SystmOne Clickthrough to DCR V2 Set Up

Note: Once you have completed your DCR training you can create your DCR account following the steps below.

These instructions are for initial setup and should only be needed the first time you access DCR V2.

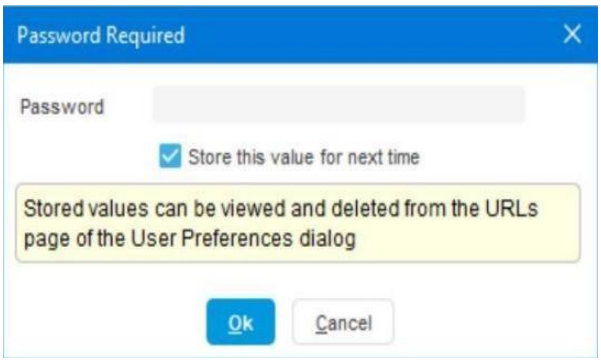
1. With a patient's record open in SystmOne, click on the **Interweave Portal** button on your toolbar. (Ask your system admin to add if it is not present)



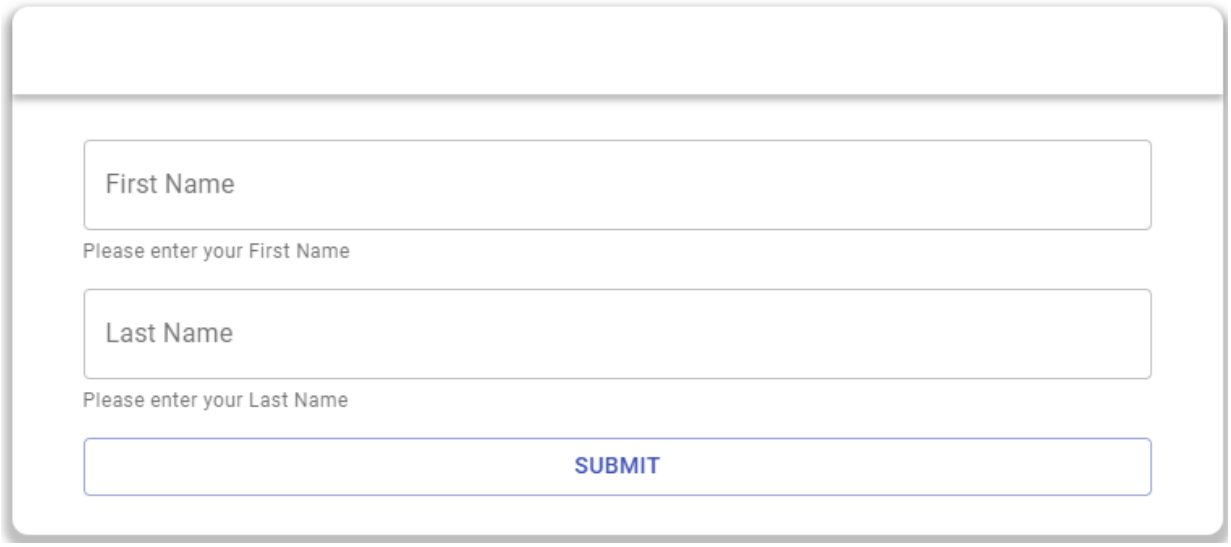
2. A SystmOne pop-up prompt will appear requesting your **Username**. Enter your dorsetgp.nhs.uk email address in lower case.
3. Check the store value for next time box. Click **Ok**.

A pop-up prompt will appear requesting your Password. Create a password, it must be at least 8 characters incuding: lower and upper case charcters, numbers and special charcters (e.g. !@#%%)

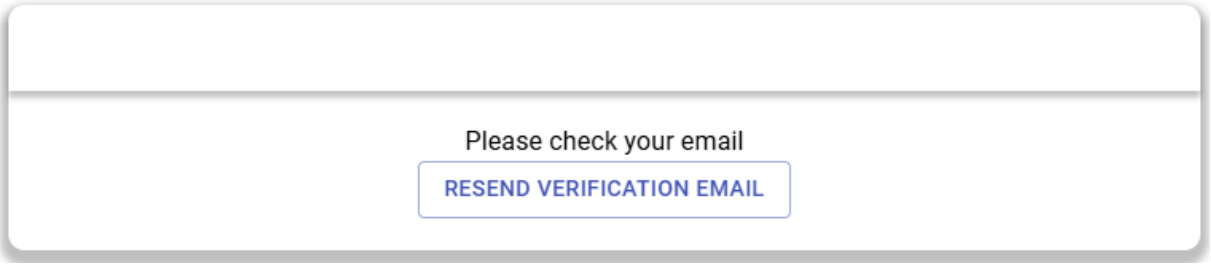
4. Check the store value for next time box. Click **Ok**.



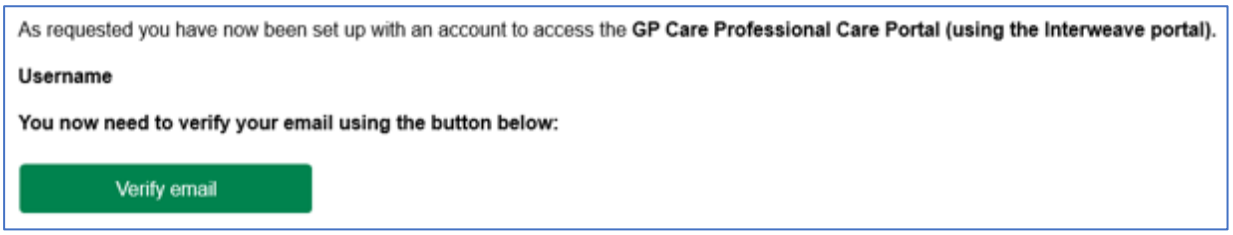
5. When you have set your Username and Password, your default browser will open, and you should see a prompt to enter your First Name & Last Name, enter these details and click **Submit**



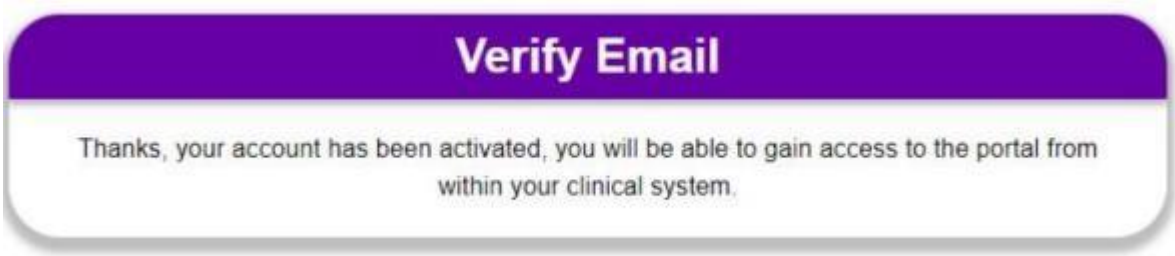
6. The following will then be displayed.



7. You will receive an email from portal@dorsetcr.nhs.uk. Click the **Verify email** button



8. Once you have verified your email, you should see a confirmation message, informing you your account has been activated.



9. Close the browser window
10. With this action complete, you are fully set up and can access the DCR V2 by clicking the **Interweave Portal** button from a Patient Record.