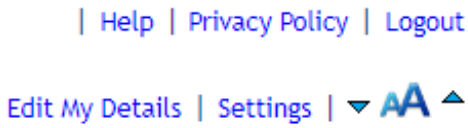
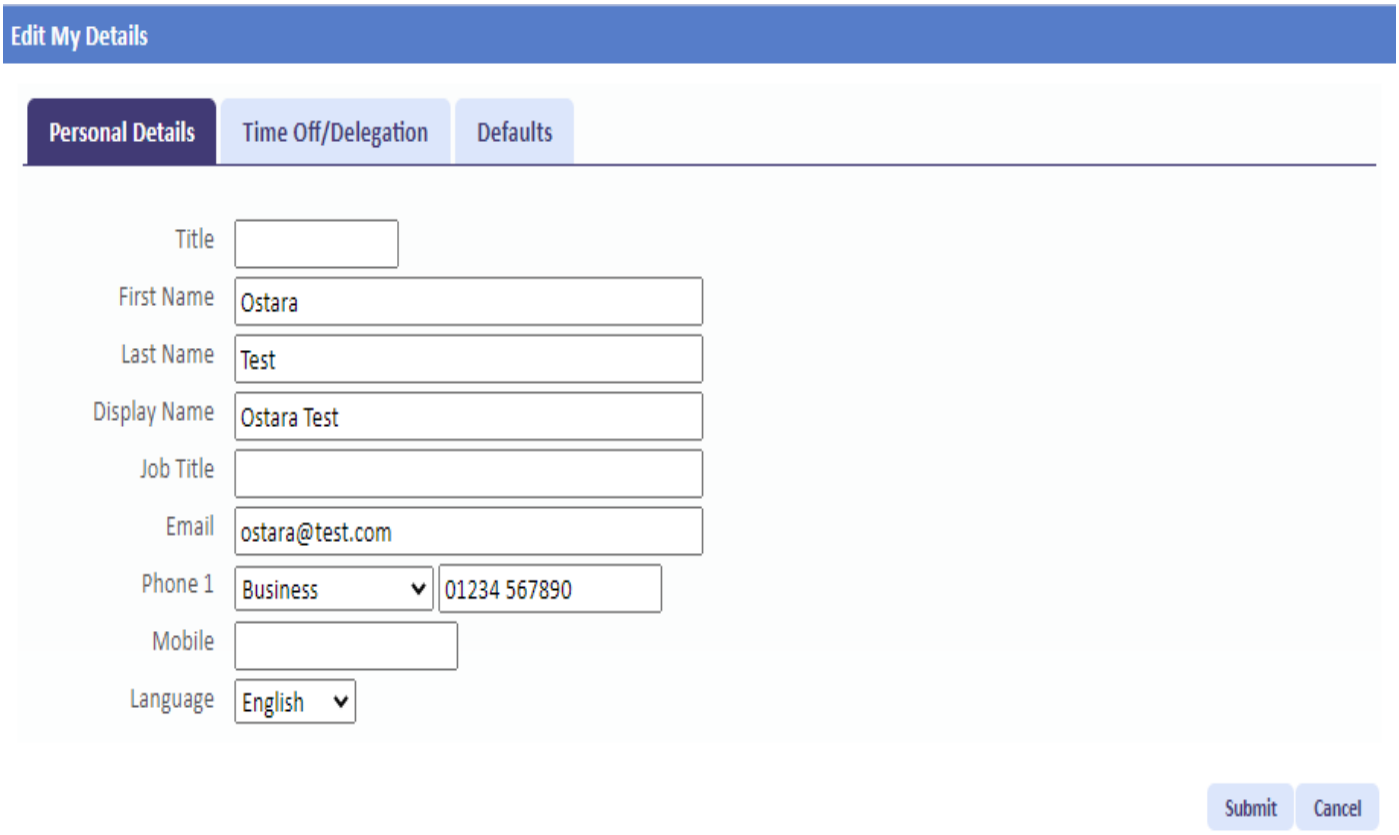
Updating a User’s contact details via the portal

