

# Edit My Details

## Edit My Details

If the User's details are are incorrect or need updating, this can be done through the Home Page using the "Edit My Details" button. This will show the Edit My Details page.

Person Detail

Person Detail

Title	<input type="text"/>	Email	<input type="text" value="ostara@user.co.uk"/>	
First Name	<input type="text" value="Ostara"/>	Phone 1	<div>Business</div>	<input type="text" value="01234 567890"/>
Last Name	<input type="text" value="User"/>	Mobile	<input type="text"/>	
Display Name	<input type="text" value="Ostara User"/>	Language	<div>English</div>	
Job Title	<input type="text" value="Store Manager"/>			

OK

Cancel

Detail

Communications

On this page, the User can change many of their details such as first and last name, email address and phone number on the "Detail" tab.

Person Detail

Work Order Contact/Assignment

	Call In/Out	Email Recipient
Reactive	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Quote	<input checked="" type="checkbox"/>	<input type="checkbox"/>
PPM	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Audit	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Purchasing	<input type="checkbox"/>	<input type="checkbox"/>

Detail Communications

OK Cancel

Once the "Communications" tab, the User can change whether they are available as contact on specific Types of Work Order and whether they are an Email Recipient for these Types of Work Orders (so long as the Users permissions allow this). Once the details have been amended, click "OK" to save them. Clicking "Cancel" will discard any changes.

Online URL: <https://ostarasystems.knowledgebase.co/article.php?id=673>