#LeedsDigitalWay
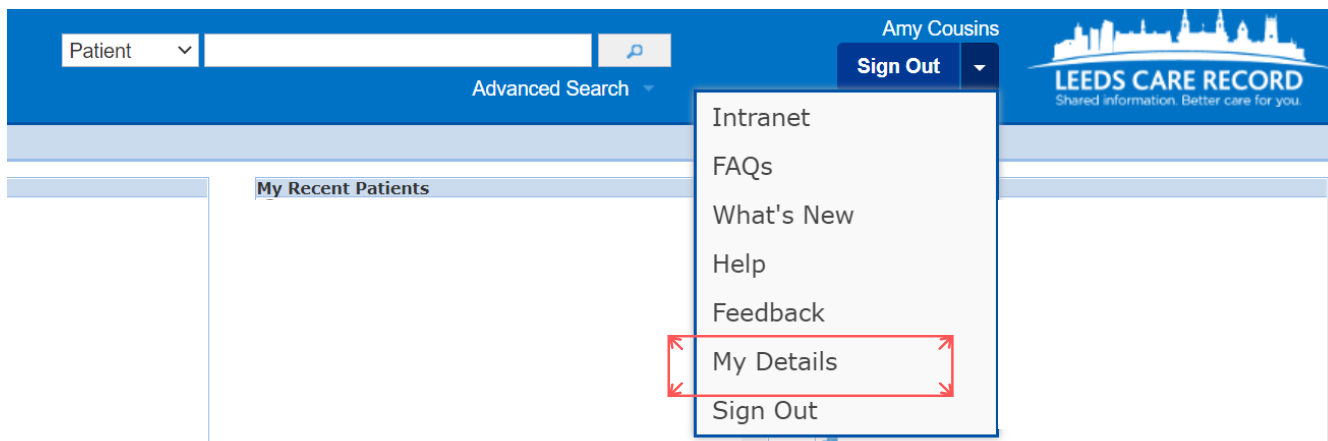CONNECTS • TRANSFORMS • IMPROVES

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PPM+ Teams

User Guide

Contents

How to add yourself to a team

To be a member of a team you must first have created your PPM+ contact. Click here to find out how to do this.

