# TIS User Guide to

## A self help guide to using the TIS system

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# Login: Solving username/password problems

## Summary

01

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	Email         Password         Log in         Franktion Password?
Password	
Log in Forgotten Password? Msolidc	
	Username solution
FORGOTTEN YOUR PASSWORD?	If you 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.
your.email@hee.nhs.uk	
Submit	
« Back to Login	
Enter your username or email address and we will send you instructions on how to create a new password.	

# Logout: Where is this?

## Summary

02

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

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NHS Health	Education Er	ngland										TRAINEE INFORMATION SYSTEM	Mat	Log out
ne top		Progr	ammes	Cond	cerns	Assessm	ients	Admin						
<b>Q</b> 7)	/pe your sea	arch term	and pres	s Enter										
Id	Forenames ¢	Surname ¢	GMC number	GDC number	Public health number	Programme name <b>T</b>	Training number	Placement grade	Placement specialty	Site	Placement type	Role	Owner	Status '
246093		Aziz Ali-Abdulle	7065873			6921 KSS532 General Practice - Maidstone						Olnical Supervisor, Educational Supervisor	Health Education England Kent,	CURRE
24609	Joanna	Chittenden				Maidstone and Tunbridge Wells KSS						Administrator HelporFunctions, Person (Lines, Post Access	Surrey and Sussex	CURRE
246090	Elena	Loginova										Assessment Access, Documents Access Prost Access, Post Access, Programme Access		CURRE
246085	Steven	Callender										Administratic HelperFunction passesment. Access. Assessment: FormRignoff. Communication: Administratic, DR In Trainico, ESR Intraface, Leave HelperFunctions, Person Access, Person Addrew, Person: Boort, Person: Bacement Import, Post Access, Post Addrew, Programme, Access Ingerners: Import Ook, Programme, Patenerren/Anager, Administrator, Programme, Pasce, Information, Post Ook, Programme, Pascenerren/Anager, Administrator, Programme, Pasce, Information, Post Pascener, Reference, Tableadmin		CURRE
246080	Veronika	Pylypchyk	7083561			6514 KSS525 General Practice - Epsom KSS		ST1 Specialty Training Year 1		16249 EPSOM GENERAL HOSPITAL	In post	DR genera	Health Education England Kent, Surrey and Sussex	CURRE
246087	Matthew	Wallis										DR in Training, Head of School, LASE - Administrator & Senior Officer, LASE - User Guides, Training Programme Director		CURRE
								7						
ORMATION SYSTEM	٥	Jam	es Hu	dson		₽	_		_	_	_			
									0	ut				

## 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.

#### **Search rules on TIS**

- 1. Search one column at a time
- 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:

#### 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

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

Pers	son se	earcn										
Q Pa	ul											
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, Education
246092	l'ohamed	Ali-Abdulle	6062562			6921 KSS532 General Practice - Maidstone and Tunbridge Wells KSS						DR in Training
246091	Joanna	Chittenden										Administrator.HelperFunction
246090	Elera	Loginova										Assessment.Access, Docur
246089	Steve	Callender										Administrator.HelperFunction Communications.Administrat Person.AddNew, Person.Im Programme Access, Program

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)

#### **Q** Paul

ld	Forenames ≑	Surname ≑	GMC number	GDC number	Public health number
246075	Paula	Gullett	N/A		
246050	Paulette	Scule			
246048	Pauline	Elcome	UNKNOWN		
245968	Paula	Willis			
245959	Paul Simeon	Stonela e	3068577		
245946	Paul	Deeley	UNKNOWN		
245784	Moli	Paul	3196366		
<b>1</b> 45773	Paul	Finery	2388373		
245652	Kevin Paul	Hollier	4405070		

