Update your listing on the Hertfordshire Directory

Home | Hertfordshire Directory

1. Click on the Log in tab to sign in



2. Select Manage Service

Manage your account Log out Public site Contact Admin	Manage	Manage	See Manage	View	
Dashboard Organisations	Services	Organisations	Users	Documents	
Services	Notifications	(1 Unread) ire Directory: Submiss	ion for consist to b		
Documents				If you need any help, contact web.team@hertfordshire.gov.uk A third pa	rty user Read more
Users Brokerage	View all notification	<u>205</u>			

3. Click the service you wish to update to take you into your service listing

Services					
Click on a service na	me to view its details, o	or choose an action.			
Create a new service					
Showing 1 to 1 of 1 entries (filtered from 12,592 total entries)			Search for:	nne's	
Service Name	 Organisation Name 	≎ Service Type ≎	Primary Client Group	≎ Status	≎ Last Updated On ⇒
Anne's Sample Service	Art Classes	A service		Live	13/07/2023 16:27
Show 10 v entries				Fir	st Previous 1 Next Last
Only show deleted services					

4. Click on the green 'Edit this service' button which takes you into the main Profile tab. Scroll down to make any changes, or go to other tabs, such as Locations, Contacts or Images if you need to update other information.

Anne's Sample	Service					
Review the details of this	service.					
/ Edit this service Mark this	service as reviewed View auditing Back to services list View public page					
Service Details						
Profile Locations Levels References Reports Alerts	Info Fields Info Groups Contacts Ratings Accreditations Images Documents C&V Discounts s Authorisation Statuses Brokerage Decisions Metadata					
Profile						
Name	Anne's Sample Service					
Description	A test entry in the Directory to test functionality.					
Туре	A service					
Organisation	Art Classes					

5. In the Profile screen it is important that your website URL is correct, and that you have selected one or more categories to help people find your service. To add categories, go to the bottom of the Profile tab and click the green 'Add Categories' tab.

	Add categories
	Search for categories to add to the list.
Туре	Select 1 or more items
Primary Client Group	Add selected categories Cancel
Website Link Text	
Website URL	

6. When you're happy submit your changes to be moderated



7. Finally Mark your service as reviewed – this resets the clock for your reminder email to go back in and update.

Edit this service Reque	st deletion Mark this service a	as reviewed	Back to servic	es list		
Service Details		Profile	Locations	Levels	Info Fields	Info Groups
Profile						
Name	Test					
Туре	A service					
Organisation	Test organisation					

If you need any further help or information, please contact the Web Team at <u>web.team@hertfordshire.gov.uk</u>