On the homepage use the drop down next to 'Sign Out' and select 'My Details'. Your contact information will then open up in the 'My Details Edit Wizard'.
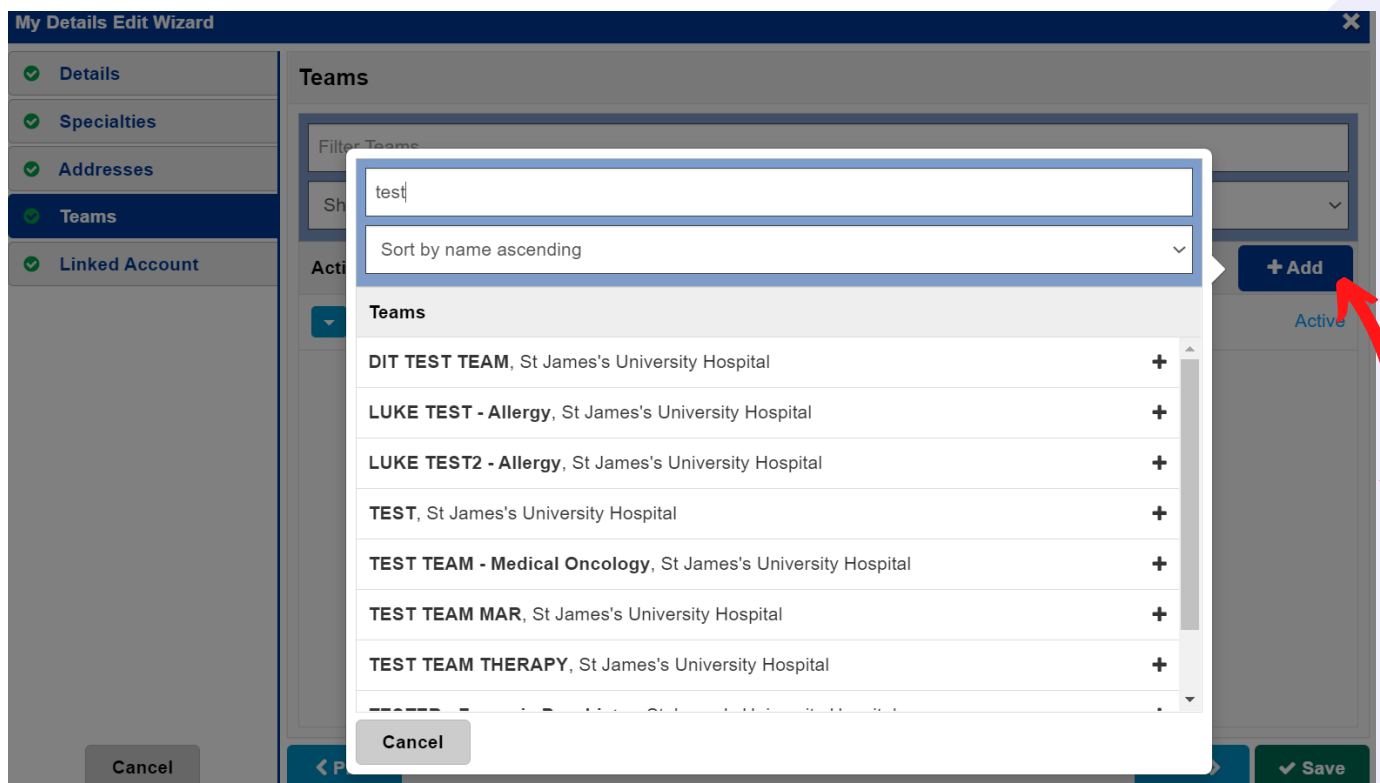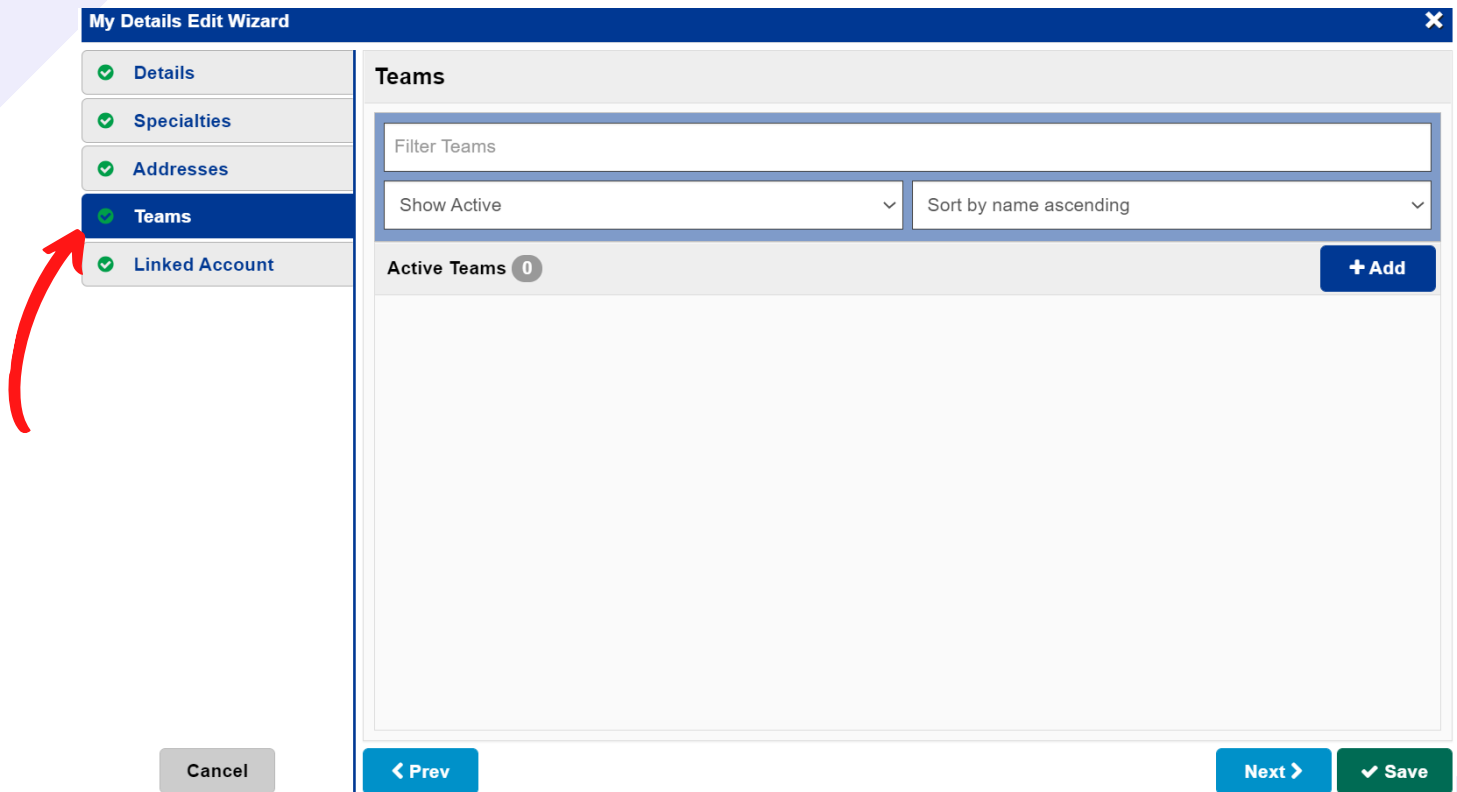
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Select 'Teams' from the list on the left-hand side to view the teams you are currently a member of. Click on the 'Add' button and search for the name of the team you wish to add yourself to.

