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Occupational Health Module

Guide for Occupational Health Departments

DIME

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Occupational Health Module

Guide for Occupational Health Departments

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Section 1 - Introduction to Doctors Integrated Management E-System (DIME)

DIME is a quadripartite system which encompasses National Doctors Training & Planning, the Irish Medical Council, the Postgraduate Medical Training Bodies and Clinical Sites. The DIME system continues to be upgraded and developed on an on-going basis and currently consists of seven separate modules.

Currently there are approximately 500 service users that have access to some or all the DIME modules. These service users include Medical HR Staff, Postgraduate Medical Training Bodies and Occupational Health Departments.

DIME Access Forms

To gain access to the DIME system an access request form including a declaration is completed by each employer/clinical site employee agreeing to the terms of use of the system.

[System Access Request Forms](#) for Occupational Health Users. Completed forms should be scanned and returned by email to the DIME Team dime.team@hse.ie

The DIME System can be accessed from any PC, Laptop via the latest version of Internet Explorer or Google Chrome. Please note that Firefox browser is not compatible with the DIME System.

The DIME System is secure and protected by a Secure Socket Layer (SSL) certificate. The browser displays a padlock symbol which means there is a secure connection; data transferred over the internet is encrypted and not visible to third parties. This technology is used e.g. for Internet Banking/Credit Card transactions. **For security reasons DIME Users should not allow the browser to save their password.**

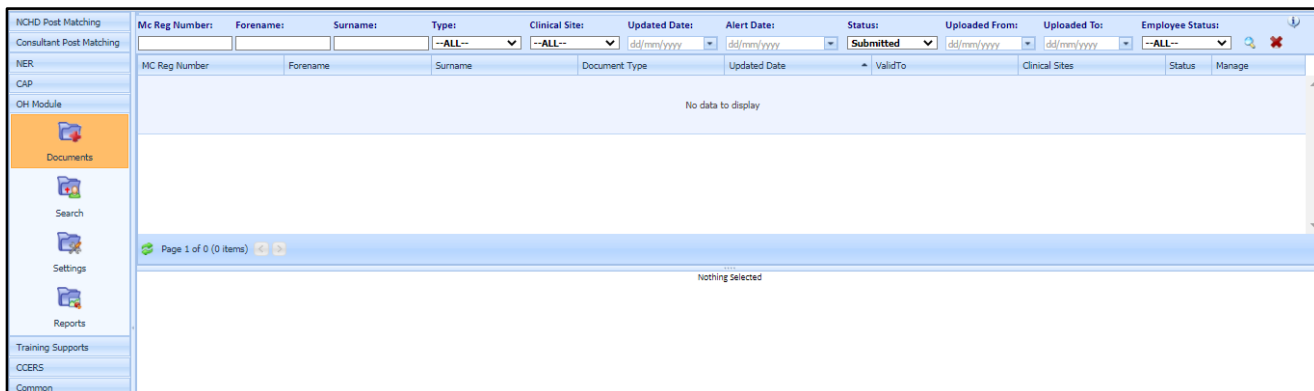
If you have forgotten your DIME Password please email the DIME Team via email dime.team@hse.ie

Section 2 - Occupational Health Module

2.0 Logging onto NDTP-DIME & Accessing the OH Module

To access DIME type <https://ndtp-dime.hse.ie> into your browser and you will be directed to the logon screen. **Always use Internet Explorer (IE) when accessing DIME.** Type in the user name and password provided by NDTP

Once you have logged onto NDTP-DIME the Occ Health Module on the left-hand side of the screen will be visible.



There are three options within the OH Module:

- (i) **Documents** – this tab allows you to search for all the documents submitted to your OHD by NCHDs. Filtering options include by document status, document type, NCHD name, employee status and by medical council number. By default, the records are displayed with the oldest submitted documents.
- (ii) **Search** – this tab allows you search for individual NER OH accounts. Once you have selected an account you will have visibility of the NCHDs OH NER dashboard
- (iii) **Reports** – There are several useful reports you can run and more detail of these is provided in section 2.9

2.1 Searching for Documents

When a user opens the Documents Screen in the OH Module, the Document Status is defaulted to Submitted.

