



The Leeds  
Teaching Hospitals  
NHS Trust

ppm+

# PPM+ Teams

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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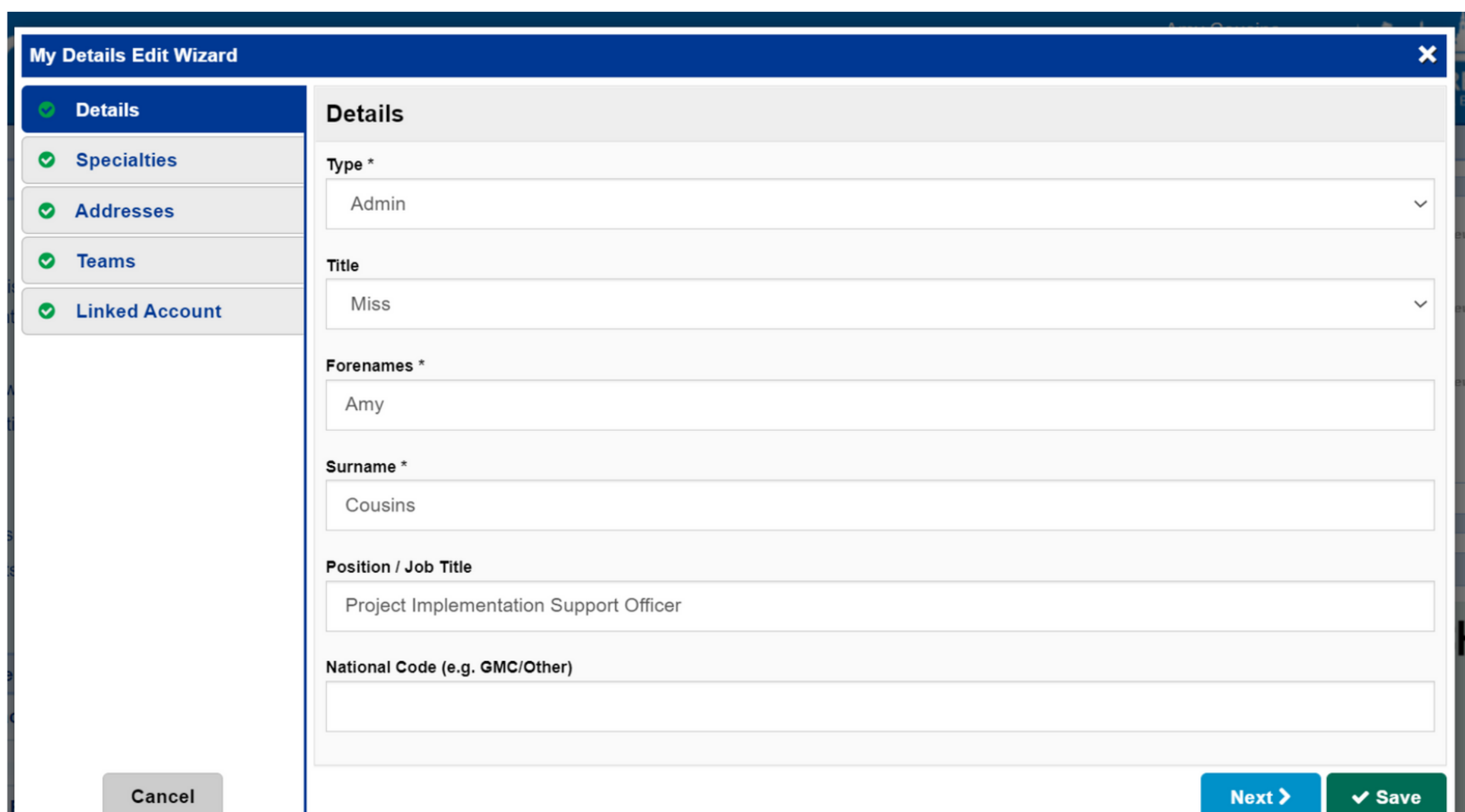
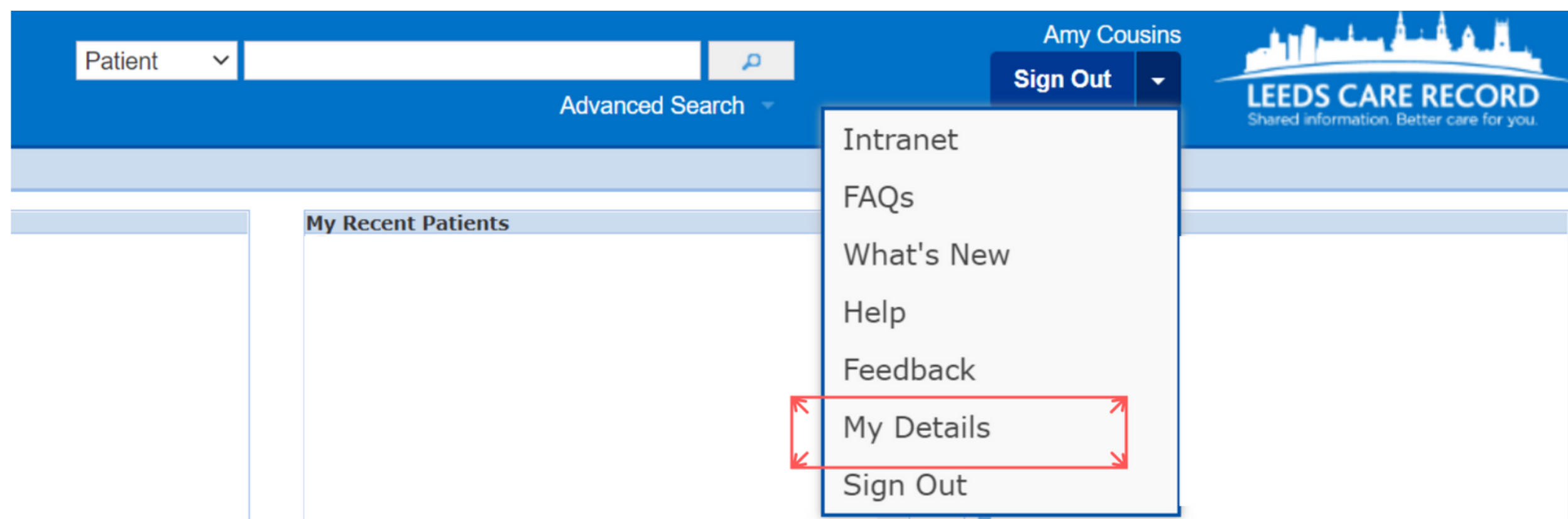
**For further information please contact:**

 [leedsth-tr.ImplementationTeam@nhs.net](mailto:leedsth-tr.ImplementationTeam@nhs.net) or  **0113 206 0599**

## How to add yourself to a team

To be a member of a team you must first have created your PPM+ contact. [Click here](#) to find out how to do this.

On the homepage use the drop down next to 'Sign Out' and select 'My Details'. Your contact information will then open up in the 'My Details Edit Wizard'.

