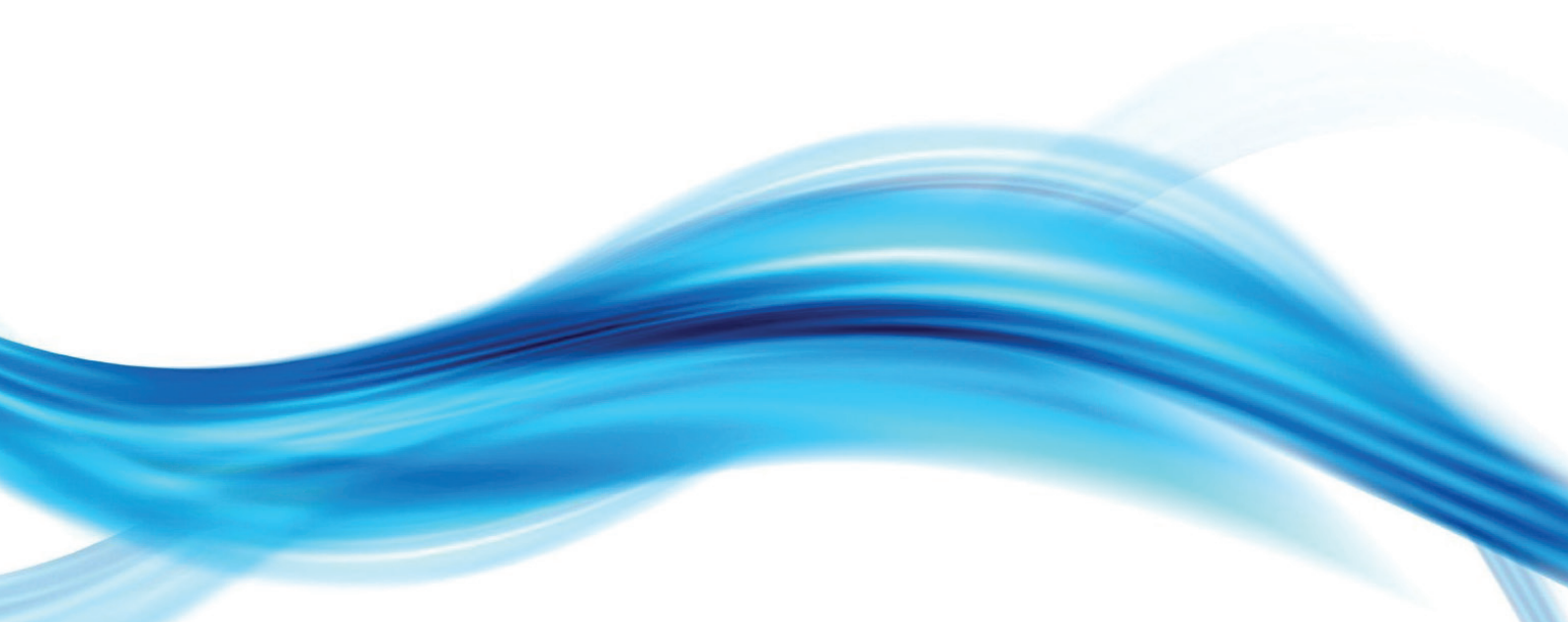


TIS User Guide



A self help guide to using the TIS system



Contents

01	Logging into TIS: Solving username/password problems	<u>Page 03</u>
02	Logging out of TIS: Where is this?	<u>Page 04</u>
03	Searching in TIS: What do I do, and how does this work?	<u>Page 05</u>
04	Table filters in TIS: How do I filter content to help with my search?	<u>Page 06</u>
05	Records in TIS: How do they work?	<u>Page 07</u>
06	Creating a Record in TIS: How do I do this?	<u>Page 08</u>
07	TIS Notifications: How do they work? And where do I find them?	<u>Page 09</u>
08	Getting help with TIS: Where do I go for help?	<u>Page 10</u>

Login:

