COVID 19 – UEC Directory of Services (DOS)
Editing RAG Capacity Status (for Pharmacy)
V2.0 – 7th April 2020

1. Log in to DoS https://www.directoryofservices.nhs.uk/app/controllers/login/login.php

2. On the 'my services' tab, the profiles you are allowed to edit will be displayed, see example below

One pharmacy service is likely to have a series of profiles, which work together. It is therefore important that the RAG capacity you set for one profile will need to be repeated across all others.

3. Select a profile to edit – the profile's home page will appear with several tabs.

4. Select the capacity tab.

5. You will presented with the following page

6. There are three options (RAG) to select from

GREEN = Your service is accepting electronic patient referrals from 111 telephony and NHS111 Online

AMBER = Your service is accepting electronic patient referrals from 111 telephony and NHS111 Online, but will displayed has having reduced capacity

RED = Your service is not accepting electronic patient referrals from 111 telephony and NHS111 Online

7. Select the status you require, Red or amber. **If you don't select red or amber, steps 7 onwards will not work.**

8. Select the Reset Date and time (when you want the profile to revert to Green).
   a) Select the date using the drop down options at 'reset time'
   b) Select the time from the drop down options at 'At'

9. In the 'notes' field, enter clear and concise notes for your NHSE Local Area Pharmacy Team's information about why you are amending your status (this is a mandatory field).

    a) This information will be used for audit and assurance purposes.

10. Once all fields are completed, a save button will become available, click this and your changes will be saved.

11. Repeat steps 3 to 10 for other profiles that require updating.