How to set up a DoS RAG Account.

Open your web browser and type the following web address into the search engine: https://www.directoryofservices.nhs.uk

Look in the top right corner of your screen and click on 'Request account'

In the data fields input the following:

1. First Name = Name of your pharmacy e.g. Anytown Pharmacy
2. Last Name = ODS code e.g. FGL78
3. Work email address = nhspharmacy email address e.g. nhspharmacy.bootspharmacy.bootsanytownfgl78@nhs.net (this is fictitious for your information only)
4. Re-enter work email address
5. Work phone number e.g. 01626 123456
6. Service name = Name of pharmacy plus the area e.g. Lloyds Pharmacy – Anytown (laid out as shown please)
7. Role = leave alone
8. DoS region(s) = NHS South West Region
9. Why you require access = RAG Account re coronavirus
10. User name = whatever is easiest for you (would suggest something easy to remember)
11. Password = whatever is easier for you (would suggest something easy to remember)
12. Re-enter password = as above
13. Accept the terms and conditions by putting a tick in the T&C box
14. Click on 'Request account'

It is important to input the details exactly as above (but with your own pharmacy details) otherwise we cannot successfully trace the account easily on the system should any maintenance be required.

Once you have done this you will almost instantly receive an email which you must open to verify the email address you have provided. If you don't receive an email within a couple of minutes, check the email address you have provided in the application because it is this address where the verification email is sent. If you think it is wrong, please email your DoS team with the details and a member of the DoS team will correct the email address and re-send the verification email.

The DoS teams can be contacted on the following email addresses:

Devon- devon.dos@nhs.net

Cornwall- cornwall.dos@nhs.net

Somerset- scwcsu.doshub@nhs.net

Avon- dosteam.southwest@nhs.net

Dorset- doccg.dorset.dos@nhs.net

BGSW- tbc

Once you have successfully verified your account, the DoS team will need to add a set of 'permissions' before you can sign in and use the RAG functionality. We will do this as quickly as

possible and when we have done this, you will receive an email advising that you DoS account has been amended.

You can then use the RAG functionality to close your pharmacy on the DoS in the short term.

If you need to close the pharmacy on the DoS, you will need to input the same information for each of your profiles, for example CPCS has 4 profiles which are: CPCS, CPCS+, CPCS++ and Pharm+. All profiles CPCS profiles, plus any others listed, will need to be updated <u>individually</u> by clicking on the capacity status tab. You can see your profiles easily when you log in.