Solving username/password problems

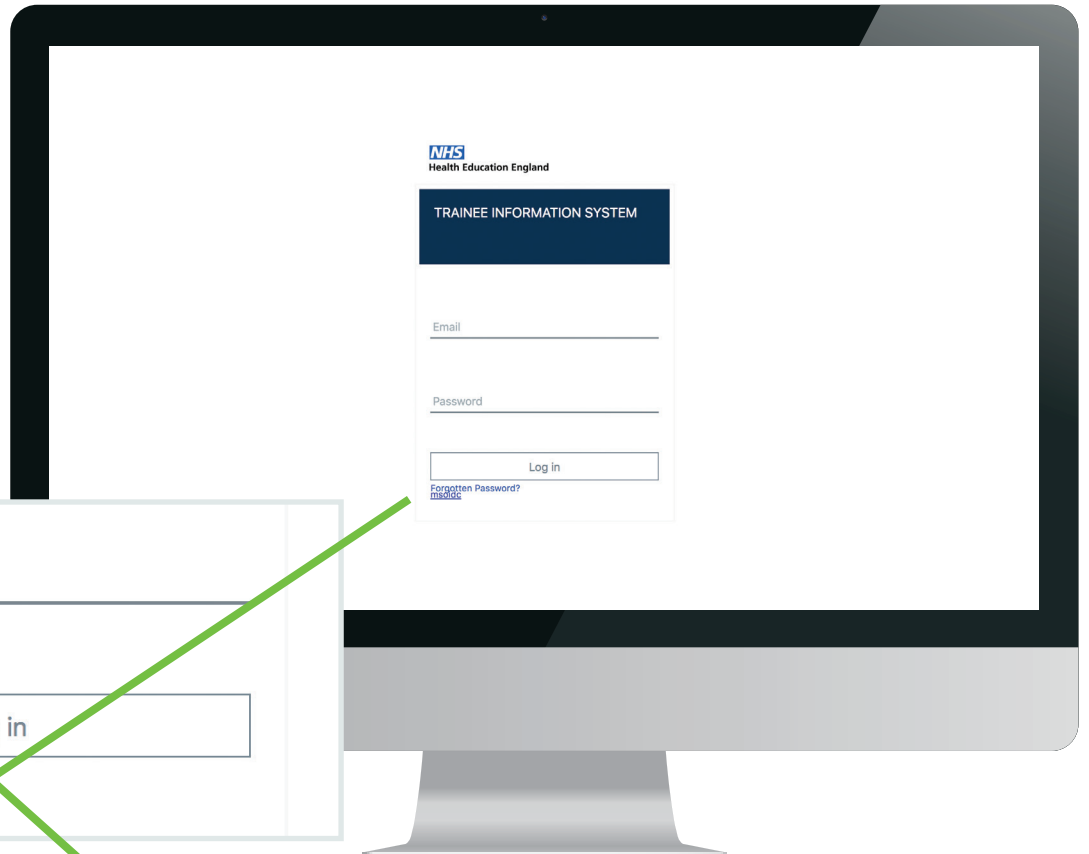
Summary

You will require a verified email (Username) and password to enter TIS.

This should be supplied to you through your administrator.

Hyperlink to system area.

<https://apps.tis.nhs.uk>



[Forgotten Password? msoidc](#)

FORGOTTEN YOUR PASSWORD?

[« Back to Login](#)

Enter your username or email address and we will send you instructions on how to create a new password.

Username solution

If your username does not work, please contact your administrator and they will reset this for you.

