

11 Attaching Documents

To **Attach Documents** follow the steps below; the first document that should be attached is the Consent Document.

Logo: **Holistix**

Welcome to the eEHA system

Client: TowerHamlets
Version: V4.2.3
Environment: Training

Logged in as Shanur Miah (Trainer) Log out

My Messages | My cases | Check for case | My settings | My reports | Administration | Help

Case: 9672 - Smith Case Coordinator: Trainer3 Trainer3 Status: Assessment

In this section:
Case Summary
Create Message
Case Items
Case Alert Settings
Case Coordination
Case Administration
View case snapshot
Audit case events

My Cases > Case Summary

Case Summary

Case Notes

Children

- Set Lead Professionals
- Change Case Coordinator
- Create assessment
- Reassessment
- Create Delivery Plan Review
- Create consent statement
- Create supporting stronger families form
- Create eEHA Score
- Case documents
- Add child to case
- Add adult to case
- Close case member
- Close case
- Case Notes

David Smith
Male, 01/01/2007
Age: 13

Stephen Jones
Male, 02/02/1978

Lead Professional: None assigned Status: Assessment

	Last Updated	Updated By	Version	Status
Actions	20/04/2020	Shanur Miah (Trainer)	N/A	N/A
Assessment	20/04/2020	Shanur Miah (Trainer)	1	Draft

From the Case summary page click on 'Case Coordination' tab

Click the 'Case Documents' tab.

EHA User Guide – Practitioner Manual

You will now be taken to the **Case Documents** page. If there is no folder present create a new folder before attaching a document and placing it in the relevant folder.



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[My Messages](#) **[My cases](#)** [Check for case](#) [My settings](#) [My reports](#) [Administration](#) [Help](#)

Case: 9672 - Smith [Case Coordinator: Trainer3 Trainer3](#) [Status: Assessment](#)

Click on the 'Add New Folder' tab

- In this section:
- Case Summary
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My Cases > Case Summary > Case Documents

Case Documents

[Upload new document](#) [Add New Folder](#)

[Root](#)

root

No documents found to match your search criteria.

The following pop up will appear, name the folder and click save.

New Folder

Folder Name

Parent Folder [Root](#)

[Save](#)

The Folder will no appear under the 'root folder'. Select the appropriate folder to add the document to.



Welcome to the eEHA system



Logged in as Shanur Miah (Trainer) [Log out](#) Client: Tower-Hamlets Version: V4.2.3 Environment: Training

[My Messages](#) [My cases](#) [Check for case](#) [My settings](#) [My reports](#) [Administration](#) [Help](#)

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My Cases > Case Summary > Case Documents

Case Documents

[Upload new document](#) [Add New Folder](#)

- Root
 - Consent

root

No documents found to match your search criteria.

1- Select the relevant folder to add the document too

2-Click on 'Upload new document'

Use of LBTH eEHA is subject to the following [Acceptable use policy](#).



You will be taken to the **Upload Document** page; complete the details on the page below:

For the 'Document Type' - Please DO NOT select "eEHA" or "eEHA Review"* for items that are not evidence of these. Please see instructions below:





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My Messages **My cases** Check for case My settings My reports Administration Help

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My Cases > Case Summary > Case Documents

Case Documents

[Upload new document](#) [Add New Folder](#)

Upload Document

Title *	<input type="text"/>
Document Type *	<input type="text" value="Please Select"/>
Notes	<input type="text"/>
Case Member(s)	No Case Members Selected
Document	<input type="text"/> Browse... Save

- Root
- Consent

root > Consent [Search](#)
No documents found to match your search criteria.

3 - Please name the document that is being uploaded

4 - Select the document type - If the document type is not available such as "consent" please select document type as "Other".



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My Messages **My cases** Check for case My settings My reports Administration Help

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My Cases > Case Summary > Case Documents

Case Documents

[Upload new document](#) [Add New Folder](#)

Upload Document

Title *	<input type="text" value="Case Consent"/>
Document Type *	<input type="text" value="Other"/>
Other Document Type *	<input type="text" value="Consent"/>
Notes	<input type="text"/>
Case Member(s)	Bart Smith
Document	<input type="text" value="\\thpnas01\mydoc"/> Browse... Save

Root > Consent

No documents found to match your search criteria.

5- Select the relevant case members

6- Click 'Browse' to attach file

7- Then click 'Save'.

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Case Documents

Document Uploaded Successfully

[Upload new document](#) [Add New Folder](#)

Root > Consent

Title	Date Uploaded	Document Type	Created By	Case members
Consent Document	20/04/2020	Consent	Shanur Miah (Trainer)	Bart Smith

Page Size 5

The following message will be displayed to confirm document upload.

root > consent

Title	Date Uploaded	Document Type	Created By	Case members
test doc	05/11/2019	eEHA	Rebecca Thacker	Oobah Kimbo Test

Page Size 5

You can reassign documents by clicking on the cog icon as shown highlighted. Or Open to View or Save by clicking Speech call outs.