#LeedsDigitalWay
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NHS
The Leeds
Teaching Hospitals
NHS Trust

Adding And Editing Your Contact On PPM+

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Adding Your Contact On PPM+

If you have not already created a contact on PPM+, the **My Details Creation Wizard** will appear when you log in. The steps to follow to create a contact are shown below.

1

My Details Creation Wizard

- ✓ Warning
- ❷ Search
- ❷ Details
- ❷ Addresses

Missing Details

Your user account does not have a contact associated with it, to enable sharing and referencing in activity. This process should not take more than a few minutes but you can click Cancel to complete it next time you log on to ppm+. Simply click Next to start.

Cancel   Next >

Click on **Next** to begin.

2

My Details Creation Wizard

- ✓ Warning
- ❷ Search
- ❷ Details
- ❷ Addresses

Search existing details

Please search for your details using surname or surname and forename, or national code e.g. GMC code before proceeding. Please note that you cannot search on an individuals username

Search contacts

No contact found

Cancel   < Prev   Next >

Search for your name to see if you already have an existing contact (you may have an existing contact if you have previously worked for the Trust). Select your contact if it appears in the search results. If no contact is found **click Next.**

Adding Your Contact On PPM+

③

In the **details** section complete the fields shown.
Please note the asterisk '*' indicates which sections are mandatory. When finished click next.

④

Click on **Add** to add your address, if you work across multiple sites you can add more than one.
click next to continue.
You will then be asked to select your department.
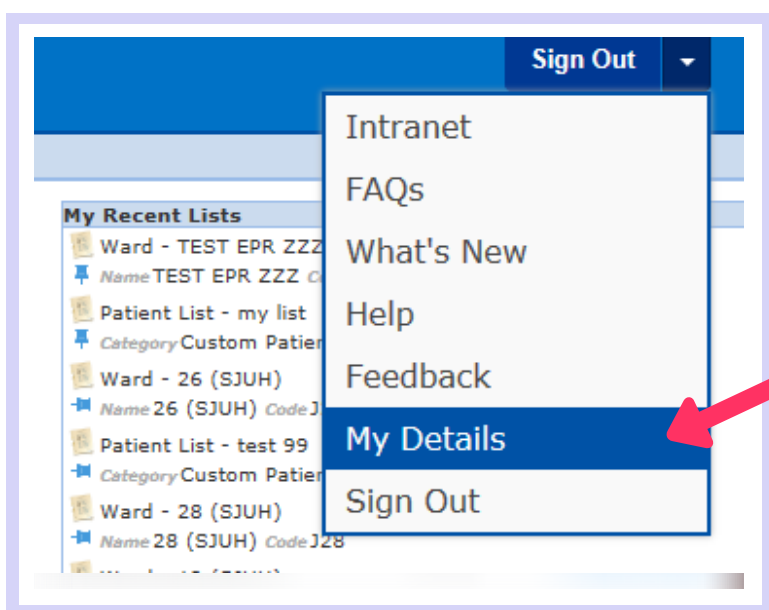When completed click **save.**

Adding Your Contact On PPM+

❺

Select or add your department and click save to complete your save contact information.

Editing Your Contact On PPM+

You can edit your contact details at any time in the My Details link from the user menu shown below.

1

On your PPM+ homepage click the dropdown arrow in the top right hand corner and then click on **My Details.**
You can edit your contact details at any time.

2

In the **details** section you can edit or add to any of these fields. When completed click save or move next to move on to the next section.

Editing Your Contact On PPM+

③

Click add and select your speciality, you have the option to select multiple specialties this section.

