

Protecting and improving the nation's health

HCAI Data Capture System Training Guide

Self Account Management

About Public Health England

Public Health England exists to protect and improve the nation's health and wellbeing, and reduce health inequalities. It does this through world-class science, knowledge and intelligence, advocacy, partnerships and the delivery of specialist public health services. PHE is an operationally autonomous executive agency of the Department of Health.

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Document History

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Contents

About Public Health England	2
Document History	3
Self Account Management	5 5 6 7
Login to the HCAI DCS System Change Password View/ Edit User Details	5 6 7
Reset Forgotten Password	9
Locked Accounts	11
Updating User Roles	11

Self Account Management

Login to the HCAI DCS System

Single Organisation Login

- Go to https://hcaidcs.phe.org.uk
- The HCAI DCS System will display the "Homepage" screen

					Help AAA
Public Health England HCAI	DCS System		Home	About Us	Contact Us
About the HCAI Data Capture Syst PHE 8 PHE 8 Philo Phi	em HCAI Health England's Data Cap Ig and analysis system for i <i>lococcus aureus, Escheric:</i> infections.	ure System provides an integr he mandatory surveillance of <i>ia col/</i> bacteraemia and <i>Clost</i>	rated data tridium	Log in User Name* Password* Forgot Password Don't have an accurate Register	Login
Links	Reports			Help & Support	
About the Organisms	Routine O	utputs	Î	User Help	
Epidemiology >>PHE runs national surveillance programme data on HCAI. Surveillance programmes cove	s to collect >>PHE run r. collect data	s national surveillance programmes to on HCAI, and reports Clostridium diff	E ficile	User Guides >>Help is provided for 1 Capture System in the documentation.	the HCAI Data form of online
Management of healthcare associated infe >>Management of healthcare associated infec Preventing and reducing rates of HCAI I	ctions titions (HCAI) >PHE run collect data epidemio	y s national surveillance programmes to on HCAI, and produces a quarterly	to •	See FAQs and Conten	t for more info
Terms of Use About Us Contac					

- Enter your "User Name" (the email address that was used to request your account) and "Password" in the "Log in" panel
- Select the "Login" Button
- The HCAI DCS System will display the "Home Dashboard" screen

Multiple Organisation and/ or Role Login

- Go to https://hcaidcs.phe.org.uk
- The HCAI DCS System will display the "Homepage" screen
- Enter your "User Name" (the email address that was used to request your account) and "Password" in the "Log in" panel
- Select the "Login" Button
- The HCAI DCS System will display the "Login As" screen

🐉 HCAI DCS: Login As 🗙
Your account is linked to more than one role. You must select a role before you can log into
Select Role Local Administrator -
Select Organisation Type Clinical Commissioning Group 💌
Logn
Measurement of healthcare executions visualization of advances associated Preventing and advances praces of PCOLL Editors preventing and advances praces of PCOLL Editors

- Select the "Role" you wish to access the HCAI DCS System with
- Select the "Organisation Type" you wish to access the HCAI DCS System with
- The HCAI DCS System will display the Home Dashboard screen

Change Password

• Access the "Change Password" screen by navigating to the "Menu Toolbar" on the left-hand side of the screen

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Public Health England	HCAI DCS System			Home	About Us	Contact Us
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Menu Toolbar	Home	Summary	Benchmarking	Dat	a Quality	
My Dashboard	Welcome					-
User Administration	System Announcements					
Manage Account Requests	Welcome to the HCAI DCS Training E	nvironment				
Manage User Accounts	Please note:					
Change Password	 1. Your historical data has been populate 	ed on this training version of the system, in	an anonymised format.			
Prevente	2. During training, please refrain from er	tering actual patient information into the sy	stem; when entering NHS numbers ensur	e you enter all 9s.		
Керогта	3. There is an automated attribution pro-	cess which uses the test data to assion att	ibuted organisations to cases.			
Heln & Support	 Cases and data entered during training 	a will not be migrated to the live system	-			
nop a support						
Welcome to the HCAI DCS						
This is the system homepage where PHE will post announcements regarding system updates, downtime, surveillance programme changes etc.	Public Health England					
Click here for the guide See FAQs and Content for more info	Protecting and improving the nati	on's health				

- Select "User Administration"
- Select "Change Password"
- The HCAI DCS System will display the "Change Password" screen

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Public Health England	HCAI DCS System Home About Us Contact Us
Menu Toolbar	Change Password
My Dashboard	
Search	Mandatory fields are marked with red asterisk (*)
User Administration	
Reports	To change your password, enter your current password and then supply a new password. Then re-enter your new password to confirm you typed it correctly.
Help & Support	New passwords are required to be a minimum of 8 characters in length.
	Account Information
Allows the user password to be changed.	Old Password'
Click here to view guide	New Password*
See FAQs and Content for more info	Confirm New Password*
	Submit: Dancel
Kauda Ganaan Gambala	
Key to Screen Symbols	
Error on page	
Attention	
Saved / completed	

- Enter your "Old Password"
- Enter your "New Password"
 - Please note that your new password must not match 8 previously used passwords, and your password must be eight or more characters to include at least one capital letter, one numeric character and non-alpha numeric character i.e. #*£)
- Re-enter you're your new password in "Confirm New Password"
- Select "Submit"
- The HCAI DCS System will display the "Change Password Success" screen
- Select "Continue"
- The HCAI DCS System will display the "Home Dashboard" screen
- You can access the HCAI DCS System with your new password the next time you login

