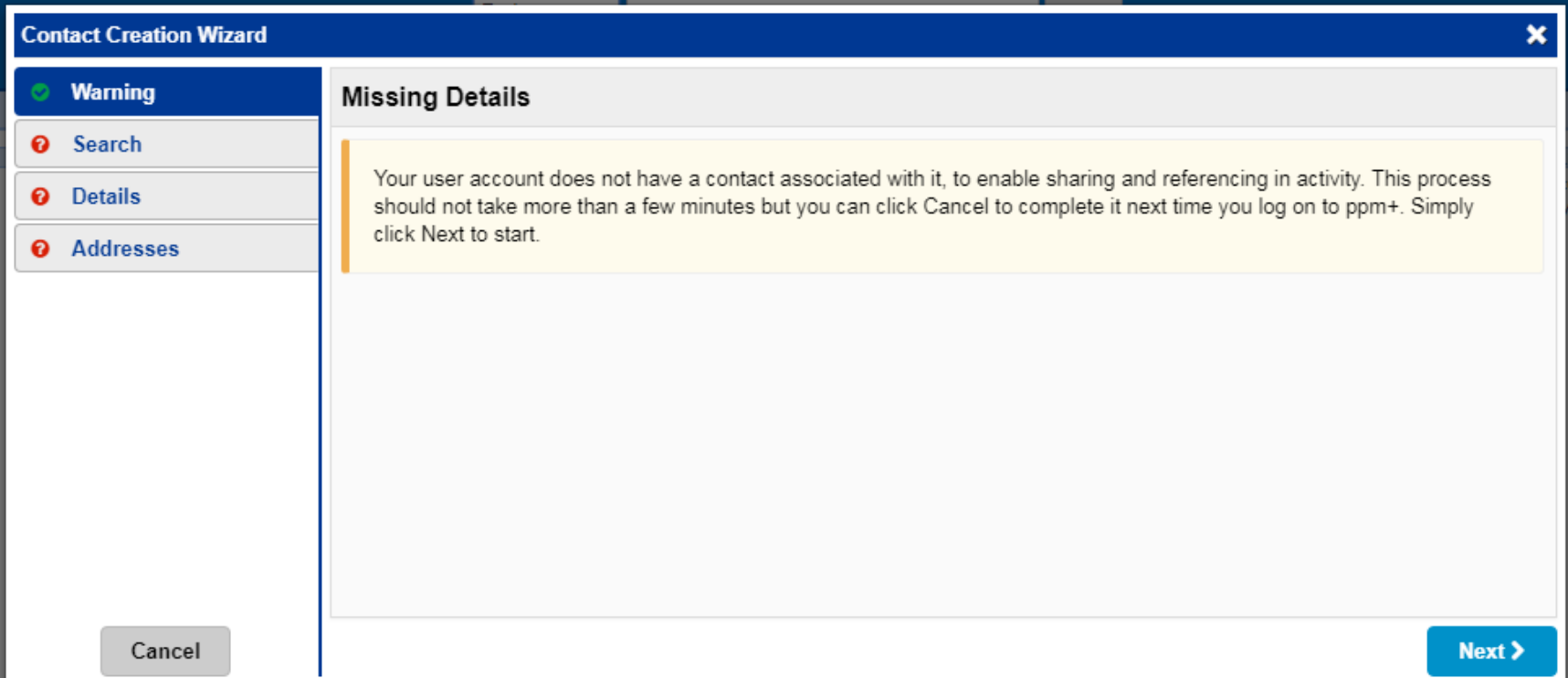


1) Log into Leeds Care Record using the direct link here:

<https://leedscarerecord.leedsth.nhs.uk>



2) Upon successful login to the portal, you will be displayed with the Contact Creation Wizard. Click the 'Next' button.



Contact Creation Wizard

Warning

- Search
- Details
- Addresses

Missing Details

Your user account does not have a contact associated with it, to enable sharing and referencing in activity. This process should not take more than a few minutes but you can click Cancel to complete it next time you log on to ppm+. Simply click Next to start.

Cancel

Next >

3) Search for your name using 'Surname' SPACE 'Forename'.

The screenshot shows the 'Contact Creation Wizard' interface. On the left, there is a sidebar with four items: 'Warning' (with a green checkmark), 'Search' (with a red triangle), 'Details' (with a red question mark), and 'Addresses' (with a red question mark). The main area is titled 'Search existing details' and contains a text box with the instruction: 'Please search for your details using surname or surname and forename, or national code e.g. GMC code before proceeding. Please note that you cannot search on an individuals username'. Below this is a search input field containing 'doctor test'. A list of search results is displayed below the input field, with the first result being 'DOCTOR, Test (Dr)' at 'St James's University Hospital, Beckett Street...' with the role 'Consultant' and ID 'TESTDOC'. A purple circle highlights a '+' icon at the end of this row. A purple arrow points from a tip box to this icon. The tip box contains the text: 'Tip: If your name is not listed here, click the 'Next' button to continue'. At the bottom of the wizard, there are three buttons: 'Cancel', '< Prev', and 'Next >'. A blue arrow points from the tip box to the 'Next >' button.

4) Once you have found your Contact form the list provided, click the 'Plus/Add' icon then click the 'Next' button.

5) Amend and update any details associated with your contact and click the 'Next' button.

The screenshot shows a 'Contact Creation Wizard' window with a sidebar on the left and a main form area on the right. The sidebar contains four items: 'Warning' (checked), 'Search' (checked), 'Details' (selected with a red circle icon), and 'Addresses' (with a red question mark icon). The main form area is titled 'Details' and contains several input fields: 'Type *' (dropdown menu with 'Consultant' selected), 'Title' (dropdown menu with 'Dr' selected), 'Forenames *' (text input with 'Test'), 'Surname *' (text input with 'Doctor'), 'Position / Job Title' (text input with 'Test CRIS'), and 'National Code (e.g. GMC/Other)' (text input with 'TESTDOC'). At the bottom of the window, there are three buttons: 'Cancel', '< Prev', and 'Next >'. The background of the application window shows 'LEADS Leads Care Record'.

Contact Creation Wizard

- Warning
- Search
- Details**
- Addresses

Details

Type *
Consultant

Title
Dr

Forenames *
Test

Surname *
Doctor

Position / Job Title
Test CRIS

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

Cancel < Prev Next >

6) Finally, ensure that you have an 'Active Address' listed (should be already defined) and click the 'Save' button.

The screenshot shows the 'Contact Creation Wizard' interface. On the left, a sidebar contains a list of steps: 'Warning', 'Search', 'Details', and 'Addresses'. The 'Addresses' step is currently selected and highlighted in blue. The main area is titled 'Addresses' and contains a search bar labeled 'Filter Addresses'. Below the search bar are two dropdown menus: 'Show Active' and 'Sort by address ascending'. Underneath these is a section for 'Active Addresses' with a count of '1' and an '+ Add' button. A single address is listed: 'Leeds Community Healthcare Trust', which has a dropdown arrow on the left and two status buttons, 'Main' and 'Active', on the right. At the bottom of the wizard, there are three buttons: 'Cancel', '< Prev', and '✓ Save'. The 'Save' button is highlighted in green.

Need to update your details at any point?

Click the down arrow located near the 'Sign Out' button and the 'My Details' option will allow you to edit your associated contact information.

