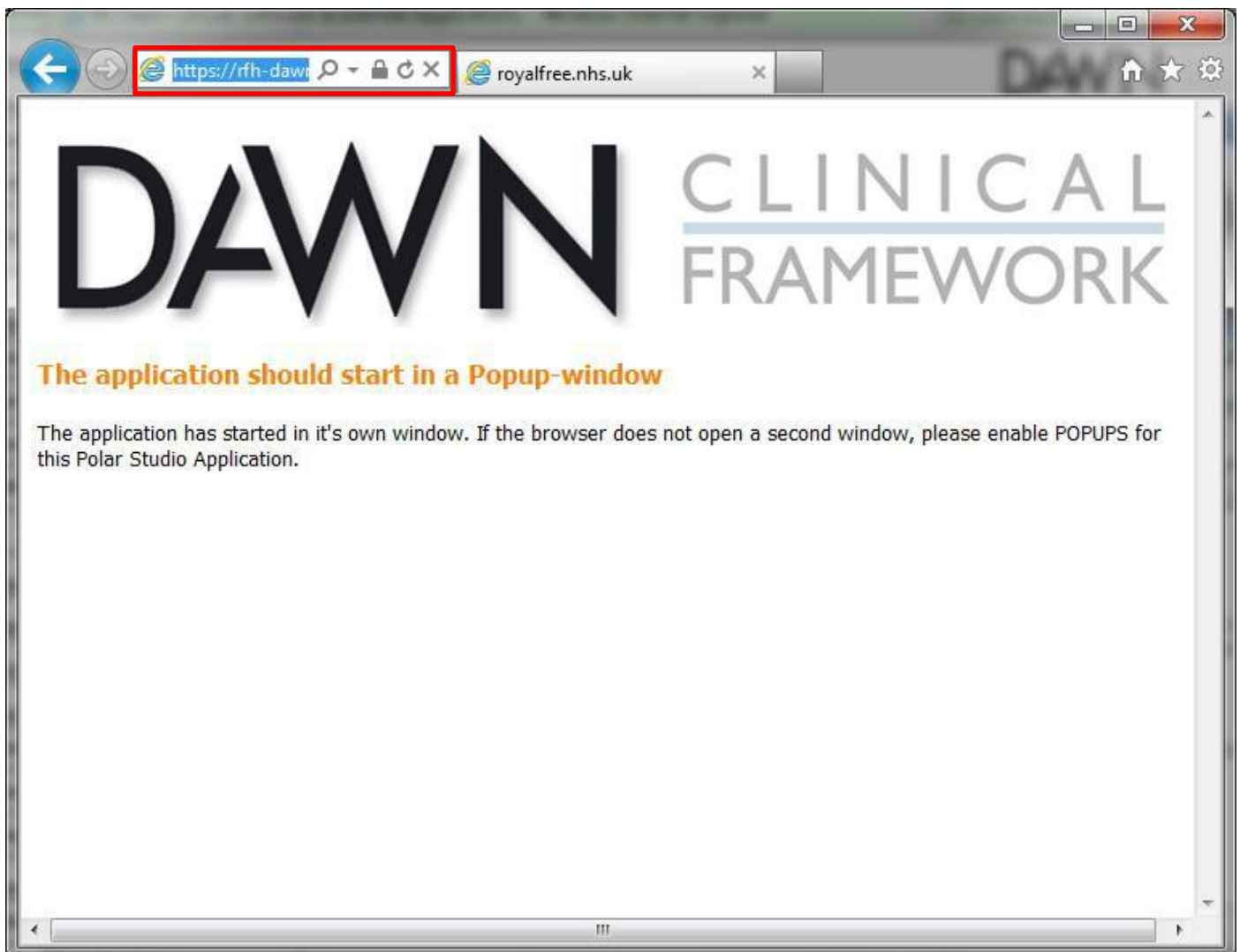


## Logging In/Out and Changing Password

**Note:** this guide assumes that you have a valid login for DAWN AC.

### Logging in

1. Open <https://rfh-dawn.royalfree.nhs.uk/dawnac/index.html> in Internet Explorer. (Some other browsers are supported; however for this guide we will assume Internet Explorer).
2. Two windows will appear – first window look like this:



3. The second Window is called the “Main Window”
4. Enter your **Username** and **Password**.
5. Then either press return or click “Login”

4S Dawn Clinical Software & Internet Applications. - Windows Internet Explorer

DAWN CLINICAL FRAMEWORK 7.9

Login

For example Username such as Lisa!

