



# The new Leeds Care Record eLearning and account management platform

## Admin Guide

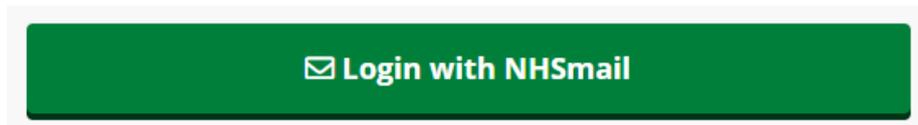
## How to log in to the eLearning portal

To access the eLearning portal once you have activated your account please click on the link below or enter it into your web browser:

<https://test-training-leedscarerecord.this.nhs.uk/>

Click on Login [Login](#)

You will then be prompted to log in with your NHSmail credentials (@nhs.net email addresses only):



You will be first presented with the eLearning dashboard with the eLearning modules; these will not be required to be completed by admin staff.

## Admin Options

**Organisations** - Here you can manage the organisations and the sites/teams that come under them.

To create a new organisation click [create a new organisation](#)  
Enter the name of the organisation and click "Create".

To edit an organisation click



To delete an organisation click



To view the sites within the organisation click



To add a new site under an organisation click



[create a new site](#)

To add a new site view the sites within the organisation and click  
Enter the name of the site and click "Create".

At each site you can see how many users are in that site/team.

To view the staff members at that site click



This will take you to the site management page where you can see current and historical staff members at that site, pending and historical invitations and send invites for a new staff member.

To send an invite to a new staff member who requires access to the portal select Create Invite



Fill in the forename, surname, email address, contact number, job title and job category for the new user and click Invite.

The user will then receive an email requesting them to accept or reject this invite to access the Leeds Care Record.

If the user rejects this invite you will receive an email to state the invite has been rejected with a reason why. This staff member will then appear in the list under all historic invitations.

If the user accepts this invite they will be asked to confirm their account details that you submitted are correct.

They will then be required to complete the Leeds Care Record eLearning. All modules must be completed before log in details can be sent out.

To edit a site click



To delete a site click



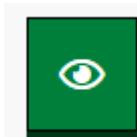
**Users** - This is where you can search for all users on the eLearning platform, see their individual training compliance, see which sites they are linked to as well as identify site authorisers. You can filter this page by the user's name, site or role (Authoriser, Digital System Support or Administrator).

User:	Site:	Role:
<input type="text"/>	<input type="text"/>	<input type="text" value="Any role"/>

Here you can also add a new admin user [new admin user](#)

This is for staff that require full permissions to the eLearning portal e.g. LCR team **this is separate to a site authoriser.**

To view a user click



To edit a user click



To delete a user click



**Job Categories** - Here you can manage the job categories that are assigned to each user.

To add a new job category click [create a new job category](#)

Enter the name of the job category and click "Create".

To edit a job category click



To delete a job category click



**FAQs** - Here you can manage the FAQs that appear in the top tool bar.

To add a new FAQ click [new FAQ](#)

Enter the question and answer and click "Create".

To edit a FAQ click



To delete FAQ click



You can drag and drop the questions to change the order they will appear on the screen.

**Invites** - This page shows all the open pending invites to the eLearning portal.

To manage the invite click

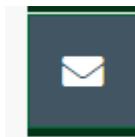


This will take you to the site management page for the particular site the invite is for. From the site management page you can:

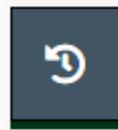
Edit the invite



Resend the invite



View the audit history of the invite



Delete the invite



**Email Suffixes** - Here you can manage the email suffixes that are allowed to be invited to use the eLearning portal.

To add a new email suffix click [create a new email suffix](#)

Enter the name and email suffix and click "Create".

To edit an email suffix click



To delete an email suffix click



## Need help?

If you require any assistance with using the eLearning portal please contact the Leeds Care Record team at [leeds.record@nhs.net](mailto:leeds.record@nhs.net)