Adding And Editing Your Contact On PPM+

USER GUIDE

#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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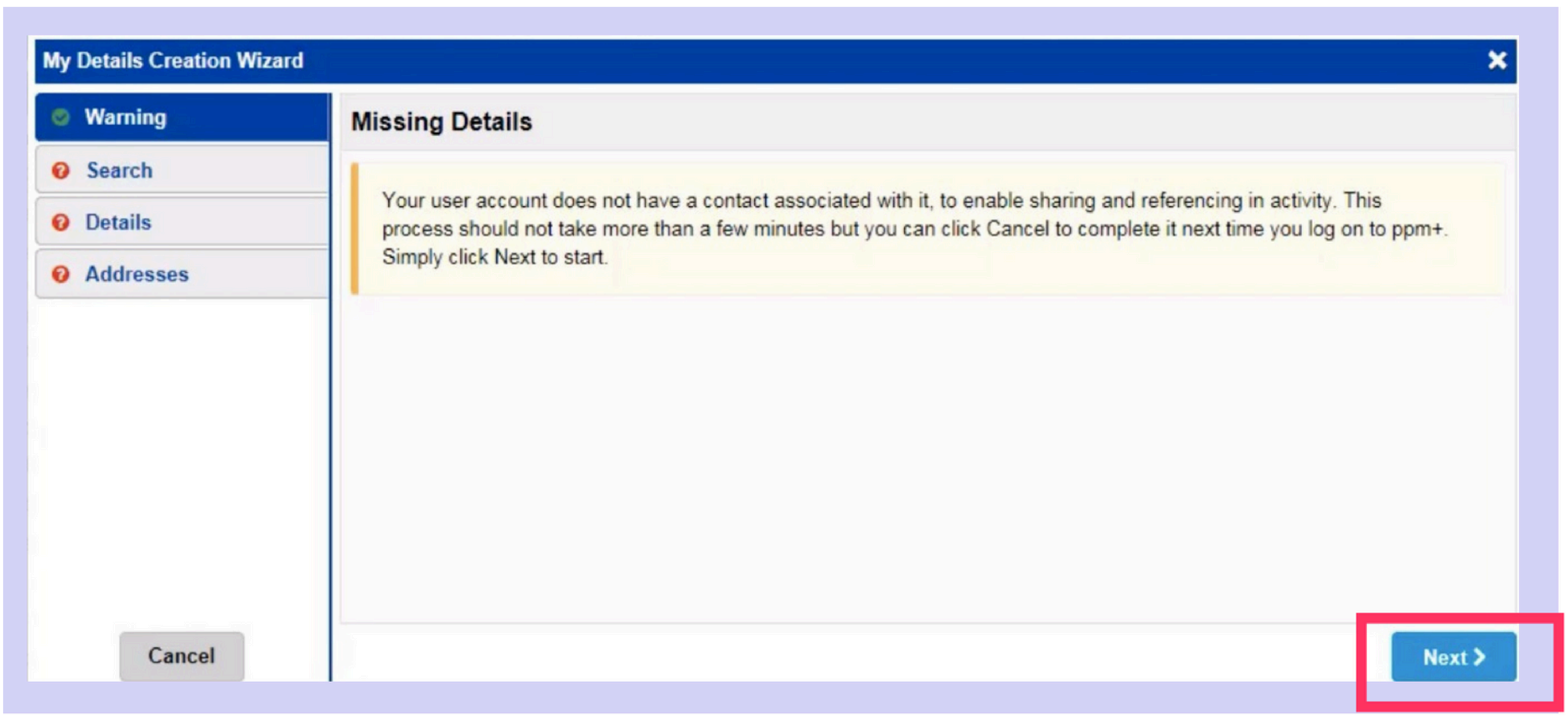
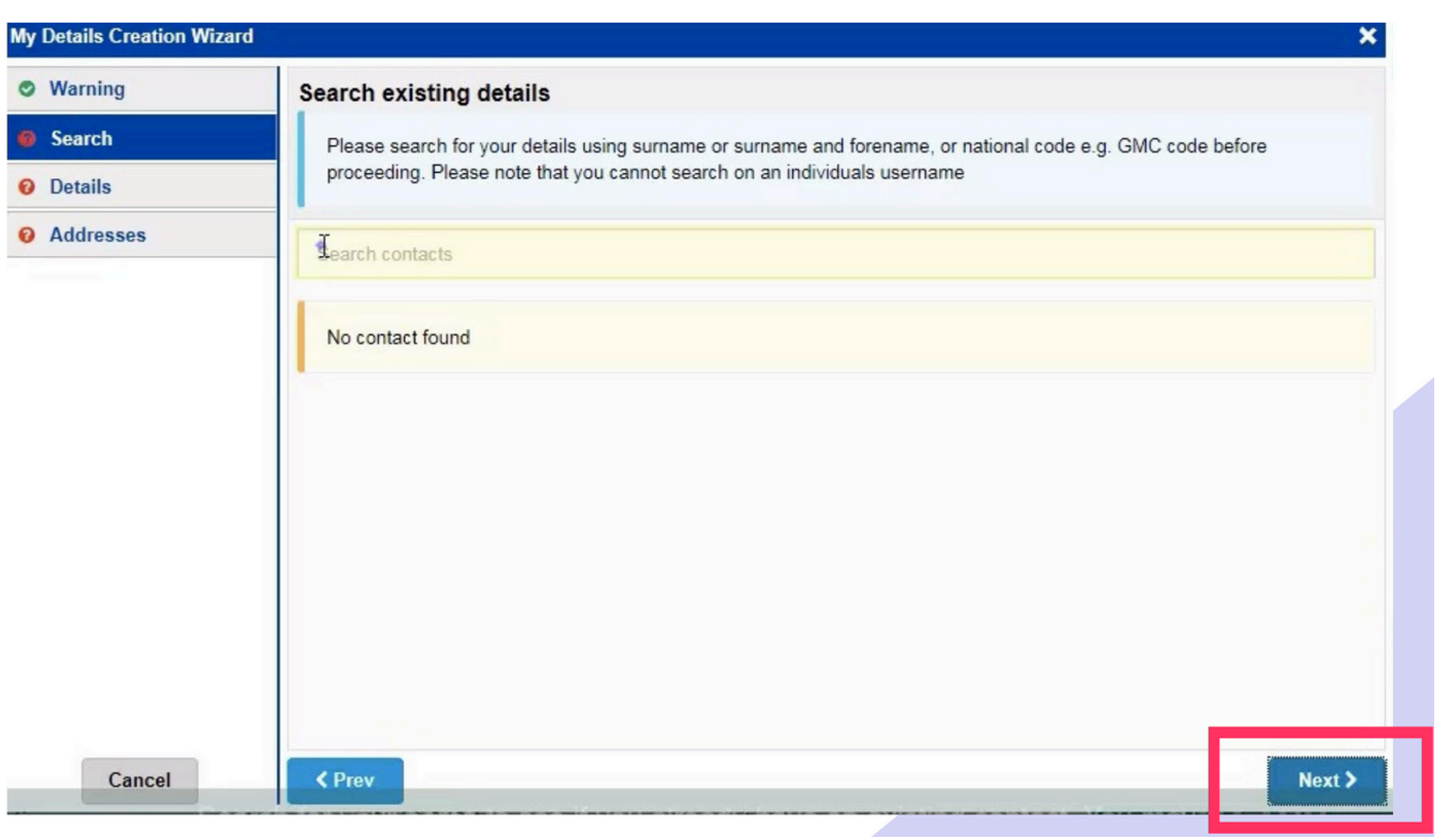
Adding Your Contact

