

Tracking System: Centre configuration

Operational Guide

**Centre
Manager**

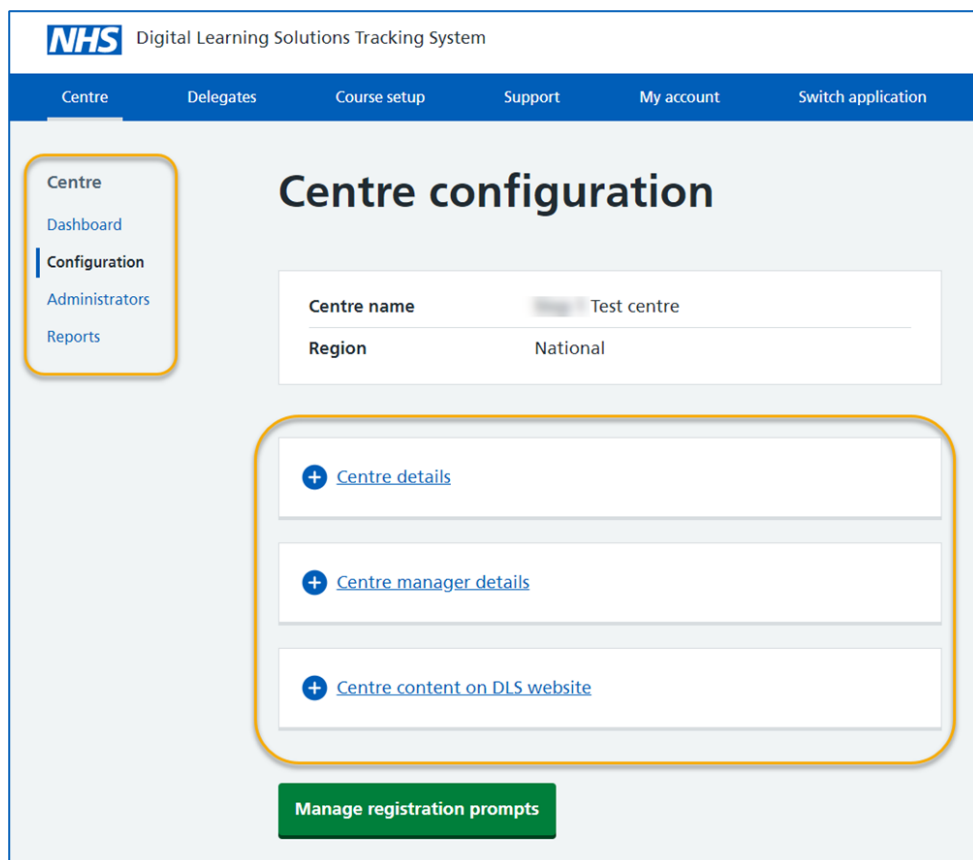
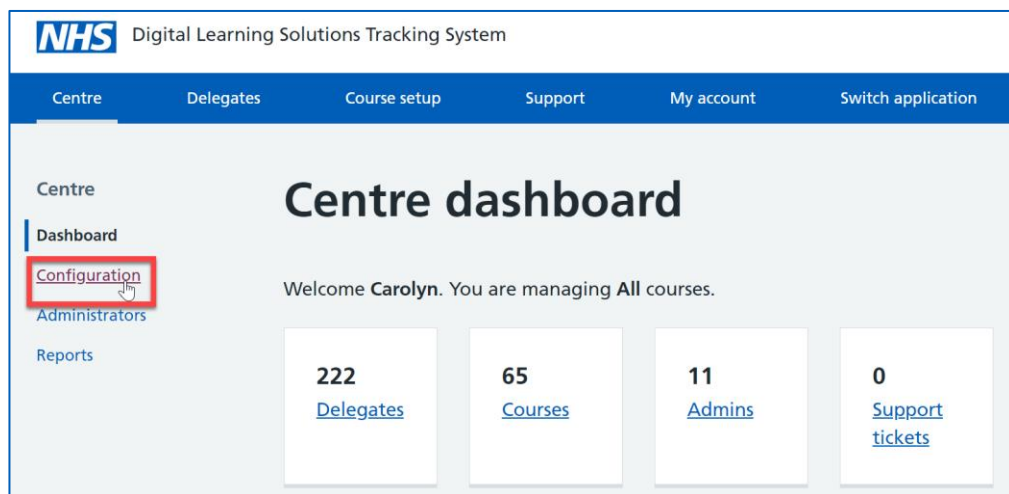
Administrator

March 2022

Select the configuration tab from the centre dashboard

For information: To be completed by the centre at initial set up and updated periodically as appropriate