My Details Edit Wizard ✕

- ✓ Details
- ✓ Specialties
- ✓ Addresses
- ✓ **Teams**
- ✓ Linked Account

Teams

Filter Teams

Show Active ⌄ | Sort by name ascending ⌄

Active Teams ⓪   ＋ Add

Cancel   ‹ Prev   Next ›   ✓ Save

My Details Edit Wizard ✕

- ✓ Details
- ✓ Specialties
- ✓ Addresses
- ✓ Teams
- ✓ Linked Account

Teams

Filter Teams

test

Sort by name ascending ⌄   ＋ Add

Teams   Active

DIT TEST TEAM, St James's University Hospital   ＋

LUKE TEST - Allergy, St James's University Hospital   ＋

LUKE TEST2 - Allergy, St James's University Hospital   ＋

TEST, St James's University Hospital   ＋

TEST TEAM - Medical Oncology, St James's University Hospital   ＋

TEST TEAM MAR, St James's University Hospital   ＋

TEST TEAM THERAPY, St James's University Hospital   ＋

Cancel

Cancel   ‹ P   ✓ Save

Select the correct team from the list and press next. The 'Valid From' date will automatically appear as the current date. Only select a 'Valid To' date if you wish for your membership to expire. Your 'Membership Type' should be set as 'Core'.

Once all details have been completed, click 'Save'.

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)