1 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.

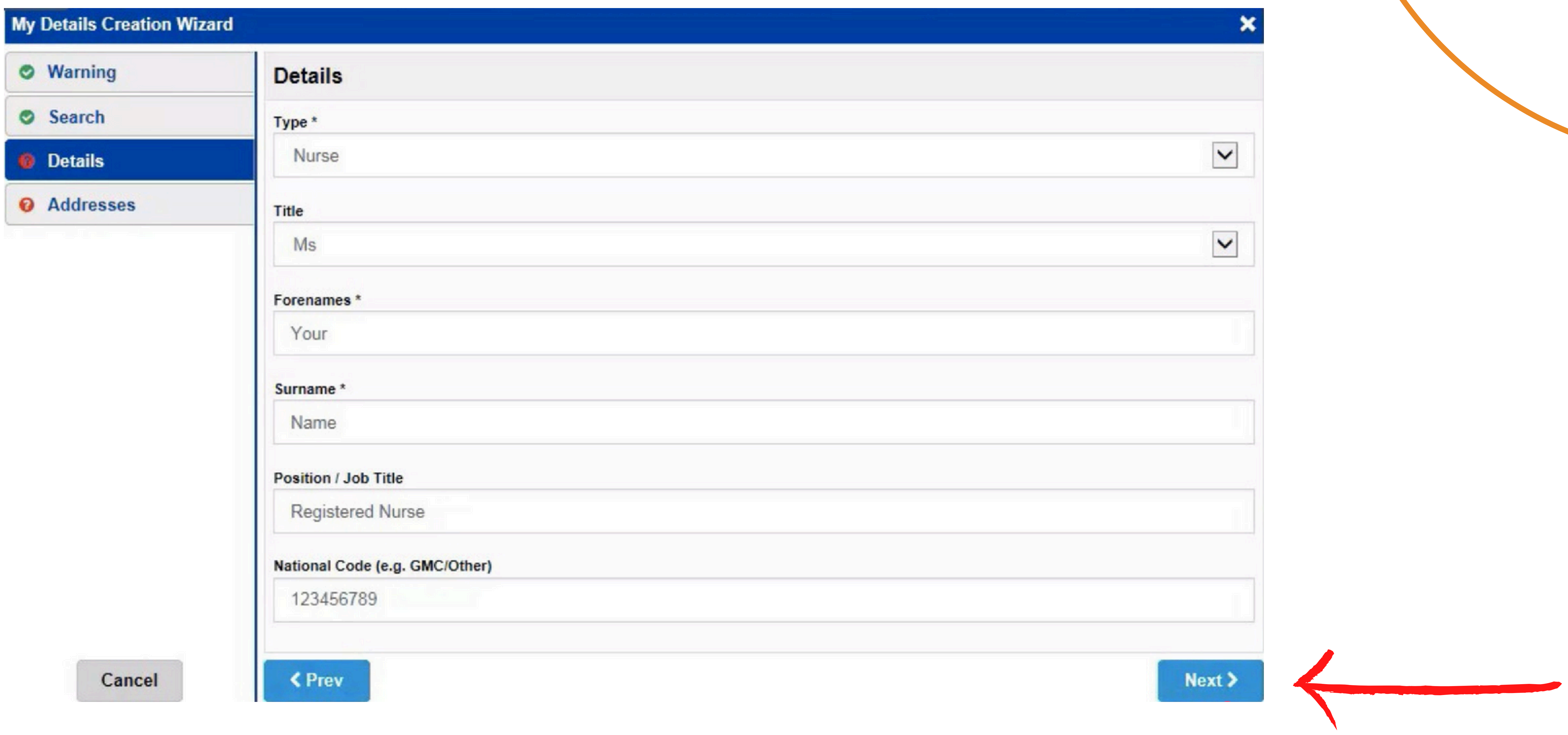


Click on Next to begin.

