



The Leeds
Teaching Hospitals
NHS Trust

ppm+

eDAN Printing

STEP BY STEP GUIDE

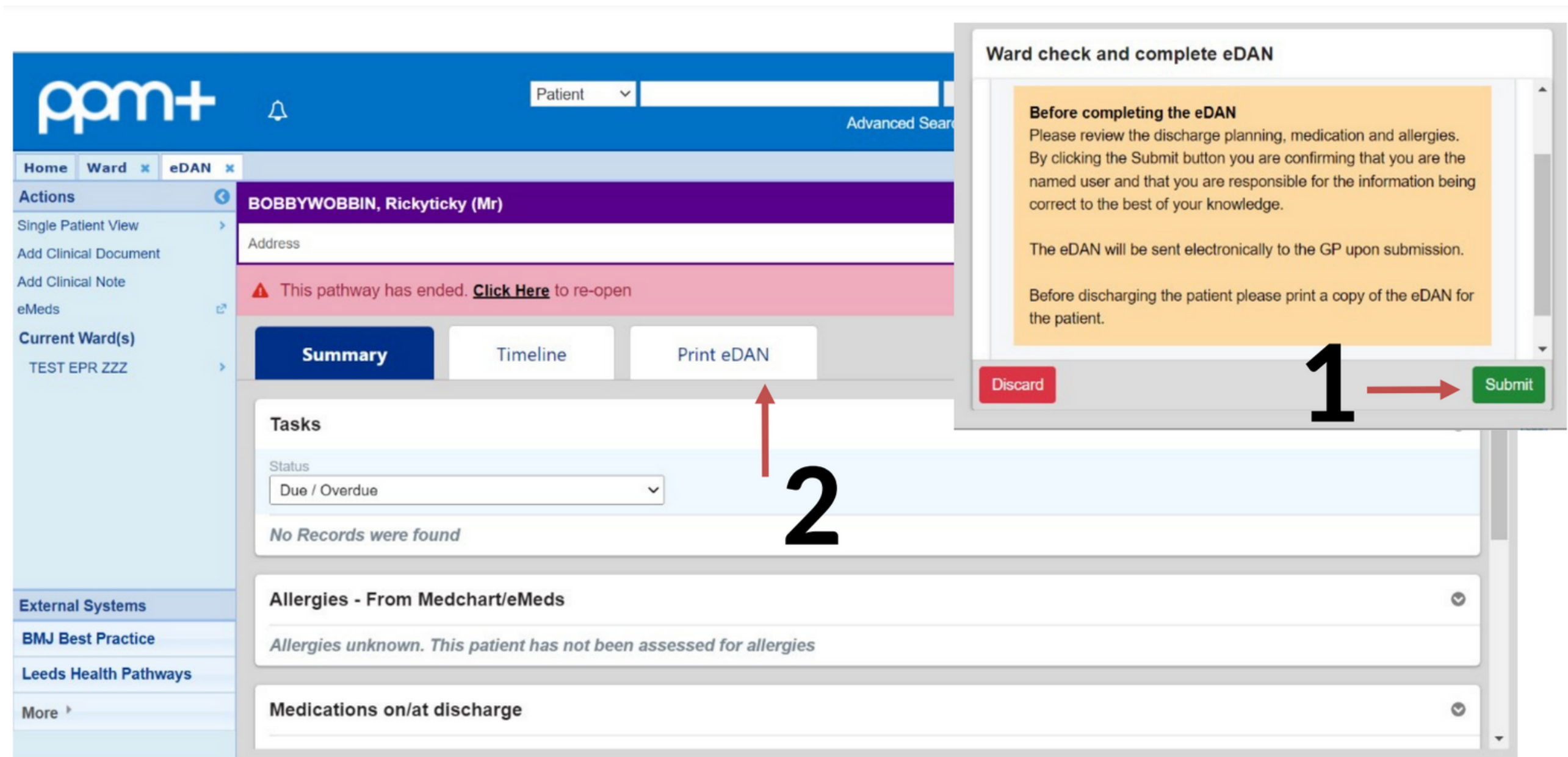


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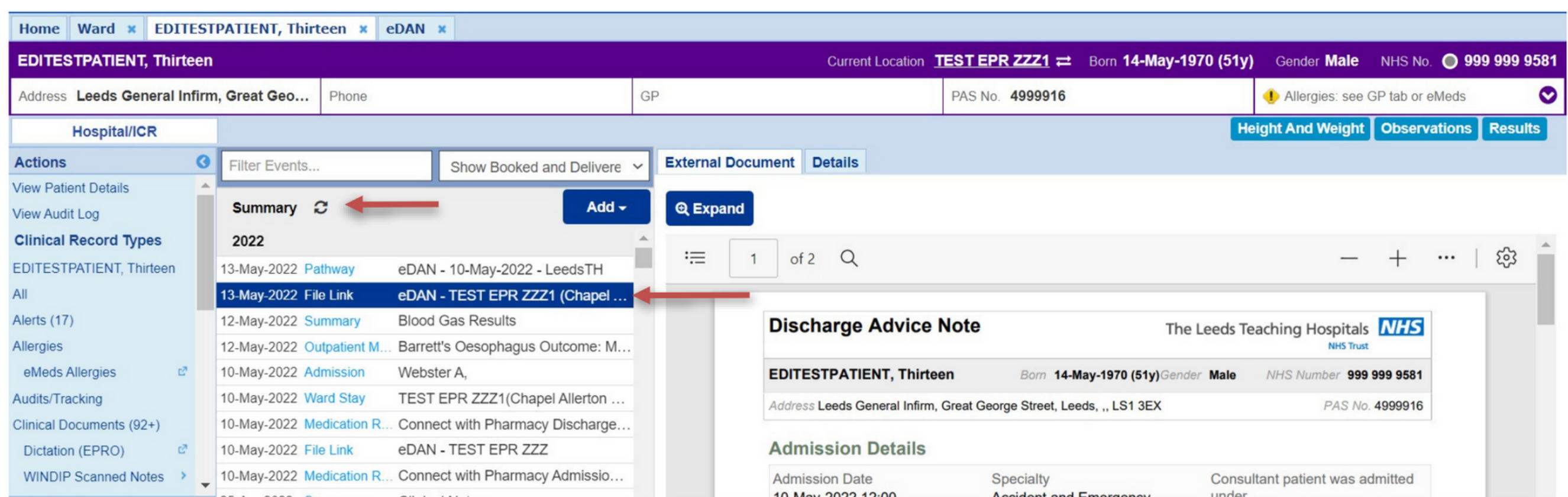
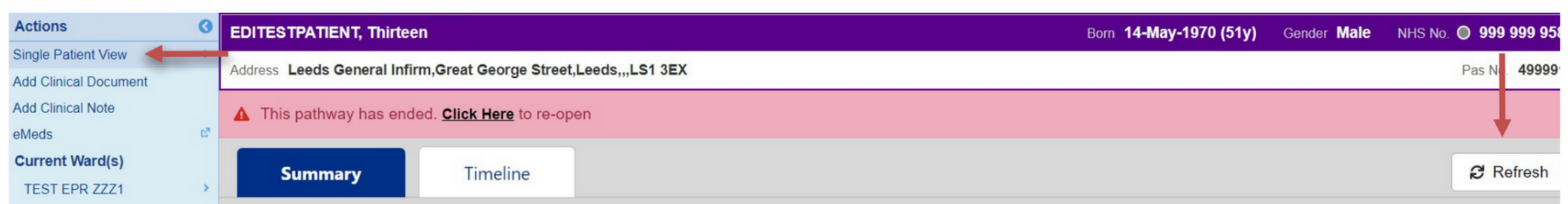
How to Print eDAN v2: A step by step guide

In response to feedback from users, it is now possible to print eDAN v2 from within the eDAN dashboard. A new 'Print eDAN' tab will appear upon submitting the 'Ward check and complete eDAN' task.



Please note that re-opening the pathway will create an additional version of the eDAN and should only be used when an update to the completed eDAN is necessary.

Once the eDAN has been completed, it is also possible to print the eDAN from the Single Patient View. See below for guidance. If you can't see the completed eDAN pdf to print, click on Refresh.