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My Details Edit Wizard ✕

- ✓ Details
- ✓ Specialties
- ✓ Addresses
- ✓ **Teams**
- ✓ Linked Account

Teams

Filter Teams

Show Active ▼

Sort by name ascending ▼

Active Teams 1

+ Add

▼   **TEST**, St James's University Hospital   Core   Active

Cancel
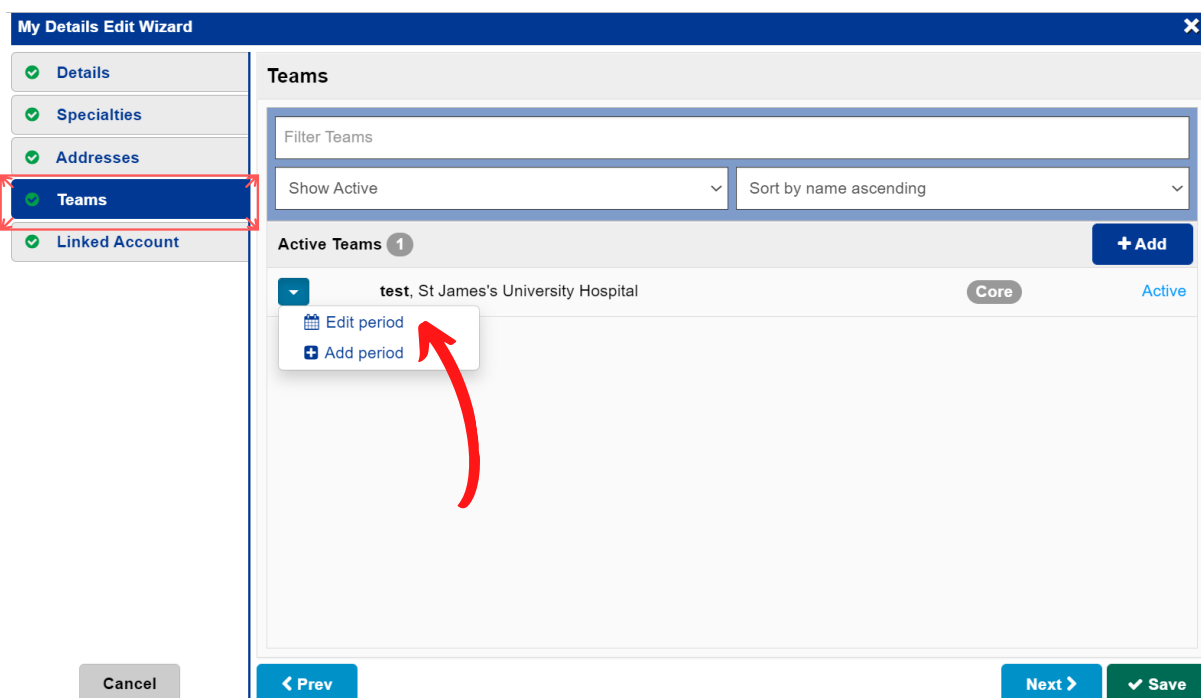
< Prev

Next >   ✓ Save

The team will then appear in the 'My Details Edit Wizard' as an active team. Repeat the previous steps to add yourself to another team. Remember to click 'Save' once you have finished.

How to remove yourself from a team

On the homepage use the drop down next to 'Sign Out' and select 'My Details'. Your contact information will then open up in the 'My Details Edit Wizard'.
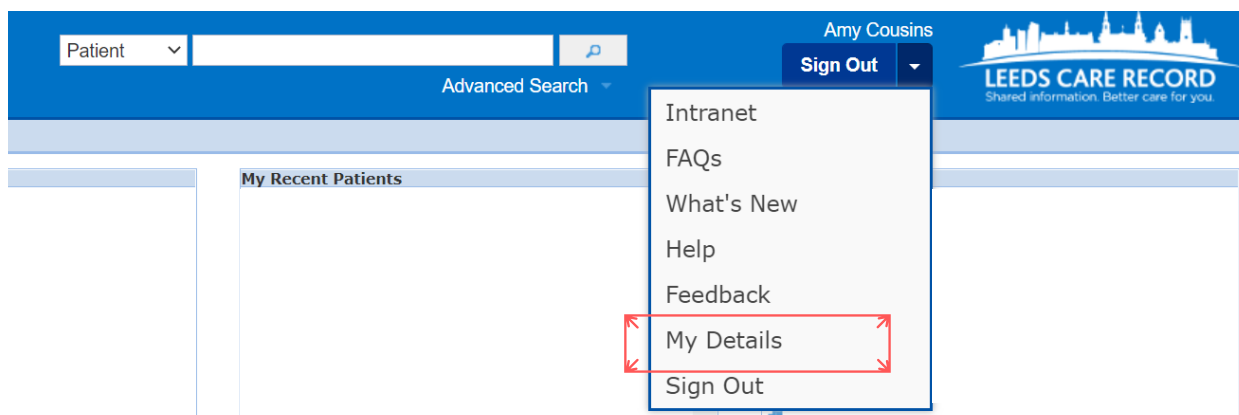
Select 'Teams' from the left-hand side to view teams you are a member of. Click on the blue arrow next to the team you wish to remove yourself from, then select 'Edit period'.

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)

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The box below will open up. Click on 'Valid To' and select the date you wish your membership to end. Please note, your membership will end at midnight on the date selected.
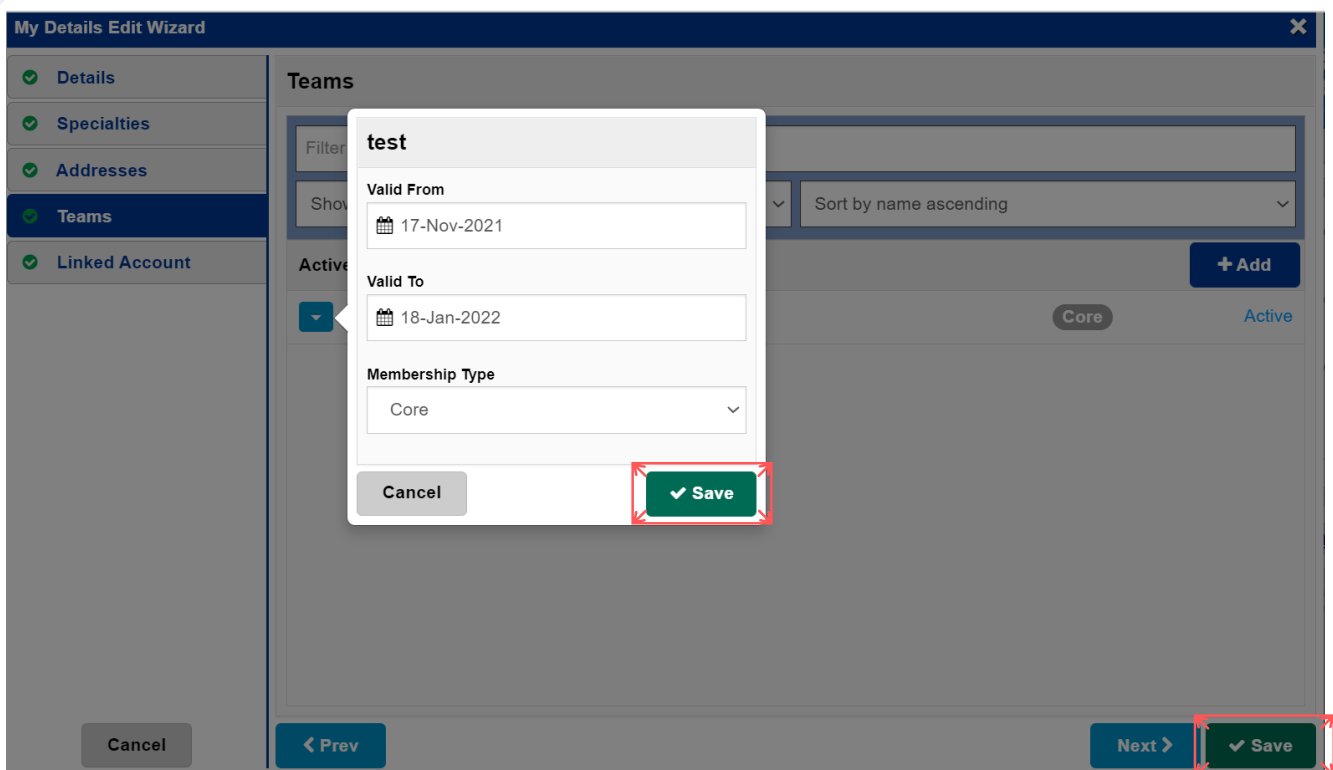

