



Clinical users, their secretaries and hospitals can access their reports online via a secure online access system (e-PathSys), provided they have obtained a username and password from us. This online service is accessible at all times using a secure private internet access.

To use CPS e-PathSys Service, please follow the steps below:

1. Please enter this login address www.cellularpathologyservices.co.uk in the web browser address (top left). If you are logging in for the first time, please add this address to your favourites list for future easy access.
2. Click the pink "e-PathSys" (top right).
3. Click on the button "e-PathSys Login".
Please make sure that you read the CPS Confidentiality Non-disclosure Agreement as on the website

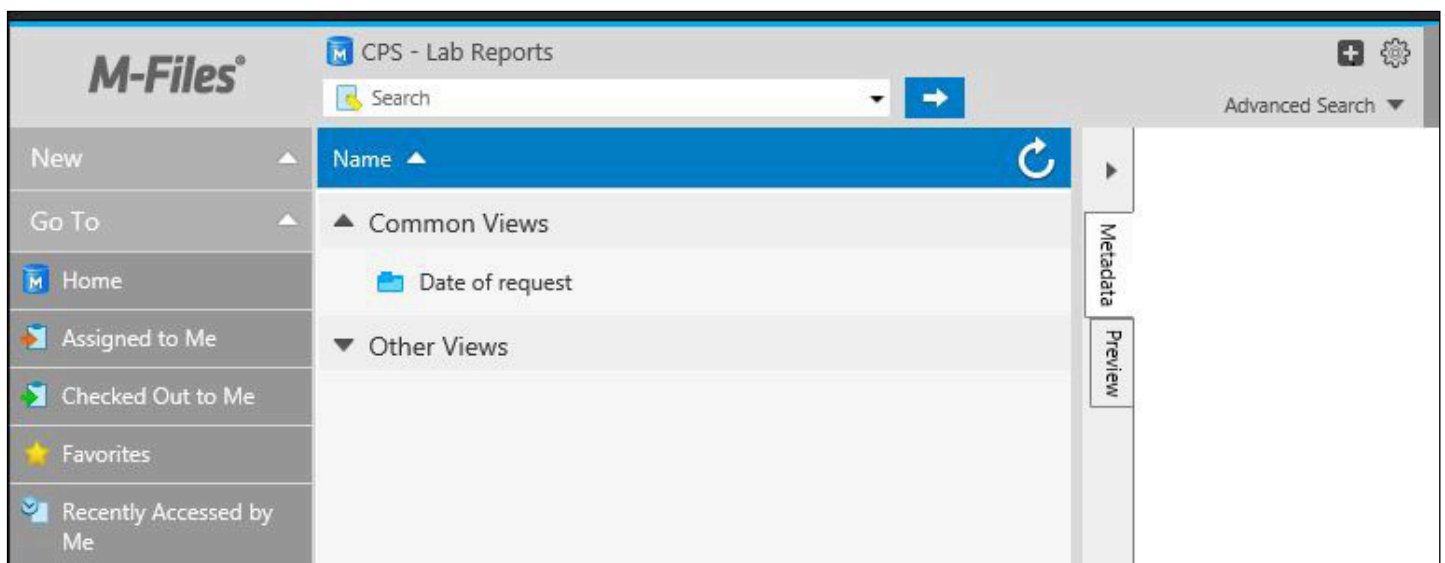
For further information please contact us on:

01923 233 299
Out of hours: **07775 44 66 88**

www.cellularpathologyservices.co.uk
info@cellpathservices.co.uk



4. A new login window will open.
5. Type the following in the login boxes:
User Name: As provided by CPS (not case sensitive)
Password: password (case sensitive).
6. If this is your first login, you will be asked to enter your own password and to confirm it once you have logged in.
7. There are 5 rules to observe in choosing a password:
 - a. Passwords must contain at least 10 characters
 - b. Passwords must contain upper case letters (A,B,C...Z)
 - c. Passwords must contain lower case letters (a,b,c...z)
 - d. Passwords must contain numeric characters (0,1,2...9)
 - e. Passwords must contain special characters (!,@,#,\$,%,&,etc.)
8. You will now see "Home" or "Initial" screen. (see screenshot below)



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9. Searching for results is very simple and easy, just enter patient details in the search box including first name, last name, DOB, age, sex, consultant name, hospital, hospital number, procedure date and lab no. (see screenshot below)



10. This will bring up all the matching results. (see screenshot on right)

M-Files		CPS - Lab Reports		
		Smith		
New	▲	Last Name	First Name	DOB
Go To	▲	▲ Documents (3)		
Home		Smith	Jacqueline Ann	18/05/
Assigned to Me		Smith	Jacqueline Ann	18/05/
Checked Out to Me		Smith	Danielle	01/09/

11. Double clicking on any of the lines to view any specific patient result.
12. Results can be sorted by any of the columns in the results area by clicking on the title header. For example "Last Name".
13. The search criteria you enter by default, will search the indexed fields and the text contained within each result. For example. if you entered "brown" for instance, this would bring up more results as the search would have found the word "brown" within the report details itself.
14. This search box is a strong tool as you can see that you can search for a text or phrase within results.

