

Adding another system user to the Team Around the Child (TAC)

This guide will show you how to add another system user to the TAC. If you have already added the practitioner to the TAC manually (ie before they were a system user) you will need to end their involvement and then add them again using this process.

- 1) Go to the TAC episode item and select **Add Practitioner**

Current team around the child members
 All team around the child members

Filter

People with a personal relationship

Team member	Relationship	Contact number	Start date	End date
Blue, Susan	Foster parent	118 118	02/08/2012	

Add person

Practitioners

Team member	National service list category	Consent	Name of service	Contact number	Role	Start date	End date	User
Chapman, Tom	Additional Services	Yes		020 8891 7995	Practitioner	30/10/2012		<input checked="" type="checkbox"/>
QES Tester, Annie	Sports and Culture	Yes		No preferred contact number	Episode Coordinator	02/08/2012		<input checked="" type="checkbox"/>
QES Tester, Annie	Sports and Culture	Yes		No preferred contact number	Lead Professional	02/08/2012		<input checked="" type="checkbox"/>
QES Tester, Annie	Sports and Culture	Yes		No preferred contact number	Practitioner	02/08/2012		<input checked="" type="checkbox"/>

Add practitioner

- 2) In this window select the **Find user** link. **DO NOT TYPE THE TAC MEMBERS DETAILS IN!**

TAC member - practitioner

Episode: 5095 Blue, Molly
(Female, 21yrs, DoB 29/03/1991)

This page shows the practitioner details that are recorded on Holistix eCAF for this episode.

Save Find user

Name

Title

Given name(s)

- 3) Use the search box to find the practitioner that you are looking for – I'd recommend just searching using the Family name

Search for a user

Use this page to find a Holistix eCAF user. Enter your search criteria and select search.

Domain *

Service

Family name

Given name(s)

Back Search

- 4) Select the practitioner from the list and click on select. The next window should display their details but they should be greyed out. Scroll down the page to the **Access** section and ensure that **"Able to add and update episode items and relationships"** is selected. Then click on **Save**

Access

Holistix eCAF user Yes

Access rights to episode *

Episode TAC involvements

Is not a registered user

Able to add and update episode items and relationships

Only able to view the episode information

That's it – this episode should now appear in the "My Episodes" list of the TAC member.