cervical screening management system user guide

Adding Staff to CSMS workgroup (can be done by Practice Manger/Sponsor)

The Cervical Screening Workgroup (WG) has now been setup for your practice; the practice Manager/Sponsors have been made administrator; (so can add/remove users to the CSMS workgroup) and now need to assign access to practice staff following below steps:

1. Search for the user in **CIS** (NOTE: Double check you have the right user) https://uim.national.ncrs.nhs.uk/urswebapp/dashboardTab
2. Click on the user's **name or UUID**
3. **Scroll down** the user's profile page to 'Directly assigned workgroup details'
4. Select **'Modify workgroup assignment'**
5. Select '**Add workgroup'** and filter to select the appropriate workgroup (**cervicalscreening**)
6. Select '**continue**'
7. If the user has more than one access control position – **select the appropriate one and click 'confirm'**
8. The workgroup assignment will be displayed

Adding an email address (can be done by user)

All users of the CSMS need to ensure that their smartcard user profile has been updated with an email address. This can be done by the RA or the user via the Care Identity Service Portal.

To do this
1. Log on to https://portal.national.ncrs.nhs.uk/portal/dt
2. Click **launch Care Identity Service** (Replaces UIM, Calendra and CMS).
3. Under the quick links menu click on **my profile**.
4. Under the contact details section click **modify contact details**.
5. Enter your email address followed by **update contact**.

Should you have any difficulty assigning the cervical cancer screening workgroup, please raise a call via itservicedesk.nelicb@nhs.net.