A screenshot of the 'My Details Edit Wizard' form. The form is titled 'My Details Edit Wizard' and has a close button (X) in the top right corner. On the left side, there is a sidebar with five tabs: 'Details', 'Specialties', 'Addresses', 'Teams', and 'Linked Account'. The 'Details' tab is selected and highlighted. The main content area contains the following fields:

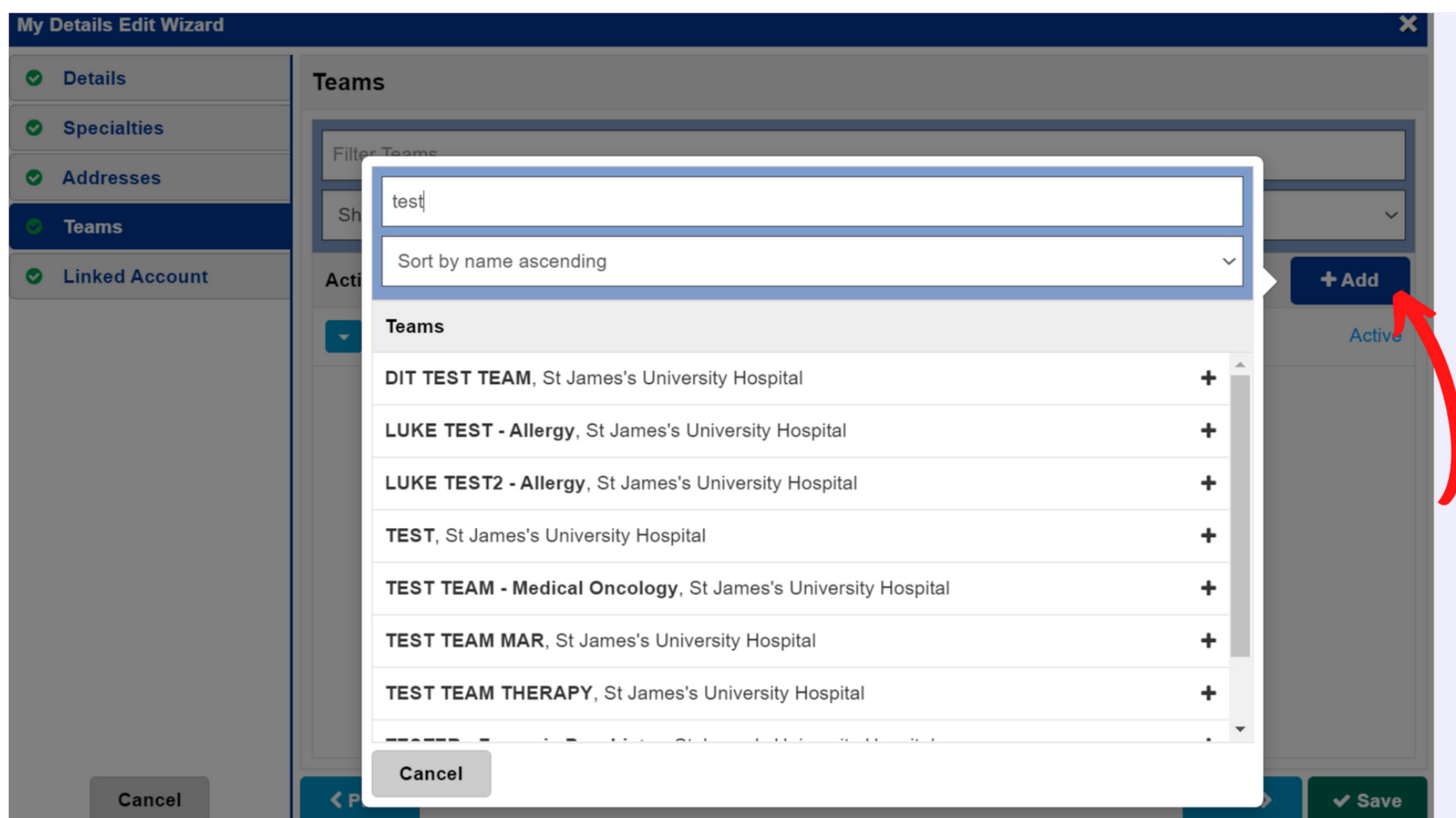
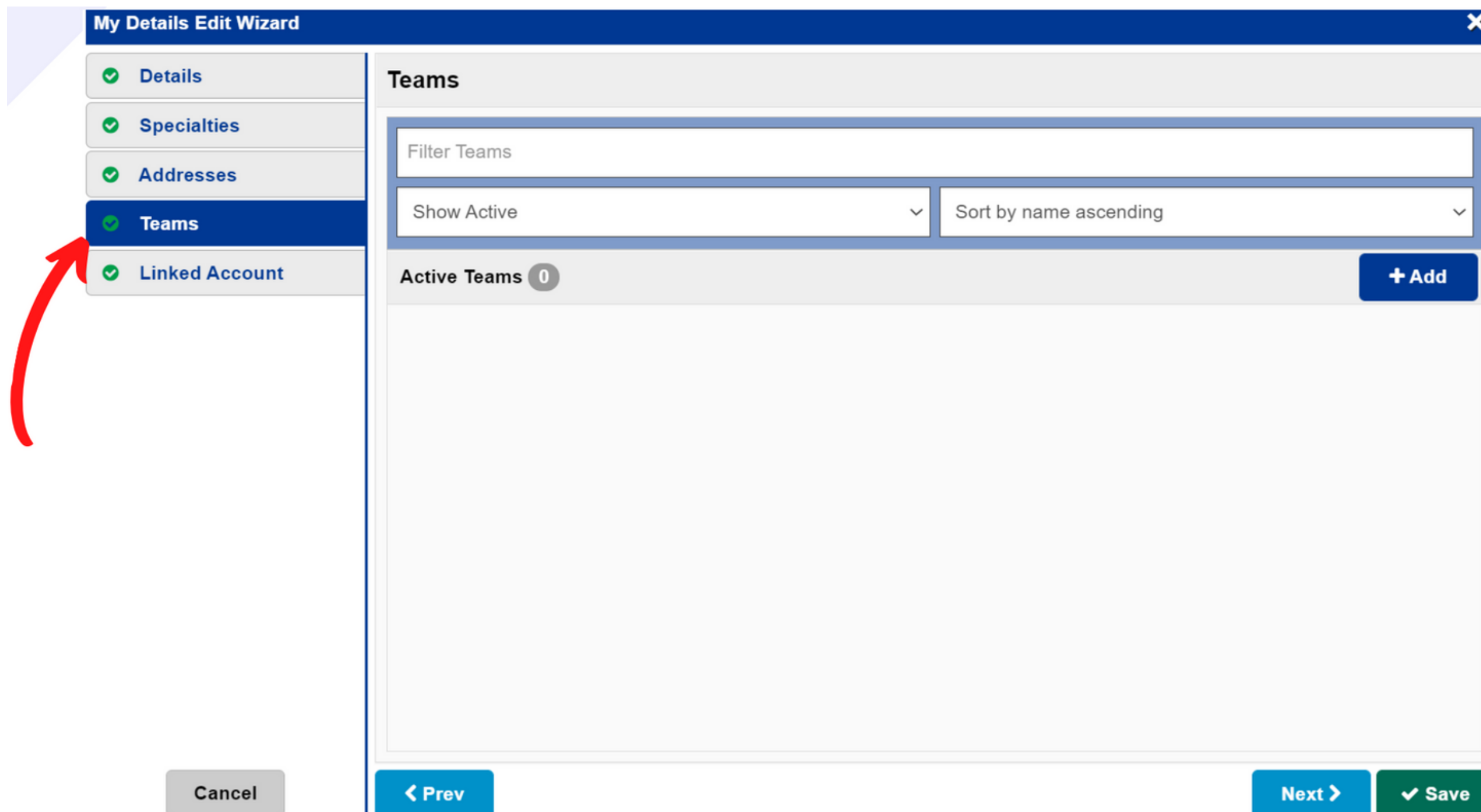
- Type \***: A dropdown menu with 'Admin' selected.
- Title**: A dropdown menu with 'Miss' selected.
- Forenames \***: A text input field containing 'Amy'.
- Surname \***: A text input field containing 'Cousins'.
- Position / Job Title**: A text input field containing 'Project Implementation Support Officer'.
- National Code (e.g. GMC/Other)**: An empty text input field.