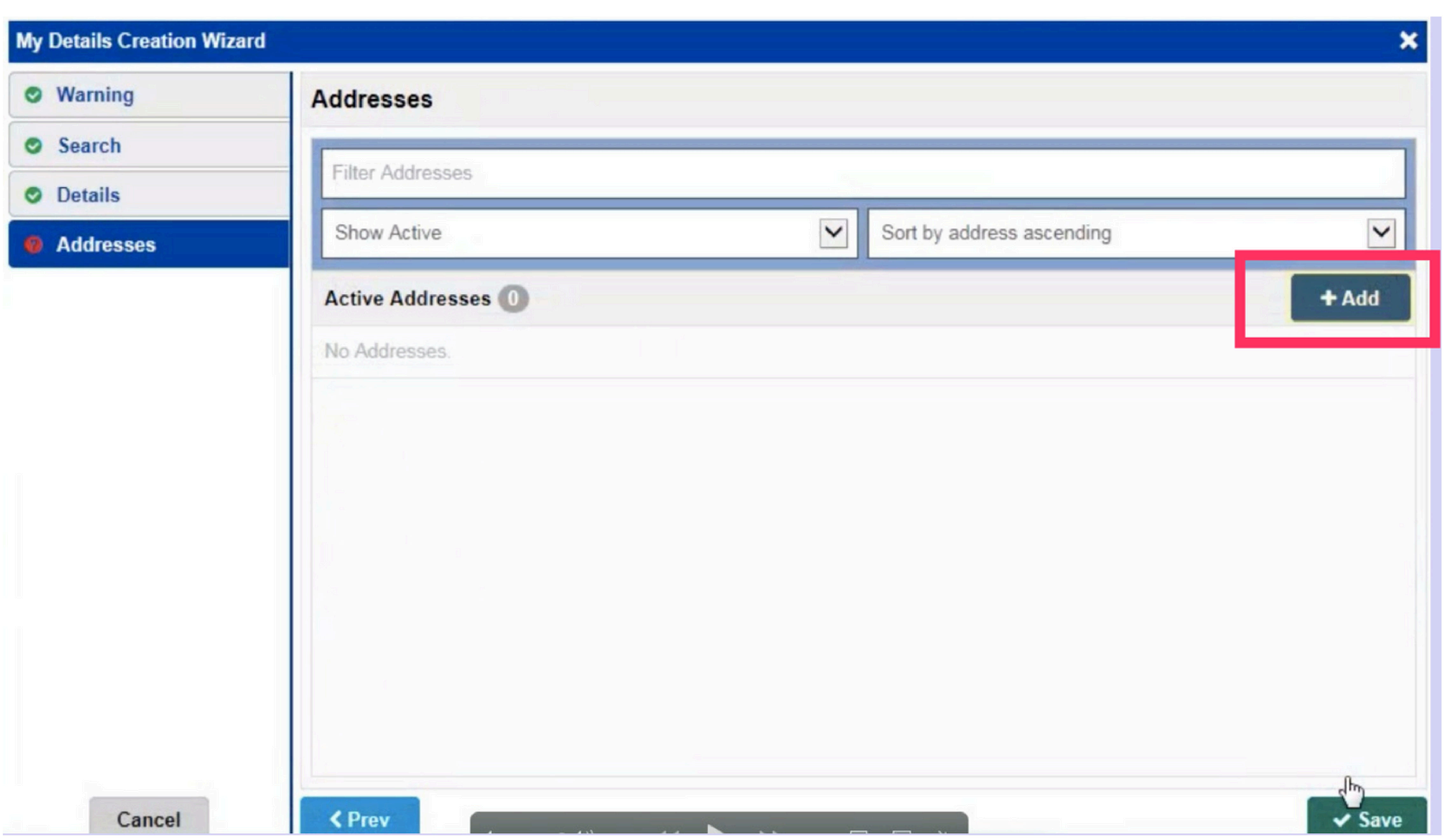
2 Search for your name to see if you already have an existing contact (you may have an existing contact if you have previously worked for the Trust). Select your contact if it appears in the search results. If no contact is found click **Next**.



3 In the **My Details** section complete the fields shown. Please note the asterisk '*' indicates which sections are mandatory. When finished click **Next**.