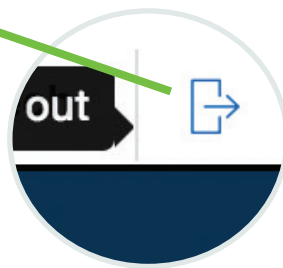
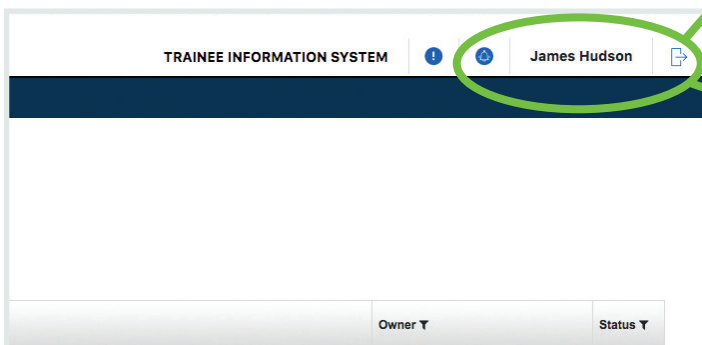
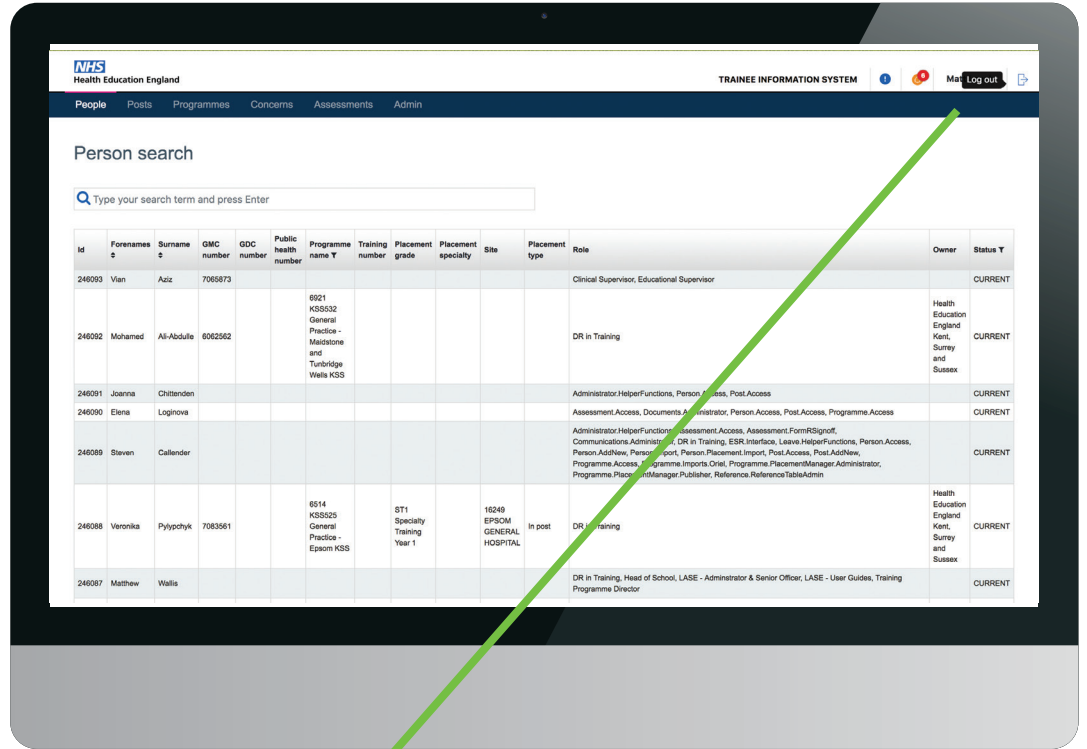
Password solution

You can reset your own password using the link below. This will automatically send a new password to your email. On using this to enter the system, you are able to then change this to something more memorable to you.

Logout: Where is this?

Summary

To log out of the TIS system, please use the icon in the top right of the header navigation.



Logout icon

If you select this icon it will automatically log you out of the system returning you to the 'Login' screen.

Searching in TIS:

What do I do, and how does this work?

Summary

There is a (Smart type) search functionality in all areas of TIS. This allows you to type and search for content.

Smart search means that when you start to type on a 'Search' area. The search will automatically begin to filter using the letters you are typing. This will help to quickly find the word/content you are looking for without having to type the whole word, sentence or phrase

The following shows how you can search for content in each area.