Documents – this tab allows you to search for all of the documents submitted to your OHD by NCHDs. Filtering options include by document status, document type, NCHD name, employee status and by medical council number. By default, the records are displayed with the oldest submitted documents.

When a user is looking to view documents for NCHDs that are due to take up a post (pre- starters), this can be done by changing the Employee Status filter to Future. Please note that the NCHD must be future matched to a post by Medical HR for this functionality to work.

2.2 Searching for an NCHD

When a user opens the Search screen in the OH Module, the Account Status is defaulted to New and Active.

You must select 'all' from the drop-down menu of account type if you wish to see all accounts otherwise you can filter by selecting 'active' 'new' or 'inactive'

When you have found the NCHD account you are searching for, double click on their name to display the NDTP-DIME OH NER dashboard view.

The screenshot shows the 'NCHD Post Matching' interface. At the top, there are search filters for MC Ref #, Forenames, Surname, Email, Date of Birth (dd/MM/yyyy), Clinical Site, Category, and Account Status. Below these is a table with columns: MC Reg Number, Forename, Surname, Email Address, Date of Birth, Clinical Sites, OH Form Status, Immunisation C, and EPP Status. The table shows one record with orange background and status icons. Below the table is a pagination bar showing 'Page 1 of 797 (7966 items)'. The bottom section contains 'NCHD Account Details' with fields for First Name, Surname, Medical Council Registration Number, Email Address, Correspondence Address, Mobile Number, Date of Birth, Nationality, Clinical Site, Account Status, Grade, and Post EPP Status. There is also an 'Occupational Health Documents' table with columns for Name, Status, and Action, and an 'Occupational Health Form History' table with columns for Date of Submission, Date of Approval, Approver Name, Status, and Action.

Searching for Future NCHD's

When a user wants to search for an NCHD that is future matched on DIME to their site, this can be done by running both the OH Contact Details and OH Account Documents Reports. Date filtering functionality is available with both these reports and will allow you view those NCHDs previously in post and those due to take up a post (pre-starters) depending on the date entered and provided they have been matched to a post by Medical HR.

2.3 Rejecting Occupational Health Documents

Overview

You have the ability to reject Occupational Health Form and Immunization Status documents if not uploaded by NCHD. A free text box will also be available for any additional comments.

How to get here:

- Navigate to the OH Module
- Choose the Search icon
- Perform a Search
- Double click one of the records returned
- Under 'Occupational Health Documents'
- Choose the 'Manage' link
- From the popup, choose the 'Reject' button.

2.4 Occupational Health Form

(i) To manage OH Form - OHD clicks on the Manage link next to the NCHD Occupational Health Form

(ii) OHD must select View to view the data which has been submitted

NOTE: If this is not the first submission, the OHD will see the newly submitted data in red and the most recently verified data in black for comparison purposed.

(iii) If the NCHD requires follow-up or is passed fit for a defined period of time the OHD may enter an Alert date. An Alert Reason will also have to be selected when creating an Alert Date. 90/60/30 days prior to the alert date an email will be generated to the NCHD advising them that they will need to present to their OHD for follow-up. The OHD will also be copied on these emails. These Alerts can also be removed if no longer required by deleting the date and clicking on the Update button.

(iv) The OHD can verify the OHF provided all sections have been completed satisfactorily.

(v) The OHD may also reject the OHF. If rejected, an email will issue to the NCHD advising them. A dropdown rejection list will be available for the OHD to select from and a free text box for any additional comments. The document symbol will change on both the OHM and NCHD dashboard from submitted (question mark) to rejected (thumbs down). The OHD also have the option to add and remove restrictions on the OHF.

