

## Steps to request your new application account from the NHS:

1. Open the application template document ([Word version](#) or [PDF version](#))
2. Replace all the information in ***Italics*** with your information
3. Email the complete application form to [pharmacyadmin@nhs.net](mailto:pharmacyadmin@nhs.net)
4. The NHS will then send the confirmation with a new password and email after 24-48 hours later
5. Confirm the Password [NB: Ensure it is 20 characters in length or longer]
6. Enter all the new information into Titan

Branch details   Print profiles   Clinical settings   Dispensing settings   System settings   Dose short codes

### NHS Email Settings

Email address

Password

Output method

### Claim Settings

- Manage postage of claims
- Show manuals on claim screen

## 7. Send some Emails

Information that you will also need to know:

- Due to these changes you may notice some slight differences. Going forward you will no longer be able to view your successful requests within your email sent folder.
- You will be able to see the status of a Email sent or Email failed under 'order history' on the patient flyout.

Order History	Import	Repeat Rx	Changes	Events	Personal	History	Mec
22/06/2023 09:54:27	Email failed	Download	Resend	7	▼		
22/06/2023 09:37:49	Email failed	Download	Resend	7	▼		
22/06/2023 09:31:24	Email failed	Download	Resend	7	▼		
20/06/2023 15:16:59	Email failed	Download	Resend	7	▼		
22/05/2023 09:41:27	Email sent	Download		7	▼		
24/04/2023 16:03:11	Email sent	Download		2	▼		
18/04/2023 16:14:45	Email sent	Download		5	▼		