Person search

Q Paul

Id	Forenames	Surname	GMC number	GDC number	Public health number	Programme name	Training number	Placement grade	Placement specialty	Site	Placement type	Role
246093	Vian	Aziz	7065873									Clinical Supervisor, Educator
246092	Mohamed	Ali-Abdulle	6062562			6921 KSS532 General Practice - Maidstone and Tunbridge Wells KSS						DR in Training
246091	Joanna	Chittenden										Administrator.HelperFunction
246090	Elena	Loginova										Assessment.Access, Document
246089	Steve	Callender										Administrator.HelperFunction Communications.Administrator Person.AddNew, Person.Imj Programme Access, Program

Search rules on TIS

1. Search one column at a time
2. Searching for forename and surname together will not work, e.g. John Smith. Instead search for surname (e.g. Smith) and use the filter for first name
3. Not all columns are searchable. The following columns are the searchable columns in each area of TIS:

You are not able to search multiple columns. Example: Forename (space) Surname will not work in this current Functionality. Please search by 'one column' and filter this search. (Shown in the following area of this document: Filters)

Searching in 'People'

ID Number, Surname, Forename, GMC/GDC/PH number

Searching in 'Posts'

National post number, Programme name, Current trainee GMC number

Searching in 'Programmes'

Programme name, Programme number, Owner

Searching in 'Assessments'

Curriculum name, Surname, Forename, Type

Q Paul

Id	Forenames	Surname	GMC number	GDC number	Public health number
246075	Paula	Gullett	N/A		
246050	Paulette	Scale			
246048	Pauline	Elcome	UNKNOWN		
245968	Paula	Willis			
245959	Paul Simeon	Stonela	3068577		
245946	Paul	Deeley	UNKNOWN		
245784	Moli	Paul	3196366		
245773	Paul	Finery	2388373		
245652	Kevin Paul	Hollier	4405070		

Example: Searching by 'Paul' in People results in all records of Paul. These results are automatically ordered in alphabetical order

Table filters in TIS: How do I filter content to help with my search?

Summary

There are a number of filters available in the column headers of the tables in TIS.

On arriving in the TIS Environment, the 'Owner' filters are automatically applied to help you with the areas you are most likely wanting to search within. You can clear these filters easily to have a wider search.

NHS Health Education England

People Posts Programmes Concerns Assessments Admin

Person search

Type your search term and press Enter

General Practice - Maidstone and Tunbridge Wells KSS x

Id	Forenames	Surname	GMC number	GDC number	Public health number	Programme name	Training number	Placement grade	Placement specialty	Site	Placement type	Role
246093	Vian	Aziz	7065873									Clinical Supervisor, Educatic
246092	Mohamed	Ali-Abdulle	6062562			6921 KSS532 General Practice - Maidstone and Tunbridge Wells KSS						DR in Training

Filters in TIS

What are the 'Filters' and how do they work?

- Sorting:** This arranges the content into 'Alphabetical' order or reverses the order.
- Filtering:** This functionality allows you to select multiple list items in order to narrow your search. For lists that are long, there is the additional option to 'Quick type' for what you are looking for. You are able to select as many list items as you wish. Which also appear above the table so you can see exactly what filters you have applied. Example below.

Filters vary on each component table. If the list items are only small, you will have the option to select them without having to scroll or 'fast type' for results in the filter. The Fast type solution is to help with larger fields of filtering.