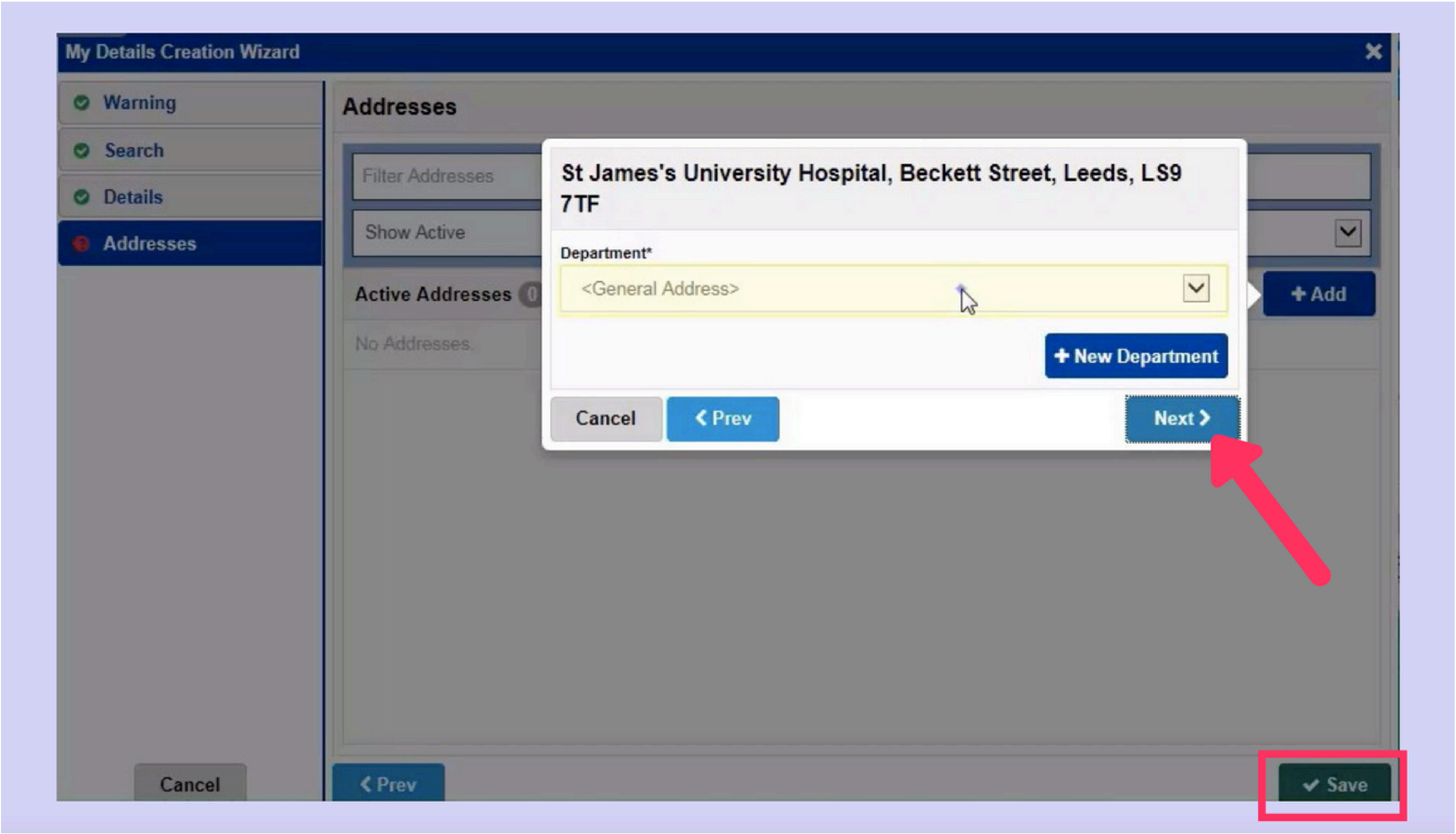


4 Click on **Add** to add your address, if you work across multiple sites you can add more than one.



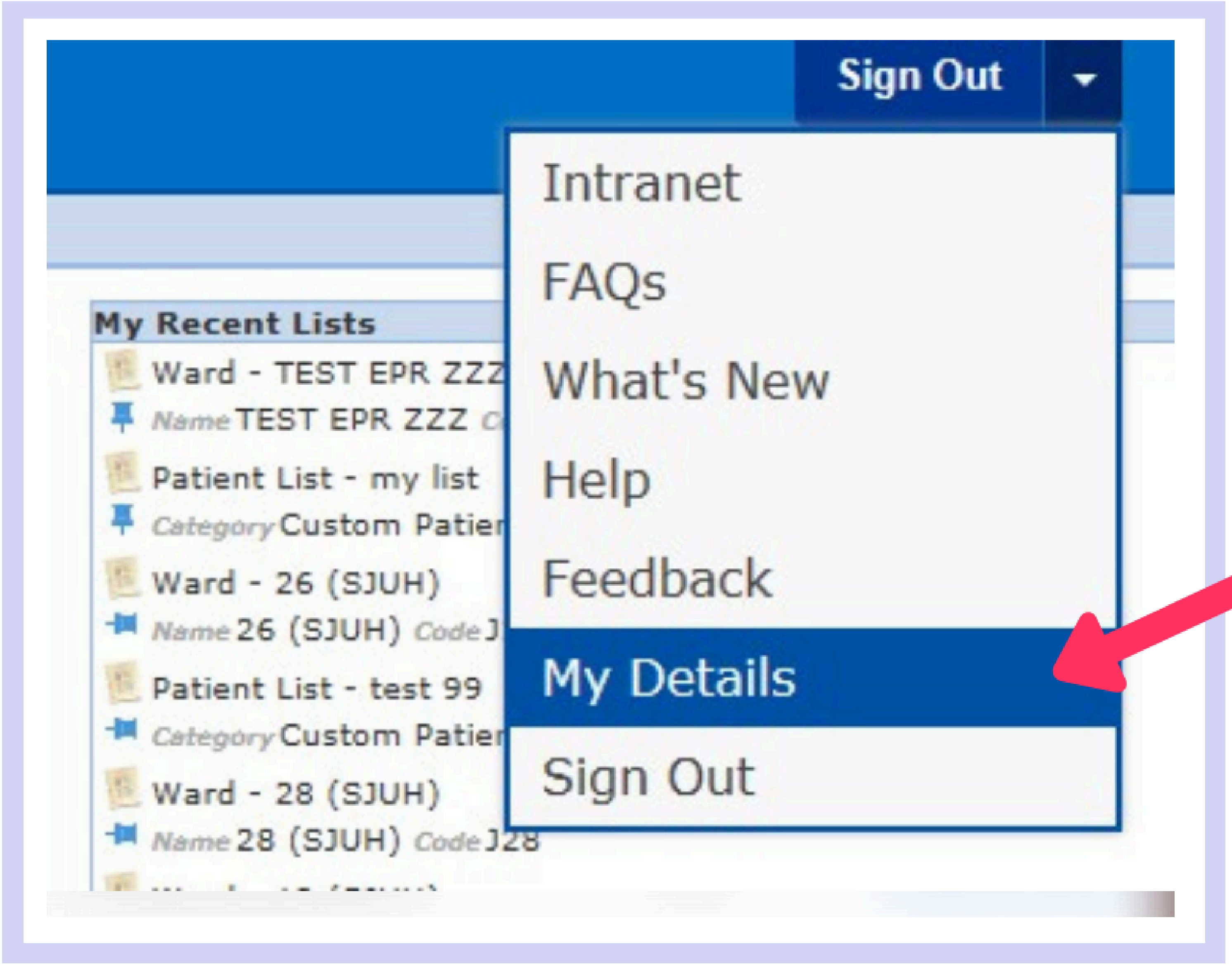
5

Select or add your department and click Next.
Then click Save to complete contact information.

