

Guide For PALMS Administrators: How to book staff onto the Improving Patient Experience Workshops

File Edit View History Bookmarks Tools Help

home PALMS: T3

https://sheffieldpalms.org/course/index.php?categoryid=255

Search

You are logged in as Jon Colman Log out

English (en)

Sheffield Teaching Hospitals NHS NHS Foundation Trust

Palms Personal Achievement Learning Management System

Home Quick Links My Learning My Reports Courses Help

Home > Courses > T3

Administration

- My profile settings
- Site administration

Course categories:

T3

Search courses: pe001 Go

- Electronic Prescribing (2)
- ICP (0)
- EDMS (3)
- EPR Lorenzo BAU Training (16)

Find Improving Patient Experience Workshops

Please note you must be a PALMS Administrator to be able to access the screens shown in this guide

1. Click T3 on the PALMS Home page
2. Enter '**pe001**' for Improving Patient Experience Workshop 1

OR

Enter '**pe002**' for Improving Patient Experience Workshop 2

3. Click '**Go**'

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The screenshot shows a web browser window with the URL <https://sheffieldpalms.org/enrol/index.php?id=1654>. The page header includes the Sheffield Teaching Hospitals NHS Foundation Trust logo and the text "You are logged in as Jon Colman" with a "Log out" button. The main heading is "Improving Patient Experience Workshop 1". Below this is a navigation menu with "Home", "Quick Links", "My Learning", "My Reports", "Courses", and "Help". The breadcrumb trail is "Home > Patient Experience 1 > Enrolment options > Enrolment options". On the left is an "Administration" sidebar with options like "Course administration", "Users", "Enrolment options", "Reports", "Grades", "My profile settings", and "Site administration". The main content area is titled "Enrolment options" and features a section for "Improving Patient Experience Workshop 1" with a description: "The Improving Patient Experience workshops have been organised by the Patient Partnership Department to help ensure patients a experience of the Trust. There are two half-day workshops. Ideally you should attend the second workshop between 4 and 8 week the first workshop." Below this is a "Self enrolment (Learner)" section with the text "No enrolment key required." and an "Enrol me" button. A red arrow points to the "Enrol me" button.

Enrol onto Course (If Not Already enrolled)

1. Click '**Enrol Me**'

NB Clicking on 'Enrol Me' allows you to sign up other members of staff to attend individual workshop dates.

Clicking on 'Enrol Me' does not mean you have to attend the course yourself.

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The screenshot shows a web browser window with the URL <https://sheffieldpalms.org/course/search.php?search=pe001>. The page header includes the Sheffield Teaching Hospitals NHS Foundation Trust logo and the PALMS (Personal Achievement Learning Management System) branding. A navigation menu contains links for Home, Quick Links, My Learning, My Reports, Courses, and Help. The search results section displays one result: "Improving Patient Experience Workshop 1". A red arrow points to the course title. Below the title is a description: "The Improving Patient Experience workshops have been organised by the Patient Partnership Department to help ensure patients and visitors have a positive experience of the Trust. There are two half-day workshops. Ideally you should attend the second workshop between 4 and 8 weeks after you have attended the first workshop." The category is listed as "Patient Experience".

If already enrolled on the Improving Patient Experience Workshop

1. Click 'course name'

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The screenshot shows the PALMS website interface. At the top, there is a navigation bar with the Sheffield Teaching Hospitals NHS Foundation Trust logo and the title 'Improving Patient Experience Workshop 1'. Below this is a green navigation menu with options: Home, Quick Links, My Learning, My Reports, Courses, and Help. The main content area is divided into sections: 'Administration' (with sub-links for Course administration, Users, Unenrol me from Patient Experience 1, Reports, and Grades), 'About Workshop 1' (with descriptive text), and 'Workshop Dates' (with a 'View all sessions' link). A red arrow points from the 'View all sessions' link to a callout box on the right.