At the bottom of the form, there are three buttons: 'Cancel', 'Next >', and 'Save'.

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Select 'Teams' from the list on the left-hand side to view the teams you are currently a member of. Click on the 'Add' button and search for the name of the team you wish to add yourself to.

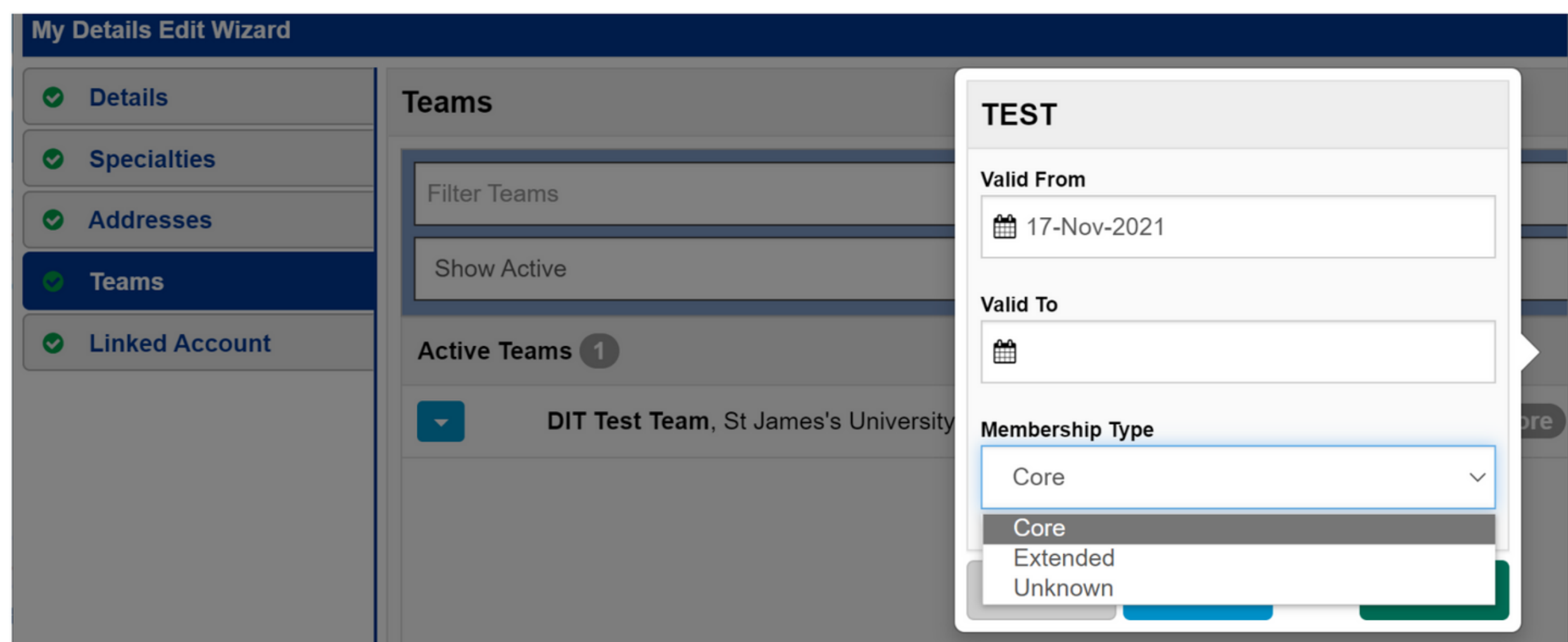
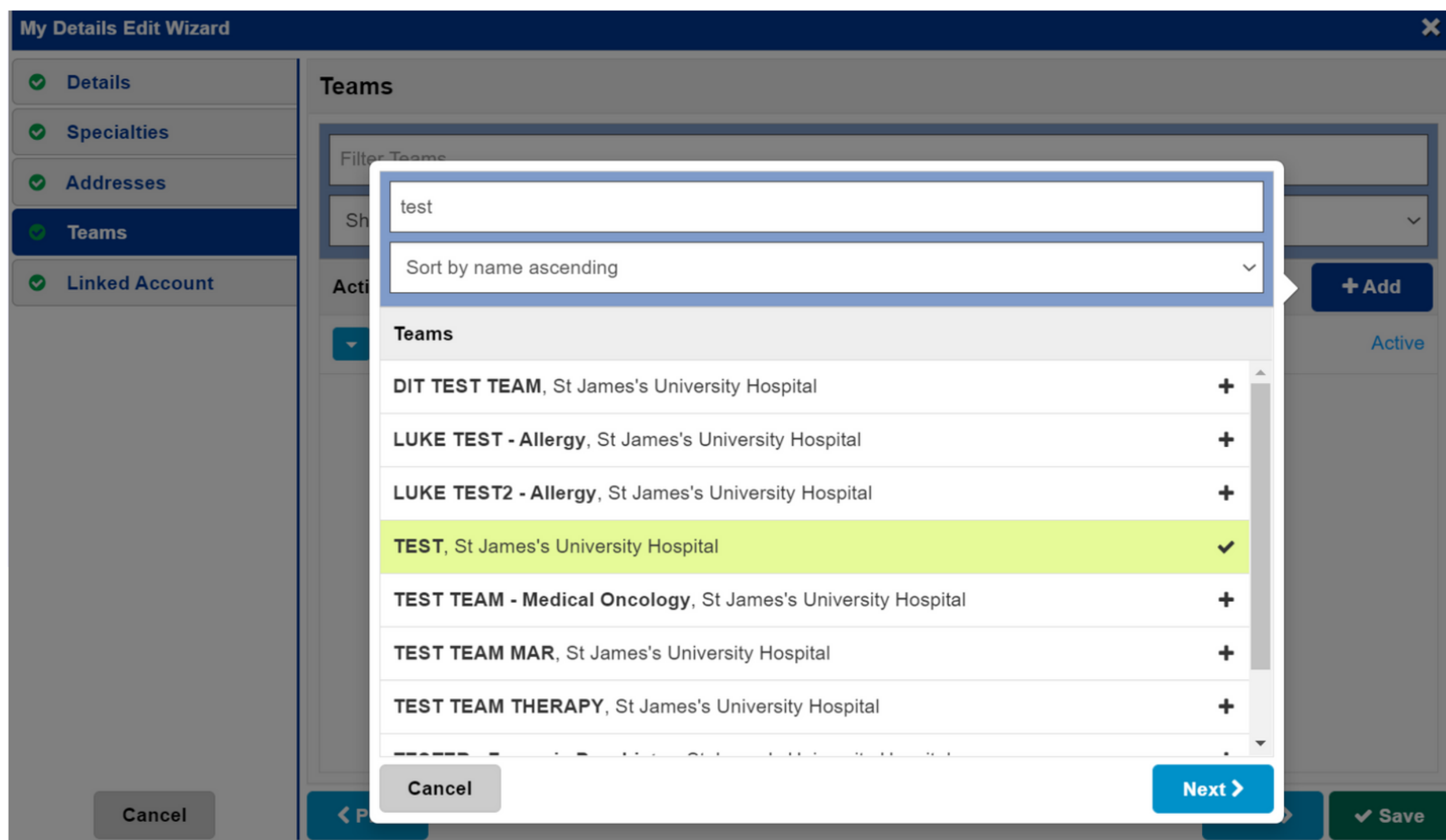