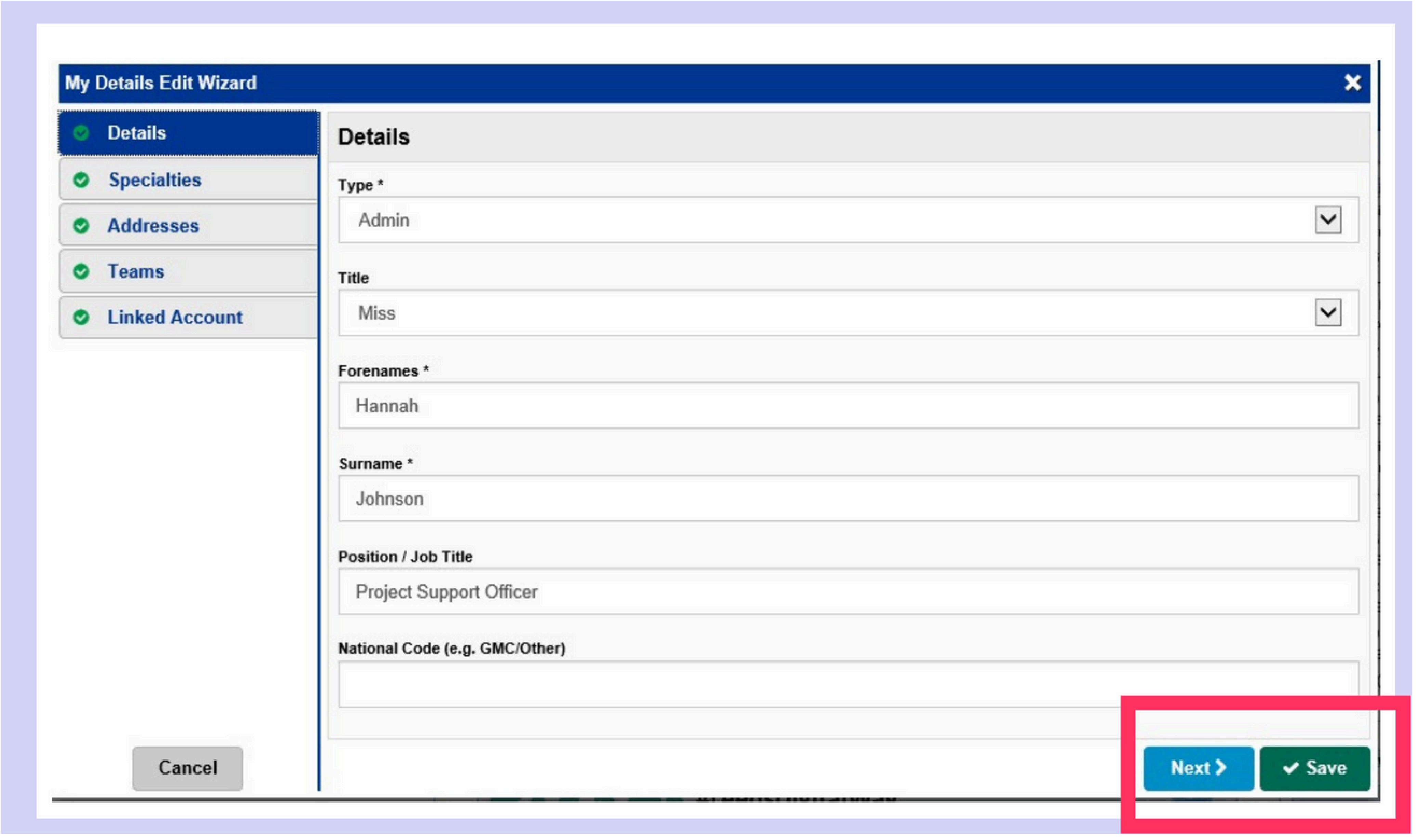


Editing Your Contact

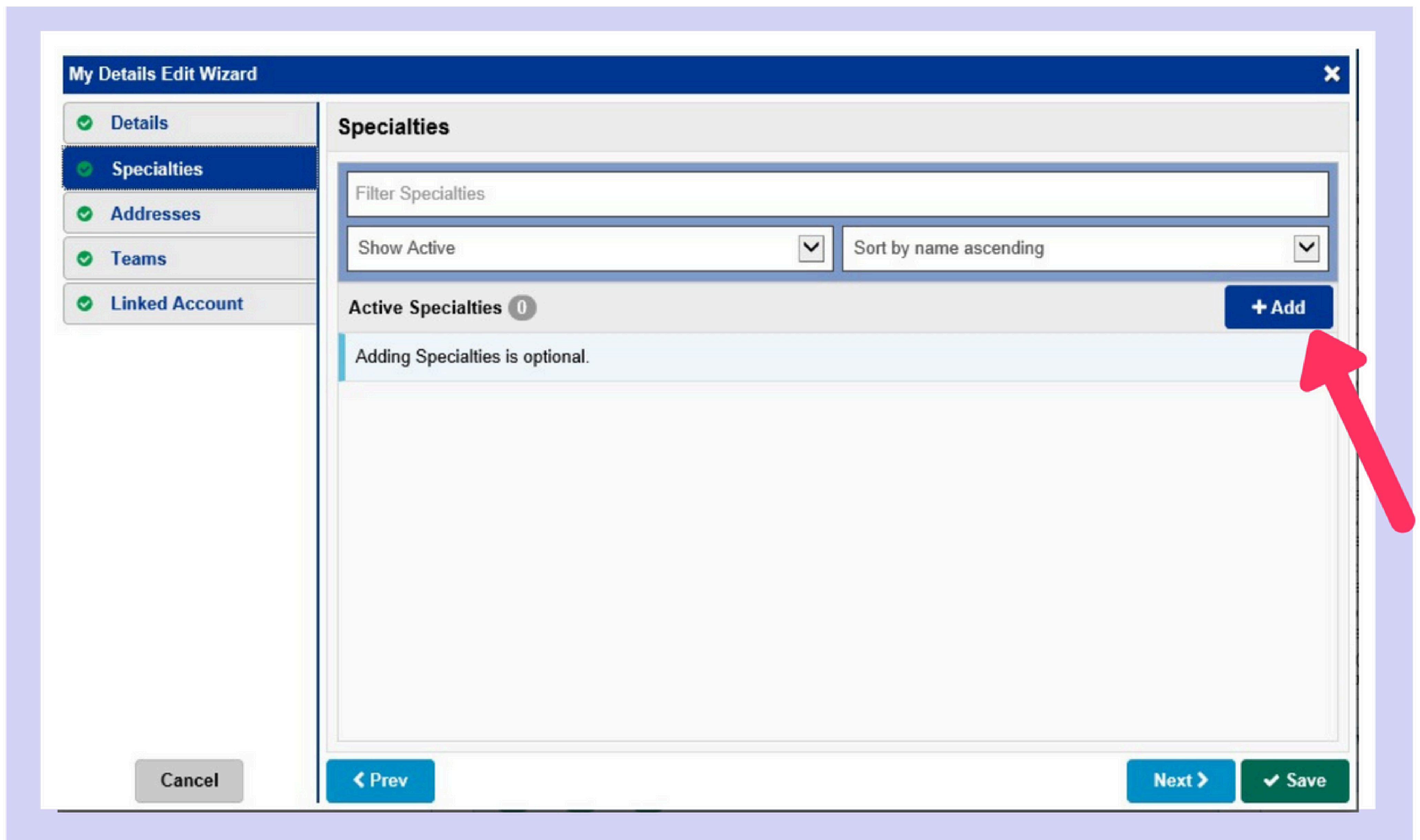
1 You can edit your contact details at any time in the **My Details** link from the user menu shown below.



