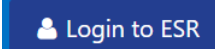


Managers Guide – Viewing Team and Individual Compliance on ESR

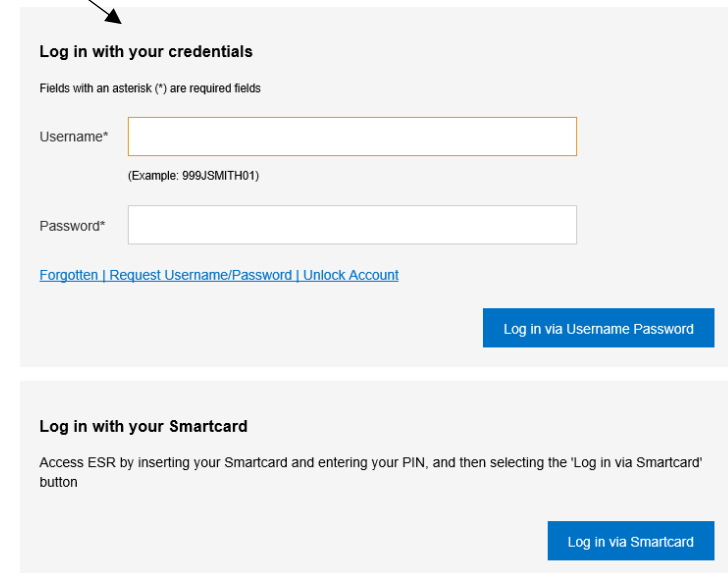


Logging on to ESR

1. Click on this link to access ESR - <https://my.esr.nhs.uk/dashboard/web/esrweb>

2. On the top right click the Log in to ESR option → 

3. Log in with username and password or with smart card and pin



Log in with your credentials

Fields with an asterisk (*) are required fields

Username*

(Example: 999JSMITH01)

Password*

[Forgotten](#) | [Request Username/Password](#) | [Unlock Account](#)

[Log in via Username Password](#)