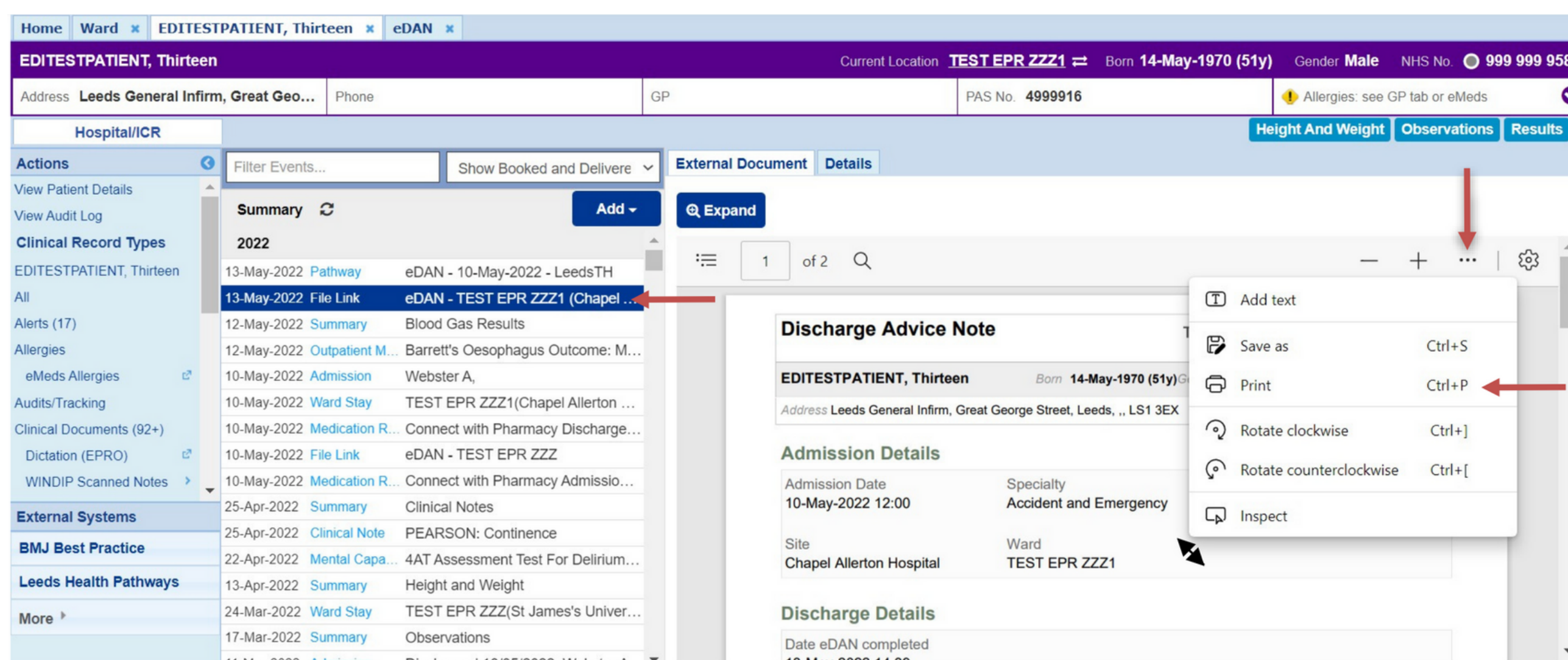


For further information please contact:

