

17 Create a Message

You can send **messages** to other members of the Team Around the Family:

The screenshot shows the eEHA system interface. At the top, there is a navigation bar with the following items: My Messages, My cases (highlighted), Check for case, My settings, My reports, Administration, and Help. Below this is a header bar with the text 'Case: 9672 - Smith', 'Case Coordinator: Trainer3 Trainer3', and 'Status: Assessment'. The main content area is titled 'Case Summary' and includes sections for 'Case Notes', 'Children' (listing Bart Smith and David Smith), and 'Adults' (listing Debbie Smith and Stephen Jones). A left-hand menu titled 'In this section:' contains the following items: Case Summary (highlighted), Create Message (indicated by a red arrow), Case Items, Case Alert Settings, Case Coordination, Case Administration, View case snapshot, and Audit case events. Below the 'Case Items' section, a table for 'Bart Smith' is displayed, showing a list of items with their last updated dates, updated by, version, and status.

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

- Bart Smith
Male, 22/01/2013
Age: 7
- David Smith
Male, 01/01/2007
Age: 13

Adults

- Debbie Smith
Female, 17/11/1978
- Stephen Jones
Male, 02/02/1978

Case items will be added to the case as it progresses. Selecting the item name will display that item, or a list of those items if there is more than one of that type.

Case Items

Bart Smith Lead Professional: None assigned Status: Assessment

Item	Last Updated	Updated By	Version	Status
<input type="checkbox"/> Assessment	19/04/2020	Shanur Miah (Trainer)	1	Draft
<input type="checkbox"/> Case Member Details	17/04/2020	Shanur Miah (Trainer)	N/A	N/A
<input type="checkbox"/> Consent Statement	17/04/2020	Shanur Miah (Trainer)	1	Draft
<input type="checkbox"/> Team around the family	26/02/2020	Trainer3 Trainer3	N/A	N/A
<input type="checkbox"/> Verbal Consent	26/02/2020	Trainer3 Trainer3	N/A	N/A

Select All

Click on 'Create message'

EHA User Guide – Practitioner Manual

You will then be taken to the **Create Message** Page:



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](#) [Administration](#) [Help](#)

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

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My Cases > Case Summary > Create Message

Create Message

Select the people who should receive this message from the list below

Team around the family recipients [No Case Members Selected](#)

Subject *

Message text *

[Send](#)

1. Select recipients from the TAC member list

2. Add a subject and message

3. Click on 'Send'

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



Once sent, recipients will receive an **email alert** to log into eEHA and check for messages.