General Practice - Maidstone and Tunbridge Wells KSS x

Id	Forenames	Surname	GMC number	GDC number	Public health number	Programme name	Training number	Placement grade	Placement specialty	Site
246093	Vian	Aziz	7065873			Maid				
246092	Mohamed	Ali-Abdulle	6062562			<input checked="" type="checkbox"/> General Practice - Maidstone and Tunbridge Wells KSS <input type="checkbox"/> General Practice - Maidstone				
246091	Joanna	Chittenden								
246090	Elena	Loginova								
246089	Steven	Callender								

Programme

Start typing to select multiple options for filtering

- Urology Newcastle
- Urology Northampton
- Urology Lambeth
- Urology Lancashire
- Urology/Lecturer
- NWN General Surgery
- MER General Surgery

Here is an illustrated example of the quick type functionality and selecting multiple list items. Once you have found what you are looking for, you can start typing again to continue with your filtering list

Programme

Urolo

Start typing to select multiple options for filtering

- Urology Newcastle
- Urology Northampton
- Urology Lambeth
- Urology Lancashire
- Urology/Lecturer
- NWN General Surgery
- MER General Surgery

Example of the 'Quick type search' and how it filters results.

Entering 'Maid' in the quick type area allows me to find 'Maidstone and Tunbridge'. On selecting this it appeared in the filters above (in blue). You can remove these filters in the filter columns by deselecting them or by removing them using the crosses in the actual filter itself

Records in TIS: How do they work?

Summary

Records are collections of data (Usually associated to a 'Person' or 'Group'. They can be created/edited/assigned or de-assigned in a variety of different areas of TIS, they are a collection of forms and inputs that belong to a person, be it a placement, programme, rotation or simple personal details. All are easily accessible and editable in the TIS environment.

Starts	Ends	Site	Specialty	Grade	Type	Status
Future						
28/07/2018	31/07/2018	12870 Northern General Hospital	Medical Virology	Specialty Training Year 4	In post	FUTURE
Current						
31/07/2017	27/07/2018	5797 Out of Programme	General Surgery	Specialty Training Year 4	OOPE	CURRENT
Past						
18/10/2016	30/07/2017	13002 Royal Hallamshire Hospital	Geriatric Medicine	Specialty Training Year 4	In post	PAST
03/08/2016	17/10/2016	13002 Royal Hallamshire Hospital	Medical Microbiology and Virology	Specialty Training Year 3	In post	PAST
18/10/2016	02/08/2016	13002 Royal Hallamshire Hospital	Medical Microbiology and Virology	Specialty Training Year 3	In post	PAST
01/08/2015	17/10/2015	13002 Royal Hallamshire Hospital	Stroke Unit	Specialty Training Year 2	In Post	PAST
26/05/2015	31/07/2015	2323 Out of Programme (South)	Medical Microbiology and Virology	Specialty Training Year 2	OOPE	PAST

Placements in a Person record

There are a variety of tables containing 'Records' or data in TIS. Records can be accessed through the landing page for each component clicking on a 'Record' in a table will then take you to that record/or data set.

The example above is how TIS breaks down records that are Past, Current and Future. This is an example of 'Placements'. By selecting on a record of a placement (In a Person) you are able to edit and updated this data if required. As shown below.



Personal details
Sensitive data
Qualifications
Programme membership
▼ Placements
Assessments

Starts	Ends	Site	Specialty
Future			
28/07/2018	31/07/2018	12870 Northern General Hospital	Medical Virology
Current			
31/07/2017	27/07/2018	5797 Out of Programme	General Surge
Past			
18/10/2016	30/07/2017	13002 Royal Hallamshire Hospital	Geriatric Medic

In every 'Person record' you have the ability to navigate to a number of separate records associated to that specific person. Using this drop down will allow you to access these areas, and manage a 'Persons' record much more efficiently.

Placements

Starts	Ends	Site	Specialty	Grade	Type	Status
28/07/2018	31/07/2018	12870 Northern General Hospital	Medical Virology	Specialty Training Year 4	In post	FUTURE

PERSONAL

Medical staff number: YH0RHHQNGI075/STN/008
Site: Northern General Hospital
Domain: Health Education England Yorkshire and the Humber
Grade: Specialty Training Year 4

LOCATION

Date from: 28/07/2018
Date to: 31/07/2018

PLACEMENT

Requestor type: In post
White time equivalent: 1
Status: FUTURE
Training description: [Empty field]

Update

Starts	Ends	Site	Specialty	Grade	Type	Status
31/07/2017	27/07/2018	5797 Out of Programme	General Surgery	Specialty Training Year 4	OOPE	CURRENT

PERSONAL

Title: [Empty field] Legal forenames: [Empty field] Surname: [Empty field]

Title is required

Forenames: [Empty field] Initials: [Empty field] Legal sur: [Empty field]

Forenames is required Initials is required

Some of the fields in TIS are 'Mandatory' and some are 'Optional'. All 'Mandatory fields (highlighted in red) must be completed for the form to be 'Saved' or 'Updated'.