Remember to click 'Save' once you have finished.

How to add other members to your team

On the homepage use the drop down to select 'Contact'. Search for your name as it displays in your contact information. Select the 'Membership' tab to view teams you are currently a member of.
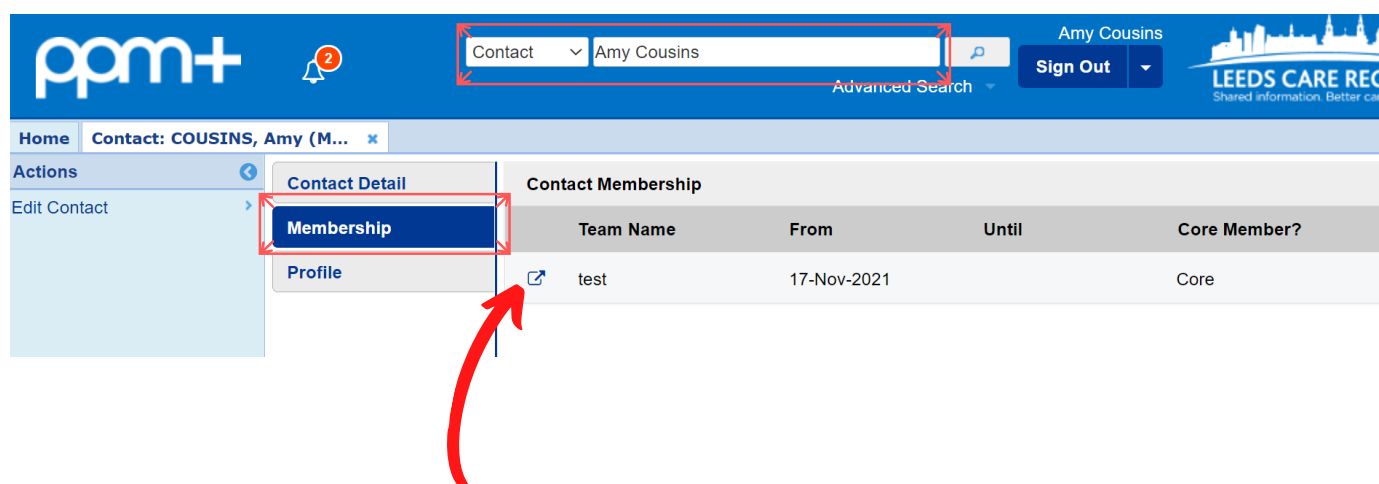
Click the 'Show' button (as above) to expand the team summary. Select 'Edit Team' in the 'Actions' column on the left-hand side.

