Title	Manager Self Service – Starters, Leavers and Assignment Changes Webinars
Purpose	To advise users of upcoming webinars highlighting ESR Manager Self Service Functionality
Intended Audience	ESR Manager Self Service Users

SUBJECT
ESR Manager Self Service – Starters, Leavers and Assignment Changes Functionality Webinars

DETAIL
The NHS Central Team will be hosting two webinars on the subject of Manager Self Service Functionality.

The webinars will cover the following:

- MSS Dashboard Navigation
- Hiring Applicants
- Updating
  - Personal Details
  - Employment Details
- Terminating staff
- Ending Non Primary Assignment
- ESR BI Reports

ACTION REQUIRED
The webinars will be held on the dates shown below and are expected to run for 45 minutes.

Click on the following links to register:

Tuesday 5th October @ 10:00am

Wednesday 6th October @ 3:00pm

Please note, you will need to register on the webinar using a browser other than Internet Explorer 11.

Following registration, delegates will receive email confirmation that a place has been booked together with a link to check PC software settings.

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Please ensure that you are able to use the webinar software prior to joining the session, it is recommended that where possible delegates use the "Dial In" audio option if there is any doubt as to the quality of the internet connection being used.

FURTHER INFORMATION
For further information contact your ESR Functional Account Manager.

Find your Functional Account Manager on the ESR Hub https://my.esr.nhs.uk
ESR Central Team > Communications and Engagement Team>Region

NEXT UPDATE
None.