing to it from a text box that says "Then click 'OK'".

Figure 7: Editing Details

- Repeat steps 3 to 6 for any other relevant people.
- Once complete, you will need to exit the Vision Control Panel.
- Please then send a request to 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.

3. Leavers – Disable DXS Point-of-Care

Follow your usual local practice procedures for removing a user from the Vision system.

You will need to navigate into the Vision Control Panel in order to change user settings.

1. To disable DXS Point-of-Care, follow the steps as outlined above, untick the DXS box and click “OK”.

The screenshot shows the 'Editing Details' window for a user. The 'DXS' checkbox is unchecked, and the 'OK' button is highlighted. A green box with the text 'Untick the DXS box' points to the checkbox, and another green box with the text 'Then click 'OK'' points to the OK button.

Figure 8: Editing Details

2. Repeat for any other relevant people.
3. Once complete, you will need to exit the Vision Control Panel.
4. Please then send a request to 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

☎ 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/>.