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Select the correct team from the list and press next. The 'Valid From' date will automatically appear as the current date. Only select a 'Valid To' date if you wish for your membership to expire. Your 'Membership Type' should be set as 'Core'.

Once all details have been completed, click 'Save'.



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The screenshot shows the 'My Details Edit Wizard' interface. On the left is a sidebar with five items: 'Details', 'Specialties', 'Addresses', 'Teams', and 'Linked Account', each with a green checkmark. The 'Teams' item is highlighted in blue. The main area is titled 'Teams' and contains a search bar labeled 'Filter Teams'. Below the search bar are two dropdown menus: 'Show Active' and 'Sort by name ascending'. Underneath is a section titled 'Active Teams' with a count of '1' and a '+ Add' button. A single team entry is listed: 'TEST, St James's University Hospital' with a dropdown arrow on the left, a 'Core' tag, and an 'Active' status. At the bottom of the wizard are four buttons: 'Cancel', '< Prev', 'Next >', and 'Save'.

The team will then appear in the 'My Details Edit Wizard' as an active team. Repeat the previous steps to add yourself to another team. Remember to click 'Save' once you have finished.

For further information please contact:

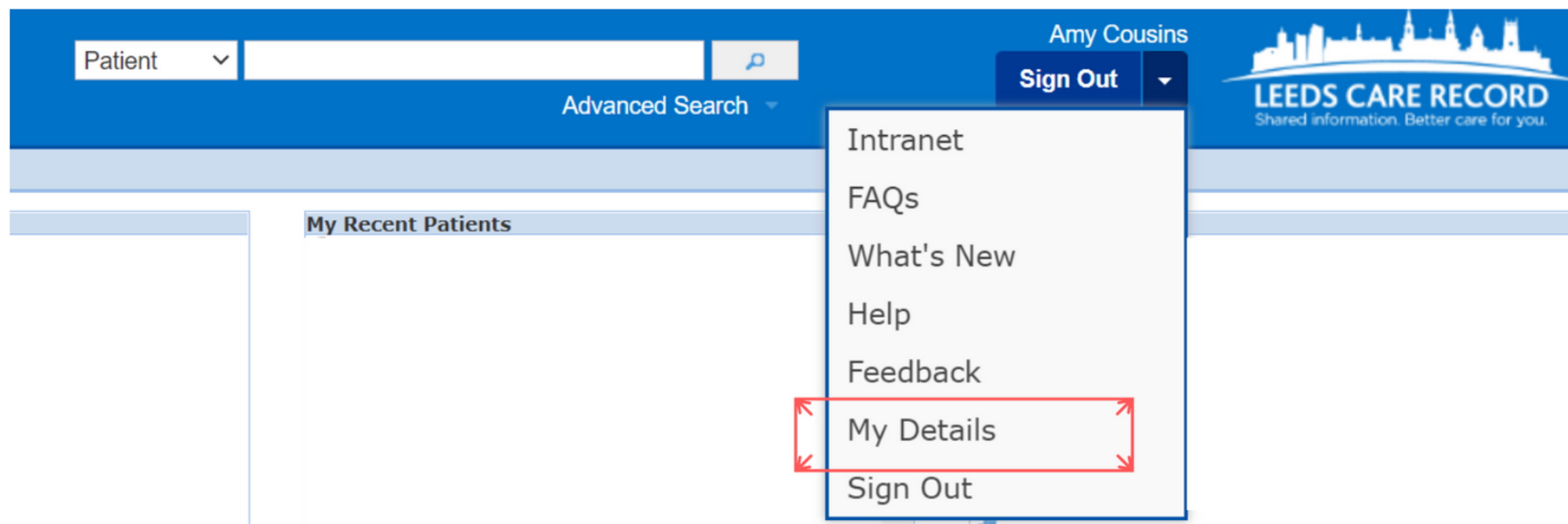
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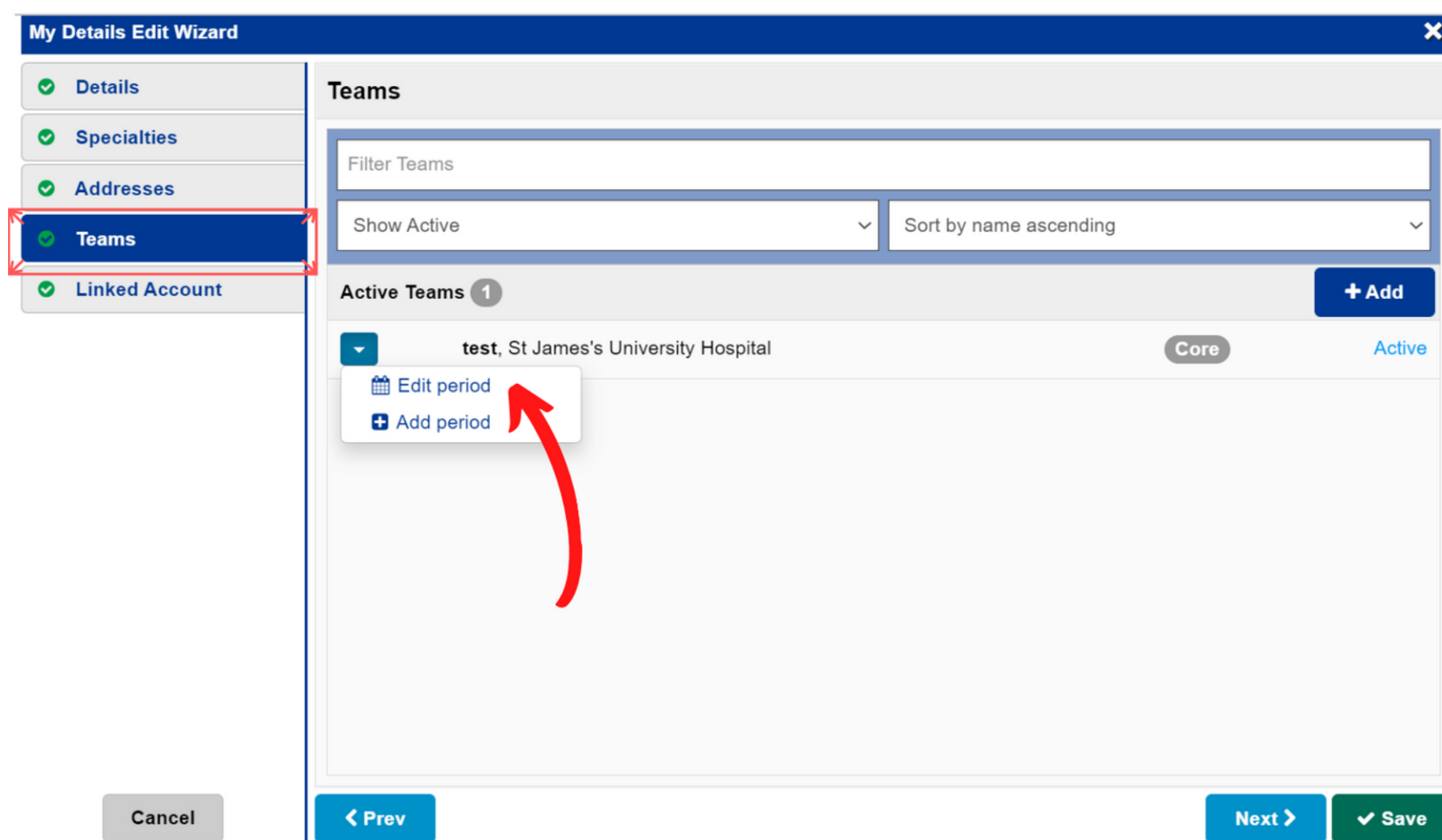
## How to remove yourself from a team

