


### In this Quick Reference Guide

Learn how to review your team, add/remove team members and how to mark someone as long-term sick.

### 1. Review My Team

1. Click **My Team** tab → Manager Dashboard displays
2. Scroll down to the **'User'** section to see a list of your team members

User	User Last Login	Stat/man percentage
 Maurice Tierrier <small>Plan Profile Bookings Records Appraisals 360° Feedback Goals Required</small>	27 Apr 2021	30%
 Fabiola Mastiff <small>Plan Profile Bookings Records Appraisals 360° Feedback Goals Required</small>	20 May 2021	30%
 Rudy Rothweiler <small>Plan Profile Bookings Records Appraisals 360° Feedback Goals Required</small>	21 Apr 2021	30%

[View full report](#)

### 2. Remove a Team Member

If you need to have a team member removed, please contact the Learning Support Team:

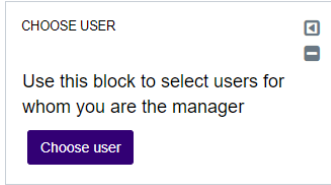
[ndht.ndlearningsupport@nhs.net](mailto:ndht.ndlearningsupport@nhs.net)

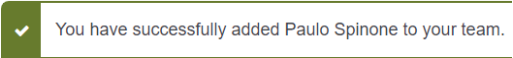
Provide the following information:

- Title your email with *'Learn+ Team member removal request'*
- Person's name
- New manager's name if known

### 3. Add a Team Member

1. Click **My Team** tab → Manager Dashboard displays
2. Locate the **'CHOOSE USER'** block on the right hand side
 


3. Click **Choose user** → search page displays
4. Click in the empty box to the right of **'User's full name'**
5. Type in their name
6. Click **Search** → a list of matching names displays below.
7. Click **Select person you manage**
8. Click **Yes** to confirm → A success message displays at the top of the screen
 



**Note!** If the selected person is managed by somebody else, you will see the current manager's name as part of the confirmation message
9. Click **My Team** tab to see the updated team member list

### 4. Mark/unmark a Team Member as Long Term Sick

Follow these steps if your team member is absent 28 or more calendar days. This action is required to ensure accurate reporting. You need to repeat the steps to remove the tick when the person returns back to work.

1. Click **My Team** tab → Manager Dashboard displays
2. Scroll down to the **'User'** section to see a list of your team members
3. Click the team member's name who is on long-term sick → User profile page displays
4. Click **Edit profile**
5. Scroll down to the bottom of the page
6. Click **ESR Data** → Long Term Sick option displays
7. Click the tick box  to activate / untick to remove long term sick
8. Click **Update profile** → User profile page displays

**Note!** To return to the 'My Team' tab, repeat step 1