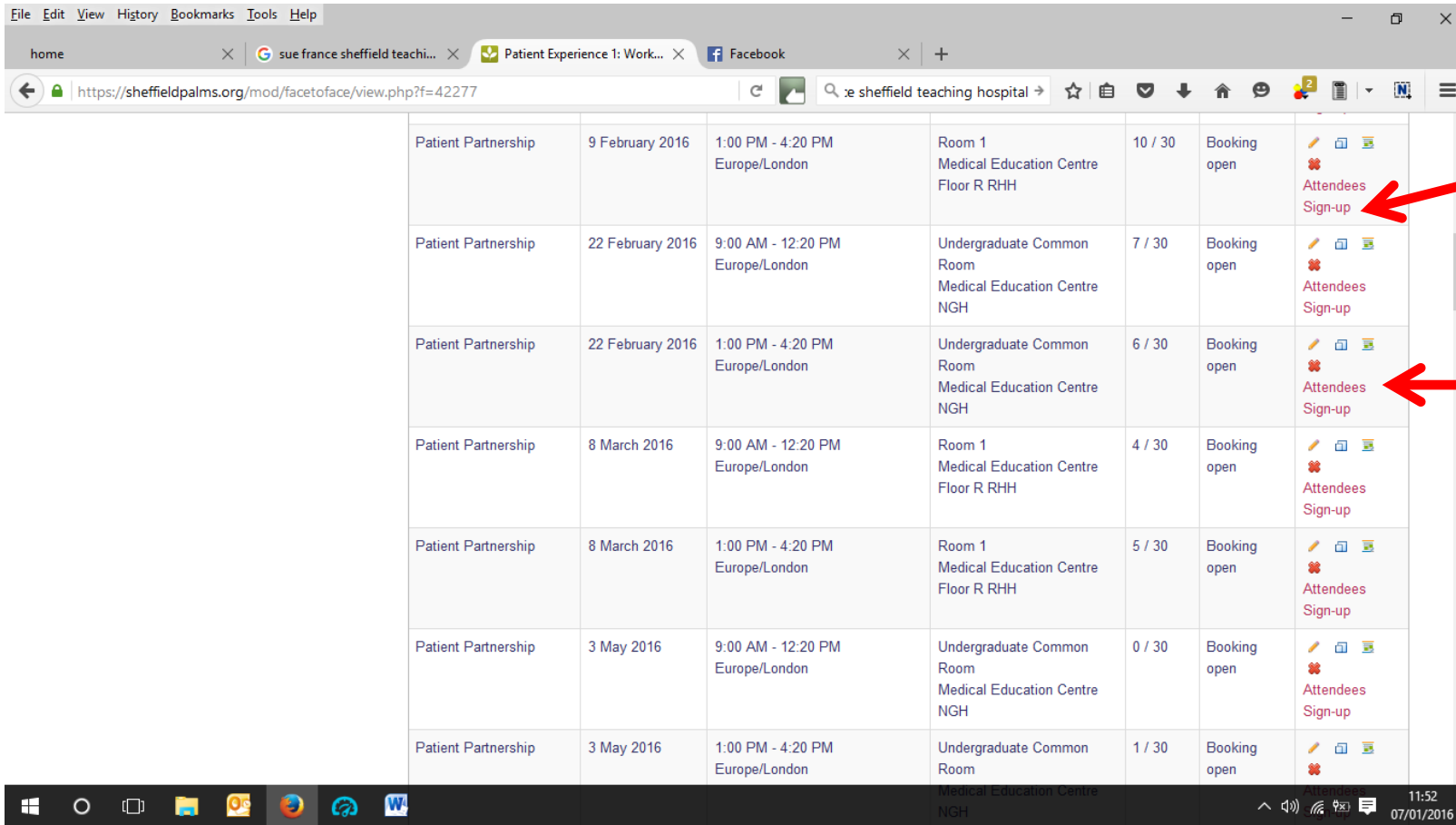
View Sessions

1. Click **'View all session'**

This will bring up a screen showing all the workshops dates available to book

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The screenshot shows a web browser window with the URL <https://sheffieldpalms.org/mod/facetoface/view.php?f=42277>. The browser tabs include 'home', 'sue france sheffield teachi...', 'Patient Experience 1: Work...', and 'Facebook'. The table below lists several workshops with columns for title, date, time, location, capacity, booking status, and actions.

