

## 2 – My Settings Tab

The **My Settings** tab allows you to update your personal preferences for using the system. The **My Details** screen will show your user details, which you can check and update.

The screenshot shows the 'My Settings' page in the eEHA system. The navigation bar includes 'My Messages', 'My cases', 'Check for case', 'My settings', and 'Help'. The 'My settings' tab is active. Below the navigation bar, there's a 'My Details' section. The 'My details' link is highlighted in blue. The 'My Details' section contains several form fields: 'User Details' (Title, First name(s) \*, Surname \*, Requested name, Also known as/previous name), 'User Organisation' (Organisation, Role), 'National Service List Category' (Job Title, National Service \*, Local Service, Local Service Coordinator), 'System Roles' (Selected Role(s) \*), 'Manager' (Select Manager, Add), and 'Address Details' (Please enter a postcode to search for, Line 1-5).

1. Click on the 'My Settings' tab

2. Click on 'My Details' to see your User Details

3. Check your user details to ensure they are correct. Update them if necessary.

4. Click to add system roles.

5. Click to select Manager

You will only be able to add your **manager** if they have an active eEHA account.

In this section:

- My details**
- [My Alert Settings](#)
- [My Proxy Settings](#)
- [Change Password](#)

My Details

### My Details

Here you can edit your user information. Make any changes and press 'Save' to save your changes.

#### User Details

Title	<input type="text"/>
First name(s) *	<input type="text" value="Mack"/>
Surname *	<input type="text" value="TheKnife"/>
Requested name	<input type="text"/>
Job Title	<input type="text"/>
National Service *	<input type="text" value="Assessment &amp; Early Intervention"/>
Local Service	No Information Entered
Local Service Coordinator	<input type="checkbox"/>

**Find User**  
First name   
Surname

1. Enter First Name

2. Enter Surname

3. Click on 'Search'

In this section:

- [My details](#)
- [My Alert Settings](#)
- [My Proxy Settings](#)
- [Change Password](#)

My Details

## My Details

Here you can edit your user information. Make any changes and press 'Save' to save your changes.

### User Details

Title	<input type="text"/>
First name(s) *	<input type="text" value="Mack"/>
Surname *	<input type="text" value="TheKnife"/>
Requested name	<input type="text"/>

#### Find User

Surname	Given name(s)
Majors	Brad

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National Service *	<input type="text" value="Assessment &amp; Early Intervention"/>
Local Service	<input type="text" value="No Information Entered"/>
Local Service Coordinator	<input type="checkbox"/>

### System Roles

Selected Role(s) *	<input type="text" value="Practitioner"/>
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### Manager

Select Manager	<input type="button" value="Add"/>
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### Address Details

Please enter a postcode to search for	<input type="text"/>
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Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
Line 4	<input type="text"/>
Line 5	<input type="text"/>

Select the Correct User

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Once selected, the user is shown as your **assigned manager**.