On the homepage use the drop down next to 'Sign Out' and select 'My Details'.

Your contact information will then open up in the 'My Details Edit Wizard'.



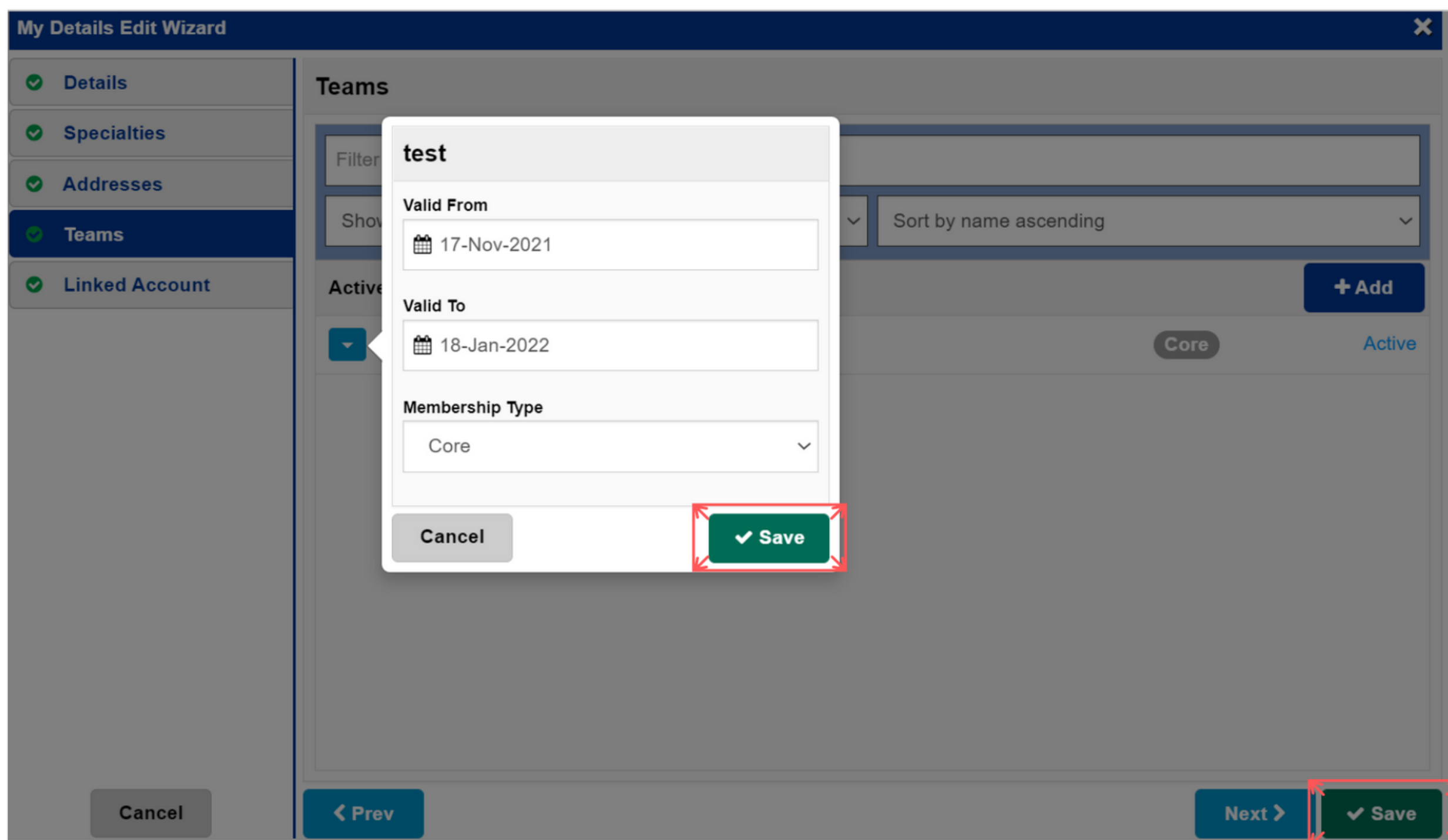
Select 'Teams' from the left-hand side to view teams you are a member of. Click on the blue arrow next to the team you wish to remove yourself from, then select 'Edit period'.



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The box below will open up. Click on 'Valid To' and select the date you wish your membership to end. Please note, your membership will end at midnight on the date selected.



Remember to click 'Save' once you have finished.