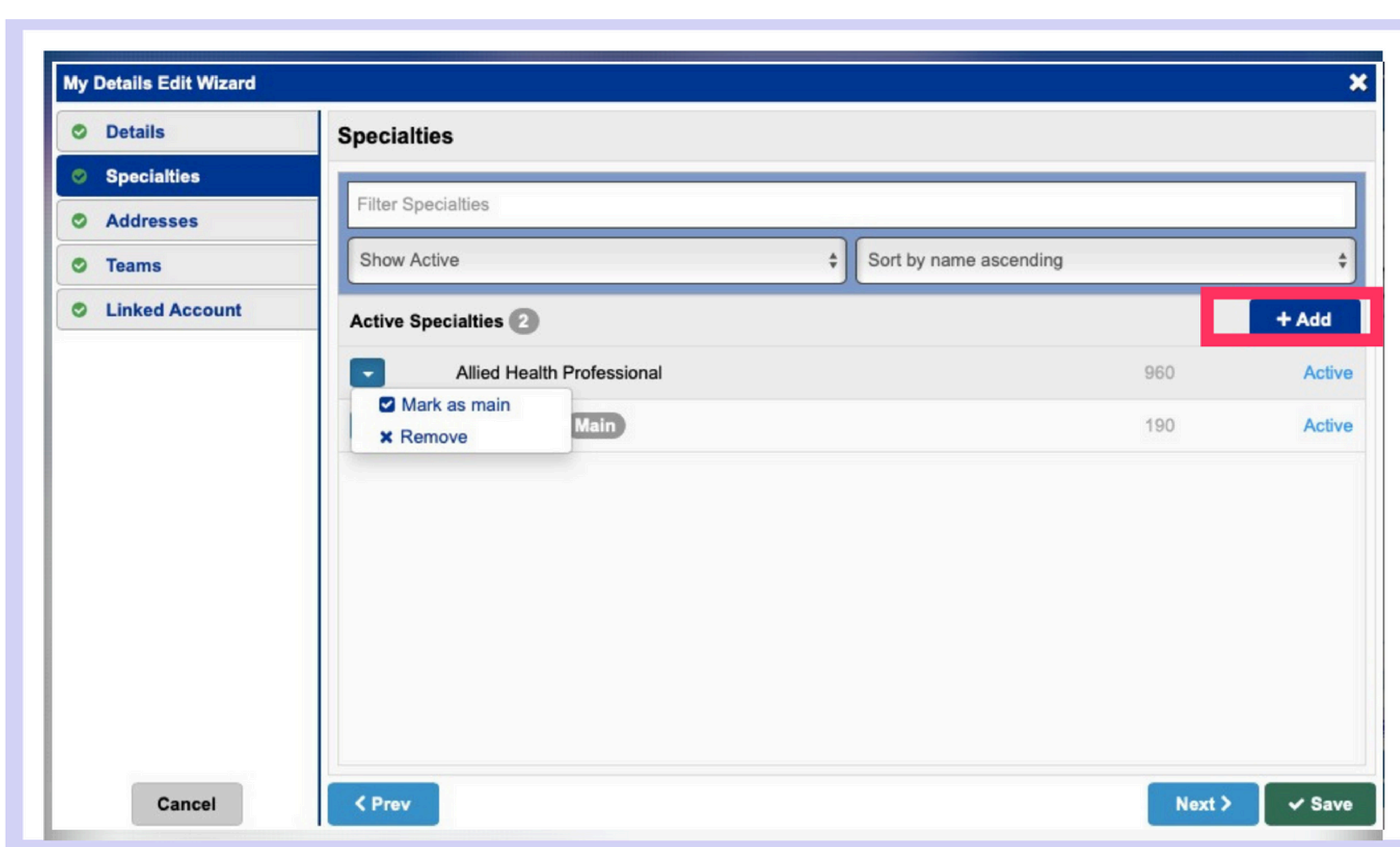
2 In the **My Details** section you can edit or add to any of these fields. When completed click **Save** or click **Next** to move on to the next section.