④

The first speciality you add will automatically be your 'main' speciality, by clicking the blue drop down arrow you can remove or make another speciality your 'main'.
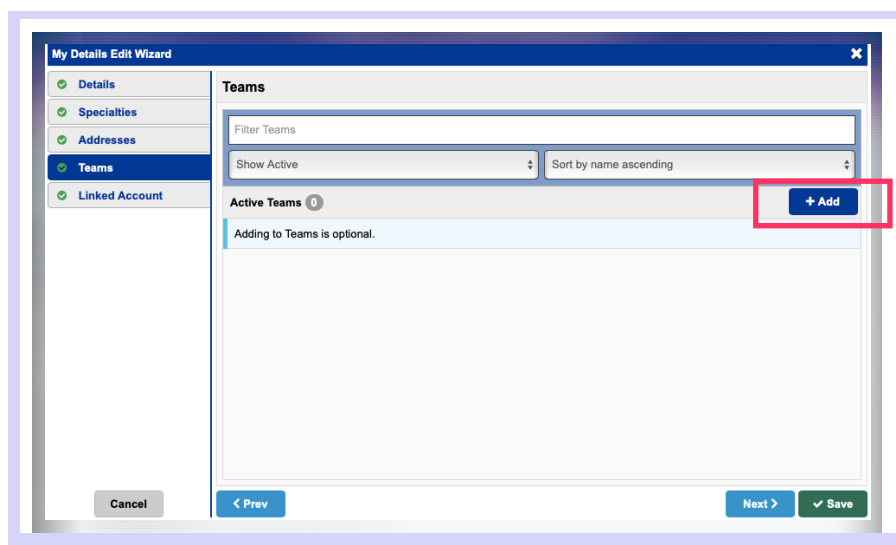
Editing Your Contact On PPM+

5

By using the add button you can add additional Trust sites and select one to make your 'active' or 'main' location.

6

Click on the ***blue arrow*** to customise your associated period to that site and edit communication information for that specific location you work at.
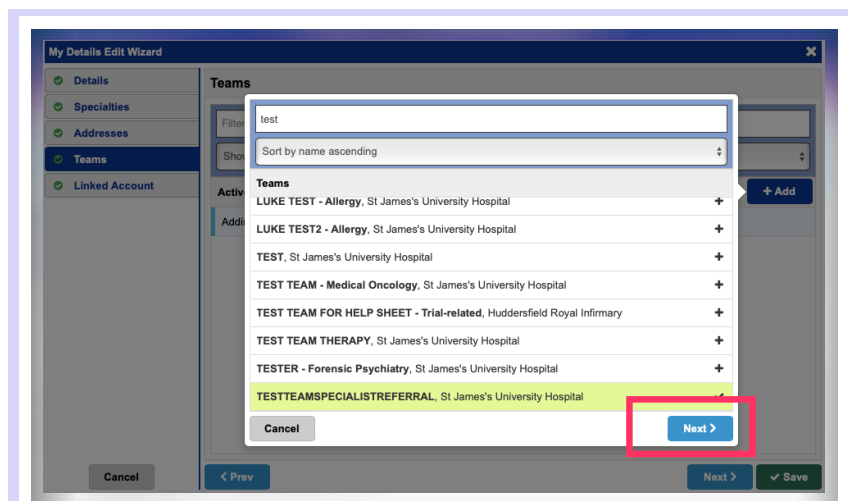
Adding Your Contact To A Team On PPM+

5

To add yourself into a *team* click on the blue *add button*

6

Search for the relevant team and use the *plus icon* to add yourself.

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or 0113 206 0345

Useful contacts

Please contact the **Implementation Team** for **Digital support & Training:**
Handover, Specialist Referrals, PPM+ Mobile, e-Obs, PAWS

Ext: 60345
leedsth-tr.ImplementationTeam@nhs.net

Please contact the **Informatics Service Desk** at **x26655** or
informaticsservicedesk.lth@nhs.net to:

- Reset your password.
- Report a problem you are having within PPM+ functionality.
- Report a data quality problem within PPM+.
- Request new user accounts for PPM+.
- Disable PPM+ accounts for any leavers from your department.

Please contact the **PPM+ EHR team** at **leedsth-tr.EPR@nhs.net** if you
have any development ideas or comments on your experience of using the
EHR.

If you would like to make a **request for change to PPM+**, please contact us
at: **leedsth-tr.EPR@nhs.net** with a completed **Request For Change (RFC)**
form available here.

Please contact the **IT Training Department** at **ITTraining.LTHT@nhs.net**
if you require further training on PPM+ or any other Clinical System.

PPM+ Help Site: **https://www.ppmsupport.leedsth.nhs.uk/**