ddgroup.com
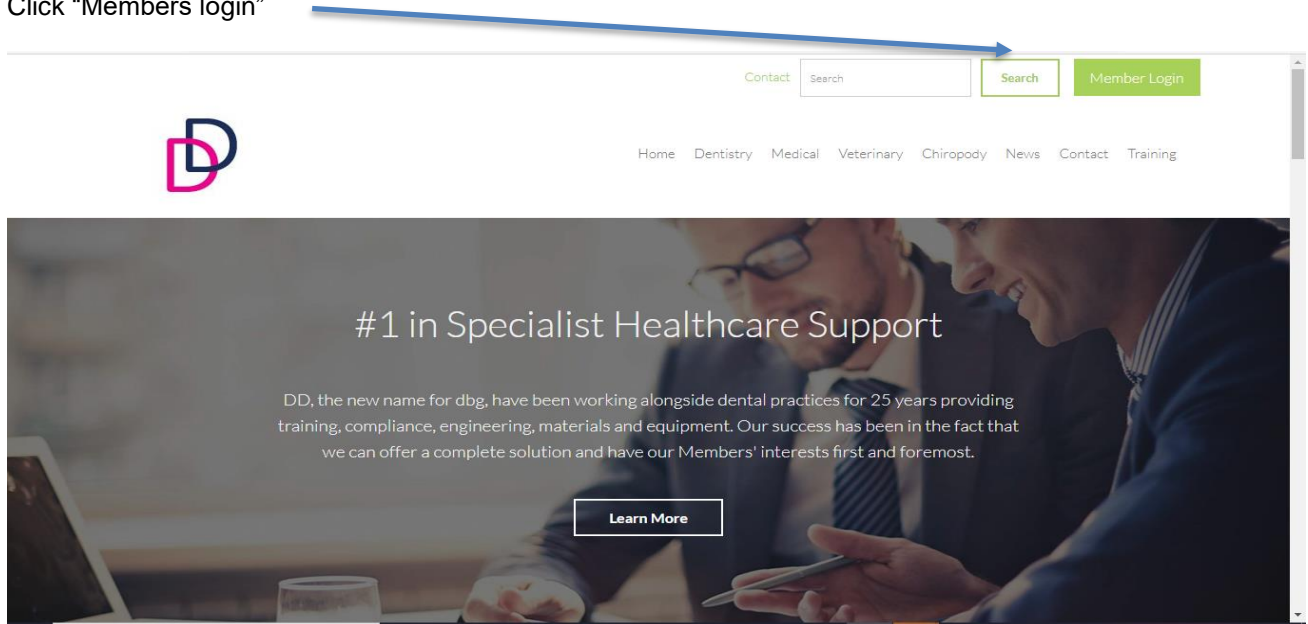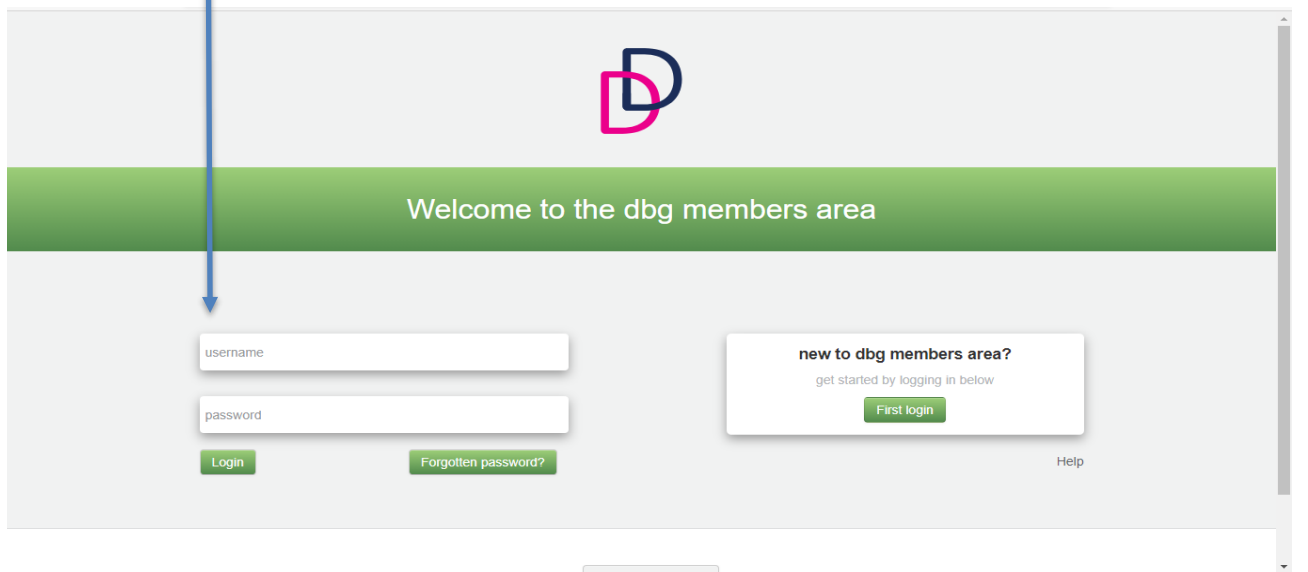
DBG Members Area Access and Guide to downloading practice compliance documentation