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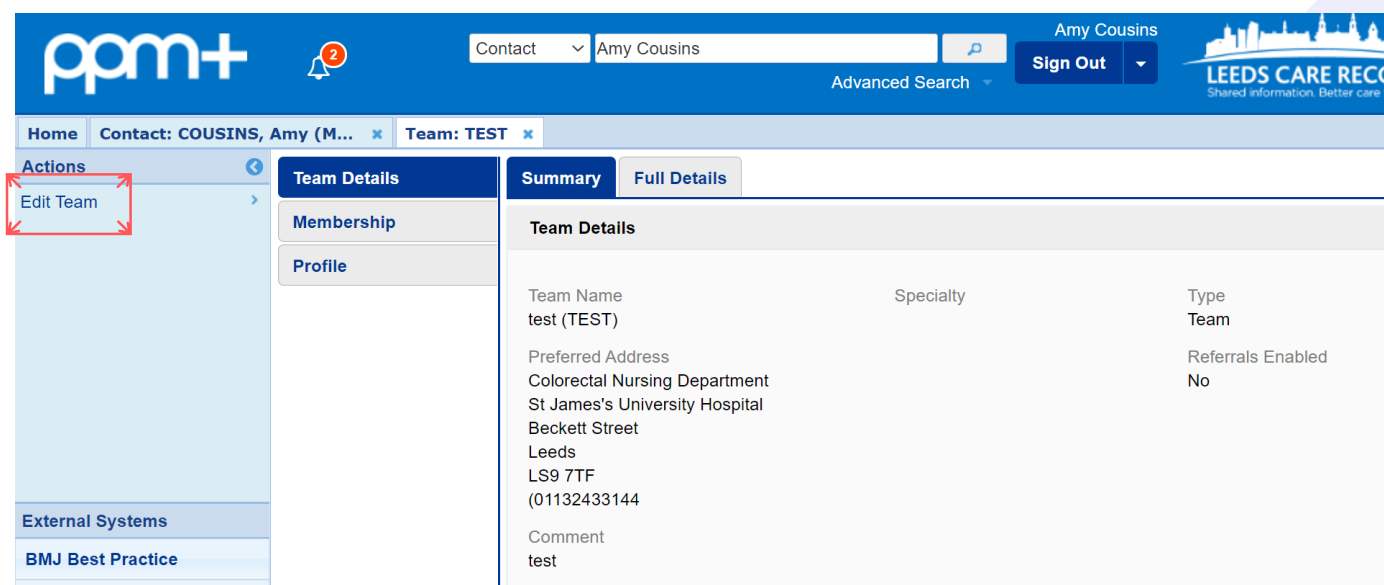
From the 'Team Edit Wizard', select the 'Members' tab to view the current active members of that team. To add a new member to the team, click 'Add'.
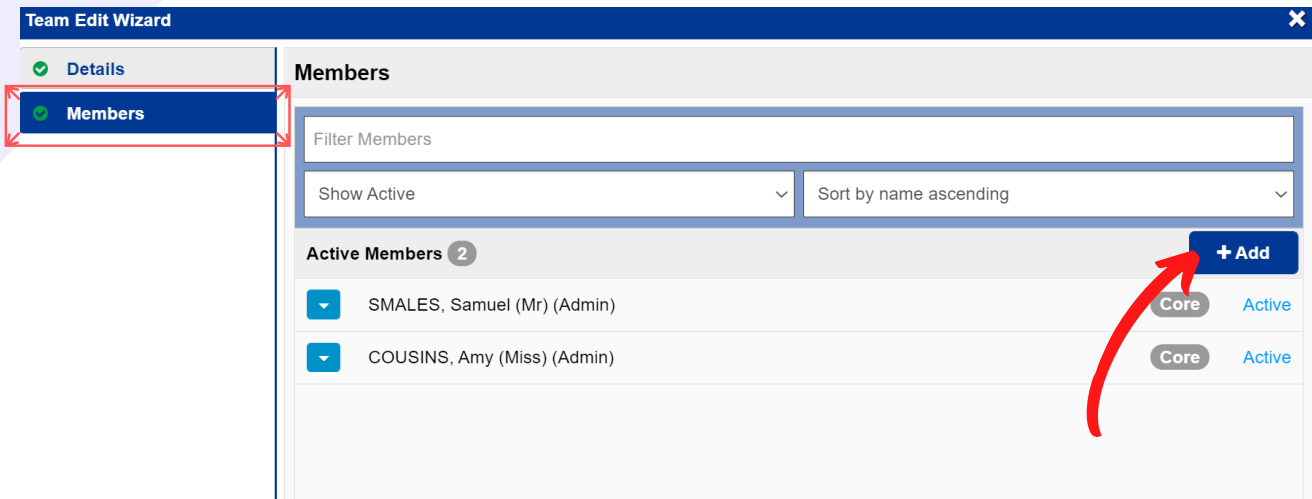
Search for the name of the person you wish to add to your team as it shows in their contact information. If the person does not appear, they will need to complete their PPM+ contact details. Select the correct member and press 'Next'.
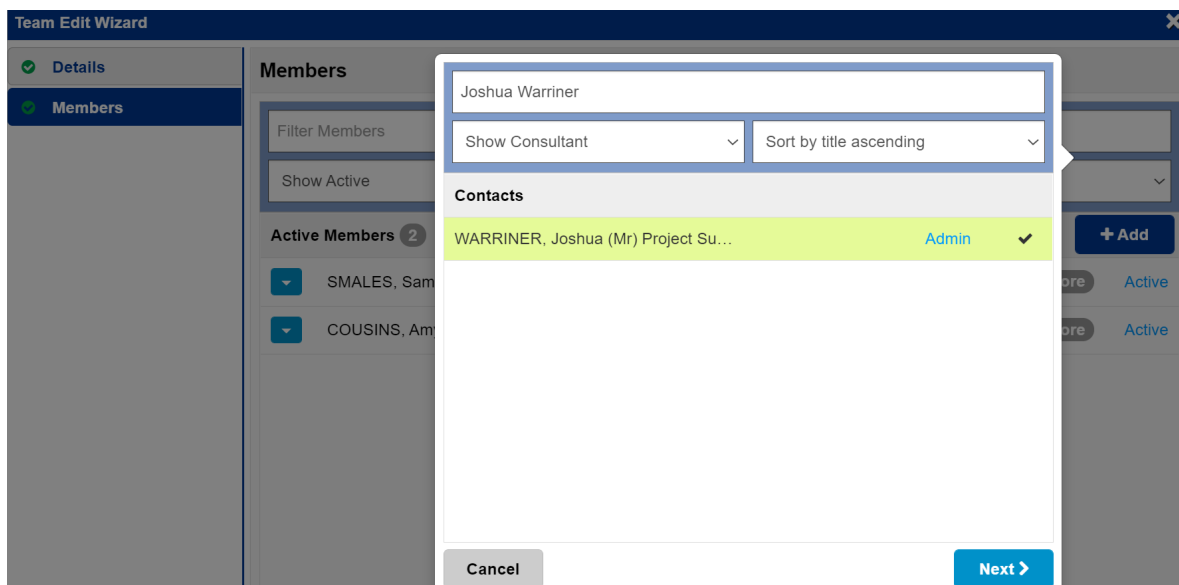
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Team Edit Wizard