# **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.

People	Posts	Progr	ammes	Cond	cerns	Assessments	Admin				
Pers	son se	earch									
	oe your sea	arch term	and pres	s Enter							
• •			anna pros								
	al Practice -										
					ells KSS 3						
			and Tunb		ells KSS : Public bealth	Programme name T	-	Placement specialty	Site	Placement type	Role
Genera	al Practice - Forenames \$	Maidstone Surname	and Tunb	oridge We	ells KSS 3 Public health	Programme Trair	-		Site		Role Clinical Supervisor, Educa
Genera	al Practice - Forenames \$	Maidstone Surname ≑	e and Tunb GMC number	oridge We	Public health number	Programme name T ium 6921	-		Site		
Genera	al Practice - Forenames \$	Maidstone Surname ≑	e and Tunb GMC number	oridge We	Public health number	Programme rain name T um 6921 KSS532 General	-		Site		
Genera Id 246093	al Practice - Forenames \$	Maidstone Surname ≑	GMC number 7065873	oridge We	Public health number	Programme Train name T 6921 KSS532	-		Site		

## 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.

ld	Forenames ≑	Surname ≑	GMC number	GDC number	Public health number	Programme name <b>T</b>	Training number	Placement grade	Placement specialty	Site
246093	Vian	Aziz	7065873			Maid				
246092	Mohamed	Ali-Abdulle	6062562			_		e - Maidston e - Maidston	e and Tunbric e	ige Well
						Wells KSS				
246091	Joanna	Chittenden								
246090	Elena	Loginova								
		Callender								

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

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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.

Q		Here is an illustrated example of the quick type functionality and
Start typing to select multpile	options for flitering	selecting multiple list items. Once you have
Urology Newcastle Urology Northampton Urology Lambeth Urology Lancashire	Programme T	found what you are looking for, you can start typing again to continue with your filtering list
Urology/Lecturer		
NWN General Surgery	Q Urolo	
MER General Surgery	Start typing to select mu	Itpile options for flitering
Example of the 'Quick type search' and how it filters results.	Urology Newcastle Urology Northamptor Urology Lambeth Urology Lancashire Urology/Lecturer NWN General Surget MER General Surget	ry
		y U

Programme **T** 

# **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.

N/- Ieal	5 th Education Engl	and			TRAINEE INFORMATION	SYSTEM	0
Peo	ple Posts	Programmes	Concerns Assessments Admin				
• •							
ВС		ller - 7071	164 🛆			+ Create place	ement
Pla	acements		~				
1							
	Starts	Ends	Site	Specialty	Grade	Туре	Status
Fu	ire						
$\downarrow$	28/07/2018	31/07/2018	12870 Northern General Hospital	Medical Virology	Specialty Training Year 4	In post	FUTURE
Cu	rrei						
$\downarrow$	31, 7/2017	27/07/2018	5797 Out of Programme	General Surgery	Specialty Training Year 4	OOPE	CURRENT
Pas	st						
$\downarrow$	18/10/. 016	30/07/2017	13002 Royal Hallamshire Hospital	Geriatric Medicine	Specialty Training Year 4	In post	PAST
$\downarrow$	03/08/2 16	17/10/2016	13002 Royal Hallamshire Hospital	Medical Microbiology and Virology	Specialty Training Year 3	In post	PAST
$\downarrow$	18/10/201.	02/08/2016	13002 Royal Hallamshire Hospital	Medical Microbiology and Virology	Specialty Training Year 3	In post	PAST
$\downarrow$	01/08/2015	17/10/2015	13002 Royal Hallamshire Hospital	Stroke Unit	Specialty Training Year 2	In Post	PAST
$\downarrow$	26/05/2015	31/07/2015	2323 Out of Programme (South)	Medical Microbiology and Virology	Specialty Training Year 2	OOPE	PAST
J.							

#### **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.



	cements								
	Starts	Ends	Site	Specialty		Grade		Type	Status
-									
2	28/07/2018	31/07/2018	12870 Northern General Hospital	Medical Virolog	a.	Specialty Training	Year 4	In post	FUTURE
/H	onal post number D/RHQNG/075/ al post number D/RHQNG/075/		Sine Northern General Hospital		oww Health Education England Yorksh	ire and the Hurr	Grade Specialty Training	g Year 4	
.00	ATION								
	/07/2018		31/07/2018						
28					Status FUTURE		Training description		
28	CEMENT		31/07/2018				Training description	Update	
28 Plac	CEMENT		31/07/2018				Training description	Update	

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.

