



North Somerset's Early Help - Login
User Guide

Contents

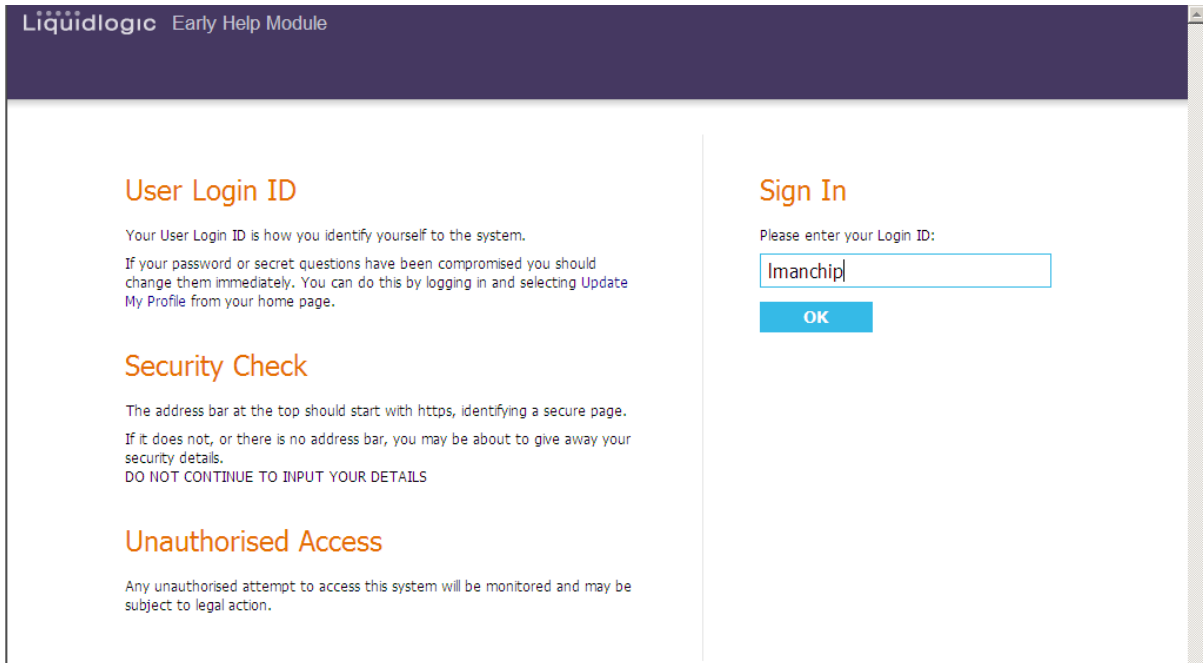
<u>Page Number</u>	<u>Description</u>
2 - 3	Accessing EHM
3	Work Tray
4	Your Account
5 - 6	Visual Settings

Prior to being able to access EHM you will need an account setting up

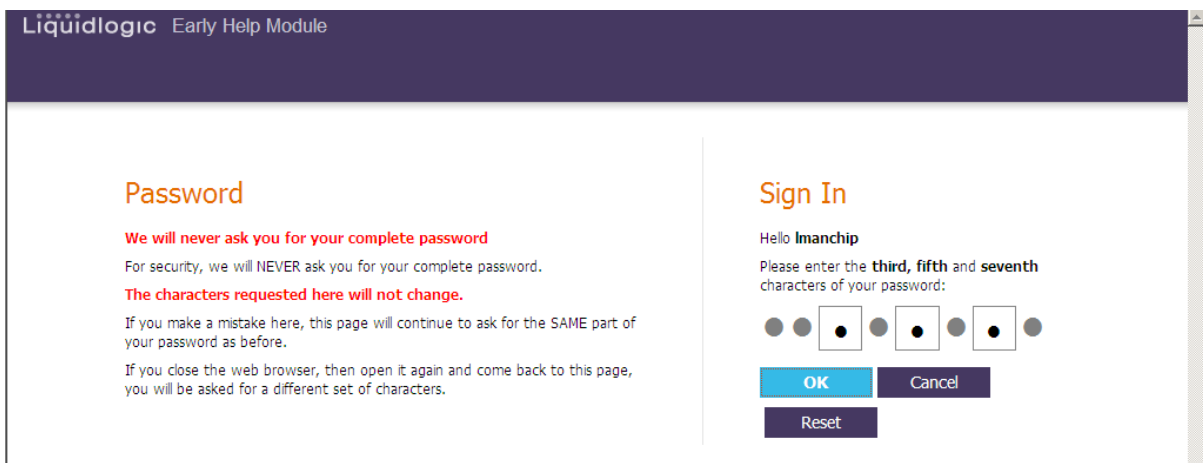
A **link to EHM** will be sent to you along with your **username** and **password**. You will be asked to change your password the first time you login to the system.