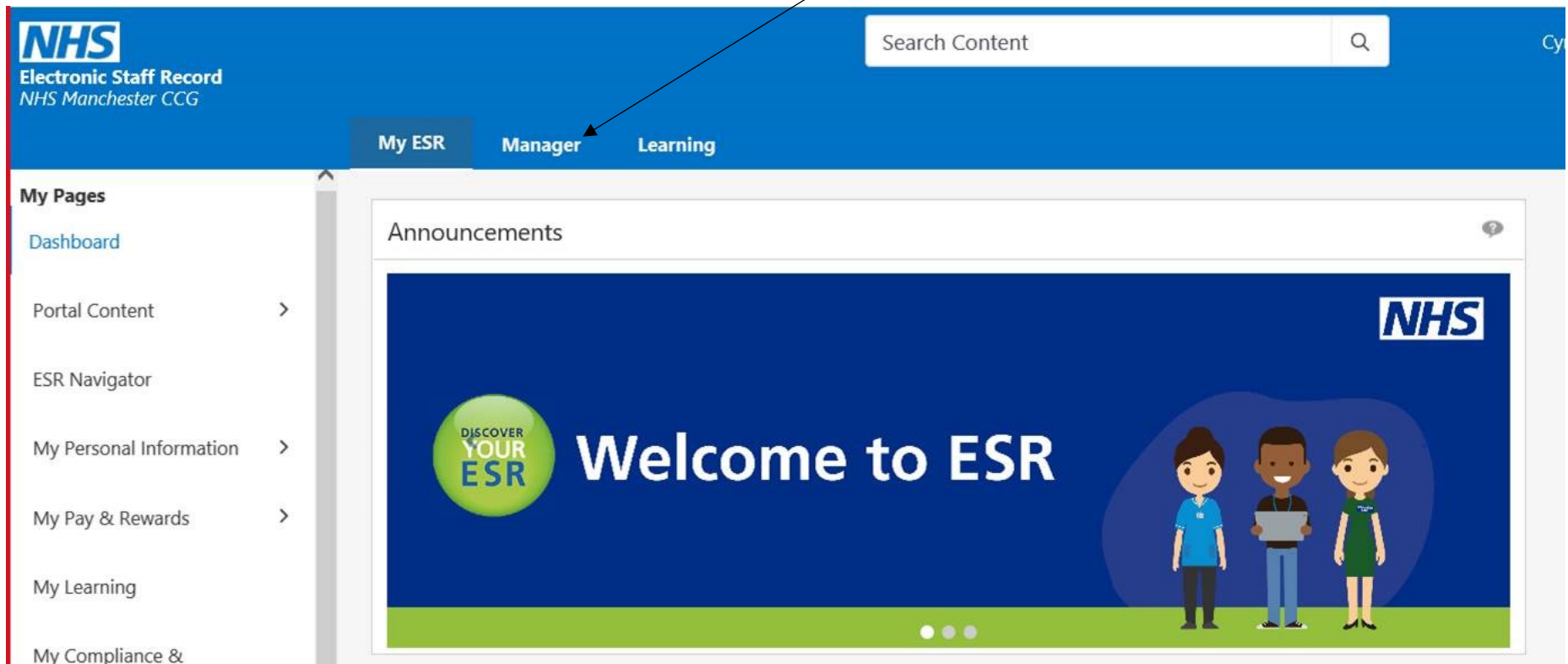
Log in with your Smartcard

Access ESR by inserting your Smartcard and entering your PIN, and then selecting the 'Log in via Smartcard' button

[Log in via Smartcard](#)

Accessing Team Compliance

4. From your ESR Portal (Dashboard / Landing Page) Click the Manager option.



On the manager page you will see the Team Compliance Portlet showing a summary of the compliance score for your team (as a percentage)

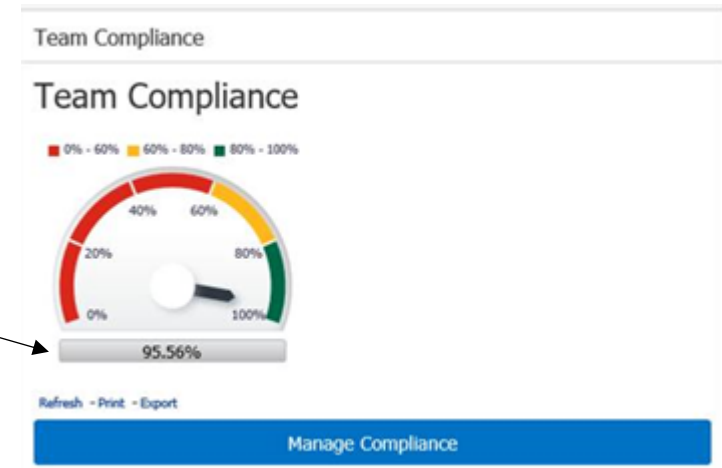
The screenshot displays the 'Manager' page of the NHS Business Services Authority. The page is divided into several sections:

- My Pages:** A sidebar menu with options like Dashboard, ESR Navigator, Talent Profile, Organisation Chart, My Team Personal Information, My Team Career Information, My Team Assignment Information, Reporting, and Manage Internet Access.
- Announcements:** A banner for 'Tell Us What You Think' with a link to share experiences.
- Team Absence:** A gauge chart showing 'Sickness: 0.00%' with a 'Manage Absence' button.
- Team Appraisals:** A section showing 'No data' found with a 'Manage Appraisals' button.
- Appraisals Due:** Another section showing 'No data' found with a 'Refresh' button.
- Team Compliance:** A gauge chart showing a compliance score of '95.56%' with a 'Manage Compliance' button.

The 'Team Compliance' gauge chart is highlighted with a red arrow pointing to the '95.56%' value. The gauge has a legend with three segments: 0% - 60% (red), 60% - 80% (yellow), and 80% - 100% (green).

Viewing Team Compliance

5. Click on the gauge % button to load the ESR Business Intelligence Dashboard in a new webpage, showing further detail of your team's compliance



You can also see the overall team compliance score here.

Group by: Organisation [v] and [v] and [v] [v] OK

Organisation	Assignment Count	Required	Achieved	Compliance %	Expiring Soon	Predicted %	Future Enrolments	Predicted % (inc. Enrolments)
GMSS LS SH0105 OD&L 896_236	3	45	43	95.56%	4	86.67%	0	86.67%

Refresh - Print - Export - Add to Briefing Book

You can see the estimated compliance (if modules due within 90 days are not completed) here

- Click on the blue hyperlink(s) under the organisation section, to delve further into your team's compliance
If you have multiple teams, you will also see all of these listed on the additional rows in the organisation section.