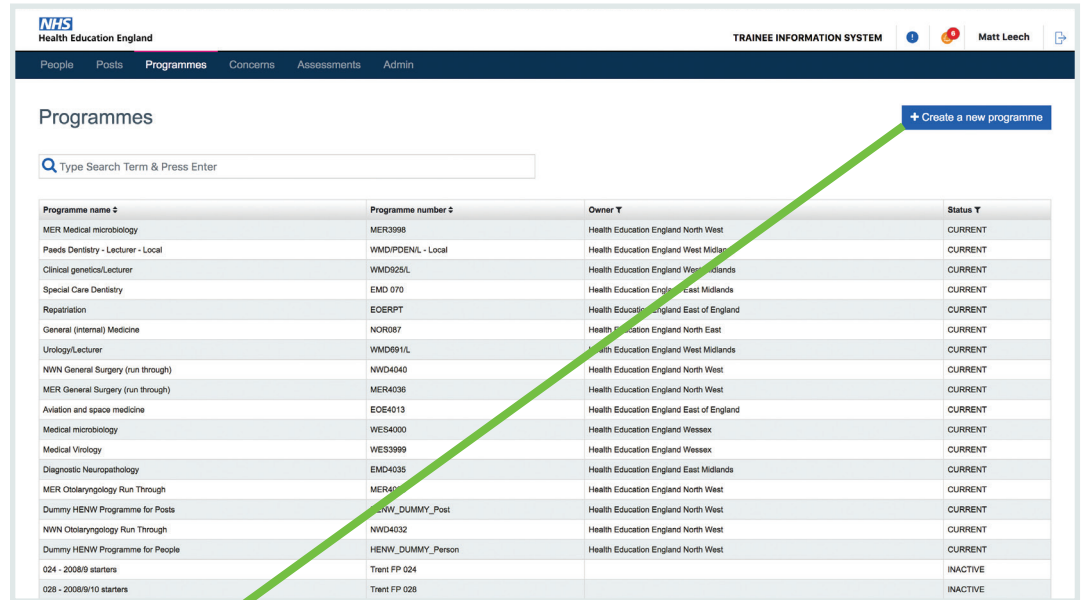
You can easily select any record data in a table, which will open up to show the detail of this record. You can edit and update the fields in any record you have permissions to access.

Creating a Record in TIS:

How do I do this?

Summary

Creating a record is very simple in TIS. The following example is of 'creating' a 'Programme' record. All records are accessible on the 'Components' landing page table. Using the 'Search' and 'Filters' you are able to access these records.



Creating a Programme record

Step 1

Create a new programme using the button in the top right hand corner or in the primary navigational area as shown opposite. These create buttons are positioned here in all component areas where records can be created.

Step 2

Complete the form (Mandatory fields must be completed)

Step 3

Once the form fields have been filled in (Some have drop-downs to help with this process) the Save or Update button will become active. Press this to complete the task.

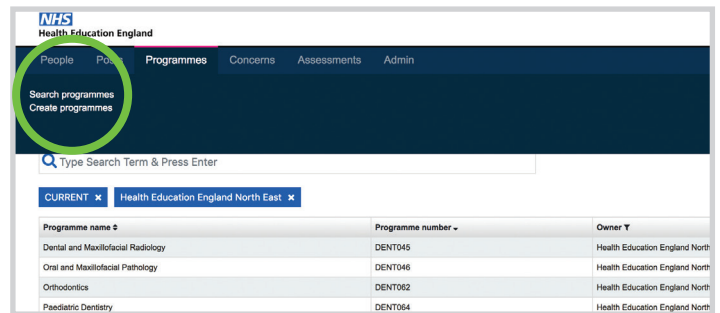
Step 4

You have now successfully created a record. You will have received feedback that this has been completed on the screen with a small green tab appearing at the top of the page.

