



# Add an Attachment on PPM+

USER GUIDE



**#LeedsDigitalWay**

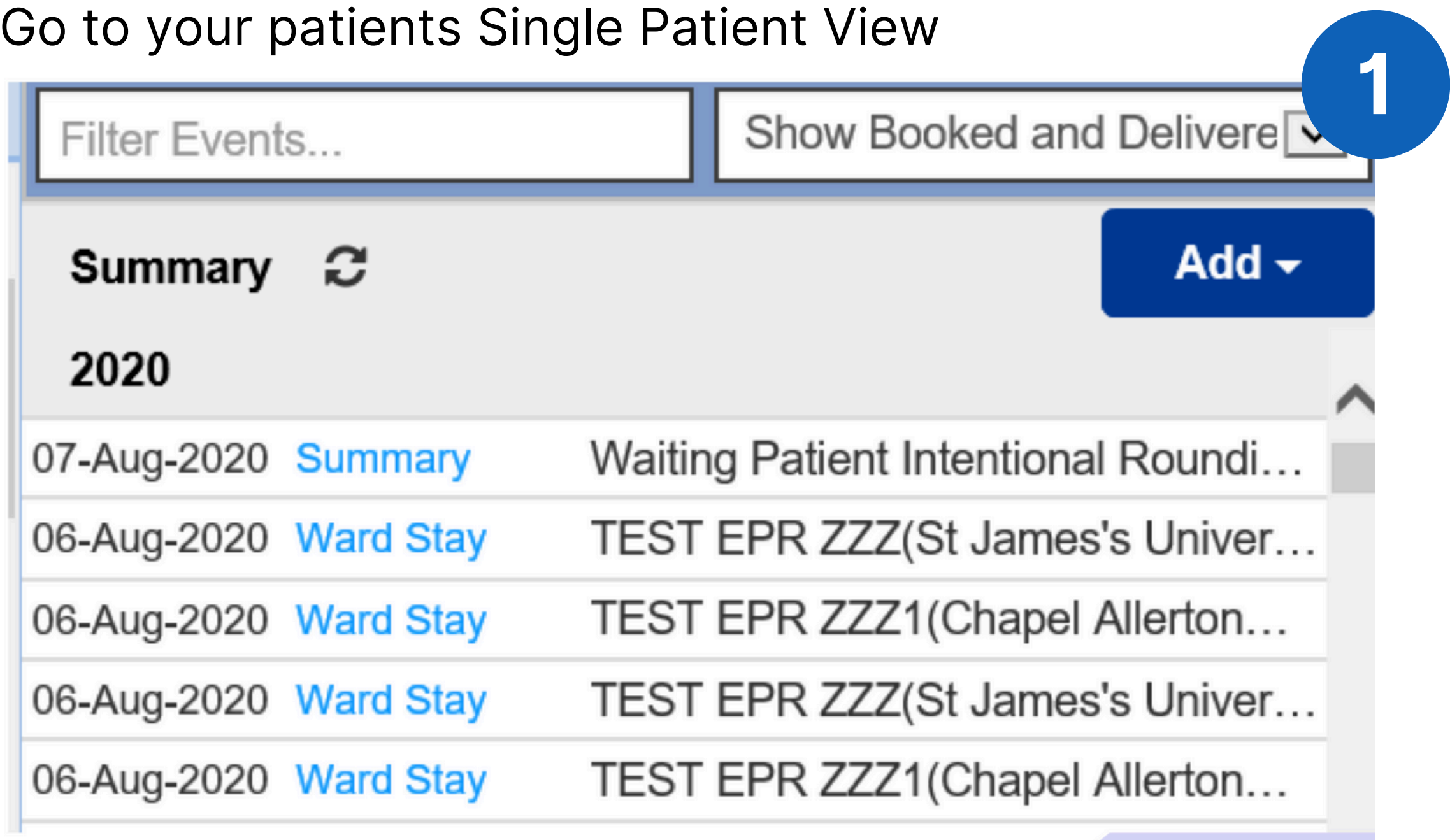
CONNECTS • TRANSFORMS • IMPROVES

# Add an Attachment on PPM+

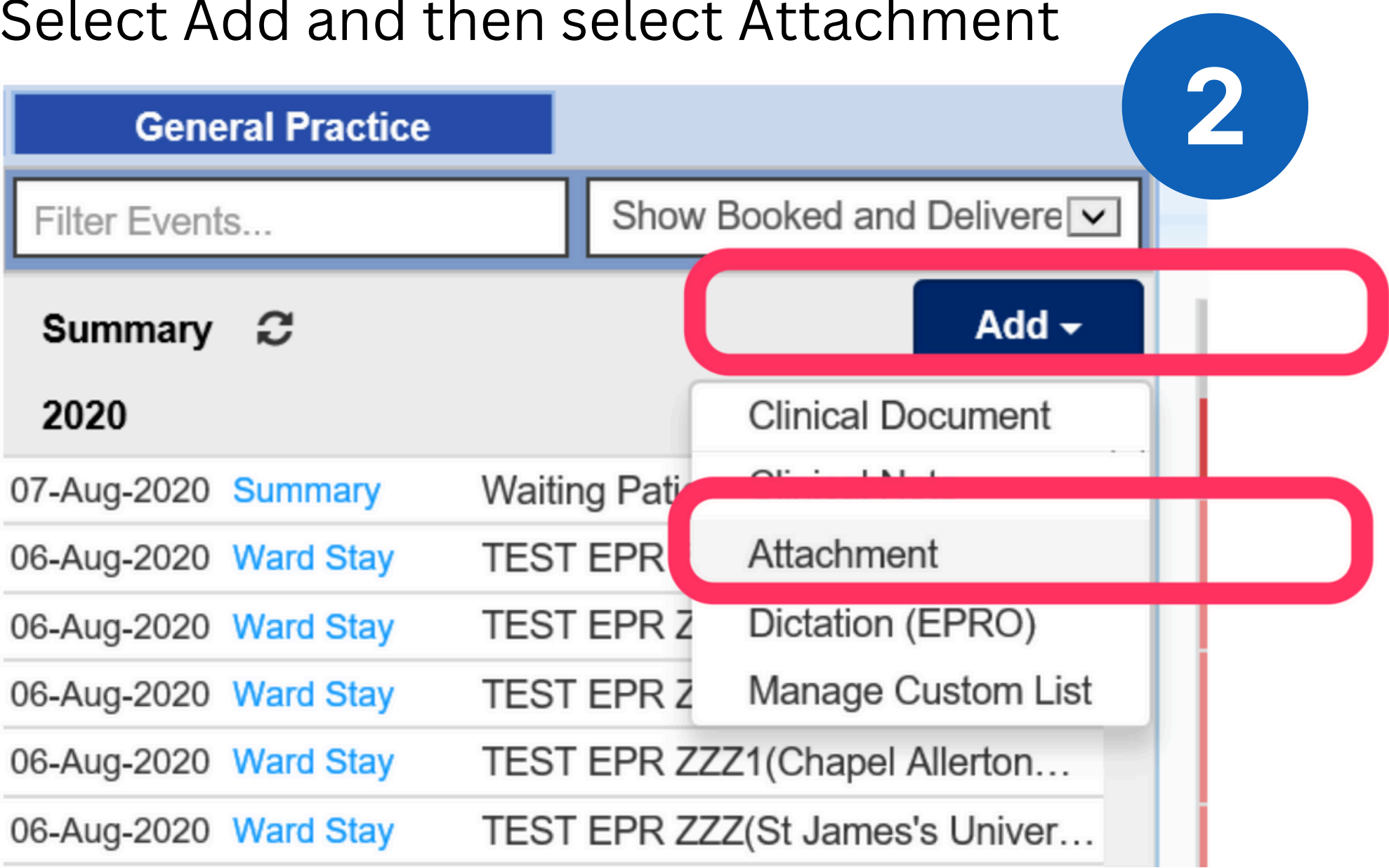
## Steps to follow

You can add files you have saved on your computer to a patients record as an attachment on PPM+

Go to your patients Single Patient View



Select Add and then select Attachment



# Add an Attachment on PPM+

3

**EDITESTPATIENT, Seven**

Born **16-May-2003** Gender **Male** NHS No. **999 999 9522**

**File Information**

**File ?**

**Caption ?**

**Event Date ?**

**Upload Date**

4

Select **Browse** to search for the file on your computer.  
**Caption** allows you to write a brief description about the file.  
**Event Date** allows you to change the date, finally select **Save**.

# Useful contacts

## Informatics Service Desk

**If you are having problems with logging in or using PPM+, please contact the Informatics Service Desk for your organisation in the first instance.**

If still experiencing issues please contact the LTHT Informatics Service Desk on [informaticsservicedesk.lth@nhs.net](mailto:informaticsservicedesk.lth@nhs.net) or 0113 3926655.

**For further information and helpful guides on using PPM+ please see the link to our PPM+ Help Site:**



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