

Edit My Details

📅 Thu, Jan 18, 2024 📁 Accessing the Application

Edit My Details

If the User's details 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.

The screenshot shows a 'Person Detail' form with the following fields and values:

| Field | Value |
|--------------|----------------------------------|
| Title | |
| First Name | Ostara |
| Last Name | User |
| Display Name | Ostara User |
| Job Title | Store Manager |
| Email | ostara@user.co.uk |
| Phone 1 | Business (dropdown) 01234 567890 |
| Mobile | |
| Language | English (dropdown) |

Navigation tabs on the right: **Detail** (selected), Communications. Buttons at the bottom: OK, Cancel.

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>