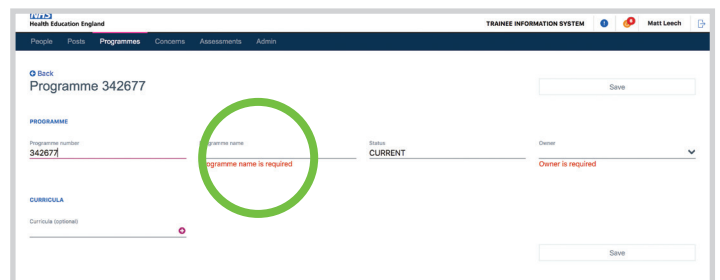
Step 5

Depending on what area of TIS you are creating the record, you will be re-directed to the 'Table' of records related to what you created. Here you are able to view or edit the record you have created.

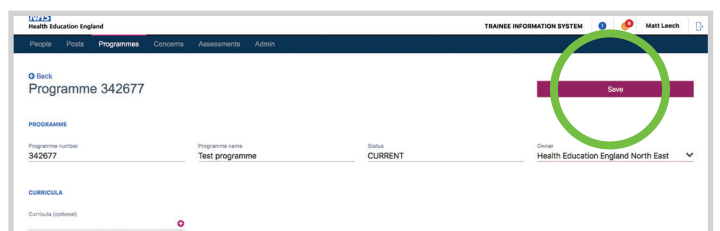
Alternatively you may remain on the screen that you created the Record in, as there are also additional option for further data inputs or the ability to assign this record to a specific person (For example).



Step 1: Create the 'Record'



Step 2: Complete the form fields where required

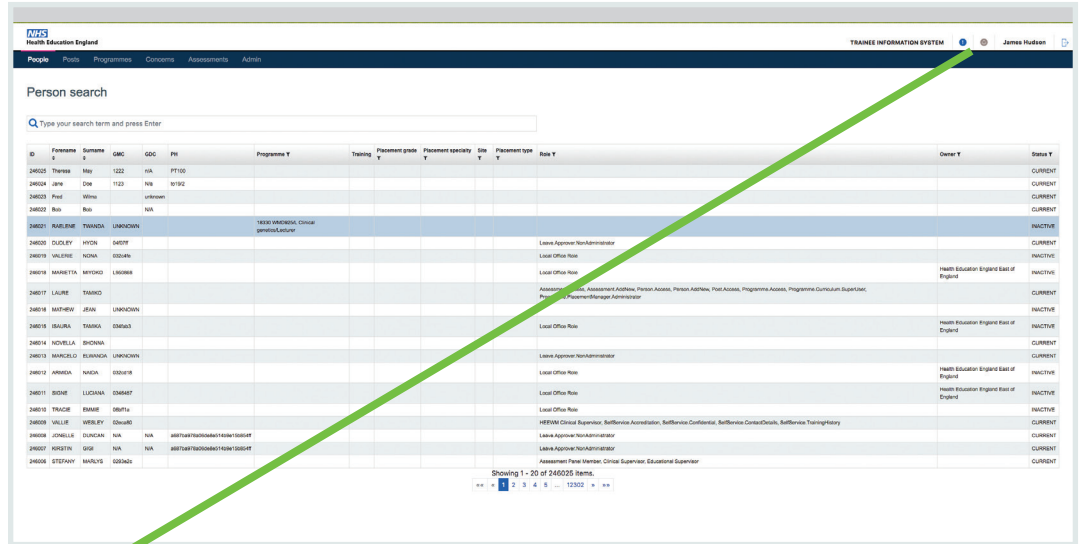


Step 3: Save or Update the form to create or update the record

Notifications in TIS: How do they work, and where do I find them?