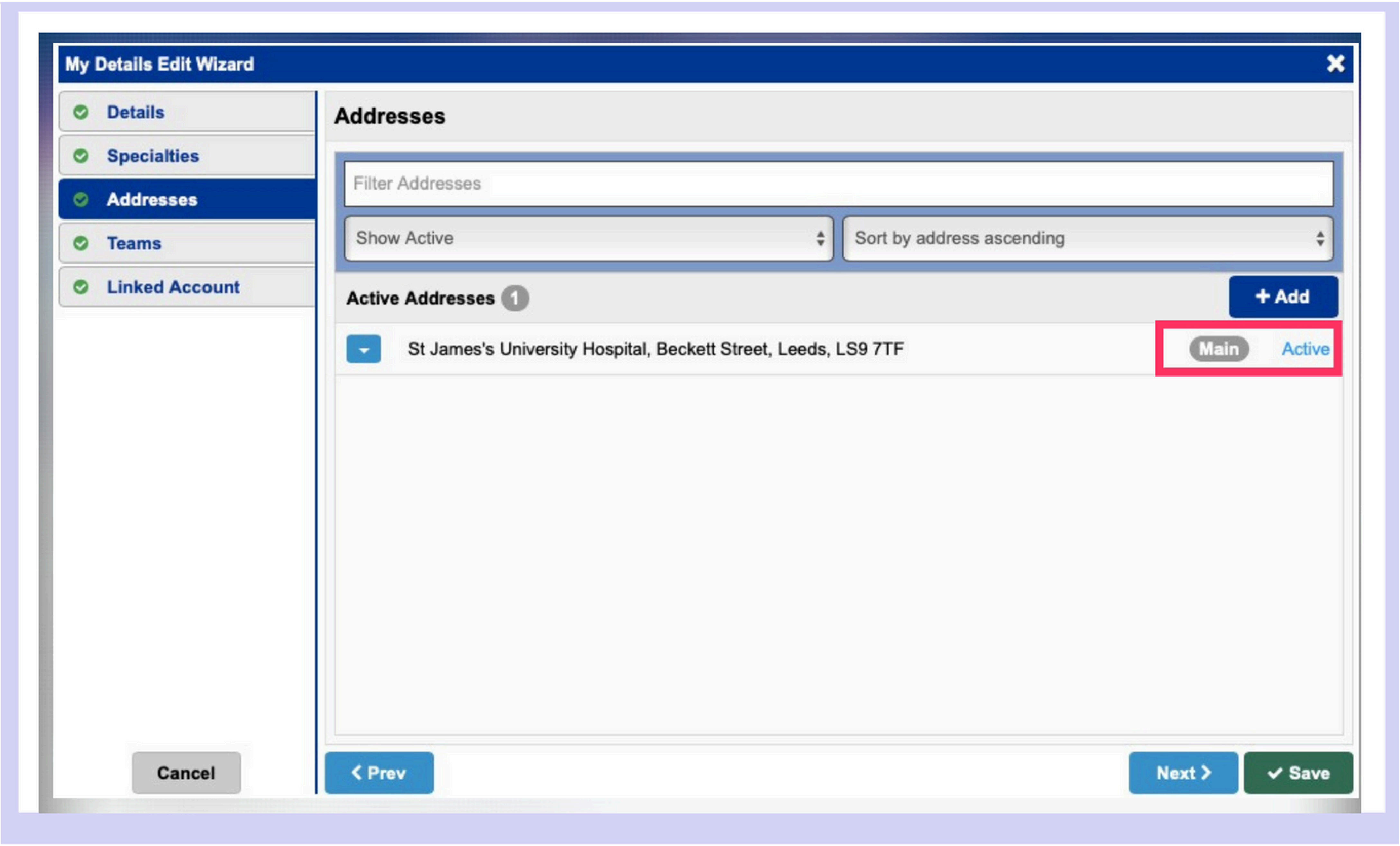
3 Click **Add** and select your speciality, you have the option to select multiple specialties this section.