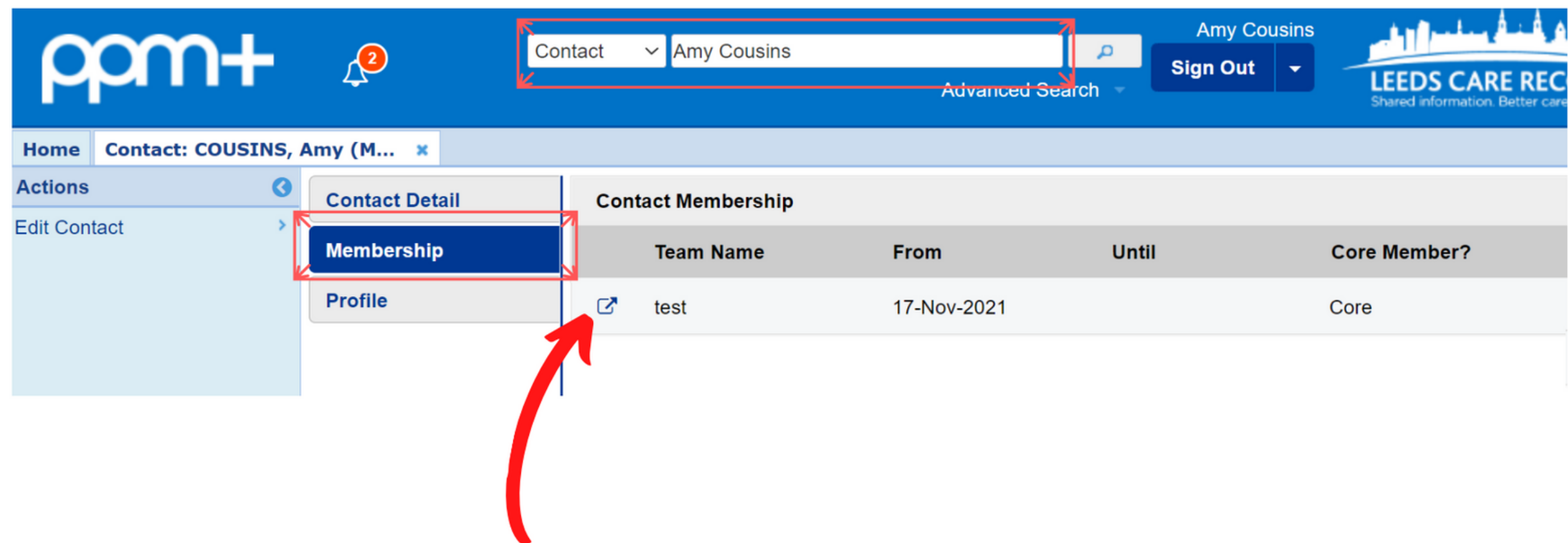
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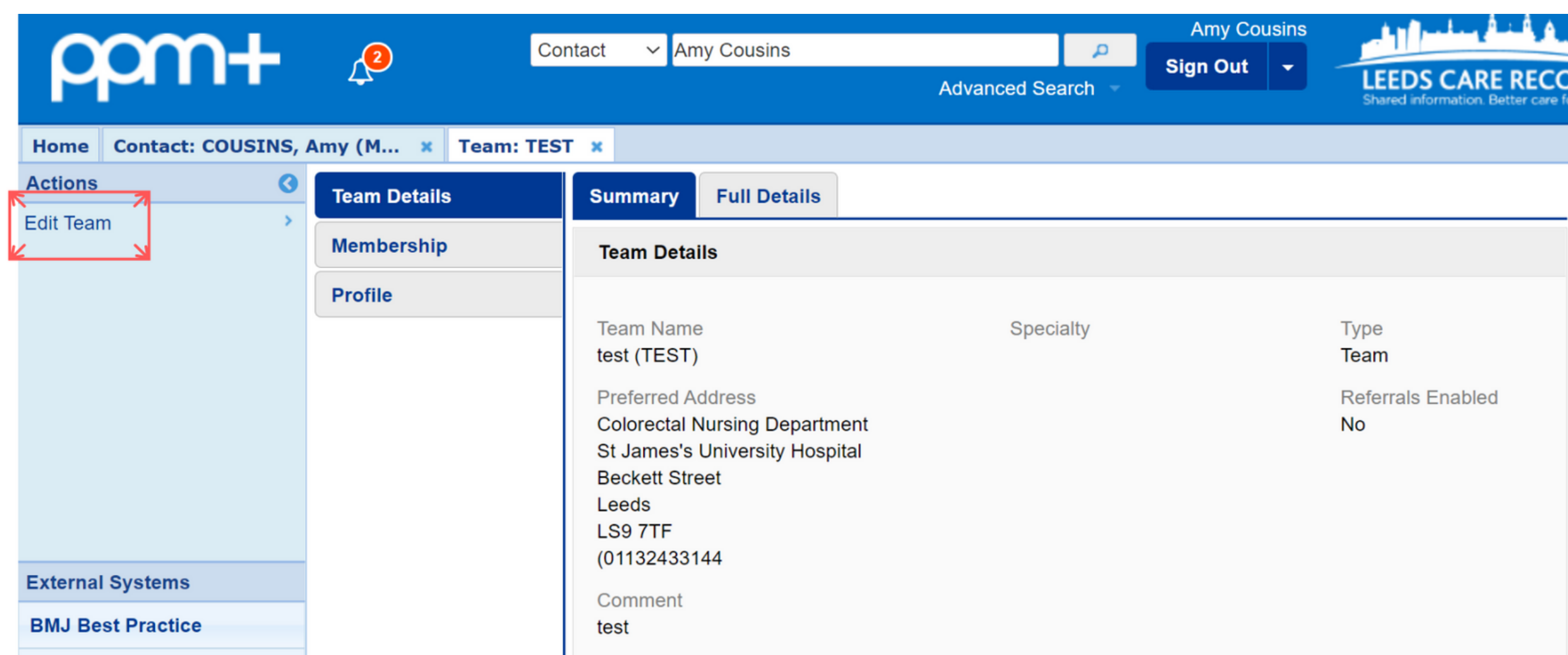


# How to add other members to your team

On the homepage use the drop down to select 'Contact'. Search for your name as it displays in your contact information. Select the 'Membership' tab to view teams you are currently a member of.



