Title	Guidance on the new ESR User Manual
Purpose	To provide guidance to ESR users on how to navigate the new ESR User Manual.
Intended Audience	All ESR users

SUBJECT

Further to UN3377 your updated ESR User Manual will be available on the ESR Hub website week commencing 1st January 2024.

DETAIL

The ESR User Manual has been redeveloped on the ESR Hub website to offer a much richer user experience and will be available to access on the ESR Hub week commencing 1st January 2024.
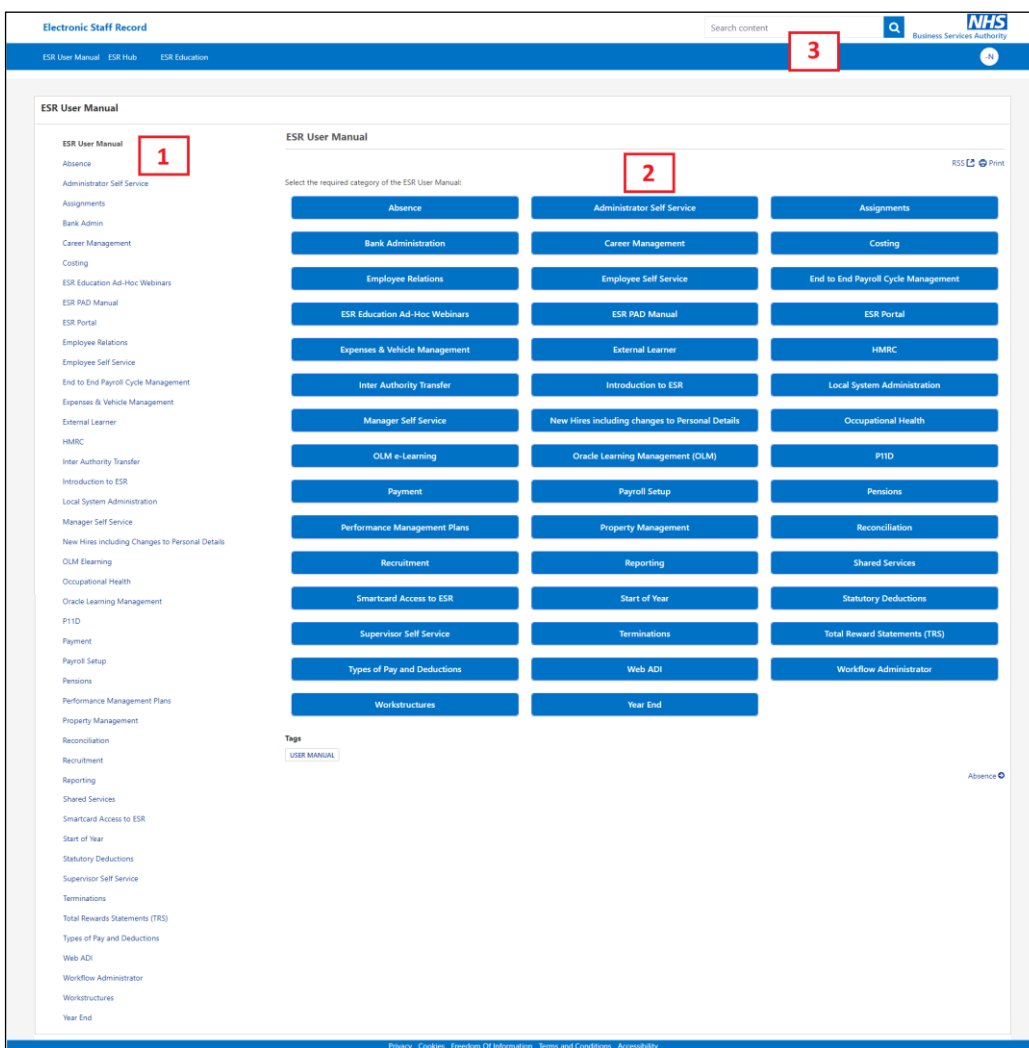
You will be able to access the site directly by clicking on the following link - https://my.esr.nhs.uk/dashboard/web/usermanual

Please note that you must be logged into ESR to be able to access and use the ESR User Manual.

