



Adding And Editing Your Contact On PPM+

USER GUIDE



#LeedsDigitalWay

CONNECTS • TRANSFORMS • IMPROVES

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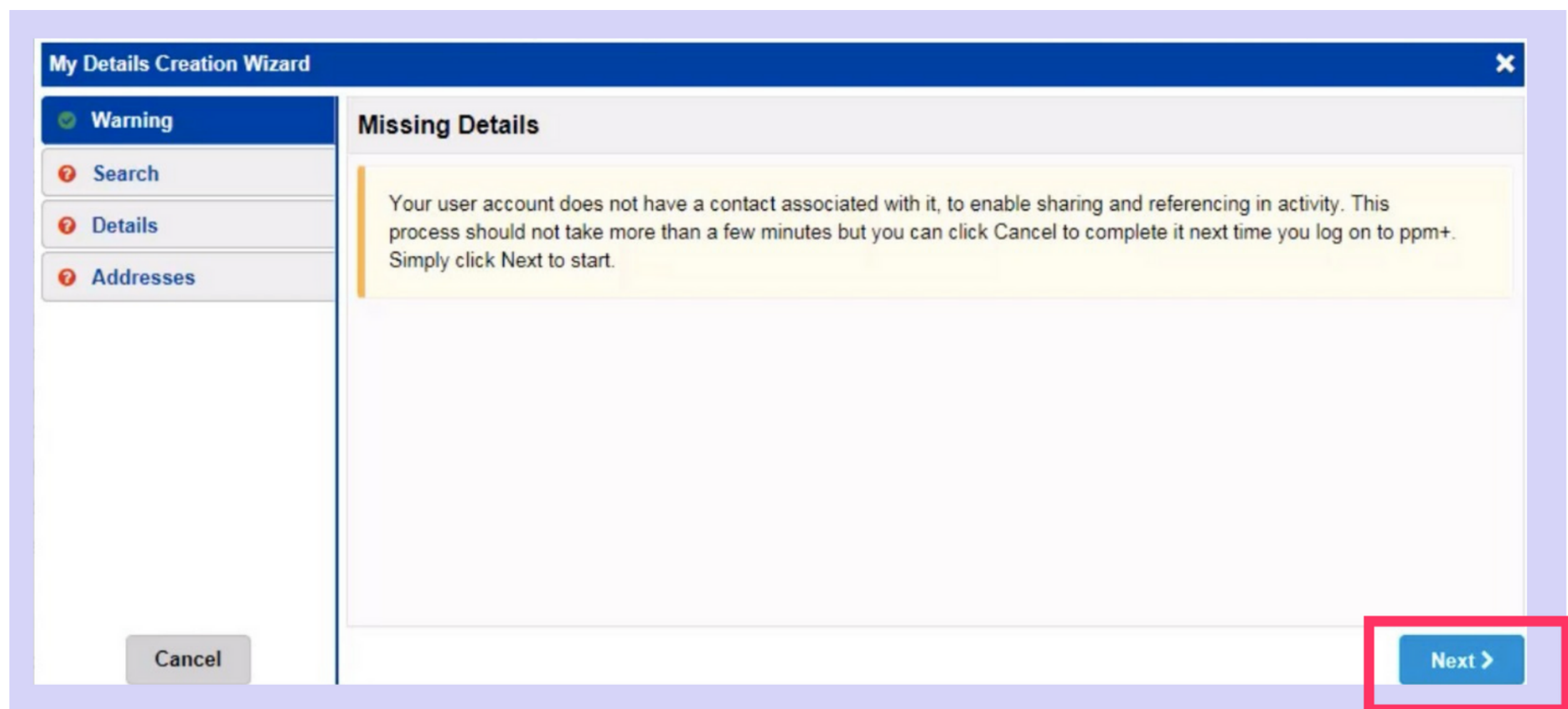
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For further information please contact:

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

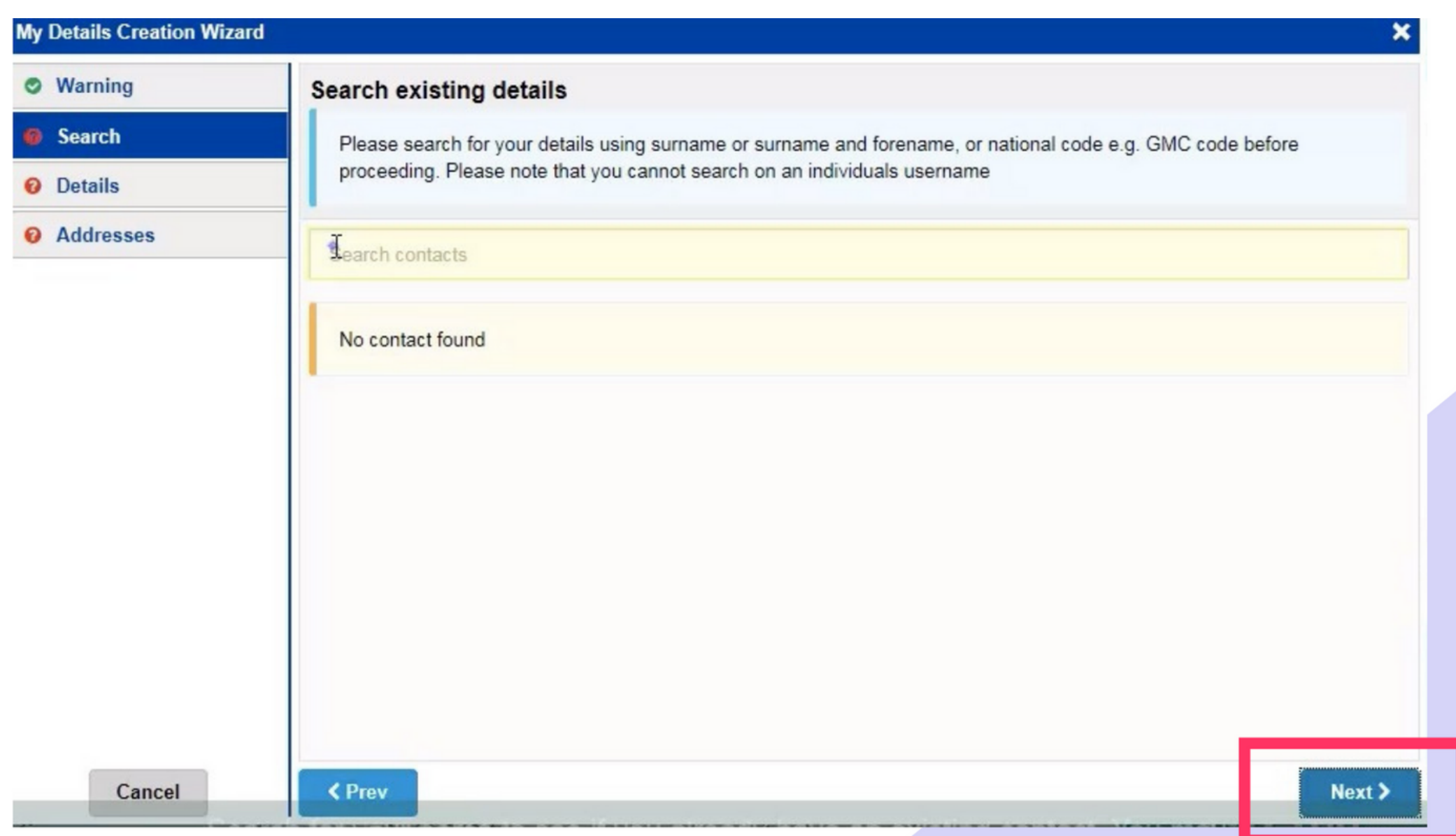
Adding Your Contact

- 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**.



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3

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

My Details Creation Wizard

Warning Search Details Addresses

Details

Type *
Nurse

Title
Ms

Forenames *
Your

Surname *
Name

Position / Job Title
Registered Nurse

National Code (e.g. GMC/Other)
123456789

Cancel < Prev Next >

4

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

My Details Creation Wizard

Warning Search Details Addresses

Addresses

Filter Addresses

Show Active Sort by address ascending

Active Addresses 0

+ Add

No Addresses.