To Login:

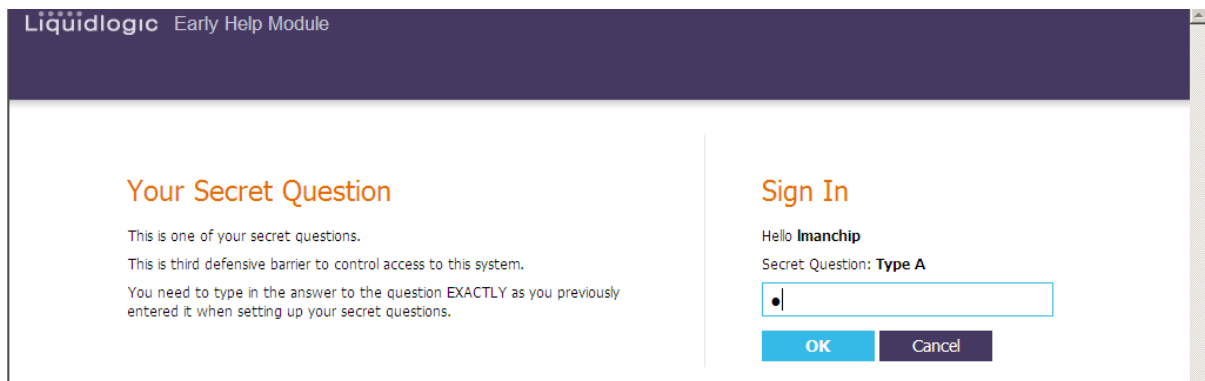
Enter your **Login ID** (Username) and click **OK**.



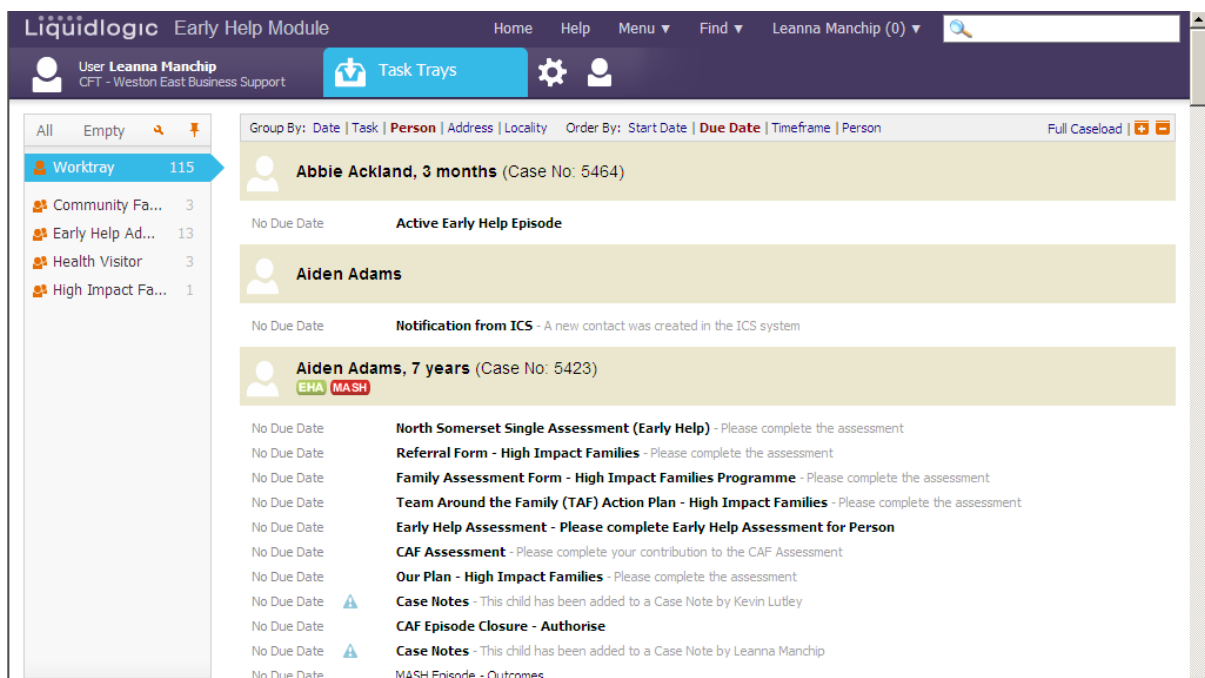
Then enter the **missing characters** of your **password** and click **OK**.