From 1st January 2024 the existing User Manual will no longer be available, and a holding page will be presented with an automatic re-direct to the new site.

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ESR User Manual Homepage:

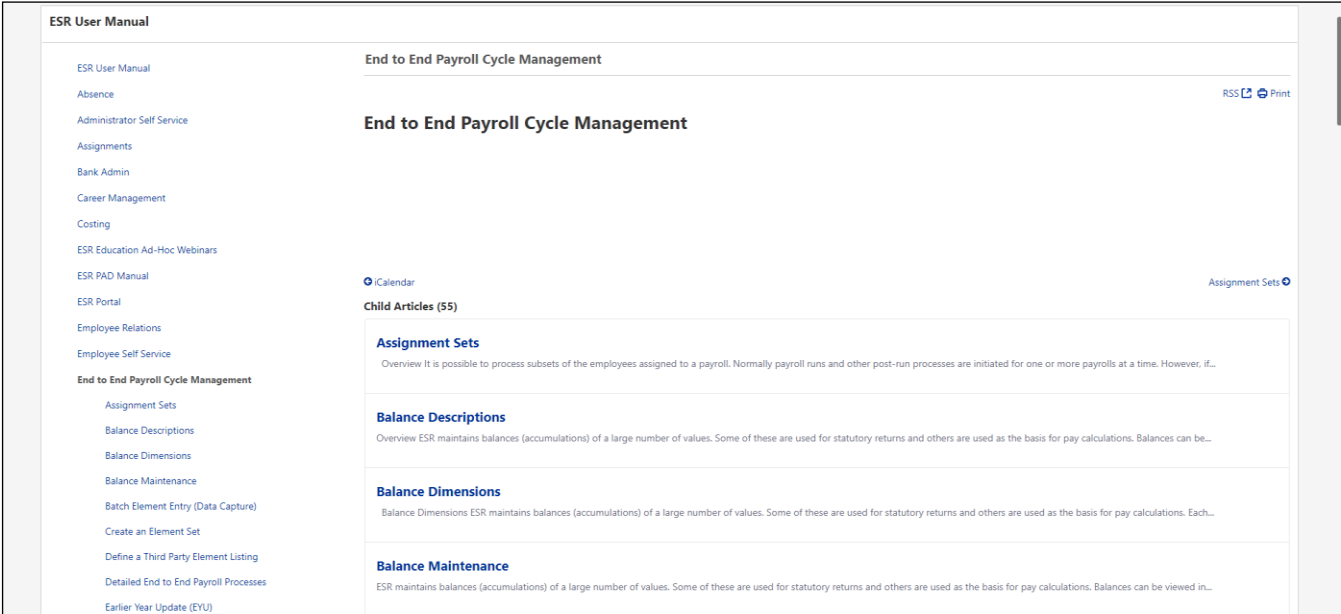The homepage offers a choice of navigation routes:

1. In the left-hand pane links are available for each subject area within the ESR User Manual. This is ordered alphabetically.
2. The same subject areas are also displayed as tiles in the main body of the page.

UN3385	Electronic Staff Record Programme	
3 of 5		**NHS**
20th December 2023	USER NOTICE	
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3. The search facility enables you to search all subject areas using a given search string, a combination of characters and words related to the topic you are interested in reading about.