Workshop Title	Date	Time	Location	Capacity	Booking Status	Actions
Patient Partnership	9 February 2016	1:00 PM - 4:20 PM Europe/London	Room 1 Medical Education Centre Floor R RHH	10 / 30	Booking open	Attendees Sign-up
Patient Partnership	22 February 2016	9:00 AM - 12:20 PM Europe/London	Undergraduate Common Room Medical Education Centre NGH	7 / 30	Booking open	Attendees Sign-up
Patient Partnership	22 February 2016	1:00 PM - 4:20 PM Europe/London	Undergraduate Common Room Medical Education Centre NGH	6 / 30	Booking open	Attendees Sign-up
Patient Partnership	8 March 2016	9:00 AM - 12:20 PM Europe/London	Room 1 Medical Education Centre Floor R RHH	4 / 30	Booking open	Attendees Sign-up
Patient Partnership	8 March 2016	1:00 PM - 4:20 PM Europe/London	Room 1 Medical Education Centre Floor R RHH	5 / 30	Booking open	Attendees Sign-up
Patient Partnership	3 May 2016	9:00 AM - 12:20 PM Europe/London	Undergraduate Common Room Medical Education Centre NGH	0 / 30	Booking open	Attendees Sign-up
Patient Partnership	3 May 2016	1:00 PM - 4:20 PM Europe/London	Undergraduate Common Room	1 / 30	Booking open	Attendees Sign-up

Add Attendees or Sign-up Yourself

1. Click '**Sign-Up**' if you wish to book a place for you to attend the workshop yourself.
2. Click '**Attendees**' if you wish to book other people onto the workshop.

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I look forward to meeting you. Jon Colman - Workshop Facilitator.

Attendees | Wait-list | Cancellations | Take attendance | Message users | Files

Attendees

Name	Time Signed Up	Cost	Discount code
Bethany Oldham	4 January 2016, 10:12 AM	0	
Donna Rowland	29 December 2015, 12:45 PM	0	
Emily Dronfield	4 January 2016, 2:11 PM	0	
Helen Williamson	17 December 2015, 12:08 PM	0	
Lisa-marie Whitehead	14 December 2015, 11:43 AM	0	
Louise Bancroft	22 December 2015, 10:05 PM	0	
Lucy Lloyd	22 December 2015, 11:57 AM	0	
Michelle Heeley	5 January 2016, 1:16 PM	0	
Action	5 January 2016, 1:11 PM	0	
Add/remove attendees	5 January 2016, 1:11 PM	0	
Bulk add attendees from file	5 January 2016, 1:11 PM	0	
Bulk add attendees from text input	5 January 2016, 1:11 PM	0	
Export attendance form (xls)	24 November 2015, 4:15 PM	0	
Export attendance form (ods)			
Export attendance form (txt)			

Action

Go back

Add Attendees

1. Click **'Action'**
2. Click **'Add/remove attendees'**

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<https://sheffieldpalms.org/mod/facetoface/sessions.php?s=49052&c=1>

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The screenshot shows a web browser window with the URL <https://sheffieldpalms.org/mod/facetoface/attendees.php?s=49039&backtoallsessions=42277>. The page title is "Add/remove attendees". On the left, there is a navigation menu with "Administration" selected, containing "Facetoface administration" (with "Backup" sub-item), "Course administration", and "My profile settings". The main content area shows "0 existing users" and "1 potential users". A search box contains "sue butler", and a "Search" button is highlighted with a red arrow. Below the search box, a "Show all" button is also highlighted with a red arrow. A search results box displays "Susan Butler, sue.butler@sth.nhs.uk, Manager, 1" with a blue highlight. A red arrow points from this result to an "Add" button. Another red arrow points from the "Add" button to a second "Add" button. At the bottom, there are checkboxes for suppressing emails and notifications, and a "Reason for cancellation" text box. "Save" and "Cancel" buttons are at the bottom right.

**Add Attendees
Steps 3 to 4**

3. Highlight Name
4. Click **'Add'**

**Add Attendees
Steps 1 to 2**

1. Enter name of person to attend
2. Click **'Search'**

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Workshop 1

https://sheffieldpalms.org/mod/facetoface/attendees.php?s=49039&backtoallsessions=42277

Add/remove attendees

1 existing users

Susan Butler, sue.butler@sth.nhs.uk

0 potential users

No users match your search criteria. Please search some more

sue butler Search Show all

Show only users who declared interest in this activity

Suppress the confirmation and calendar invite emails for newly added attendees and the cancellation emails for removed attendees

Suppress notifications to manager about added and removed attendees

Reason for cancellation

Save Cancel

Check attendees have been added

1. Check that newly added attendees appear in left hand column