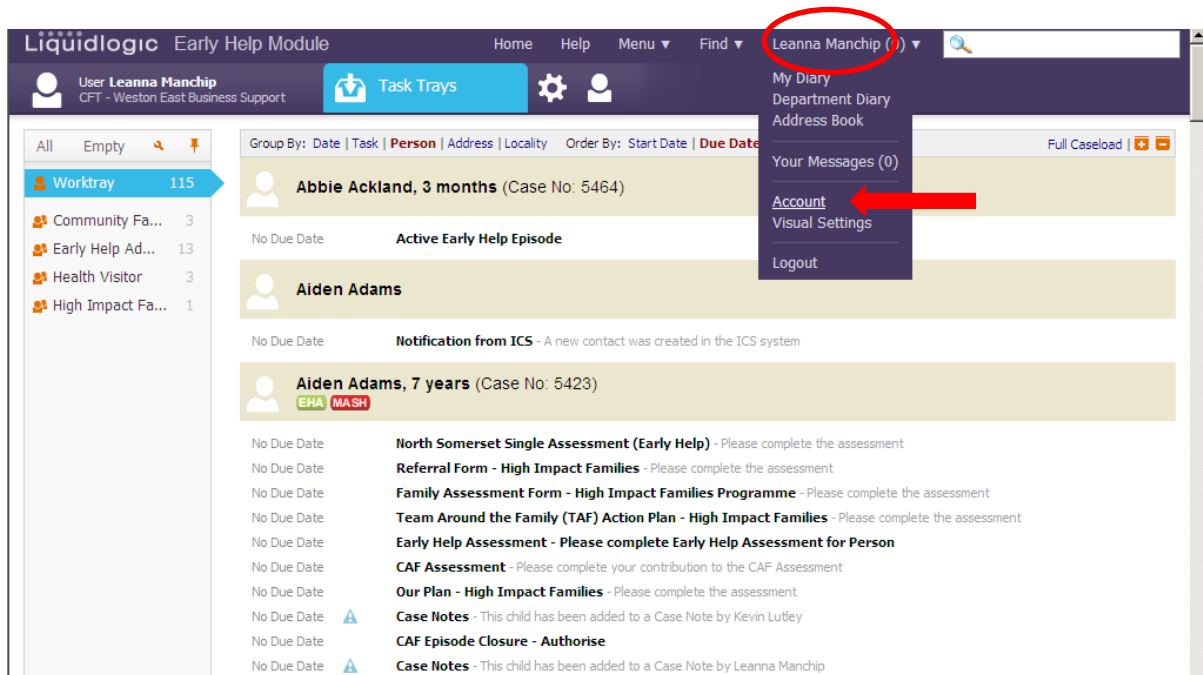
You will then have a **secret question** you will need to answer and click **OK**.



