

Manage an individual user profile

(for all users)

This quick reference guide explains how to manage the details of your user profile in Hinekōrako, the Taumata Arowai regulatory and intelligence system.

Overview

To access the Profile screen, once you have signed in to Hinekōrako, click on your name at the top right corner of the screen and click on *Profile*.

The following section explains the data able to be recorded on the *Profile* screen, including the allowable values for each piece of data and any other requirements.

'Mandatory field' means you must provide data in that field on the screen. Mandatory fields are indicated by a red asterisk:

Name *

There are different types of fields that provide different ways of recording data.

If you attempt to move on from the Profile screen and have not provided all the mandatory data, or there is some problem with the data you have provided, one or more error messages will be displayed indicating the problem. Where the problem is with a particular field, you can click on the error message link to go to that field.

Your information

 The form could not be submitted for the following reason

[First Name is a required field.](#)

First Name *

Job Title
Business Phone *

Profile screen

Please provide some information about yourself.

The First Name and Last Name you provide will be displayed alongside any comments, forum posts, or ideas you make on the site.

The Email Address and Phone number will not be displayed on the site.

Your Organization and Title are optional. They will be displayed with your comments and forum posts.

Your information

First Name * Iriaka	Last Name * Rātana
Job Title Quality Analyst	E-mail * Iriaka.ratana@contoso.com
Business Phone * e.g. +64 4 123 4567 or +64271234567	Mobile Phone +64274591036

Physical Address

Address Search
Search Address information...

Street 1 *
88 Buick Crescent

Street 2

Street 3
Awapuni

City *
Palmerston North

State/Province

ZIP/Postal Code
4412

Country/Region *
New Zealand

Postal Address is Different

The *Profile* screen records the following details about you. Once you have entered the information, click on *Update* to save the details.

Field	Mandatory Field	Explanation
First Name	Yes	Your first name.
Last Name	Yes	Your last name.
Job Title	No	Your job title
Email	Yes	Your email address. Must be in a valid email format.

Field	Mandatory Field	Explanation
Business Phone	One of Business or Mobile Phone is mandatory	It's mandatory to provide either this business phone number or the mobile number in the field below. Must start with + and then the country code, e.g. 64 for New Zealand.
Mobile Phone		It's mandatory to provide either this mobile phone number or the business phone number in the field above. Must start with + and then the country code, e.g. 64 for New Zealand.
Physical Address Search	No	You can use this field to find your physical address in the database of NZ Post addresses. As you start typing the address, Hinekōrako will look up the database as you type, giving you a list of addresses it has found. When your address appears in the list you can click on it to select it and populate the address fields below:
Physical Address fields	Some	These fields are automatically populated if you select an address from the Physical Address Search look up results. If the address is not found, you can record it in the fields yourself.
Postal address is different	No	Click on this if the postal address is different from the physical address. If you click on it, <i>Postal Address</i> fields appear.
Postal Address Search	No	You can use this field to find your postal address in the database of NZ Post addresses. As you start typing the address, Hinekōrako will look up the database as you type, giving you a list of addresses it has found. When your address appears in the list you can click on it to select it and populate the address fields below:
Postal Address fields	Some	These fields are automatically populated if you select an address from the <i>Postal Address Search</i> look up results. If the address is not found, you can record it in the fields yourself.