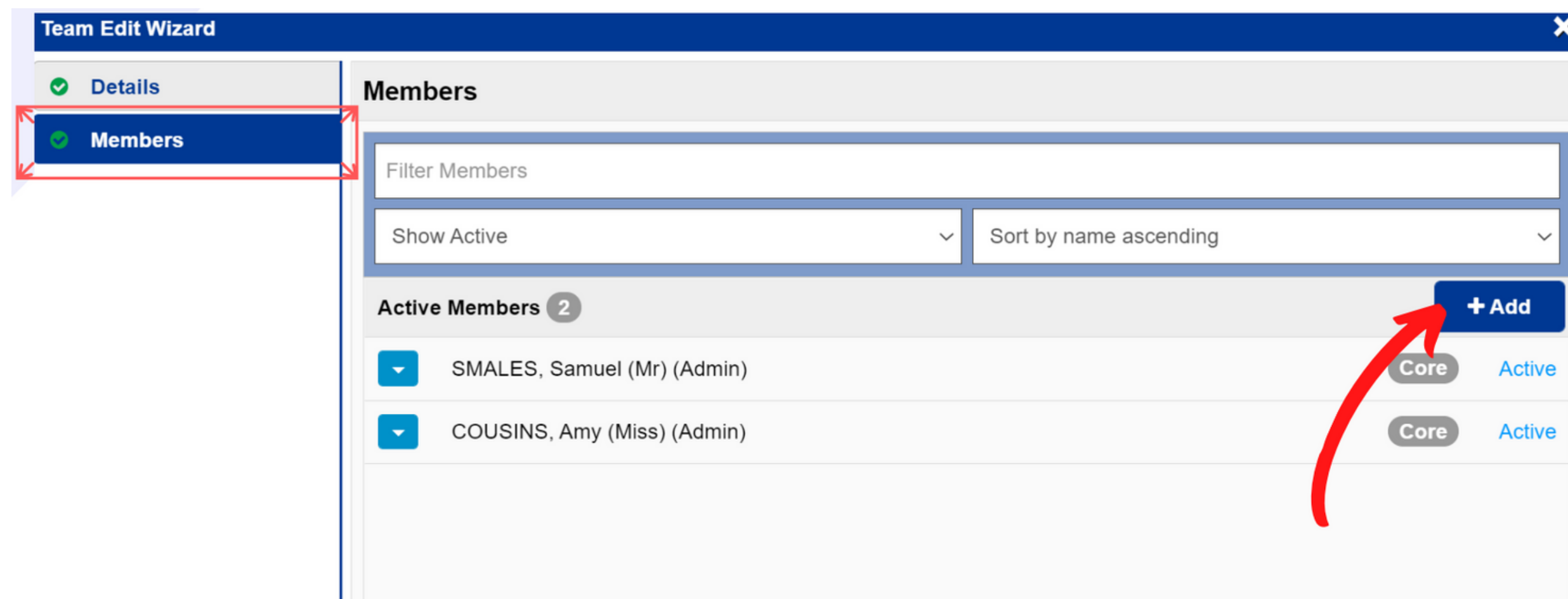
Click the 'Show' button (as above) to expand the team summary. Select 'Edit Team' in the 'Actions' column on the left-hand side.



For further information please contact:

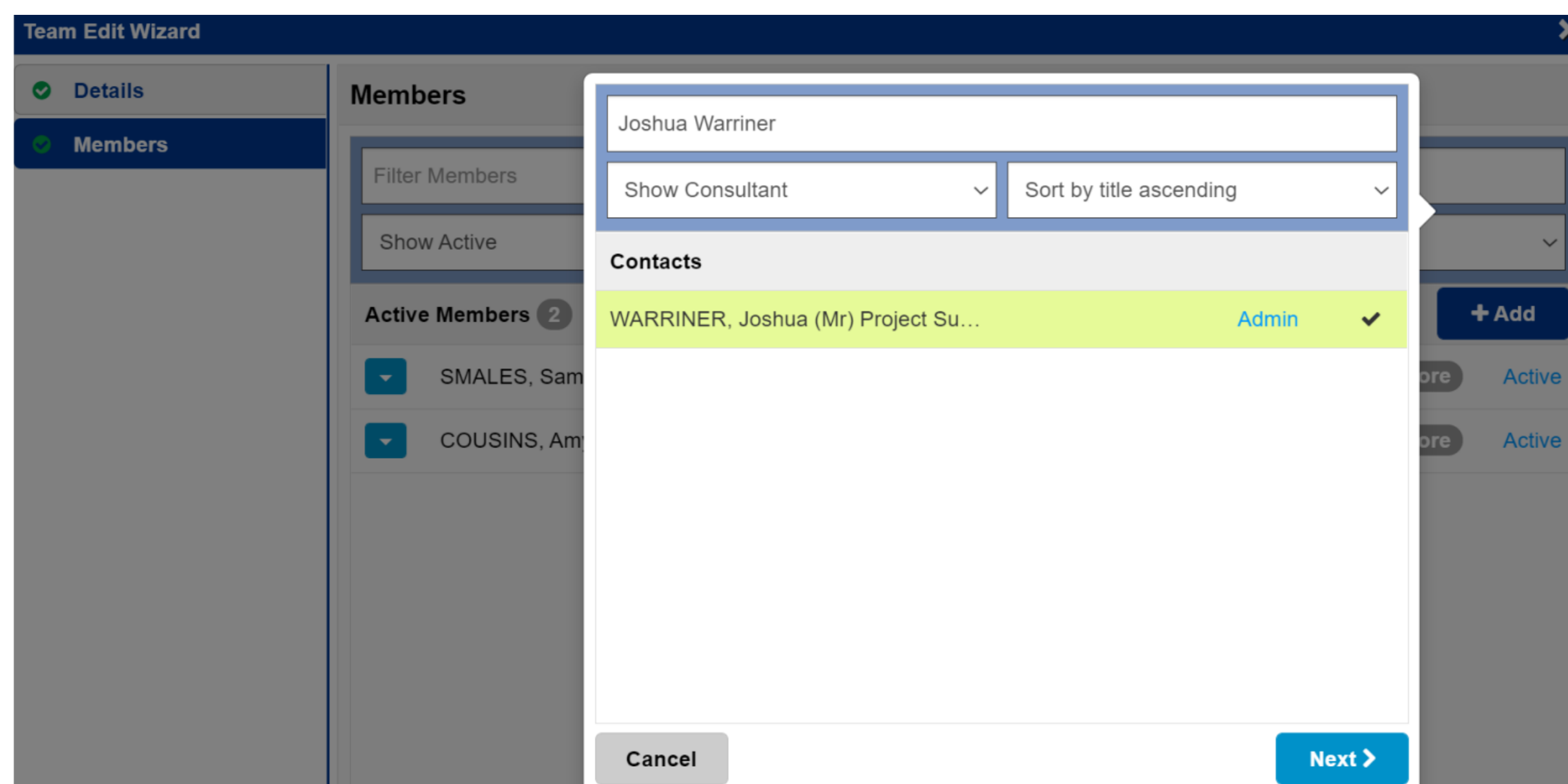
✉ leedsth-tr.ImplementationTeam@nhs.net or ☎ 0113 206 0599

From the 'Team Edit Wizard', select the 'Members' tab to view the current active members of that team. To add a new member to the team, click 'Add'.