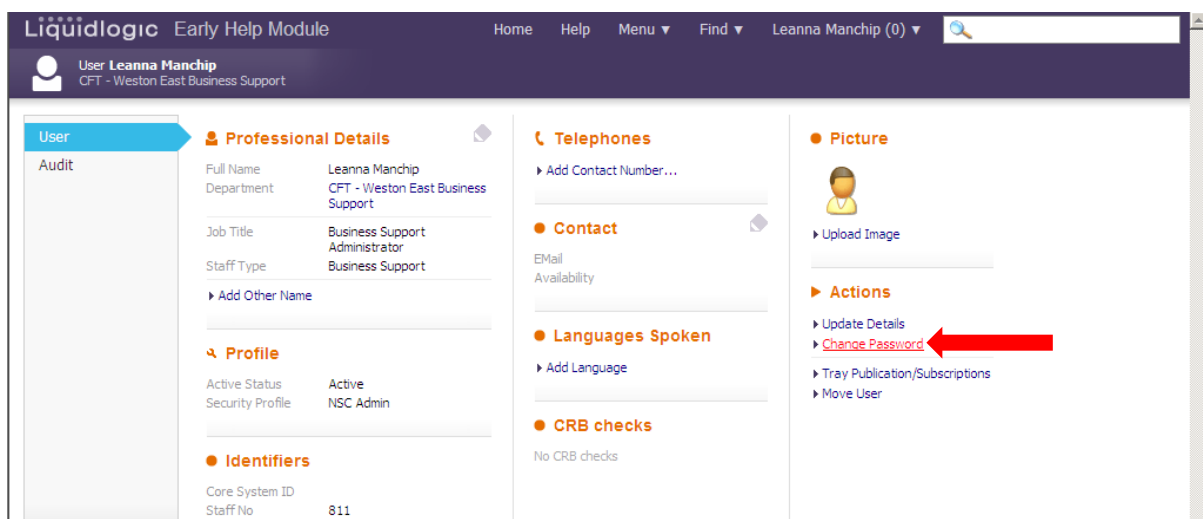
You will then be taken to your **Work Tray** (where all your cases and tasks are held). On the left hand side you should have access to any group trays you are part of).



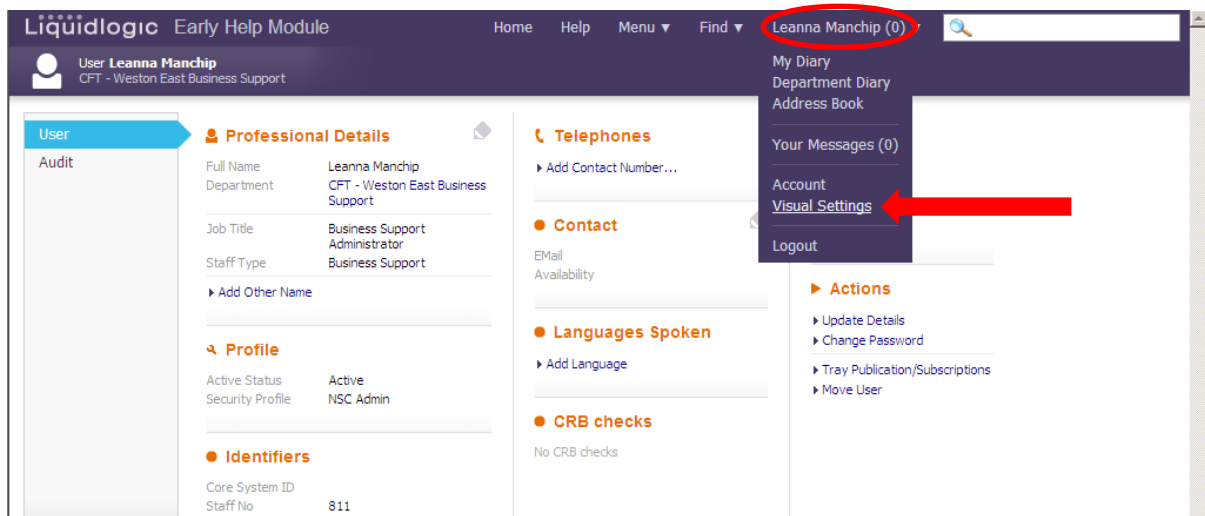
At the top of the page you will see **your name**, if you hover over it a list will appear. One of these options is called **'Account'**.