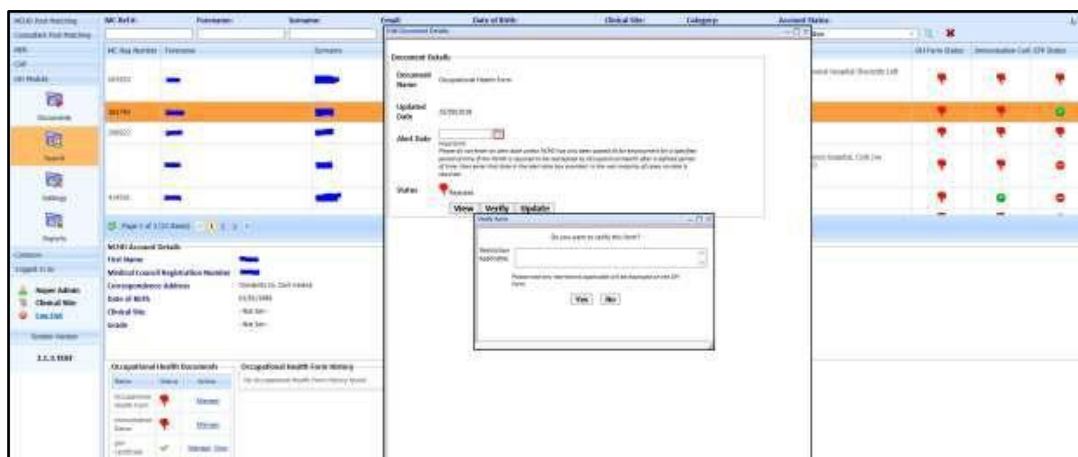
2.5 Adding Restrictions to an OH Form

Overview

When you navigate to manage action of OH Form and press Verify button, the Verify Form pop up will appear enabling to put restriction comments. Such comments will be visible in PDF OH Form.

How to get here:

- Navigate to the OH Module
- Choose the Search icon
- Perform a search, and double click one of the returned records
- Under the occupational health documents grid, choose the 'Manage' link beside the Occupational Health Form
- In the popup Window, you can click the Verify button, and then add restriction information into the text box labelled 'Restriction Applicable'



Once restrictions are past, user will be able to remove restriction comments from PDF document using Remove restrictions button visible in manage action pop up.

Remove restrictions button will be visible only if there are restrictions added to the document.

2.6 View the Reason for Documents Rejection

A history of reasons for rejection is stored under the documents function in the OHD Module. Search for MP and Document under the Status Rejection and view email history in the document details screen. Note: Only applies to OH Documents rejected from November 2018 onwards.

Overview

A hyperlink is available under the Status field in Document Details screen which will bring you to a Rejection details pop-up window. Rejection details pop-up window presents a grid with all rejections made in relation to selected document

How to get here:

- Navigate to the OH Module
- Choose the Documents icon
- Perform a search for records with a status of rejected
- Double click one of the records
- Click the 'View Rejection Details' link to view the details.

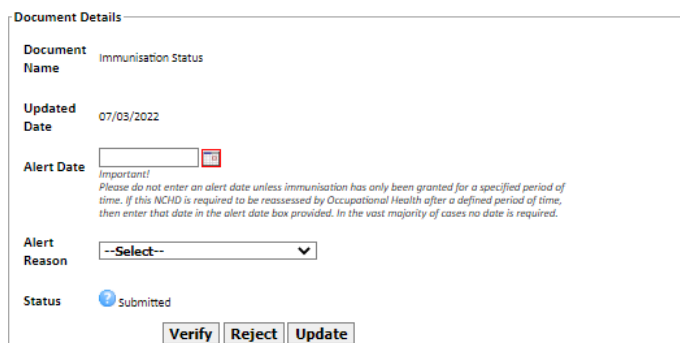
The screenshot shows the OHD Module interface. On the left is a sidebar with navigation icons for Documents, Search, Settings, and Reports. The main area displays a table of documents. The table has columns for MC Reg Number, Forename, Surname, Document Type, Updated Date, Valid To, Clinical Sites, Status, and Manage. One document is highlighted in orange, indicating it is rejected. Below the table, the 'Document Details' section is visible, showing fields for First Name, Document Type, Verified, Grade, Medical Discipline, Surname, Update Date, Status, Email History, Specialty, and Alert Date. The Status field shows 'Rejected' with a red flag icon and a link to 'View Rejection details'.