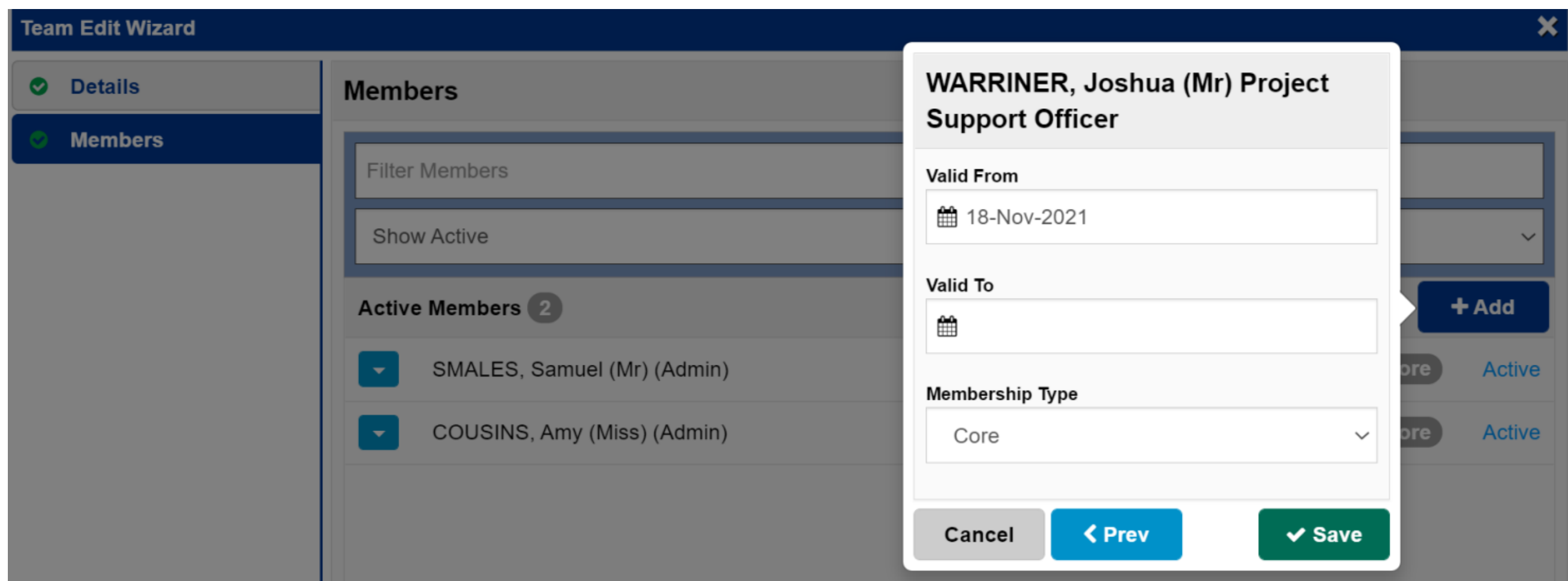
Search for the name of the person you wish to add to your team as it shows in their contact information. If the person does not appear, they will need to complete their PPM+ contact details.

Select the correct member and press 'Next'.

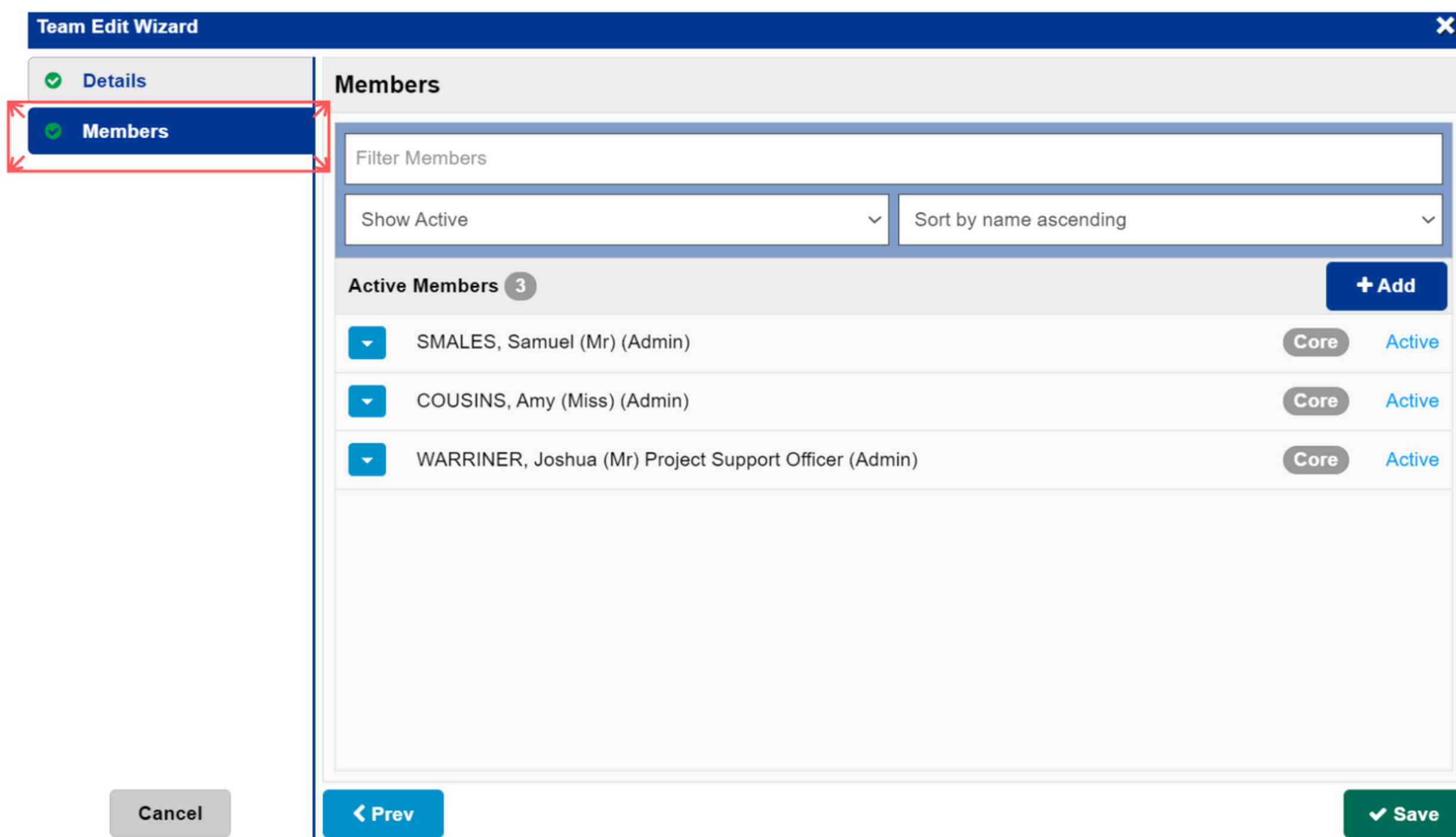


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The 'Valid From' date will automatically appear as the current date. Only select a 'Valid To' date if you wish for the membership to expire. The 'Membership Type' should be set as 'Core'.



The 'Members' tab in the 'Team Edit Wizard' will now display the new member of your team, along with the other active members. Repeat the previous steps to add another member. Remember to click 'Save' once you have finished.

**For further information please contact:**

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# Useful contacts

## Implementation Team

Please contact the **Implementation Team** for Digital support & training on PPM+ functionalities.



Ext: 60599



[leadsth-tr.ImplementationTeam@nhs.net](mailto:leadsth-tr.ImplementationTeam@nhs.net)

## Informatics Service Desk

Please contact the **Informatics Service Desk** 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.



x26655



<https://lth-dwp.onbmc.com>

If you would like to make a **Request For Work to PPM+**, [Click Here](#) to be taken to the required page on the Trust's intranet

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



**PPM+ Help Site: <https://www.ppmsupport.leadsth.nhs.uk/>**

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