Summary

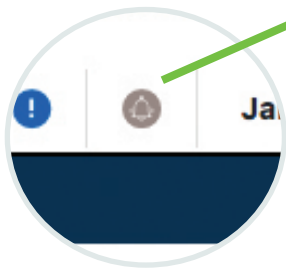
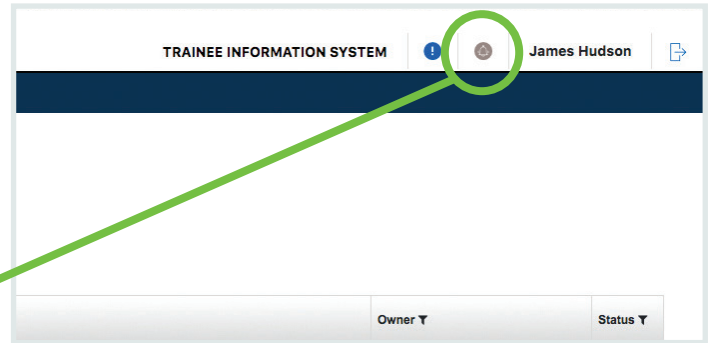
Notifications in TIS are now temporarily disabled. This feature will be coming soon.



Notifications Disabled

What does this mean?

Having the notifications disabled will not affect your day to day work in TIS. If there is anything that we feel is important for you to review, we will send this to you directly and keep you informed of updates to the system and also releases via email too.



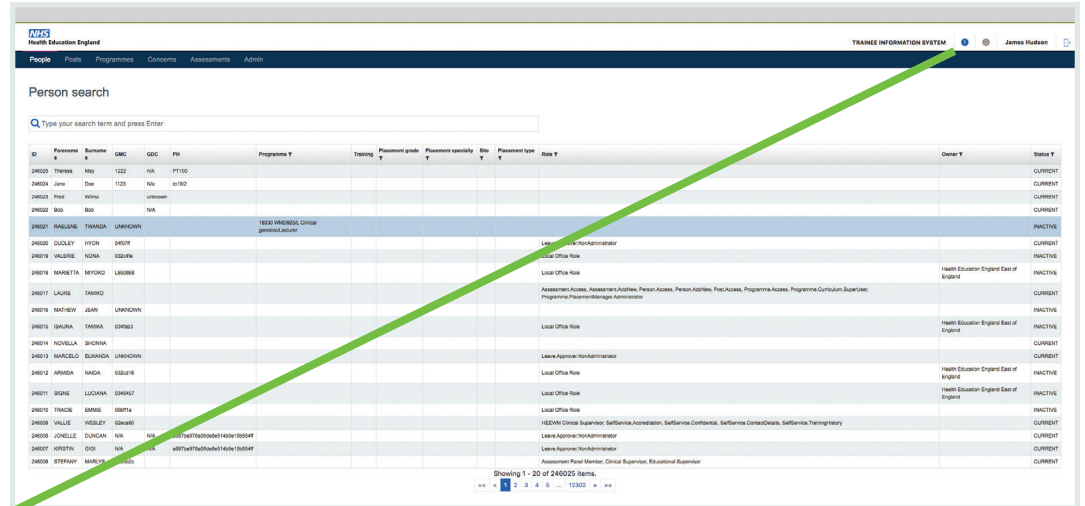
Notifications icon

This is grey to indicate it is disabled.

Getting help with TIS: Where do I go for help?

Summary

There is a direct link to the 'TIS Support' channel in the main header area of TIS. This will guide you to an area where you can utilise a number of resources to help you with your tasks. FAQ's, Technical support, Contact links and even this Guide is available in this area.



Get help link

What do I do?

Click this link and it will direct you to an area where you have access to, what we hope, is everything you need to solve any issues you may have. If you can't find it here, use one of the contact links or channel chats to ask any questions you may have. Somebody on the team will get back to you as soon as they are available.

Get help icon

Click this blue icon to access the support area.