Date	Reason	Description
12/09/2017	Incorrect document type	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an unknown printer took a galley of type and scrambled it to ... View more
30/09/2016	Data is not valid	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an unknown printer took a galley of type and scrambled it to ... View more
15/03/2016	Name does not match to your account	Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s when an unknown printer took a galley of type and scrambled it to ... View more

2.7 Immunisation Status

- To manage the Immunisation Status - OHD clicks on the Manage link next to the NCHD Immunisation Status
- OHD must select 'View' to view the data which has been submitted
- If the NCHD requires follow-up or is passed fit for a defined period of time the OHD may enter an Alert date. An Alert Reason will also have to be selected when creating an Alert Date. 90/60/30 days prior to the alert date an email will be generated to the NCHD advising them that they will need to present to their OHD for follow-up. The OHD will also be copied on these emails. These Alerts can also be removed if no longer required by deleting the date and clicking on the Update button.
- The OHD can verify the Immunisation Status provided all necessary immunisation results have been uploaded and meet the requirements.
- The OHD may also reject the Immunisation Status. If rejected, an email will issue to the NCHD advising them. A dropdown rejection list will be available for the OHD to select from and a free text box for any additional comments. The document symbol will change on both the OHM and NCHD dashboard from submitted (question mark) to rejected (thumbs down).
- If the NCHD has not uploaded any Immunisation Status documents, the OHD will have the option to reject the documents, requesting the NCHD to engage with the system. A dropdown rejection list will be available for the OHD to select from, when they click on the manage link followed by reject. A free text box will also be available for any additional comments.
- A history of reasons for rejection is stored under the documents function in the OHD Module. Search for MP and Document under the Status Rejection and view email history in the document details screen. Note: Only applies to OH Documents rejected from November 2018 onwards


While it is expected that the NCHD will upload their Immunisation Status documentation, the OHD can also add a document to the Immunisation Status field by selecting the Manage option. The pop up box in as shown below will open with an option to 'Add attachment'. Once the relevant document is selected by browsing to its saved location, click 'add attachment' and the document will upload. **Remember, you can only upload files in the following format; jpg or pdf (max size 5MB**



Document Details


Document Name: Immunisation Status

Updated Date: 07/03/2022

Alert Date: 

Important!
Please do not enter an alert date unless immunisation has only been granted for a specified period of time. If this NCHD is required to be reassessed by Occupational Health after a defined period of time, then enter that date in the alert date box provided. In the vast majority of cases no date is required.

Alert Reason: --Select--

Status:  Submitted

Verify Reject Update

Note: When verifying Immunisation Status documentation, these documents are verified as a group, not individually.

2.8 Exposure Prone Procedure (EPP)

To clarify whether an EPP Certificate is required for an NCHD, the Post EPP status field has been added to the NCHD Account Details in Search screen whether EPP Certificate is required for applied post or not as well as notification beside the Manage Button.

If there is no chosen speciality, Post EPP Status field will remain blank. Information whether EPP Certificate is required or not will be taken from NCHD Post Matching Module -> System Configuration -> Medical Discipline System List.

How to get here:

- Navigate to the OH Module
- Choose the Search icon
- Perform a search, and double click one of the returned records
- View Post EPP status field

The screenshot displays the NCHD Account Details screen. The 'Post EPP Status' field is highlighted with a red circle, indicating 'Not required'. The 'Occupational Health Form History' table shows a record for 'Occupational Health Form' with a status of 'Completed'.

MC Ref ID	Forename	Surname	Email	Date of Birth	Clinical Site	Category	Account Status
018145	James	Smith	am@hse.com	01/01/1980	ALL	SELECT	All selected

Page 1 of 1 (1 item)

NCHD Account Details

First Name	James	Surname	Smith
Medical Council Registration Number	018145	Email Address	am@hse.com
Correspondence Address	Marion Street, Co. Louth, Ireland		
Date of Birth	01/01/1980	Mobile Number	0833344011000
Clinical Site	WHR Dept. Louth	Nationality	Irish/Thornton
Grade	Reg	Account Status	Active
		Speciality	Respiratory
		Post EPP Status	Not required

Occupational Health Form History

Form	Date of Submission	Date of Approval	Approval Name	Status	Action
Occupational Health Form	01/01/2018	01/01/2018	Ann Marie	Completed	View / Download

4.8.8.001

Managing Exposure Prone Procedure (EPP)