Fri, Jan 19, 2024 Contact Details, Portal

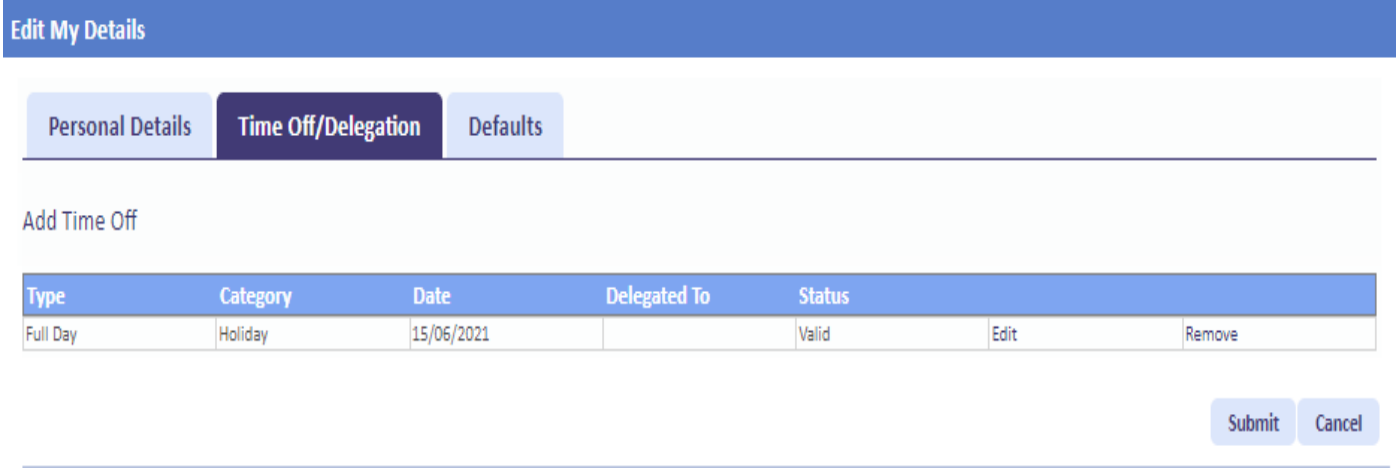
When a User needs to update their contact information they can do so by logging into the Ostara portal and clicking ’Edit My Details’ at the top right corner of the page.



Upon clicking the "Edit My Details" link, the User's current contact information will be displayed. There are three tabs to choose between, each displaying different sets of details. All fields displayed are fully editable and can be updated by clicking within the required field.
The first tab is the Personal Details tab. This contains the User's main contact details such as their name, phone number and email address. These can be edited by amending the information in the desired fields.

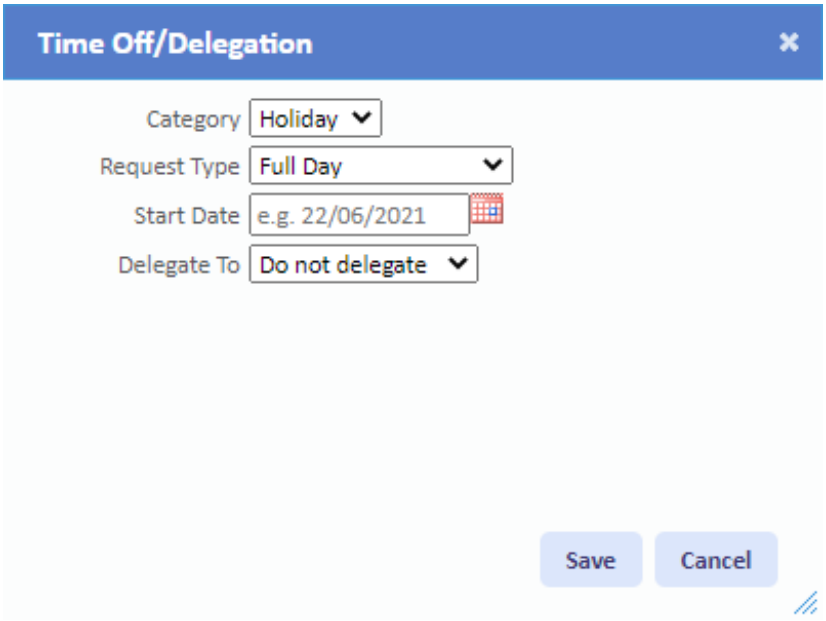


The next tab is the Time Off tab. This will display any dates where the User has logged any dates that is off from work. The list will show the date of the time off as well as the type of time off and if their work is delegated to someone whilst they are away.



The User is not only able to edit or remove any time off but also add new dates. By selecting "Add Time Off", the User is presented with a screen in which a new Time Off can be added. The details the User needs to enter are:
Category - This is the category the Time Off fits into. This can be either Holiday, Training, Sick or Project.
Request Type - This is the type of holiday request. This can be Full Day, Half Day (Morning), Half Day (Afternoon) or Multiple Days.
Start Date - This is a date picker in which the User chooses the start date of the Time Off.
End Date - This is a date picker in which the User chooses the end date of the Time Off. This will only appear if "Multiple Days" is selected as the Request Type
Delegate To - This is a drop down field containing a list of Users that can be delegated to. In some cases, the User may need to delegate their work to someone else whilst they are away. Using the Delegate To field, the User can choose the who will take over their work during their Time Off. The Users that appear in this list are all at the same Profile of the User.

Once the details have been entered, clicking "Save" will add the Time Off to the list.



The last tab is the Defaults tab. This tab allows the User to specify the tab they wish to start on when they log into the Portal. The drop down will display a list of all the areas the User can choose to start from.



When any changes have been made, click "Submit" in order to save the updates. If any changes were been made that the User wishes to discard, click 'Cancel' to avoid saving any unintended changes.

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