		Programmes	Concerns Assessments Admin						
Pe	ersonal det	ails							
Sensitive data									
Qualifications									
Pi	rogramme	membersh	nip						
∕ Pl	acements								
A	ssessment	S	0.00	Specialty					
Fut	ure	,	·						
$\checkmark$	28/07/2018	31/07/2018	12870 Northern General Hospital	Medical Virolo					
	rrent								
Cu				General Surge					

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.

Personal details	<b>~</b>	
PERSONAL		
Title	Legal forenames	Surname
Title is required		Surnam
Forenames	Initials	Legal surr
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'.

# 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.

NHS lealth Education England		TRAINEE INFORMATION	SYSTEM 🕕 🤌 Matt Leech
People Posts Programmes Concerns	Assessments Admin		
Programmes			+ Create a new programme
Q Type Search Term & Press Enter			
Programme name \$	Programme number \$	Owner T	Status T
MER Medical microbiology	MER3998	Health Education England North West	CURRENT
Paeds Dentistry - Lecturer - Local	WMD/PDEN/L - Local	Health Education England West Midlan	CURRENT
Clinical genetics/Lecturer	WMD925/L	Health Education England West utilands	CURRENT
Special Care Dentistry	EMD 070	Health Education Engle Least Midlands	CURRENT
Repatriation	EOERPT	Health Education ungland East of England	CURRENT
General (internal) Medicine	NOR087	Health Could and North East	CURRENT
Urology/Lecturer	WMD691/L	ath Education England West Midlands	CURRENT
NWN General Surgery (run through)	NWD4040	Health Education England North West	CURRENT
MER General Surgery (run through)	MER4036	Health Education England North West	CURRENT
Aviation and space medicine	EOE4013	Health Education England East of England	CURRENT
Medical microbiology	WE\$4000	Health Education England Wessex	CURRENT
Medical Virology	WE\$3999	Health Education England Wessex	CURRENT
Diagnostic Neuropathology	EMD4035	Health Education England East Midlands	CURRENT
MER Otolaryngology Run Through	MER40	Health Education England North West	CURRENT
Dummy HENW Programme for Posts	_NW_DUMMY_Post	Health Education England North West	CURRENT
NWN Otolaryngology Run Through	NWD4032	Health Education England North West	CURRENT
Dummy HENW Programme for People	HENW_DUMMY_Person	Health Education England North West	CURRENT

## 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).

People Post Programmes			
earch programmes eate programmes			
Q Type Search Term & Press Enter	1		
CURRENT × Health Education Eng			
CURRENT × Health Education Eng		Programme number -	Owner ¥
		Programme number - DENT045	Owner ¥ Health Education England Nort
Programme name ≑		-	
CURRENT × Health Education Eng Programme name © Dental and Maxilofacial Radiology		DENT045	Health Education England Nort

Health Edu	cation Eng	land					TRAINEE INFORMATIO
People	Posts	Programmes	Concerns	Assessments	Admin		
o Back Progr	amm	e 342677					
PROGRAM	Æ						

Step 1: Create the 'Record'

Programme number 342677	gramme name is required	CURRENT	Owner Owner is required	•
CURRICULA				
Curricula (optionel)	0			
			Save	



Health Education England		TRAINEE INFO	IRMATION SYSTEM
People Posts Programmes Concerns	Assessments Admin		
o Back Programme 342677			Sive
PROGRAMME Programme number 342677	Programme rame Test programme	Status CURRENT	Owner Health Education England North East
CUBRICULA Curricula (continual)			
Currelua (optional)			

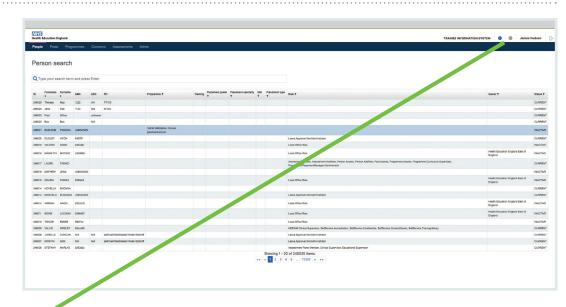
Step 3: Save or Update the form to create or update the record

# **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**

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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.



#### 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.

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#### Get help icon

Click this blue icon to access the support area.