1. Select: **Configuration**



2. You have reached **Centre configuration**

Centre details

1. Expand: **Centre details**

Digital Learning Solutions Tracking System

Centre

Delegates

Course setup

Support

My account

Switch application

Centre

Dashboard

Configuration

Administrators

Reports

Centre configuration

Centre name##HEE Demo Centre##

RegionNational

+ Centre details

+ Centre manager details

+ Centre content on DLS website

Manage registration prompts

2. To set up for the first time or edit your **Centre details**
3. Select: **Edit**

Centre details

Notify emailit.skills@nhs.net

Centre support detailsProblems? Want more IT Training? Call David on 0111 11: 9am-5pm

Centre signatureD J Levison

Centre logoIT SKILLS PATHWAY

Edit

Preview certificate

Notify email

4. Add an email address to the **Notify email** field to receive learner registration approval e-mails
5. Select: **Save**



Edit centre details

Notify email

Notify email

Centre support details

Centre signature

To change your signature, select a new image and click the Preview button to preview it. To remove your signature click the remove button. Changes will not be made until the Save button below is clicked.

Choose file

No file chosen

Preview

Remove

Centre logo

To change your logo, select a new image and click the Preview button to preview it. To remove your logo click the remove button. Changes will not be made until the Save button below is clicked.

Choose file

No file chosen

Preview

Remove

Save

[X Cancel](#)

Centre support details

6. Add local **Centre support details** for learners e.g. *Need support? an email address, telephone contact number, opening hours*. This information will be displayed in the Learning Portal so that your learners know who to contact for local support
7. Select: **Save**



Edit centre details

Notify email

Centre support details

Problems? Want more IT Training? Can David on 011

Centre signature

To change your signature, select a new image and click the Preview button to preview it. To remove your signature click the remove button. Changes will not be made until the Save button below is clicked.

No file chosen

Centre logo

To change your logo, select a new image and click the Preview button to preview it. To remove your logo click the remove button. Changes will not be made until the Save button below is clicked.

No file chosen

Centre signature

8. **Browse** and locate the signature file for the certificate from your file browser, **Open** and **Upload**
9. Select: **Preview**, when you're happy, click **Save**
10. Select: **Remove** to delete a signature



Edit centre details

Notify email

Centre support details

Centre signature

To change your signature, select a new image and click the Preview button to preview it. To remove your signature click the remove button. Changes will not be made until the Save button below is clicked.

No file chosen

No file chosen

Centre logo

To change your logo, select a new image and click the Preview button to preview it. To remove your logo click the remove button. Changes will not be made until the Save button below is clicked.

No file chosen

TIP: The signature image file is best created by signing your name on white paper in black ink and then scanning it. Most file formats are accepted but there is a 20k file size limit so resize your scanned signature to a sensible size (approximately 500 x 200 should be sufficient) and save your scanned signature as a jpeg.

Centre logo

11. **Browse** and locate the logo image file for the certificate from your file browser, **Open** and **Upload**
12. Select: **Preview**, when you're happy, click **Save**
13. Select: **Remove** to delete a logo



Edit centre details

Notify email

Centre support details

Centre signature

To change your signature, select a new image and click the Preview button to preview it. To remove your signature click the remove button. Changes will not be made until the Save button below is clicked.

No file chosen

Centre logo

To change your logo, select a new image and click the Preview button to preview it. To remove your logo click the remove button. Changes will not be made until the Save button below is clicked.

No file chosen

TIP: The logo image is best saved as a flattened .png file. You do not need to include whitespace around your logo (this will be added automatically wherever your logo is used). There is a 50K file size limit. You can only upload one image. If you want the Digital Learning Solutions Logo to appear alongside your logo you will need to create one image which includes both your own logo and the IT Skills logo (which can be downloaded from the Resources tab).

Centre manager details

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Centre name

##HEE Demo Centre##

Region

National

+ Centre details

+ Centre manager details

+ Centre content on DLS website

Manage registration prompts

1. Expand: **Centre manager details**

2. To edit your **Centre manager details**
3. Select: **Edit**

- Centre manager details

First name

Carol

Last name

Maw

Email

caro[REDACTED]@hee.nhs.uk

Telephone

55555 5555551

Edit

Edit centre manager details


First name


Last name

Email

Telephone (optional)

Save

 **Save**

 Cancel

4. **Edit** or view your **Centre manager details**
5. Select: **Save**
6. Alternatively select **Cancel** to exit

Centre content on DLS website

For information: The information completed here is published on the DLS website so that your learners can find local contacts for help and support

1. Expand:
Centre
content on
DLS website

NHS

Digital Learning Solutions Tracking System

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+ Centre manager details

+ Centre content on DLS website

Manage registration prompts

2. To edit your
Centre
content on
DLS
website
3. Select: **Edit**

Centre content on DLS website

The details below are published on the Digital Learning Solutions website.