Visit the DBG Website www.thedbg.co.uk
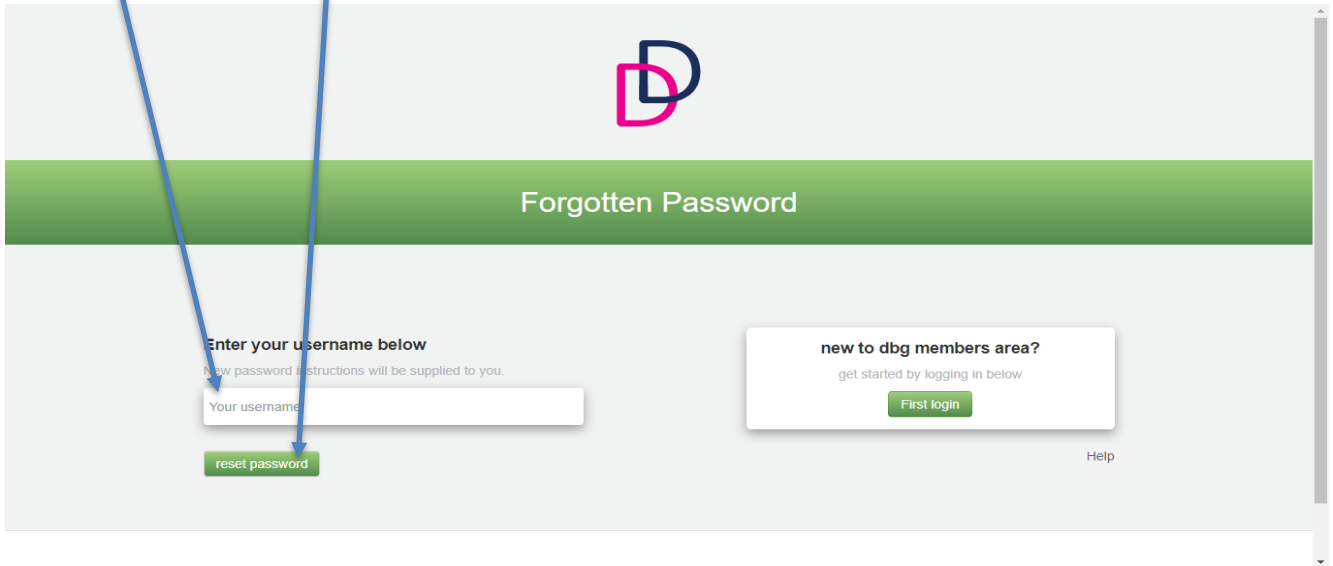
Click "Members login"

Enter your username and password for the DBG website (Not the DD Website)-Please note that your username is generally not an email as this will have been assigned by DBG previously. If you don't know your username, you will need to contact DD via 0800 0281697 option 1 to obtain this.

DD Products and Services Ltd
6 Perry Way, Witham, Essex CM8 3SX
Telephone: 01376 391100
Email: info@ddgroup.com

Registered Office: 6 Perry Way, Witham, Essex CM8 3SX.
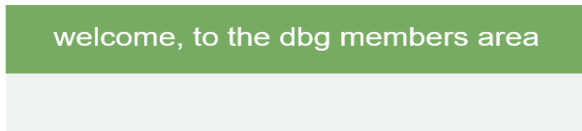No. 01196676

If you know your username (or you have obtained it from DD) but you can't remember your password or you are unable to login, you can reset your password by clicking the green "Forgotten password" box and the below will appear. Then enter your username and click "Reset password"

Following the reset password request, you will be sent a link from the "DBG Members Area System" as per the below:
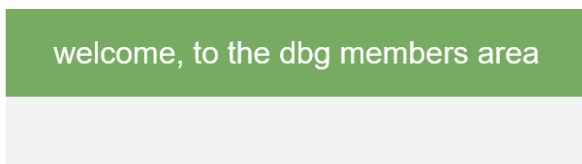

You will need to click on the blue hyperlink to request a temporary password, which will then be sent to you as per the below:

DD Products and Services Ltd
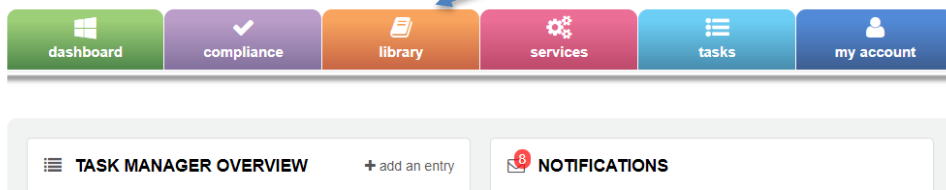6 Perry Way, Witham, Essex CM8 3SX
Telephone: 01376 391100
Email: info@ddgroup.com

Registered Office: 6 Perry Way, Witham, Essex CM8 3SX.
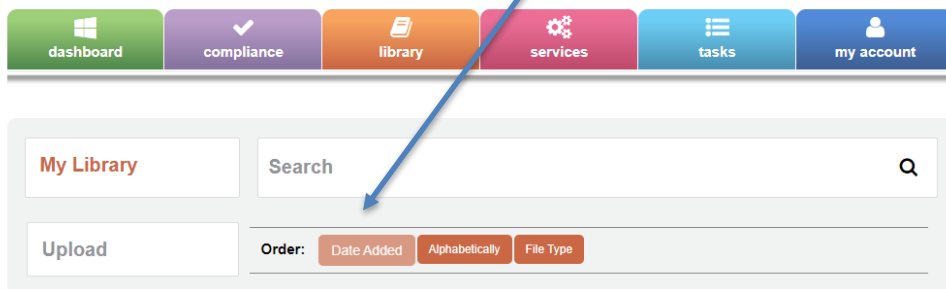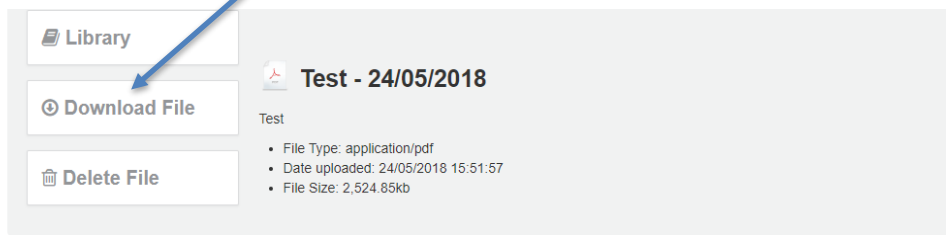No. 01196676

ddgroup.com

Once logged into the DBG Members Area, you will need to access the orange library to view your compliance documentation/training certificates as per the below:

You will need to click on the orange library tab to load your compliance documentation/training certification (This make take a few minutes depending on how many documents you have within the library). When the library opens your compliance documentation will appear as a list of PDF documents and you will be able to see the name/type of file. To view in date order, you can click the "Date added" box and this will show the most recent first:

Once the list has loaded in date order, you will then see the list of compliance documents/training certificates and you will need to click into each PDF to be able to download/save it to your computer/local network. **Please note that you only need to do this for any documents/certificates not previously downloaded/saved**
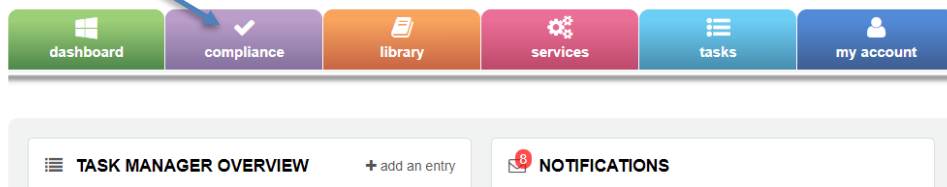

Once the PDF document has saved to your local computer/network you can close it down and click back on the top left black arrow and this will take you back to the full list to complete the next download.

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If you previously purchased and completed any online compliance packages from DBG such as Quality, Safety and Health and/or Working with Patients/Information Governance, you may also want to download the completed packages via the purple "Compliance" tab:

dashboard	compliance	library	services	tasks	my account

☰ TASK MANAGER OVERVIEW	+ add an entry	✉ NOTIFICATIONS

Once you have clicked the relevant compliance package header, you will see the various sections/modules and pages of the compliance package and you can work through each package printing each page that you wish to save/print, by using the printer icon at the bottom of the page. (Note: If you do not see any compliance package headers or you cannot access, this means that you no longer have an active contract in place)

If you hold an active Radiation Protection Contract the FREE online radiation protection file remains available via the DD Website Radiation Protection Consultancy - Dental Business Support - DD (ddgroup.com) and you will have a separate login to access the file.

Updated compliance polices and template bundles are available via the DD Website and these can be found via Compliance Policies - Dental Compliance - DD (ddgroup.com) (These replace the previous DBG online compliance packages)

If you should have any queries regarding the compliance documentation or you are unable to download/save your practice documentation, please call 0800 0281697 option 1 or email sales@ddgroup.com or compliance@ddgroup.com

Many thanks

DD Group

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BDIA MEMBER