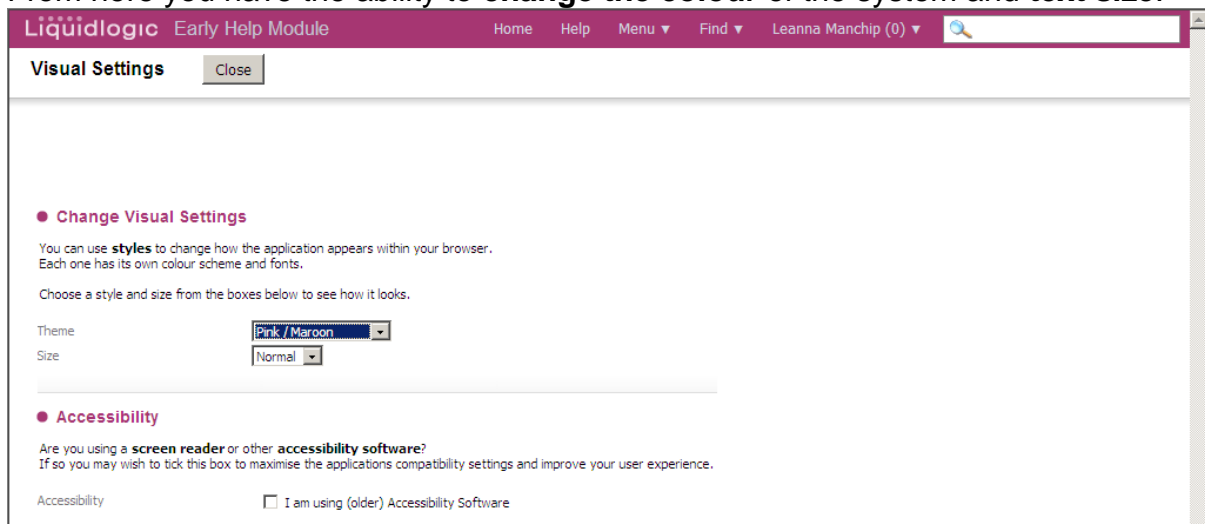
If you click on **'Account'** you can **update your details** and also have the option of **changing your password**.



Under your name there is also an option called 'Visual Settings'.



From here you have the ability to **change the colour** of the system and **text size**.



Please tick this box if you are using an iPad

Liquidlogic Early Help Module Home Help Menu Find Leanna Manchip (0)

User Leanna Manchip CFT - Weston East Business Support Task Trays

All Empty Worktray 115 Community F... 3 Early Help A... 13 Health Visitor 3 High Impact F... 1

Group By: Date | Task | **Person** | Address | Locality Order By: Start Date | **Due Date** | Timeframe | Person | Caseload

Abbie Ackland, 3 months (Case No: 5464)
No Due Date **Active Early Help Episode**

Aiden Adams
No Due Date **Notification from ICS** - A new contact was created in the ICS system

Aiden Adams, 7 years (Case No: 5423)
EHA MASH
No Due Date **North Somerset Single Assessment (Early Help)** - Please complete the assessment
No Due Date **Referral Form - High Impact Families** - Please complete the assessment
No Due Date **Family Assessment Form - High Impact Families Programme** - Please complete the assessment
No Due Date **Team Around the Family (TAF) Action Plan - High Impact Families** - Please complete the asses...
No Due Date **Early Help Assessment** - Please complete Early Help Assessment for Person