✓ Details
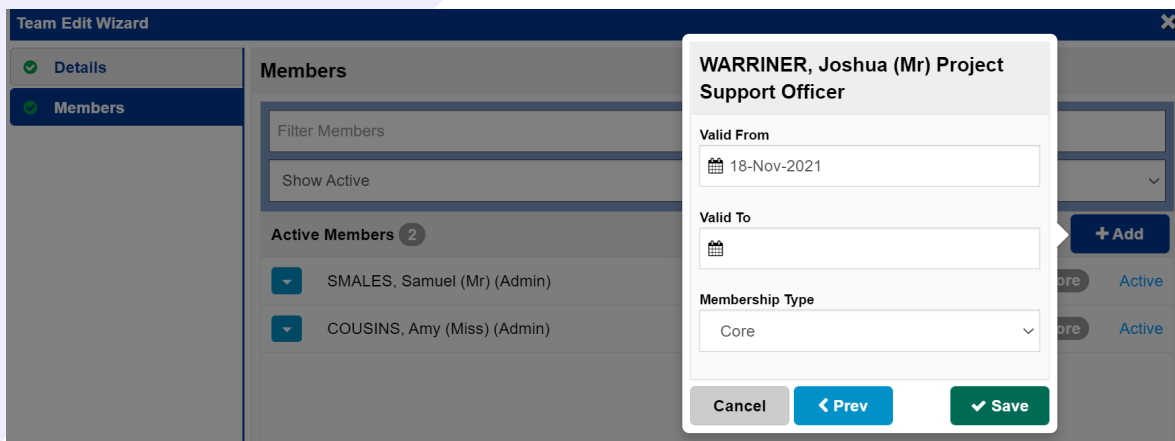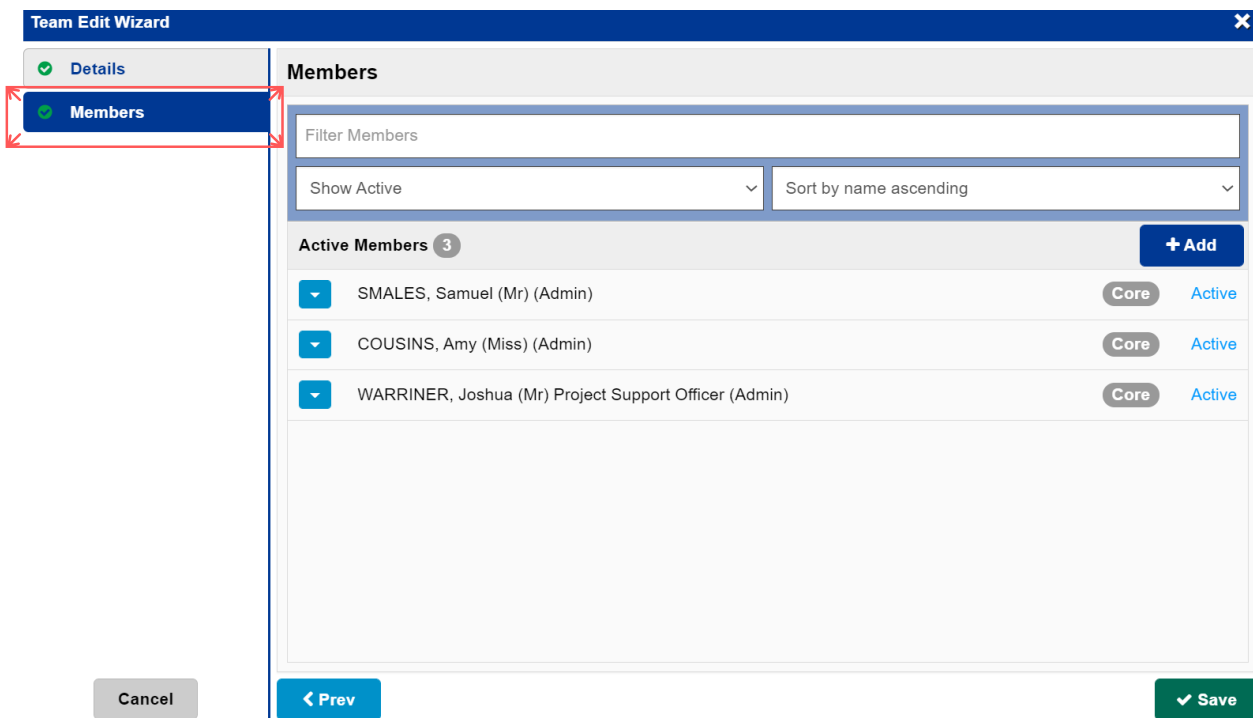✓ Members