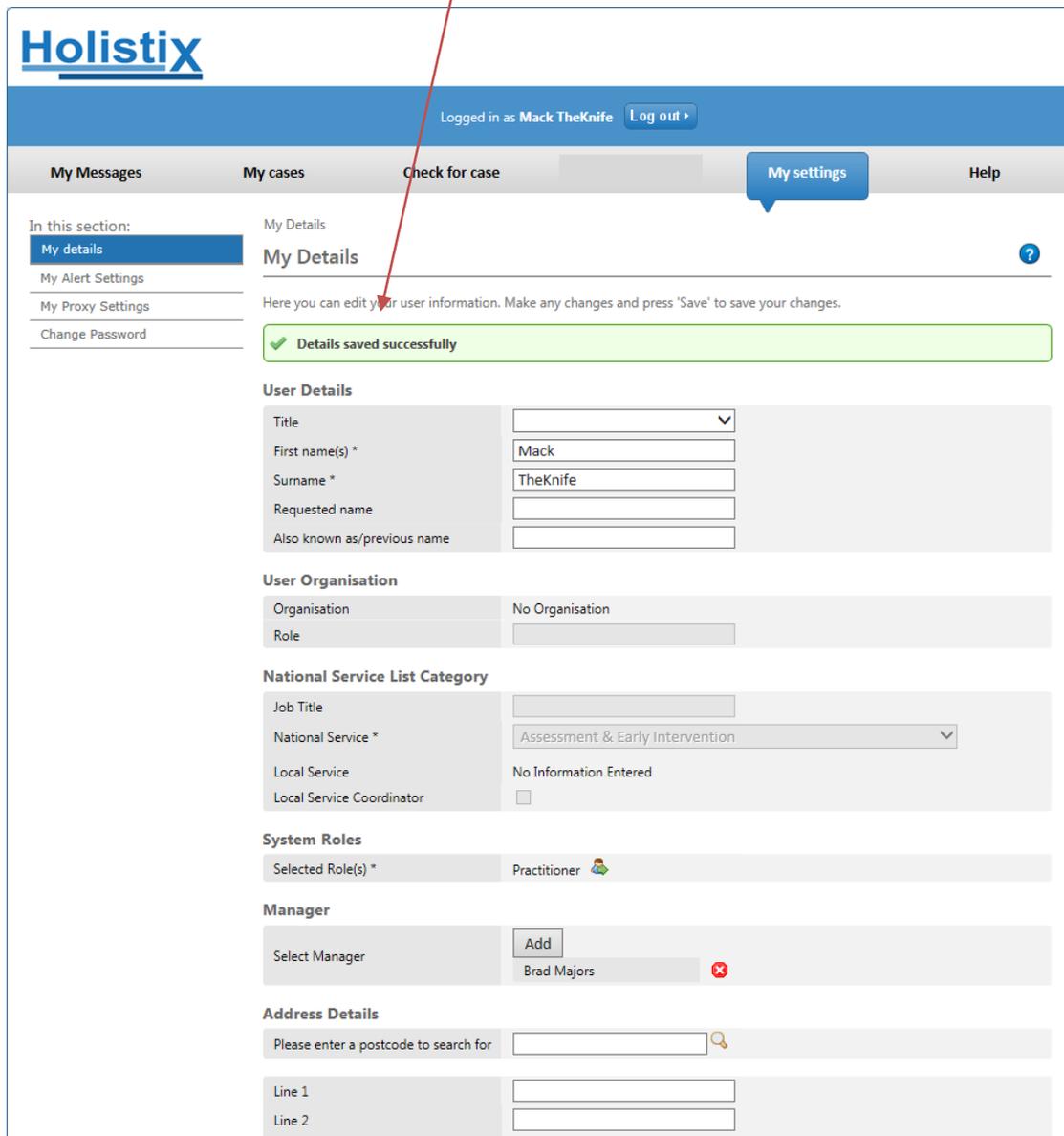
Requested name	<input type="text"/>
Also known as/previous name	<input type="text"/>
<b>User Organisation</b>	
Organisation	No Organisation
Role	<input type="text"/>
<b>National Service List Category</b>	
Job Title	<input type="text"/>
National Service *	Assessment & Early Intervention <input type="text"/>
Local Service	No Information Entered
Local Service Coordinator	<input type="checkbox"/>
<b>System Roles</b>	
Selected Role(s) *	Practitioner
<b>Manager</b>	
Select Manager	<input type="button" value="Add"/> Brad Majors <input type="button" value="x"/>
<b>Address Details</b>	
Please enter a postcode to search for	<input type="text"/>
Line 1	<input type="text"/>
Line 2	<input type="text"/>
Line 3	<input type="text"/>
Line 4	<input type="text"/>
Line 5	<input type="text"/>
Post Code	<input type="text"/>
<b>Contact Details</b>	
Contact Number	<input type="text"/>
Type	<input type="text"/>
Email Address *	davidhill@qes-online.com
Comments	<input type="text"/>
<b>User Authentication</b>	
Preferred Authentication Type	Email <input type="text"/>
<input type="button" value="Save"/>	

1. Check all your user details to ensure they are correct. Update them if necessary.

2. Once all the details are correct, click 'Save'

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Once **saved**, you will see the following message:



The screenshot shows the Holistix user interface. At the top, the user is logged in as 'Mack TheKnife' with a 'Log out' button. The navigation menu includes 'My Messages', 'My cases', 'Check for case', 'My settings' (highlighted with a blue callout), and 'Help'. On the left, a sidebar lists 'In this section:' with 'My details' selected. The main content area is titled 'My Details' and contains a green success message: 'Details saved successfully'. Below this, the 'User Details' section includes fields for Title, First name(s) (Mack), Surname (TheKnife), Requested name, and Also known as/previous name. The 'User Organisation' section shows 'No Organisation' and an empty Role field. The 'National Service List Category' section includes Job Title, National Service (Assessment & Early Intervention), Local Service (No Information Entered), and a checkbox for Local Service Coordinator. The 'System Roles' section shows 'Practitioner' as the selected role. The 'Manager' section has a 'Select Manager' field with 'Brad Majors' and an 'Add' button. The 'Address Details' section includes a search field for a postcode and two lines for address details.

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You can also update your **password** for the system.

The screenshot shows the Holistix user interface. At the top, the user is logged in as 'Mack TheKnife' with a 'Log out' button. The navigation bar includes 'My Messages', 'My cases', 'Check for case', 'My settings', and 'Help'. The 'My settings' button is highlighted with a blue callout box labeled '1. Click on 'My settings''. Below the navigation bar, the 'Change Password' page is displayed. The breadcrumb trail is 'My Details > Change Password'. The page title is 'Change Password' with a help icon. Below the title, it says 'Here you can change your password.' There are three input fields: 'Current Password \*', 'New Password \*', and 'Confirm Password \*'. Each field is highlighted with a blue callout box labeled '3. Enter your current password', '4. Enter your new password', and '5. Confirm your new password' respectively. Below the input fields is a 'Save' button, highlighted with a blue callout box labeled '6. Click 'Save''. On the left side, there is a sidebar with 'In this section:' and a list of links: 'My details', 'My Alert Settings', 'My Proxy Settings', and 'Change Password'. The 'Change Password' link is highlighted in blue. At the bottom left, there is a footer with the text 'Use of Family eCAF is subject to the following [Acceptable use policy](#).' and the QES logo.

1. Click on 'My settings'

2. Click on 'Change Password'

3. Enter your current password

4. Enter your new password

5. Confirm your new password

6. Click 'Save'

Your password will then be updated.