Changing Passwords in Dart OCM

PLEASE REMEMBER

Dart OCM contains *confidential* information. By entering you acknowledge your understanding of *your* responsibilities under the Data Protection Act 1998

http://www.legislation.gov.uk/

Document number:	WARNING: this is a controlled document	Page: -1-
Author:Damien Nash		Date of Issue: 06/10/14
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N.B. Dart OCM passwords MUST BE ENTERED IN LOWER CASE ONLY:

From the **Main Menu** on the left, select **Configuration**. On the next screen in the **Actions** menu, select **Change Password**.

ART System Configuration				🏠 🔹 🔝 👻 🖃 🎃 👻 Page 🔹
Click "NE	WS" for information a	bout changes to Units of Me	easurement for HB and MCHC f	rom 01/11/2012
dar	L OCM		anthony smith(TEST ACCOUNT - DO I	NOT USE) at Virtual GP Practice 🖶 🖨
MAIN MENU	Set Home Page			
Home	Home Page	Patient Test Request	×	
Reception	Request Print Preview	N		
New Request	Show Preview			Apply
Search				
Specimen Collection	Orderable Locations	Victual CR Practice		View All
Configuration	Default Location	Virtual GP Plactice		VIEW AII
News 🧕	_			
ACTIONS				
Favourite Tests				
Change Password				

You will then see the Change Password screen as shown below.

Password Maintenance			🟠 🔹 🗟 👻 📑 🖶 Page 🕶
Click "NE	WS" for information abo	out changes to Units of Measurement f	or HB and MCHC from 01/11/2012
dart	OCM		Elisabeth Rentell at Pathology 🚍
MAIN MENU	Change Password		
Home	Old Password	•••••	
Reception	New Password	•••	
New Request	New Fassword	5 more characters, 2 more numbers	
Search	Confirm New Password		
Specimen Collection			
Quick Submit			OK Cancel
Apex Reports			
Phlebotomy Printing			
Radiology Printing			

In "**Old Password**" box, enter your current password (or the one given to you by Admin).

In the "**New Password**" box, enter your desired password ensuring that is contains a **MINIMUM** of eight characters with at least **TWO** numbers. e.g. "*winter12*"

Directly under the "**New Password**" box, you will see a prompt indicating what more is required to meet the criteria.

Document number:	WARNING: this is a controlled document	Page: - 2 -
Author:Damien Nash		Date of Issue: 06/10/14
Approved by:		Revision: 1

You will notice alongside the "**New Password**" box will change from red to blue as you start to enter your new password. Once your password meets the criteria, the box will turn green.

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Click "NE	WS" for information ab	out changes to Units of	Measurement for HB and MCHC from 01/11/2012
dar	L OCM		anthony smith(TEST ACCOUNT - DO NOT USE) at Virtual GP Practic
MAIN MENU	Change Password		
Home	Old Password	•••••	
Reception	New Password		
New Request	New Passworu		
Search	Confirm New Password		
Specimen Collection			
Configuration			OK C
News 9			
ACTIONS			
Favourite Tests			
Change Password			

You will then need to type your new password again, this time in the "**Confirm New Password**" box. This is to protect against typographical errors. When both passwords match, you will see a green bar next to the "**Confirm New Password**" box as shown below.

S Password Maintenance		🛐 🔹 🔝 👻 🖶 📥 💌 Page 🖛
Click "NE	WS" for information abo	out changes to Units of Measurement for HB and MCHC from 01/11/2012
dar	OCM	anthony smith(TEST ACCOUNT - DO NOT USE) at Virtual GP Practice 🖶 📑
MAIN MENU	Change Password	
Home	Old Password	•••••
Reception New Request	New Password	
Search Specimen Collection	Confirm New Password	••••••
Configuration		OK
News 9		
ACTIONS		
Favourite Tests		
Change Password		

Once you are happy with your password, click on OK to confirm the password change. If successful then a message stating "**Password Changed Successfully**" will show.

Document number:	WARNING: this is a controlled document	Page: - 3 -
Author:Damien Nash		Date of Issue: 06/10/14
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