View/ Edit User Details

 Access the "View/ Edit User Details" screen by navigating to the "Menu Toolbar" on the left-hand side of the screen

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Public Health England	HCAI DCS System			Home	About Us	Contac
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My Dashboard	Welcome					
User Administration	System Announcements					
Manage Account Requests	Welcome to the HCAI DCS Training Envi	ronment				
Manage User Accounts	Please note:					
Change Password	 Your historical data has been populated of 	on this training version of the system. in	an anonymised format.			
View/Edit User Details			an anony mood ronnat			
Reports	2. During training, please retrain from entern	ng actual patient information into the sy	stem; when entering IVHS humbers ensur	e you enter all 95.		
	There is an automated attribution proces	s which uses the test data to assign attr	buted organisations to cases.			
Help & Support	4. Cases and data entered during training v	vill not be migrated to the live system.				
Welcome to the HCALDCS						
This is the system homepage						
where PHE will post	202					
updates, downtime, surveillance	Public Health					
programme changes etc.	England					
Clickhere for the quide						
See EAOs and Content for more info	Protecting and improving the nation's	s health				
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- Select "User Administration"
- Select "View/ Edit User Details"
- The HCAI DCS System will display the View/ Edit User Details screen

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Public Health England	HCAI DCS System			Home	About Us	Contact Us
Menu Toolbar	View/Edit User Details					
My Dashboard						
Search	Mandatory fields are marked with re	d asterisk (*)				
User Administration	View/Edit User Details					
Reports	User Id	colsupport.hcaidcs@phe.gov.uk				
Help & Support	Email Address*	COLSupport.Hcaidcs@phe.gov.uk				
	First Name*	HCAI DCS Tester				
This system will allow the user to View/Edit data on their user	Surname*	HCAI DCS Tester				
record.	Primary Contact Telephone Number	99999999999				
Click here to view guide See FAQs and Content for more info	Secondary Contact Telephone Numbe	r				
					Save	ancel
Key to Screen Symbols						
🔀 Error on page						
Attention						
Saved / completed						

- If required, update your First Name, Surname, Primary Telephone Number or Secondary Telephone Number
- Select "Save"
- The HCAI DCS System will display the Home Dashboard screen

Reset Forgotten Password

- Go to https://hcaidcs.phe.org.uk
- The HCAI DCS System will display the "Homepage" screen
- Navigate to the Log in Panel
- Select "Forgot Password?"
- The HCAI DCS System will display the Reset Forgotten Password screen

100				Help AAA
Public Health England	HCAI DCS System	Home	About Us	Contact Us
Reset Forgotten Passy	word			
Mandatory fields are m	arked with red asterisk(*)			
Enter registered e-mail a	ddress* support hcaidcs@phe govuk			
			Next	ancel
Terms of Use About Us	Contact Us Website Accessibility		Ver 0.19.9.0.C P	owered by CGI

- Enter your registered e-mail address
- Select "Next"
- The HCAI DCS System will prompt you to select a Security Question that was chosen when you created an account
- Select a Security Question
- Enter the Answer to that security question, please note that answers are case sensitive

10				Help AAA
Public Health England	HCAI DCS System	Home	About Us	Contact Us
Reset Forgotten Pass	sword			
Mandatory fields are m	arked with red asterisk (*)			
Reset Forgotten Pas	sword			
Choose Security Question	r° Select ▼			
			Submit	Cancel
Terms of Use About Us	Contact Us Website Accessibility		Ver 0.19.9.0.C P	owered by CGI

- The HCAI DCS System will notify you that a link has been sent to you via email
- The HCAI DCS System will send an email titled "HCAI Data Capture System: Password Reset"
- Select the "Reset Password" link in the message
- The HCAI DCS System will display the "Reset Forgotten Password" screen

Public Health England HOme About Us Contact Us Reset Forgotten Password Image: Configure Password Image: Configure Password New Password* Image: Configure Password Configm Password* Image: Configure Password
Reset Forgotten Password Mandatory fields are marked with red asterisk(*) Reset Forgotten Password* New Password* Confirm Password* Submit Carcel
Mandatory fields are marked with red asterisk (*) Reset Forgotten Password New Password* Confirm Password* Submit Carcel
Reset Forgotten Password New Password* Confirm Password* Submit Carcel
New Password* Confirm Password* Submit Carcel
Confirm Password*
Submit Cancel
Terms of Use About Us Contact Us Website Accessibility Ver 0.19.9.0.C Powered by CGI

- Enter your "New Password"
 - Please note that your new password must not match 8 previously used passwords, and your password must be eight or more characters to include at

least one capital letter, one numeric character and non-alpha numeric character i.e. $\#^*$ £)

- Re-enter you're your new password in "Confirm New Password"
- Select "Submit"
- The HCAI DCS System will confirm your password has been changed
- Select "Login"
- The HCAI DCS System will display the "Homepage" screen

Locked Accounts

If you have entered the incorrect password on five occasions your account will be automatically locked by the HCAI DCS System.



If your account has been locked you will be notified when you attempt to login to the HCAI DCS System. Should your account be locked please contact your Local Administrator who can unlock it. If you are a Local Administrator please contact PHE

Updating User Roles

If you need to add or remove roles to your account, for example you may wish to add a Data Entry role to your account, please contact your Local Administrator, or if you are a Local Administrator please contact PHE