- OHD clicks on the Manage Link for the EPP
- If the NCHD requires follow-up or is EPP cleared for a defined period of time the OHD may enter an Alert date. An Alert Reason will also have to be selected when creating an Alert Date. 90/60/30 days prior to the alert date an email will be generated to the NCHD advising them that they will need to present to their OHD for follow-up. The OHD will also be copied on these emails. The Alerts can also be updated and removed by the OHD if no longer required.
- When the OHD selects Verify, an option to enter free text in the comment box is provided. This text will appear on the NCHDs EPP Certificate.
- The OHD selects 'Yes' to complete the verification process
- The EPP status moves from missing to verified
- A system generated EPP certificate is created and available to print/view/download, as shown below

Document Details

Document
Name

EPP Certificate

Updated
Date

11/07/2018

Alert Date

Important!
Please do not enter an alert date unless NCHD has only been passed fit for employment for a specified period of time. If this NCHD is required to be reassessed by Occupational Health after a defined period of time, then enter that date in the alert date box provided. In the vast majority of cases no date is required.

Alert
Reason

--Select--

Status

✓ Verified

View

Reject

Update

EPP Fitness Certificate		Health Service Executive
Client Details:		
Title: Surname: First Name: DOB:	<input type="text"/>	Medical Discipline: Surgery Specialty: General Surgery
Occupational Health Details:		
Home Address:	<input type="text"/>	Managing Clinician: <input type="text"/>
Fitness Outcome: <p>This is to certify that the above named person has been Declared fit to perform Exposure Prone Procedures in accordance with HSE Circular 12/2009, using an identified validated sample.</p> <p>* Professional codes of practice from regulatory bodies require health care workers who may have been infected with a serious communicable disease, in whatever circumstances, to promptly seek and follow confidential professional advice about the need to undergo testing. This requirement means that health care workers are under an ongoing obligation to seek professional advice about the need to be tested if they have been exposed to a serious communicable disease, obligating the need for repeat testing. This obligation equally applies to health care workers already in post. HSE/HR Circular 12/2009</p>		
Date Of Certificate: 27/04/2017 12:34:22 Date Of Printing: 27/04/2017 16:09:34	Restriction applicable: yes	
<div> Open in new tab Download Close </div>		

Notes:

- (i) The NCHD will see an alert on their NER portal following completion of the OHF and uploading of Immunisation status documentation that they are required to be EPP cleared if they selected 'Intern' or if they selected a specialty which requires EPP clearance.
- (ii) The NCHD will also receive a system generated email advising them to seek EPP clearance if required when Medical HR have matched them to a post on DIME.

Removing Restrictions from EPP Certificates

Overview

Use the Remove restrictions button to enable removing restriction details from PDF document.

How to get here:

- Navigate to the OH Module
- Choose the Search icon
- Perform a search to retrieve records
- Double click on of the search result records
- Under the occupational health documents grid, choose the 'Manage' link beside the 'EPP Certificate' text
- On the popup window, choose the 'Remove Restrictions' button to remove restriction information from the pdf document

The screenshot displays the NCHD system interface. On the left is a navigation menu with options like 'NCHD Post Matching', 'OH Module', 'Documents', 'Search', 'Settings', 'Reports', 'User Admin', 'Clinical Site', 'Log Out', and 'System Version'. The main area shows a table of search results with columns for 'MC Reg No.', 'Forename', 'Surname', 'Email', 'Date of Birth', 'Clinical Site', 'Category', and 'Account No.'. One record is highlighted in orange. Below the table is a section for 'NCHD Account Details' with fields for 'First Name', 'Medical Council Registration Number', 'Correspondence Address', 'Date of Birth', 'Clinical Site', and 'Grade'. At the bottom left, there's a table for 'Occupational Health Documents' with columns 'Item', 'Status', and 'Action'. The 'EPP Certificate' row has a status of 'Valid' and a 'Manage' link. On the right, a 'Document Details' popup window is open for the 'EPP Certificate'. It shows the 'Updated Date' as '11/02/2018' and the 'Alert Date' as '31/10/2019'. Below this, there's a status indicator 'Valid' and three buttons: 'Reject', 'Update', and 'Remove restrictions'.

2.9 View Changes to the OHF

If an NCHD makes a change to a verified OHF, it will automatically be resubmitted to their OHD. This will ensure that you are aware of any changes such as additional employment details or sickness records. The relevant change will also be highlighted in red so that it is easy for the OHD to detect exactly what change was made.