Centre telephone-

Centre emailnocontact@dls.nhs.uk

Centre postcodeLS1 4HT

Show centre on mapNo

Opening hours09:00 to 17:00

Centre web addresswww.dls.nhs.uk

Organisations coveredDemonstration purposes only, no learner registrations accepted.

Training venues-

Other informationThis centre is used for demonstration purposes. Health Education England staff wanting to access elearning can do so through the 'Health Education England - HEE' live site.

Edit

Edit centre content on DLS website

Centre telephone

55555 55555

Centre email

nocontact@dls.nhs.uk

Centre postcode

LS1 4HT

Opening hours

09:00 to 17:00

Centre web address

www.dls.nhs.uk

Organisations covered

Demonstration purposes only, no learner registrations accepted.

Training venues

MS Teams only no face to face

Other information

This centre is used for demonstration purposes. Health Education England staff wanting to access elearning can do so through the 'Health Education England - HEE' live site.

Save

X Cancel

4. **Edit** or view your **centre content on DLS website**
5. Select: **Save**
6. Alternatively select **Cancel** to exit

Manage registration prompts

For information: When a learner registers or is registered by the centre the system prompts for some basic information: first name, last name, email address and job group. Centres can add additional question prompts using manage registration prompts

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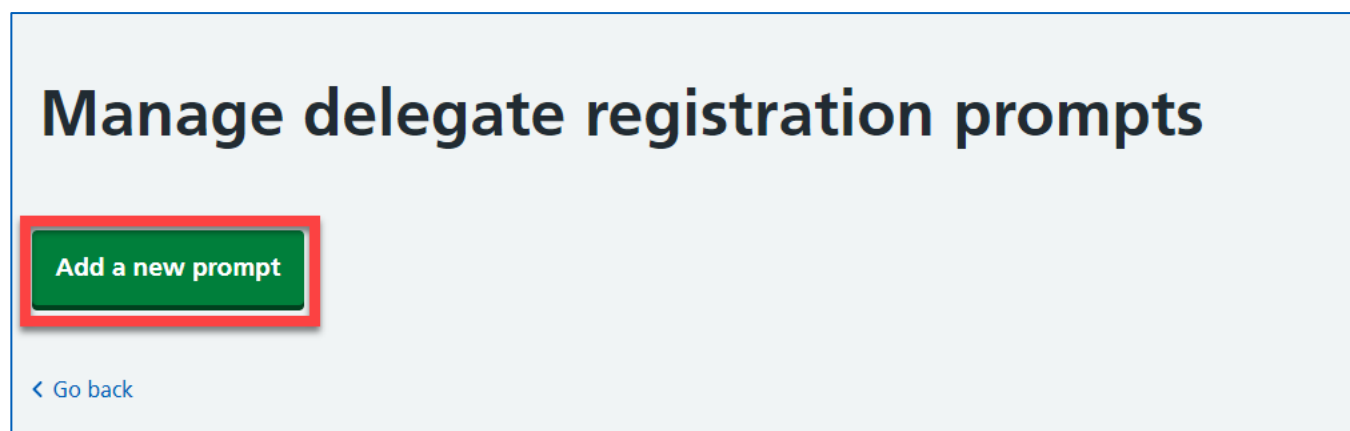
+ Centre manager details