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

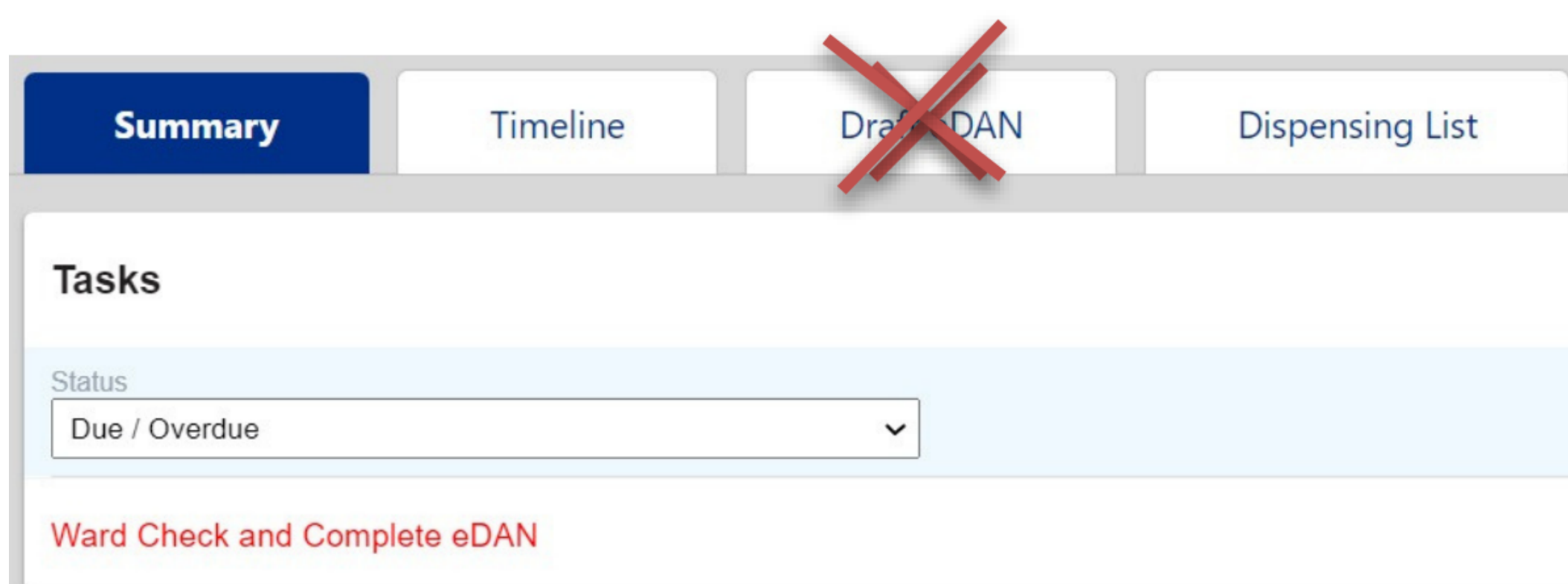
Click on the pdf version with the “File Link” title and it will open in the right-hand pane as a printable document. To print this either right click anywhere within the pdf viewer or use the ellipsis (three dots) at the top of the pane.

Please note: clicking the “Pathway” eDAN above the “File link” will take you back to the eDAN dashboard. Here you will have an option to re-open the eDAN, this should not be used for printing.



The screenshot shows the eDAN dashboard for patient EDITESTPATIENT, Thirteen. The top navigation bar includes 'Home', 'Ward', and 'eDAN'. The patient's details are displayed: Current Location TEST EPR ZZZ1, Born 14-May-1970 (51y), Gender Male, NHS No. 999 999 9581. The main area shows a list of documents with columns for date, type, and title. A document titled '13-May-2022 File Link eDAN - TEST EPR ZZZ1 (Chapel ...)' is selected. To the right, a PDF viewer displays a 'Discharge Advice Note' for the same patient. A context menu is open over the PDF viewer, showing options like 'Add text', 'Save as', 'Print', 'Rotate clockwise', 'Rotate counterclockwise', and 'Inspect'. Red arrows point to the 'File Link' in the document list and the 'Print' option in the context menu.

Please do not give the patient a Draft version of the eDAN from within the Dashboard.



The screenshot shows the eDAN dashboard with a navigation bar containing 'Summary', 'Timeline', 'Draft eDAN', and 'Dispensing List'. The 'Draft eDAN' button is crossed out with a large red 'X'. Below the navigation bar, there is a 'Tasks' section with a 'Status' dropdown menu set to 'Due / Overdue'. A red notification banner at the bottom reads 'Ward Check and Complete eDAN'.

For further information please contact:

✉ leedsth-tr.ImplementationTeam@nhs.net or

☎ 0113 206 0599

Useful contacts

Implementation Team

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



Ext: 60599



leedsth-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.



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<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 if you require **further training on PPM+** or any other Clinical System.



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

For further information please contact:



leedsth-tr.ImplementationTeam@nhs.net or



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