Selecting a subject area, whether you do this from the left-hand pane or by clicking a tile, will display the associated sub-menu (child articles) for the subject area:
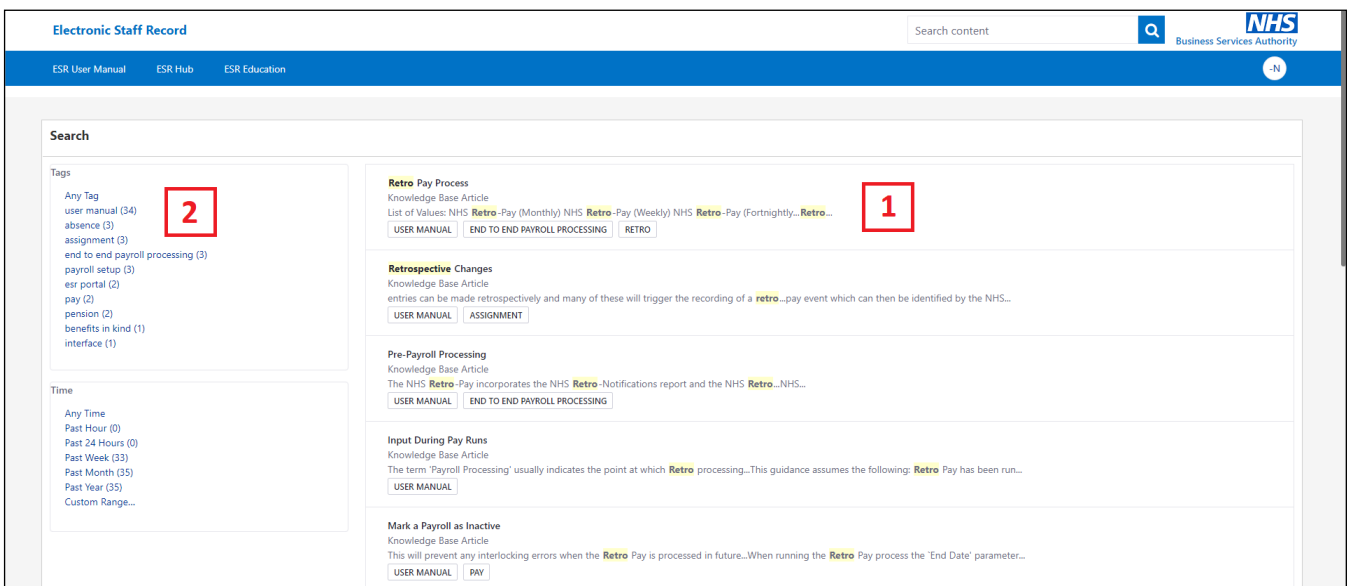

You can then select the required topic, either from the left-hand pane or by clicking on the title of the child article in the main body of the page.
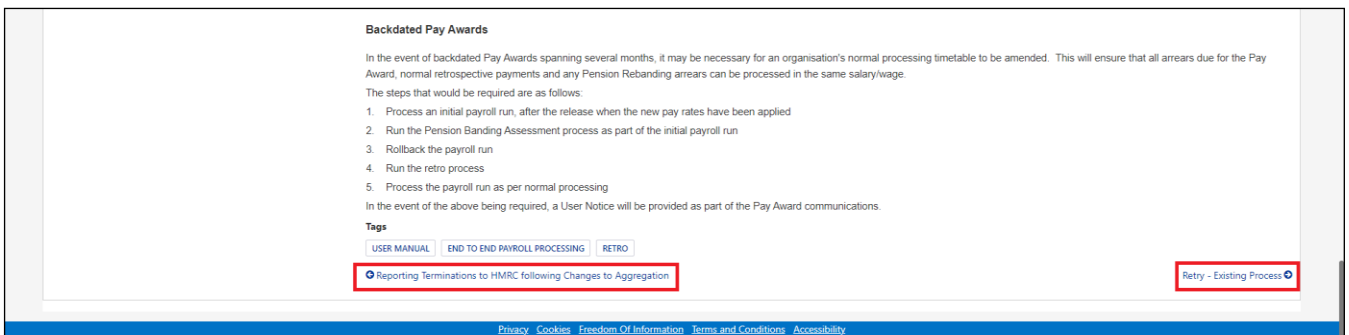
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When searching, the results will show all topics containing the search string:

1. The required topic can be selected from the main body of the page.
2. Alternatively, you can focus your search to a particular subject area by clicking on a tag in the left-hand pane.

When viewing the chosen topic, the bottom of the page provides navigational links to the next and previous topics in the given subject area:

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ACTION REQUIRED

Access your updated ESR User Manual from 1st January 2024 by clicking on the following link:
https://my.esr.nhs.uk/dashboard/web/usermanual

If you have any bookmarks/favourite links to the old User Manual URL these will need to be deleted and new links created.

Any old bookmarks/favourite links will no longer work from 1st January 2024.

FURTHER INFORMATION

If you have any questions or any feedback on the updated ESR User Manual please contact the ESR Education Team using the following email address:
ESR.IS-ESRCourseReg@nhs.net

NEXT UPDATE

None.