Cancel < Prev Save

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5

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

The screenshot shows the 'My Details Creation Wizard' interface. On the left, a sidebar lists steps: Warning, Search, Details, and Addresses (which is selected). The main area is titled 'Addresses' and contains a 'Filter Addresses' input, a 'Show Active' button, and a section for 'Active Addresses' which currently shows 'No Addresses.' A modal window is open in the center, displaying the address 'St James's University Hospital, Beckett Street, Leeds, LS9 7TF'. Below the address, there is a 'Department*' dropdown menu currently showing '<General Address>'. To the right of the dropdown is a '+ New Department' button. At the bottom of the modal are 'Cancel', '< Prev', and 'Next >' buttons. A red arrow points to the 'Next >' button. In the bottom right corner of the wizard, a 'Save' button with a checkmark icon is highlighted with a red rectangular box.

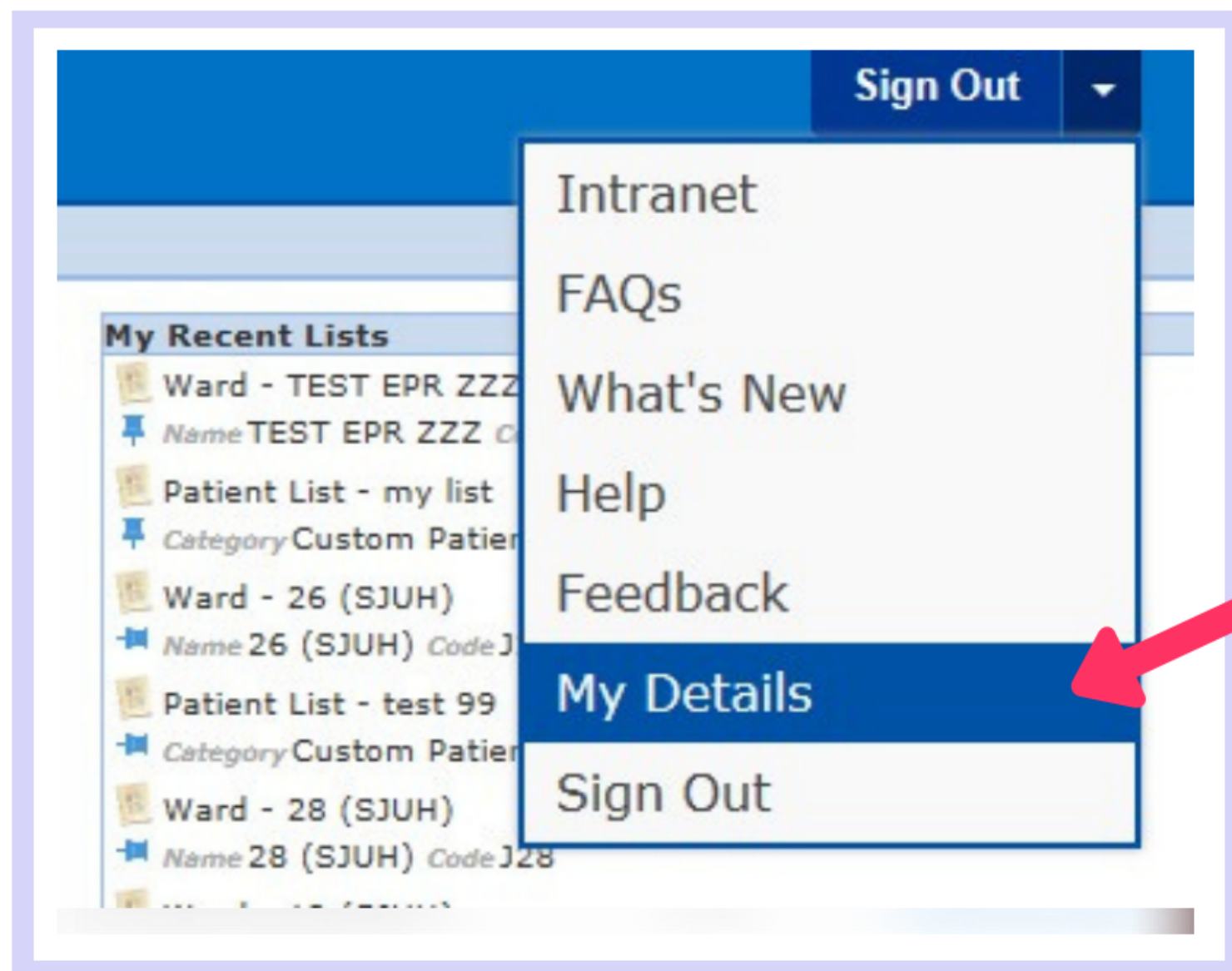
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Editing Your Contact