Note: The previously approved employment history is not available for edit and are marked Verified. User may continue to make edits and resubmit the OH Form

Employment History

Employer	Job Title	Start Date	End Date
Beaumont	Ophthalmology Ophthalmology	02/02/2017	20/04/2017
Area 2 MHS - St. Vincent's D4	Ophthalmology Ophthalmology	01/01/2015	01/01/2017

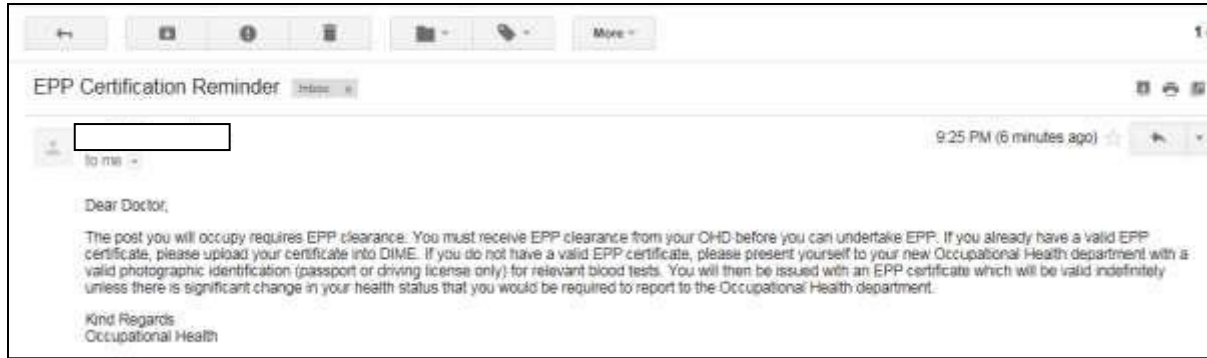
Sickness Absence History

Reason For Absence	Start Date	End Date	Days Off
migranes	04/04/2016	05/05/2016	21
bad back	01/01/2015	02/02/2015	21

The OHD can then verify (or reject) and a history of the forms is maintained.

2.10 Sample System Generated Emails





Note: Ensure that system generated emails are not directed to the 'Junk email' folder of your email account. Check your Junk email box, right click on sender you wish to release, select 'Junk', select "never block sender".

2.11 Document Status Symbols

🚫 Missing or Expired 🛑 Rejected ? Submitted ⚠ Warning: document nearing expiry ✅ Verified

Missing or Expired – This means a document has not been added or has expired

Rejected – This means that the document that has been uploaded by the NCHD has been rejected. The NCHD will receive an e-mail confirming the document has been rejected

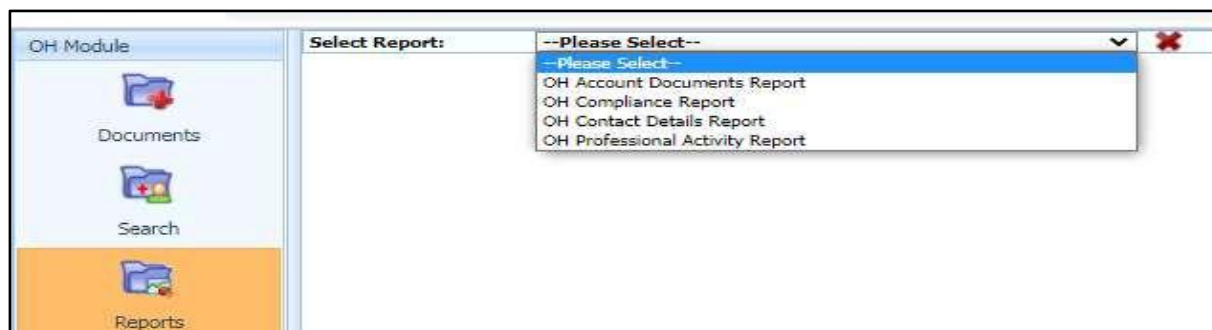
Submitted – This means that the Doctor has submitted a document that must be verified by the OHD

Warning – This means that the document will expire in 90 days or less. A reminder will be sent to the Doctor and the OHD for certain document types.

Verified – This means the document has been verified by the OHD and is in date

2.12 Reports

To run DIME reports, click the 'Reports' tab in the OH Module



There are four reports available from the dropdown menu.