Members

Filter Members

Show Active

WARRINER, Joshua (Mr) Project Support Officer

Valid From

📅 18-Nov-2021

Valid To

📅

Membership Type

Core

Cancel   ‹ Prev   ✓ Save

Active Members 2

SMALES, Samuel (Mr) (Admin)   ore   Active

COUSINS, Amy (Miss) (Admin)   ore   Active

+ Add

The 'Valid From' date will automatically appear as the current date. Only select a 'Valid To' date if you wish for the membership to expire. The 'Membership Type' should be set as 'Core'.

Team Edit Wizard   ✕

✓ Details
✓ Members

Members

Filter Members

Show Active   Sort by name ascending

Active Members 3   + Add

SMALES, Samuel (Mr) (Admin)   Core   Active

COUSINS, Amy (Miss) (Admin)   Core   Active

WARRINER, Joshua (Mr) Project Support Officer (Admin)   Core   Active

Cancel   ‹ Prev   ✓ Save

The 'Members' tab in the 'Team Edit Wizard' will now display the new member of your team, along with the other active members. Repeat the previous steps to add another member. Remember to click 'Save' once you have finished.

For further information please contact: leedsth-tr.ImplementationTeam@nhs.net or call 0113 20 (60599)

Useful Contacts

Please contact the Implementation Team for Digital support & Training: Handover, Specialist Referrals, PPM+ Mobile, e-Obs, PAWS…

Ext: 60599

leedsth-tr.ImplementationTeam@nhs.net

Please contact the Informatics Service Desk at x26655 or visit the portal at https://lth-dwp.onbmc.com, 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.

Please contact the PPM+ EHR team at leedsth-tr.EPR@nhs.net if you have any development ideas or comments on your experience of using the EHR.

If you would like to make a request for change to PPM+, please contact us at: leedsth-tr.EPR@nhs.net with a completed Request For Change (RFC) form available here.

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/