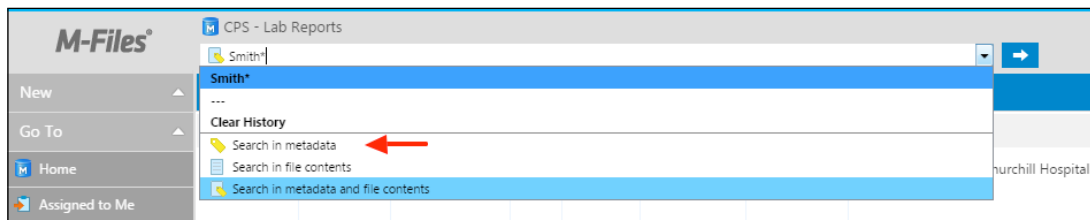
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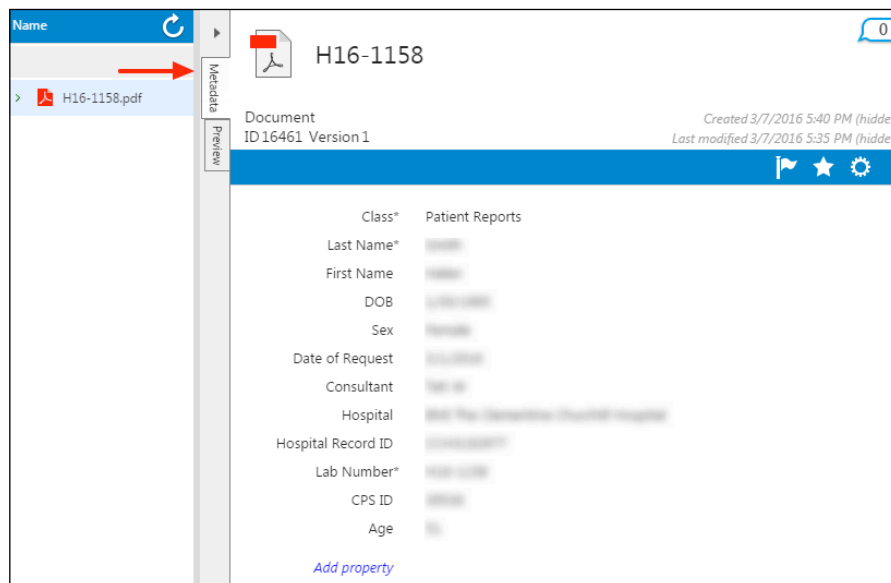
15. If you want to search the indexed fields only please click on the small arrow to the right of the search box and choose "Search in metadata". (see screenshot below).



16. To get back to the home page at any time, please click on the "CPS – Lab Reports" icon on the top of the page. (see screenshot below).



17. Indexed fields for any selected result are displayed in the "Metadata Section" on the right side of the screen. (see screenshot below).



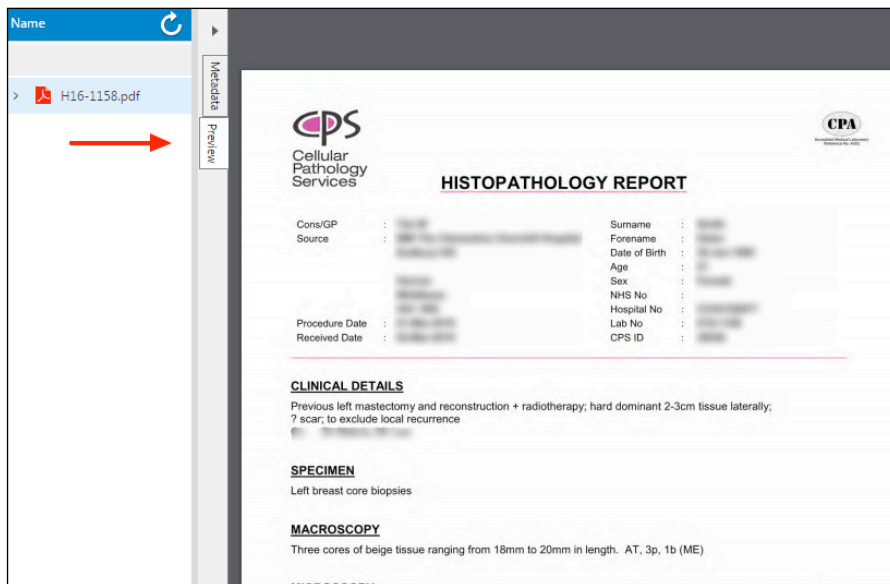
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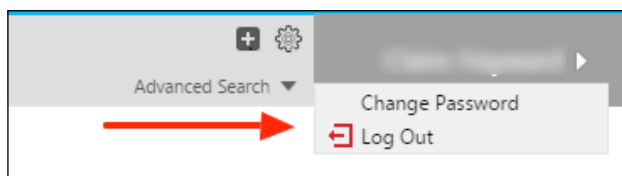
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18. Preview of any selected result is also available on the "Preview Section" on the right side of the screen. (see screenshot below).



19. To "Change Password" or "Log Out" click the arrow next to your name on the top right corner of the screen. (see screenshot below).



20. If you have any difficulty in accessing results please inform CPS by calling the number in the footer.

To gain access to the online results service, please email IT@cellpathservices.co.uk including your name, your consultant name and our staff will contact you to arrange this.

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