Group by Organisation and and OK

Organisation	Assignment Count	Required	Achieved	Compliance %	Expiring Soon	Predicted %	Future Enrolments	Predicted % (inc. Enrolments)
GMSS L5 SH0105 OD&L 896_236	3	45	43	95.56%	4	86.67%	0	86.67%

[Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

Viewing Individual Compliance

- Once loaded, you will see a list of the staff who sit within that team and a summary of their compliance. To view compliance against each of the modules, click on their employee number in the assignment number section) which will be blue [hyperlinked](#).

Group by Organisation and and and OK

Employee Number	Assignment Number	Employee Name	Organisation	Required	Achieved	Compliance %
12341234			GMSS L5 SH0105 OD&L 896_236	15	14	93.33%
			GMSS L5 SH0105 OD&L 896_236	15	14	93.33%
			GMSS L5 SH0105 OD&L 896_236	15	15	100.00%

[Refresh](#) - [Print](#) - [Export](#) - [Add to Briefing Book](#)

You will then be able to see Compliance Status against modules required.

Competency	Level Required	Competency Match	Expiry Date	Level Achieved	Date Last Awarded
896 MAND Managing Conflict of Interest Information and Knowledge		Match	19/01/2023		16/02/2021
NHS CSTF Equality, Diversity and Human Rights - 3 Years		Match	22/04/2023		
NHS CSTF Fire Safety - 2 Years		Match	22/04/2022		
NHS CSTF Health, Safety and Welfare - 3 Years		Match	04/11/2024	1 - Assessed	08/11/2021
NHS CSTF Infection Prevention and Control - Level 1 - 3 Years		Match	29/06/2024	1 - Assessed	30/06/2021
NHS CSTF Information Governance and Data Security - 1 Year		Match	18/01/2023	1 - Assessed	19/01/2022
NHS CSTF Moving and Handling - Level 1 - 3 Years		Match	03/10/2024	1 - Assessed	04/10/2021
NHS CSTF NHS Conflict Resolution (England) - 3 Years		Match	09/03/2024	1 - Assessed	10/03/2021
NHS CSTF Preventing Radicalisation - Basic Prevent Awareness - 3 Years		Match	09/03/2024	1 - Assessed	10/03/2021
NHS CSTF Resuscitation - Level 1 - No Specified Renewal					
NHS CSTF Safeguarding Adults (Version 2) - Level 1 - 3 Years		Match	15/06/2023	1 - Assessed	
NHS CSTF Safeguarding Adults (Version 2) - Level 2 - 3 Years		Match	09/03/2024	1 - Assessed	
NHS CSTF Safeguarding Children (Version 2) - Level 1 - 3 Years		Match	24/06/2023	1 - Assessed	
NHS CSTF Safeguarding Children (Version 2) - Level 2 - 3 Years		Match	09/03/2024	1 - Assessed	10/03/2021
NHS MAND Fraud Awareness - 3 Years		Match	10/03/2024		11/03/2021

Link to Briefing Book

The green match indicates compliance in the relevant subject.

The red shows any modules that are not up to date.

For further details please see the manager self-service guides at <https://my.esr.nhs.uk/dashboard/web/esrweb/manager-self-service>

Or you can click on the links in the table below

Manager

Training	Training Descriptor
<u>How do I manage my team's compliance and competency Records</u>	View the overall compliance status of your team and individuals within your team.
<u>How do I view and action my e-mail notifications</u>	As a manager approve, reject or request more information directly from the notification without logging into ESR
<u>How do I View and action notifications</u>	A notification is a system delivered message that is for information and may require an action to be completed
<u>How do I view the complete learning record for each of my staff in ESR using the Learner Homepage</u>	Navigate the Learner Homepage and view an employee's full learning record, including any external learning entered onto ESR, and their mandatory training compliance status. This includes your direct reports and any sub teams in your hierarchy in ESR
<u>How do I enrol an employee on training</u>	Enrol employee on a learning event
<u>How do I record external learning for an employee</u>	As a manager record details of an employee's attendance on external training courses