

# E-Learning for Health (elfh)

## Information on: Registering & Running a Report

elfh



elearning for healthcare

# elfh – Registration

**elfh – All Barnardo's colleagues can register for eLearning training on NHS eLearning for healthcare. [Home - elearning for healthcare](#)**

- Please register from this link <http://portal.e-lfh.org.uk/Register>
- Enter your email address –Use Barnardo’s email and click register
- Click 'I work in social care’
- Enter your postcode IG6 1QG in the location box to find the address (BARNARDOS NHS ENGLAND LONDON, TANNERS LANE, BARKINGSIDE, ILFORD, GREATER LONDON, IG6 1QG) in the drop-down menu
- Enter the location code **ND-DY0**
- You will then be able to continue through the registration wizard If anyone needs assistance with the registration process, they should contact [support@e-lfh.org.uk](mailto:support@e-lfh.org.uk)

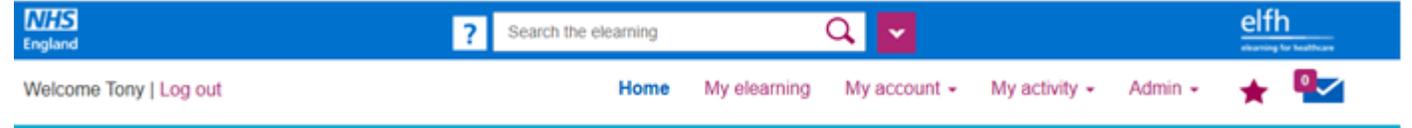
# elfh – Running a report

elfh allows service managers (and their designated administrators) to run training attendance reports directly from the site.

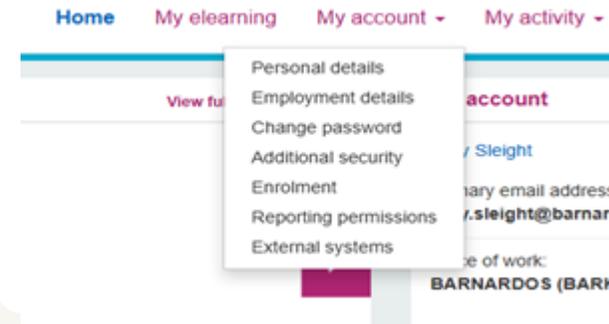
Instructions on how to run a report:

1. Log into [NHSE elfh Hub](#) or register for an account.

2. On the top options bar click on ‘My account’



3. Select ‘Reporting permissions’ from the dropdown menu



# elfh – Running a report

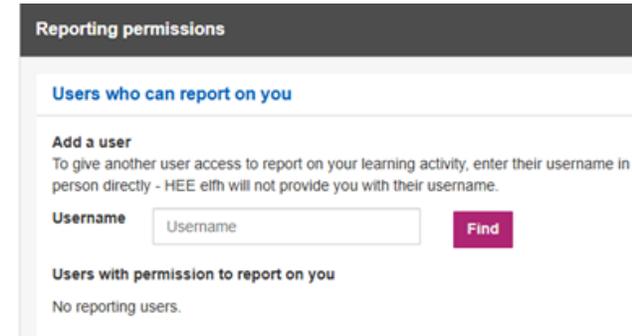
4. In the 'Username' box, type your administrators/managers identifying code (provided to you by your admin/manager) and select 'Find'

User category: **Children's Services Manager**  
Place of work: **BARNARDOS (BARKING SIDE)**

5. Select 'Add user'

**Add User** **Cancel**

**Users with permission to report on you**  
No reporting users.



6. Your admin/manager's name will now show under the section

**Users with permission to report on you**  
No reporting users.

7. Adding your admin or manager will allow them access to the completed courses and associated data only; they will not be able to access your personal information.

# elfh – Running a report

Guide to running reports:

**Administrators and managers who have been provided with access to other learners' accounts.**

1. Select the 'Admin' tab from the top options, and then select 'Reports'



Reports

2. Select 'User permission reports'

> User Permission Reports

3. Select 'Run Report' for user Permission: course completion

> User Permission: course completion

i Run Report

4. Select Programme and scroll down to The Oliver McGowan Mandatory Training on Learn  
'Run report'

Run Report: User Permission: course completion		
Programme	Course Status	Course Name (begins with)
Patient Safety Syllabus Training	Any Status	
Surname (begins with)	From Date (Last Completed)	To Date (Last Completed)
Run Report		

# elfh – Running a report

5. The system will take a few moments to get up to speed with your request. Once completed, you will be left with three options. Choose the option most suited to your needs.



Completed training dates should be added to your 'Training needs tracker' or 'HASTNA' and the report saved as evidence for audit and assurance purposes.