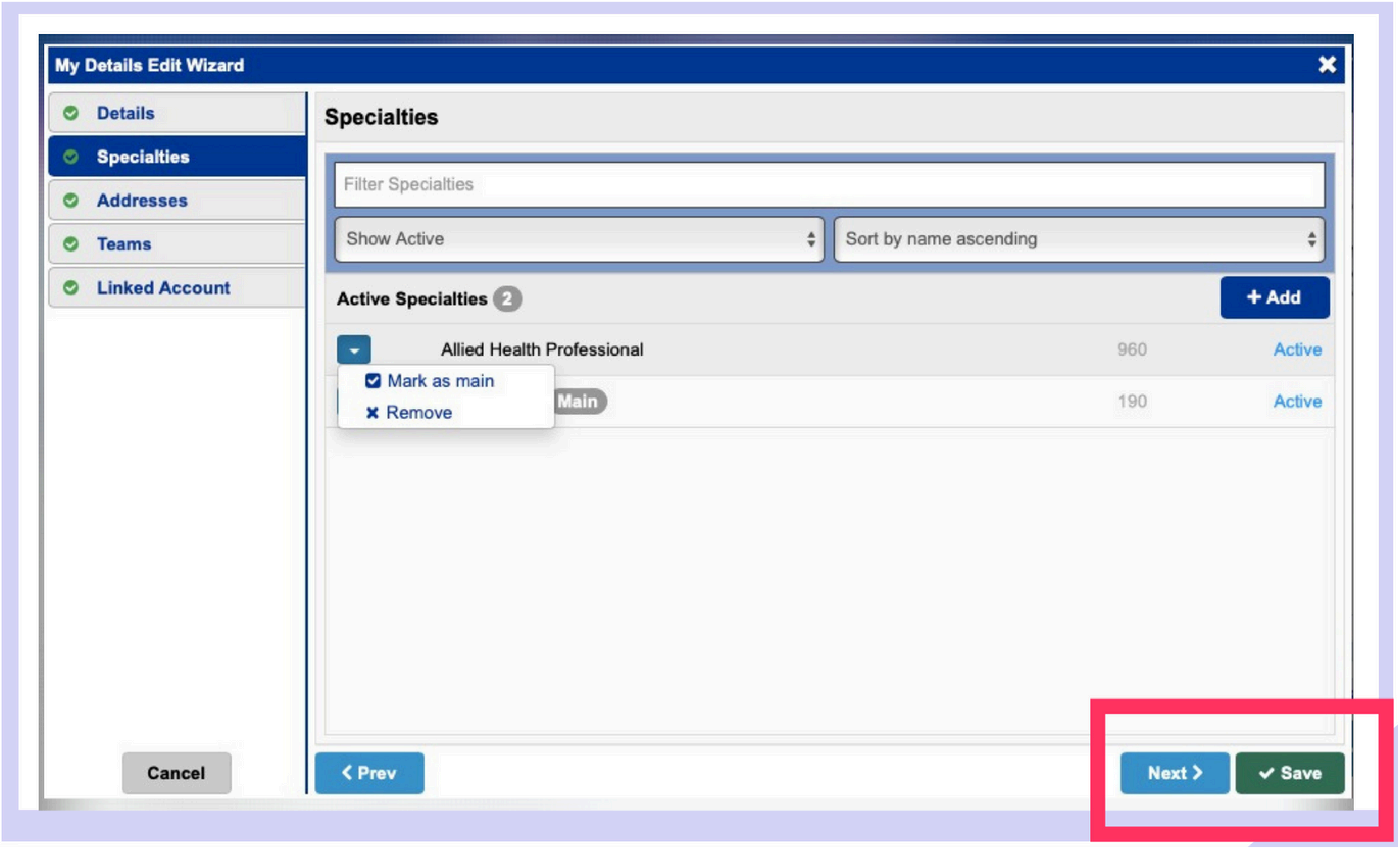
4 The first speciality you add will automatically be your **main speciality**, by clicking the blue drop down arrow you can remove or make another speciality your **main speciality**



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 the specific location you work in



Remember to click on **Save**, once finished

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 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/