Username

Password

For example Password such as Lisa1!

If you want to change your password, please also fill the following two fields.

New password

Re-type new password

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LOGIN

By logging on to this system you have been deemed to have accepted the following warnings and conditions of use:

- Inadequate checking of Dose and Next Test Date instructions could lead to severe injury and death.
- Check that all therapy instructions are appropriate before instructing a patient.
- Check that you have a procedure in place to ensure rigorous follow up of non attendees and ensure that all patients have a next test date.
- Interruptions to the operations of the software, e.g. Power failure, switching off, can lead to data corruption. This could lead to severe injury or death. Following any such interruption to operation, increase checking vigilance.
- Read the Safety Section in the User Manual.
- Ensure backup of your database using a multiple copy schedule.
- Inform 4S DAWN Clinical Software immediately if you notice any anomalies within the data or experience anything within the system that appears not to be correct or not working correctly.
- Keep yourself informed of any safety notices issued by 4S DAWN Clinical Software by checking the webpage [www.4s-dawn.com/DAWNSafetyNotices.htm](http://www.4s-dawn.com/DAWNSafetyNotices.htm) at least weekly.
- Ensure that you have been adequately trained in the use of the software.

100%

**Note:** You are allowed up to three attempts at logging before login is denied.

**Note:** Contact your system administrator if your account has been blocked **GPIT Support** on [gpit@camdenccg.nhs.uk](mailto:gpit@camdenccg.nhs.uk) or call 0203 688 188.


## Changing Password

If you need to change your password, or the system prompts you to do so, you will need to do this the next time you log in.

1. Enter your **Username** and **Password** as normal.



The screenshot shows the login interface for NHS Camden. At the top, there are fields for 'Username' (containing 'Lisa') and 'Password' (masked with dots). Below these, a message states: 'If you want to change your password, please also fill the following two fields.' This is followed by 'New password' and 'Re-type new password' fields, both of which are highlighted with a red rectangle. To the right of the 'New password' field is a blue information icon (i). At the bottom left, it says '©1997 - 2009 4S Information Systems Ltd' and at the bottom right is a blue 'LOGIN' button.

**Note:** Hover over the  icon to the right of the new password field. This gives the criteria that the password must meet:

The length of the password must be 6 characters at minimum  
The password must contain at least 3 alpha (A-Z) character(s)  
The password must contain at least 1 numeric (0-9) character(s)  
The password must contain at least 1 Special (one of: ~`!@#\$%^&\*()-\_+{}[]; <>,./|\\) character(s)

**Note:** To request login contact GPIT Support on [gpit@camdenccg.nhs.uk](mailto:gpit@camdenccg.nhs.uk) or call 0203 688 1881

2. Enter your new chosen **Password** twice as requested, click "**Logi n**".

Username

Password

---

If you want to change your password, please also fill the following two fields.

New password  

Re-type new password

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**LOGIN**

3. If you have been successful, you will see the "Home Menu"

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Close all tabs System menu Patient search

**DAWN CLINICAL FRAMEWORK 7.9**

Welcome

**DAWN CLINICAL FRAMEWORK 7.9** Wed 13/11/2013 Version 7.9.28 (1291)

Anticoagulation

 **Patient view**  
Add, edit or dose a patient

 **List view / Daily routines**  
Attendance and non-attendance

 **Diary**  
Consult the diary

 **Message center**  
Manage messages and pass messages by phone

 **Reports**  
Custom reports

 **Settings**  
Modify your personal settings

Current location for printing -No locations available-

Database name	Database size	Last Database backup	Log size (MB)
DawnAC	4197 MB	Nov 12 2013	2912.9375


Patient Licenses	Active Patients	Unused Licenses
3400	2092	1308

No of Patients with	Induction	Maintenance	Explanation
Active Treatment Plans	0	1586	Patients on Treatment Now
Missed Tests	0	72	Needs rescheduling
No next test date		21	Needs scheduling
No INR today 13/11/2013	0	32	Awaiting result / yet to attend
No dose today 13/11/2013	0	9	Needs Dose Instruction

Messages	Explanation	Interface	Email	Fax	Mail	Total
Pending Messages	Waiting to be sent	0	0	0	6	6

100%

## Logging out

1. When you have completed a session, make sure that you click **"Save"** button at the bottom of the screen.
2. Click  to log out.



3. Click **"OK"** to confirm logout.