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.

A screenshot of the 'My Details Edit Wizard' form. The form has a sidebar with tabs: Details (selected), Specialties, Addresses, Teams, and Linked Account. The main form area contains the following fields: Type (dropdown menu with 'Admin' selected), Title (dropdown menu with 'Miss' selected), Forenames (text input with 'Hannah'), Surname (text input with 'Johnson'), Position / Job Title (text input with 'Project Support Officer'), and National Code (e.g. GMC/Other) (text input). At the bottom right, the 'Next >' and 'Save' buttons are highlighted with a red box. A 'Cancel' button is located at the bottom left.

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3

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

The screenshot shows the 'My Details Edit Wizard' interface. On the left, a sidebar contains links for 'Details', 'Specialties', 'Addresses', 'Teams', and 'Linked Account', all marked with green checkmarks. The 'Specialties' section is active. It features a 'Filter Specialties' input field, a 'Show Active' dropdown, and a 'Sort by name ascending' dropdown. Below these, the 'Active Specialties' list is empty, with a message 'Adding Specialties is optional.' A red arrow points to the '+ Add' button in the top right corner of the 'Active Specialties' section. At the bottom, there are 'Cancel', '< Prev', 'Next >', and 'Save' buttons.

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**

The screenshot shows the 'My Details Edit Wizard' interface with one specialty added to the 'Active Specialties' list. The specialty is 'Allied Health Professional' with a value of 960 and is marked as 'Active'. A dropdown menu is open for this specialty, showing options to 'Mark as main' (checked) and 'Remove'. The 'Main' label is visible next to the specialty name. A red box highlights the '+ Add' button. At the bottom, there are 'Cancel', '< Prev', 'Next >', and 'Save' buttons.

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

The screenshot shows the 'My Details Edit Wizard' interface with the 'Addresses' tab selected. On the left, a sidebar lists 'Details', 'Specialties', 'Addresses', 'Teams', and 'Linked Account'. The main area is titled 'Addresses' and includes a 'Filter Addresses' search bar, a 'Show Active' dropdown, and a 'Sort by address ascending' dropdown. Below these is a table of 'Active Addresses' with one entry: 'St James's University Hospital, Beckett Street, Leeds, LS9 7TF'. To the right of this entry are two buttons: 'Main' (highlighted with a red box) and 'Active'. A '+ Add' button is in the top right corner. At the bottom are 'Cancel', '< Prev', 'Next >', and 'Save' buttons.

- 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

The screenshot shows the 'My Details Edit Wizard' interface with the 'Specialties' tab selected. The sidebar on the left is the same as in the previous screenshot. The main area is titled 'Specialties' and includes a 'Filter Specialties' search bar, a 'Show Active' dropdown, and a 'Sort by name ascending' dropdown. Below these is a table of 'Active Specialties' with two entries: 'Allied Health Professional' (960) and 'Allied Health Professional' (190). Both entries have an 'Active' status. A dropdown menu is open for the first entry, showing options: 'Mark as main' (checked) and 'Remove'. A 'Main' button is also visible. A '+ Add' button is in the top right corner. At the bottom, the 'Next >' and 'Save' buttons are highlighted with a red box.

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

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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:



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