Post registration

Steps for setting up the link between ESR and the COVID-19 Digital Staff Passport

The ESR API enables HR users to electronically transfer data from ESR into the passport portal. This is a time-saving development for HR users of the system as it reduces manual data entry.

Outlined below are the 2 simple steps involved in enabling the ESR API:



See below guidance on how to complete these steps.

Step 1

In ESR, assign the supplementary role of 'Digital Passport Administrator' to all your HR users ESR employee records (including your LSA's). Note this action must be completed 24 hours before they wish to use the passport system.

1. All HR users must have an **active ESR record** and be assigned the ESR supplementary role of 'Digital Passport Administrator'.

ESR Navigation path: HR Administration URP > Others > Supplementary Roles

1.1 Login to ESR and search for ESR record, in the personal information screen select **Others** button.

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Name			Cuarter Male	T 0.00			
Last	Admin04	4	Gender	Action	·	=	
First	Anthony	1	Person Types	Person Types		Find[%	
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Suffix			Identification			Diary Reminder	
Middle		Employee 20005577		20005577	Disabilities		
				NI Number	AB504034A	End Employment	
	(Extra Information	
Personal	Emplo	yment Office Details Appl	icant Further Name	Other	Benefits	Mandatory NHS Employment Checks	
Birth Date 01-JAN-1970		Age	Age 50		Person Type Usage		
Town of Birth			Status	Married		Picture	
Region	of Birth		Nationality	British		Previous Employment	
Country of Birth United Kingdom		United Kingdom	Disabled			Qualifications	
						Schools and Colleges Attended	
Effective Dat	les					Supplementary Roles	
					1.000	View Health Assessments	

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1.2 Select NHS Supplementary Role



1.3 Select Digital Passport Administrator, click OK. It will now be saved.

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Job Group	Role	Representative Body	1	Start Date	End Da
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	Supplementary Roles	×			
	Find %				
	Role				
	Departmental Safety Rep				
	Digital Passport Administrat Educational Supervisor Fire First Responder Fire Marshal Fire Marshal Fire Mincer				Þ

1.4 Repeat 1.1 - 1.3 for all HR users' ESR employee records.

Step 2

In the Digital Staff Passport, the Local System Administrators must add the ESR number for the HR users accounts via the 'Manage User' button in the passport portal as per guidance below.

1. Login to the Digital Staff Passport and select 'Manage User' button.

COVID-19 Digital Staf	f Passport
What do you want to	o do?
Manage Contacts to add cor Verify a Credential to check	ntacts and issue credentials or an existing credential
I want to:	
😣 Manage Contacts	🖹 Verify a Credential
& Manage Lisers	
	1



2. Select the user from the list, In the User window enter the ESR employee number and click Save. The details will be displayed at the bottom on the window, now click close.

	USER - HIRAN MIST	RY
		×
BP VI	ew / Edit User	
Please (nter an employee number and vpd	
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979		
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- 3. Repeat process for all HR users.
- 4. End of process

Once both steps are complete the ESR API functionality will be activated on your passport portal and your HR users will be able to transfer data from ESR into the portal using the 'Search ESR' button on the credential screen.

If you have any questions, or need any assistance please contact support service on passport@sitekit.net or telephone 0800 640 4269