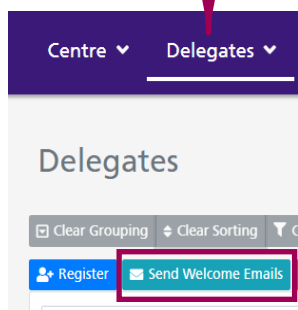




Digital Learning Solutions Operational E-bulletin

Last month we released some new features to all DLS centres this month we explore the features in more detail....

New Feature:
Bulk Send Welcome email messages to delegates



In some situations, you may need to send welcome emails to a large number of delegates at once. For example, you may wish to bulk register delegates but suppress welcome emails during registration. The new **Send Welcome emails** function will allow you to do this in bulk rather than individually.

Individual welcome emails can still be generated from the **Manage Password** button.

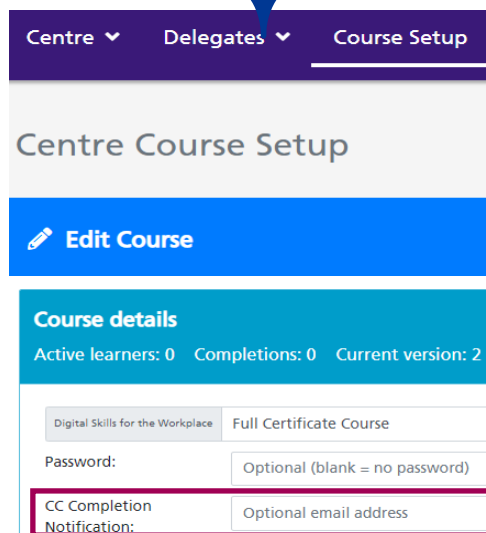
To learn more see the full system help file [here](#).

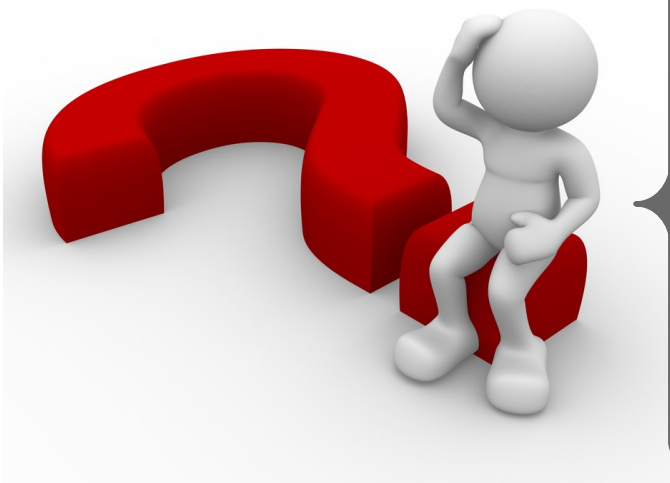
New Feature:
Receive an email copy of a delegates course completion

When a delegate completes a course a notification email will be triggered. If you require a **CC** (carbon copy) of this completion email to be sent to another email address for admin purposes (e.g. to allow an administrator to grant access to a system for which the user is now trained), you can specify an email address in this new field.

The new field can be left blank if no **CC** email is required.

To learn more see the full system help file [here](#).



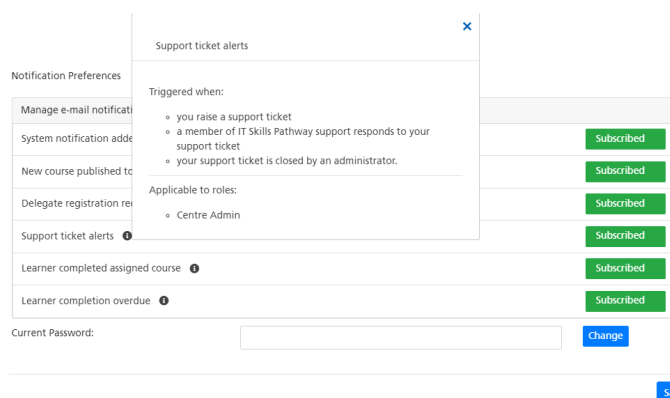
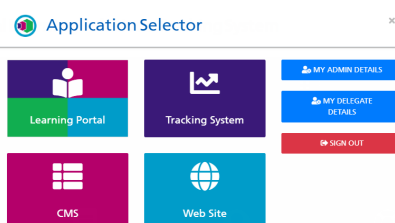


How do I?

Q. How do I switch on email notifications?

A. Notifications are one way in which we communicate with you to let you know key pieces of information, as they happen, to help you manage your centre. Preferences give you control so you decide what you receive.

To manage these notifications and choose what you receive, from the **Application Selector** go to **MY ADMIN DETAILS** button and click **Manage**.



Simply slide the **Subscribe/Unsubscribe** button to set your preference for each notification.

Information icons **i** are available that provide further detail about the notification.

To make the notification preference changes you'll need to add your DLS password and **Save**.

If you change your mind you can return to your **Notification Preferences** and update them at any time.

Content Creator has been withdrawn from sale temporarily

Content Creator will be taking a break as we have some issues around new technology compliance which we need to address. As we have other priorities at the moment it may be a while before the licences become available again.

Existing customers can continue to use their licences as usual, receive support via our ticket system and we will continue to deliver any outstanding training.



Digital learning Solutions Training Webinars

Tracking System Monthly team training webinars are now available to book. To see dates and book a place with Eventbrite click [here](#).

Content Management System (CMS) The CMS System enables centres to create bespoke courses using national DLS content. Click [here](#) to view training dates and register for your preferred date.



Hosting Content Want to learn more about hosting your own in-house content on the Tracking System? Raise a ticket on the Tracking System and let us know your availability for a 30 minute webinar.

Self Assessment Raise a ticket to book an overview to see how your centre can create self assessments for learners.

Top 10 centres

1	Leeds Teaching Hospitals Trust	6	NHS Business Services Authority
2	Northumbria Healthcare NHS Foundation Trust	7	IC24
3	COVID19 Clinical Assessment Service	8	Mid Yorkshire Hospitals NHS Trust
4	LCW UCC	9	Avon and Wiltshire Mental Health Partnership NHS Trust
5	Worcestershire Acute Hospitals NHS Trust	10	Royal Surrey County Hospital NHS Trust

DLS learning:

No. of learners last month	4926
Total DLS learners	331120



Digital Learning Solutions

Contact us:

DLS Centre: [Raise a Ticket](#)
 Email: dls@hee.nhs.uk
 Web: www.dls.nhs.uk