2.12.1 OH Account Documents Report which provides a list of all NCHDs within the remit of your OHD, including IMC number, and will inform you whether the post is an EPP Required Post or Not for the NCHD, as well as a colour coded status of each document type. Date filtering functionality available with this report will also allow you view those NCHDs previously in post and those due to take up a post (pre-starters) depending on the date entered provided they have been matched to a post by Medical HR.

First Name	Surname	Medical Grade/Registration	Contact	Clinical Site	Hospital Group (LHD)	Grade	Speciality	Ref-availability	EPP Required	Start Date	EPP Certificate	Immigration Status	Occupational Health Form	Fit for Employment
				Beaumont Hospital	RCSI Hospital Reg Group	Respiratory			FAA	15/01/2020	N	Y	Y	N
				Beaumont Hospital	RCSI Hospital Reg Group	Anaesthetics				15/01/2020	Y	Y	Y	Y
				Beaumont Hospital	RCSI Hospital Reg Group	Anaesthetics				15/01/2020	Y	Y	Y	Y
				Beaumont Hospital	RCSI Hospital Reg Group	GP			FAA	15/01/2020	N	Y	Y	Y
				Beaumont Hospital	RCSI Hospital Reg Group	Respiratory Med			FAA	15/01/2020	N	Y	Y	Y
				Beaumont Hospital	RCSI Hospital SpH Group	Anaesthetics				15/01/2020	Y	Y	Y	Y
				Beaumont Hospital	RCSI Hospital SHG Group	Radiation	FAA	FAA	FAA	15/01/2020	Y	Y	Y	Y
				Beaumont Hospital	RCSI Hospital SpH Group	Oncology				15/01/2020	Y	Y	Y	Y
				Beaumont Hospital	RCSI Hospital SpH Group	Anaesthetics				15/01/2020	Y	Y	Y	Y
				Beaumont Hospital	RCSI Hospital Reg Group	GP				15/01/2020	Y	Y	Y	Y
				Beaumont Hospital	RCSI Hospital Reg Group	Anaesthetics				15/01/2020	Y	Y	Y	Y
				Beaumont Hospital	RCSI Hospital SHG Group	Endocrinology			FAA	15/01/2020	N	Y	Y	Y

2.12.2 OH Compliance by Clinical Site report will show the percentage compliance by clinical site for each document type. Date filtering is available for this report so that you can see the compliance rate of your future starters provided they have been matched to a post by Medical HR.

OH Compliance By Clinical Site Report					
Organisation Name	Hospital Group/CHO	EPP Certificate	Fit For Employment	Immunisation Status	Occupational Health Form
Addiction Services, CHO Area 7	N/a	100.00 %	0.00 %	0.00 %	50.00 %
Beacon Hospital	N/a	0.00 %	0.00 %	0.00 %	0.00 %
Beaumont Hospital	RCSI Hospitals Group	50.00 %	0.00 %	50.00 %	50.00 %
Bon Secours Hospital, Cork	N/a	0.00 %	0.00 %	0.00 %	0.00 %
CAMHS Galway, Mayo, Roscommon	CHO 2	0.00 %	0.00 %	0.00 %	0.00 %

2.12.3 OH Contact Details which will run a detailed contacts report of your NCHDs. Again, date filtering is available for this report so that you can see the contact details of your future starters provided they have been matched to a post by Medical HR. There is an option to use the Hyperlink to email address on the OHD Contact Details Report. This enables the user to go into MS Outlook directly. Newlycreated email in MS Outlook will have 'To:' field populated with relevant email address.

OHD - Contact Details Report																	
First Name	Surname	Medical Council Registration Number	Clinical Site	Grade	Speciality	Sub-Speciality	Email	Landline Phone Numbers	Mobile Phone Numbers	Address Line 1	Address Line 2	Address Line 3	Address Line 4	City	Post Code	County	Country
Abdul				Reg												Dublin 3	Ireland
Adrian				SpR												Co. Kildare	Ireland
Adrian				SpR												Dublin 14	Ireland
Emma				SpR												Dublin 5	Ireland
Graham				Sen. Reg.												Dublin 13	IRELAND
Habib				Reg												Co. Galway	Ireland
Malcolm				Reg													
Richard				SpR												Co. Kildare	Ireland
Ronan				SpR												Dublin 9	Ireland
Teresa				SpR												Co. Galway	Ireland

2.12.4 OH Professional Activity Report records any Occupational Health Personnel activity actioned within the system from 01/11/2020 onwards. This report will record all document status updates undertaken by the OH User (i.e. Verified / Rejected). OH Users can filter this report by Document Type and Document Status. Date filtering is also available but please note that data is only reportable on, from 01/11/2020 onwards.

