# DUMMIES

**CLOUD PC GUIDE FOR DUMMIES AND LUDDITES**



1) **What do I need to get started?**
   You will need a Windows 10 laptop or PC. This can be your own laptop from home.
   Ideally for additional security this needs to be W10 PRO.
   You can upgrade your W10 PC online at Microsoft online to W10PRO
   Go to home -→ in the search bar put in "About" --→ Windows specifications--→Change the product key or upgrade your edition of windows- click on this and this will take you to the Microsoft website. The upgrade costs £115.
   #Please note during the COVID-19 crisis it may be cheaper to buy a W10 laptop and upgrade to W10PRO as above as most of the affordable W10PRO laptops had been bought up by businesses.

2) **What other equipment will I need?**
   To work effectively during this crisis at home you will need
   a) Headphones: Please consider buying one which has Bluetooth and is wireless as it will enable handsfree working enabling connection to your mobile for telephone consults
   b) Smart Card reader – You may have a few already please check with your practice. The smart card reader will connect to your laptop via USB port and will enable use of your smart card.

3) **What other software should I get?**
   You will ideally want to get yourself Microsoft Home office – one key should enable a 1year licence for up to 6 devices
   For additional security you may wish to get McAfee anti-virus

4) **What do I need to do to get remote access approval?**

   Please contact HIS on the following methods to raise a ticket. Remember each user will need their own individual approval.

   Methods of contact

   Online :

   https://smt.sshis.nhs.uk/#/login

Phone: 0300 3031673

Email: hisservicedesk@northstaffs.nhs.uk


**What HIS will need**: Username of the user

HIS number of your work PC- This can be found on the NHS white sticky label on the tower. You can pick up to 2 PCs per remote access log in. Remember these PCs at work will need to be left on to access the desktop from home. Put a note on them so they don't get turned off.

5) **What browser do I need?**
   Please ensure you download Internet explorer 11 for Windows 10 (free)
   You can not access remote access through internet explorer edge
6) **What do I do after I have got remote access approval from HIS?**
   Go to
   https://cloudpc.northstaffs.nhs.uk
   enter in the tab domain\username: ns\username
   password: your windows password

   Follow steps as per this link. The linked screenshots are very helpful

   http://remote.ssgpn.net/


7) **Can I print from my home remotely?**
   Yes you can! Please go to your remote desktop--→ home --→ pick printers and devices -→ select default printer
   Med3 -> we are printing and scanning this to the patient's email.
   The alternative is via AccuRx
   Scripts → these can be printed but in view of reducing footfall send EPS which you should be able to do as normal as long as the nominated chemist is selected.


8) **Can I use Docman?**

    Yes you can! There is no excuse for escaping workflow.

9) **Can you use AccuRx?**
   Yes you can! As long as it is enabled on your work PC this should work as normal. You should be able to use both the SMS and video services as you would do at work.
10) **The "little green button "logon won't go away – how do I get rid of this ?**
    If your practice uses this, then you may need to ask HIS to disable" The Little Green button "

    Hope this helps

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