+ Centre content on DLS website

Manage registration prompts

1. Select: **Manage registration prompts**

2. Select: **Add a new prompt**

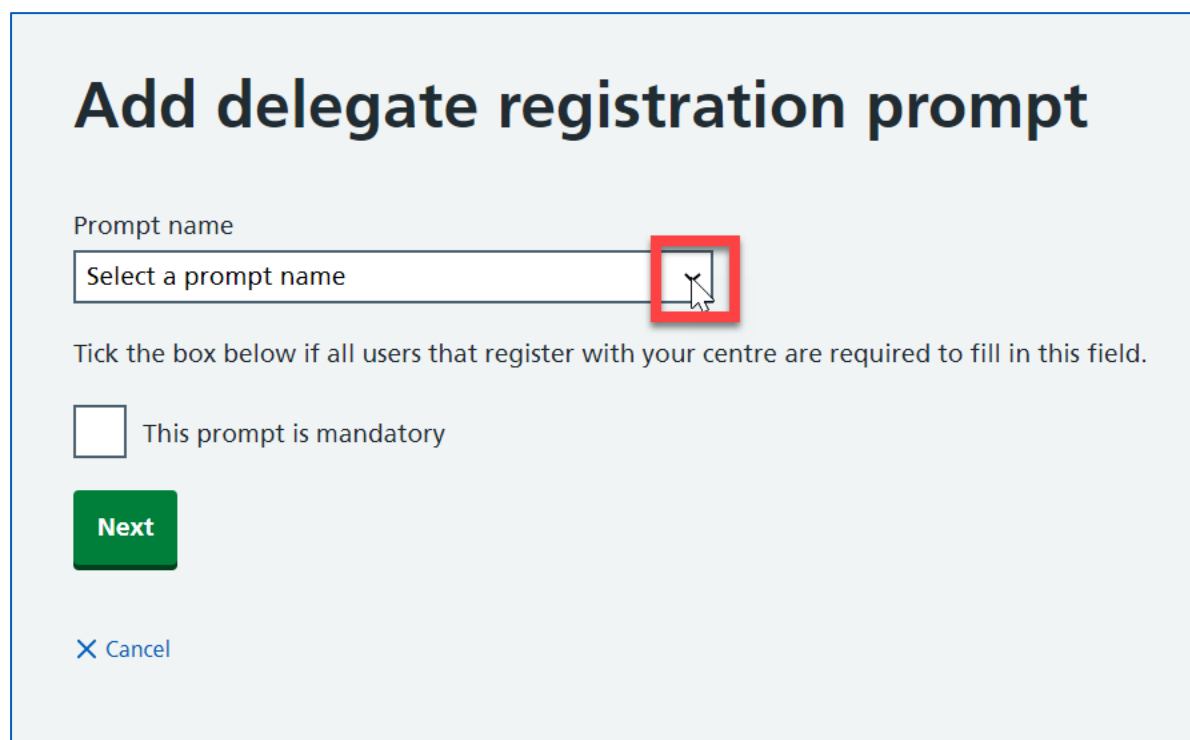


Manage delegate registration prompts

Add a new prompt

[< Go back](#)

3. Select: the dropdown arrow to display a list of prompts



Add delegate registration prompt

Prompt name

Select a prompt name

Tick the box below if all users that register with your centre are required to fill in this field.

☐ This prompt is mandatory

Next

[< Cancel](#)

Add delegate registration prompt

Prompt name

Select a prompt name

Select a prompt name

Assignment / employee number

Base / office / place of work

Contact telephone number

Cost centre / budget code

Department / team

Division / directorate / service

Group

Job title

Manager

Organisation / company

Organisation Identifier (e.g. ODS Code)

Organisation type

Organisation type

Professional Registration Number

Programme of study / course

Region

Role type

Sector

Team

centre are required to fill in this field.

4. Select: a suitable prompt from the dropdown list

5. Select: **This prompt is mandatory** or leave blank if it is optional

Add delegate registration prompt

Prompt name

Manager

Tick the box below if all users that register with your centre are required to fill in this field.



This prompt is mandatory

Next

Cancel

For information: Configuring answers allows the learner to pick from a drop down list of pre-set answers to a question, ensuring that the data you collect is clean and consistent. This is an optional step and can be left blank for free text or number responses

6. Select: **Add** to **Add a new answer prompt**

Configure answers

There are no answers configured for this registration prompt. If you would like the user to choose their answer from a specified list of options, please configure answers.

Add a new answer?

Add

Want to edit answers in bulk?

Bulk edit

Back

Next

Cancel

7. Select: **Add** to continue to add **answer prompts**

Configure answers

Answer	Action
John Smith	<div>Remove</div>

Add a new answer?

Add

Want to edit answers in bulk?

Bulk edit

Back

Next

Cancel

Configure answers

Answer

John Smith

Jo Bloggs

Action

Remove

Remove

Add a new answer?

Add

Want to edit answers in bulk?

Bulk edit

Back

Next

[X Cancel](#)

Alternatively

8. Select: **Bulk edit**, to edit answers in bulk

When you've finished

9. Select: **Next**

A summary of your new registration prompt is on screen and you can select **change** to make any amendments

10. Select: **Save** when finished

Summary

Prompt

Manager

[Change](#)

Is mandatory?

Yes

[Change](#)

Answers

- John Smith
- Jo Bloggs

[Change](#)

Save

[X Cancel](#)

You return to the Manage delegate registration prompts where you can see your new question prompt. You can edit and update the question from the expand button

Manage delegate registration prompts

 [Manager](#)

Mandatory