OH Professional Activity Report

Date To:01/03/2021

Document Type:Occupational Health Form, Immunisation Status, EPP Certificate

Document Status:Verified, Rejected

Report generated at:25/03/2021 16:56:16

OH User	Count Actioned	Document Type	Date Actioned	Document Status	First Name	Last Name	Medical Council Registration
OH TEST 1	1	EPP Certificate					
	2	Immunisation Status	19/02/2021 12:50	Verified			417196
			19/02/2021 12:49	Rejected			417196
			19/02/2021 12:11	Verified			411554
	3	Occupational Health Form					
			15/02/2021 16:17	Rejected			411554
			19/02/2021 12:49	Verified			417196
			11/02/2021 21:52	Verified			523189
6 Total							

2.13 PC Compatibility Settings

Some browsers have settings automatically selected which will not allow you upload or rotate documents. These settings can be changed within the COMPATIBILITY option of your browser.

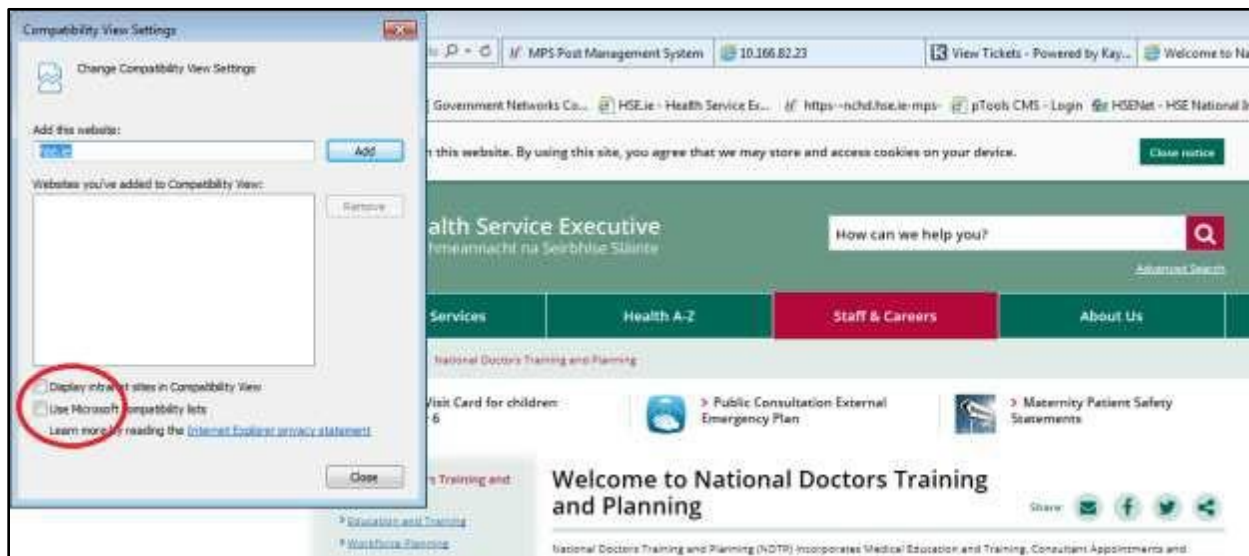
If you have issues with documents for an NCHD account. Select the Settings Cog or 'Tools' options:



OR



When the compatibility menu opens ensure that the tick boxes are unchecked as per the screenshot below:



2.14 Help Icon

The help icon is at the top right of the screen. When you click on the help icon it will bring you automatically to the section you require.

Also, an FAQ document is available on the NDTP website www.hse.ie/doctors within the 'NDTP-DIME' tab.

Should you require further assistance please do not hesitate to contact NDTP dime.team@hse.ie