



# Dorset Care Record Quick Start Guide

## Logging in and Passwords

You will be given a username and password along with a link to access the DCR system. The first time you log in you will be prompted to change your password.

Passwords must be a minimum of **10** characters and should contain characters from **3** of the following 4 categories:-

- English **uppercase**
- English **lowercase**
- **Numeric** characters
- **Non-alphabetic / special** characters shown here:

(blank space)	^	=	;	@	)	]	,
`	&	{	"	#	-		>
~	*	[	'	\$	_	\	?
!	(	}	<	%	+	:	/

Please avoid starting your password with an upper-case letter, ending it with a number and do not use your username as any of these will not be complex enough.

You will be asked to accept an online disclaimer (providing information on data quality and terms of use) before accessing the system.

Once logged in the first thing you should do is set a security question so that you can quickly and easily reset your password yourself in the future if you ever need to. To do this:

1. Click on your name in the top right corner of the screen
2. select **User Settings**
3. On the left of the screen click on **Set Secret Question**
4. Choose a question from the drop-down list
5. Type your answer
6. Enter your password
7. Click OK
8. Click **Update Preferences** at the bottom left of the screen.
9. Click on **Person Search** on the navigation panel on the left, to return to the Home Page

Username	<b>User.Name</b>
	<a href="#">Change Password</a>
	<a href="#">Set Secret Question</a>

## Navigating the Screen

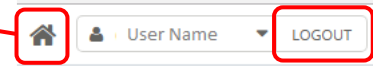
When you log in you will see the **Person Search**.

On the left of the screen, you'll find links to **Person Search, Recently Accessed, Worklists** and **Links** (to the DCR website for example)

<b>RECORDS</b>
Person Search
Recently Accessed
Provider Homepage
<b>WORKLISTS</b>
<b>LINKS</b>

It is better to use the menus and buttons to navigate rather than using the “Back” button on the web browser menu bar.

You can log out at any time using the link on the top right of the screen. You can also find the **Home** button here (Home returns you to Person Search).



## Searching for a person

There are three main options for searching for a person. You can search using:

1. **NHS Number**, or
2. **Local patient identifier**, or
3. **Demographic details** - surname or forename, **AND** born date.

You can enter the first 3 letters of the first name and/or surname followed by a “%” symbol (called a “wild card” search), along with the born date, to find matching records, as shown below:

Person Search

*This identifier search performs an EXACT match only.*

NHS Number  **1**

Other Identifier  **2**

*This demographic search will match similar sounding names e.g. Mick will match Michael and Mickey. Use % to match any text e.g. Sa% matches Sam and Sara*

Name   **3**

Born

Gender

Include Deceased   **4**

**5** **6**

<input type="checkbox"/>	NHS Number	Other Identifiers	Name	Born (Age)	Gender	Address
<input type="checkbox"/>	962 034 4472 <b>7</b>	989898 (DHUFT SystemOne)	MORRISON, Dorothy	10-Feb-1971 (46 years)	Female	10 Test

4. There are also options to select gender and whether to included deceased or not. You only need to select this if using demographic details to search (not needed when searching by NHS number or Other Identifier)
5. Click the Search button to find results, or
6. Click Reset to clear the search screen for a new search
7. Click anywhere along the search result line to open the record.

If you can't find a person, they may not yet have a Dorset Care Record or they may have opted out of DCR.