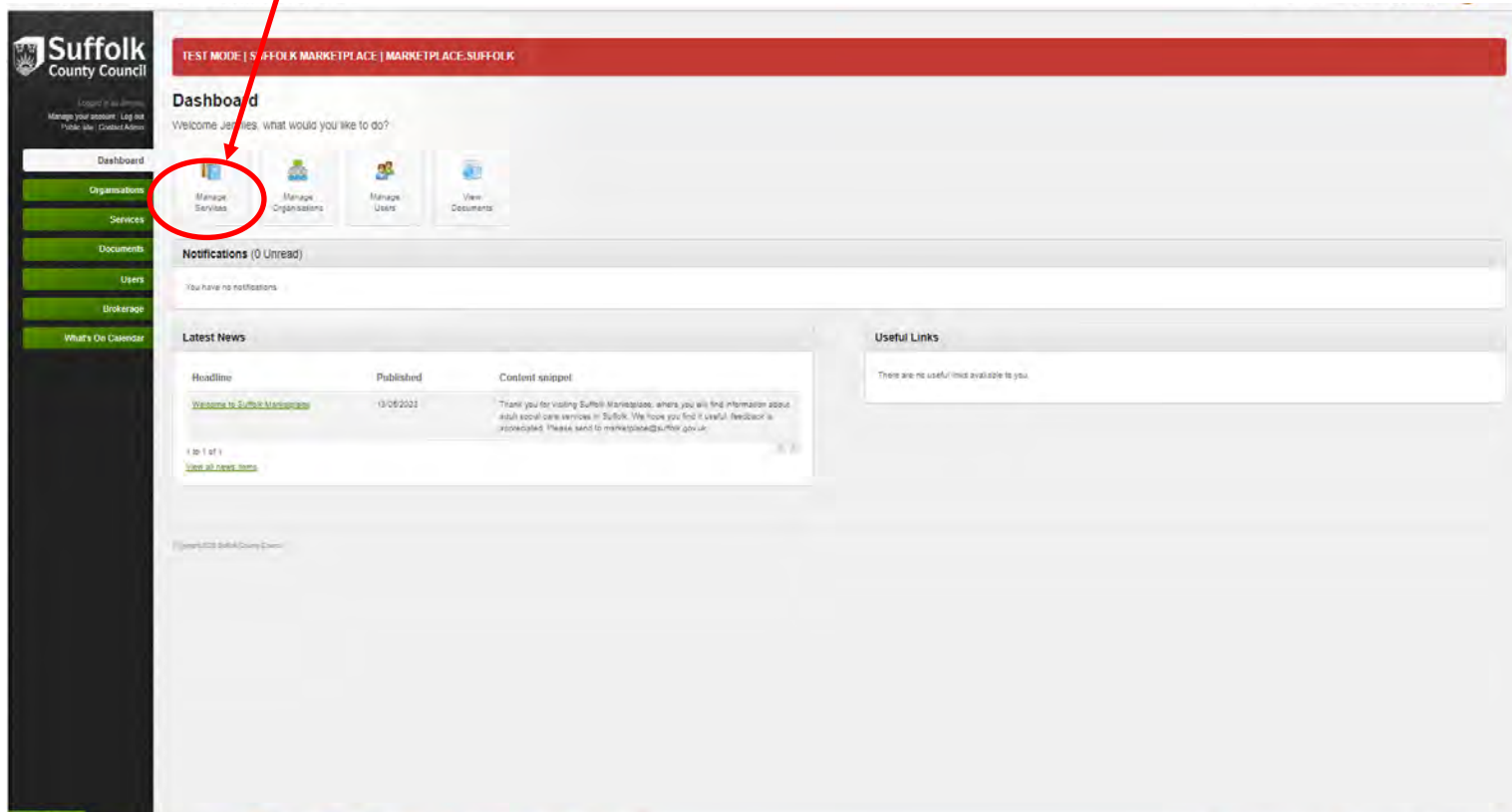


Suffolk MarketPlace - The new Directory for CQC regulated Adult Care services across Suffolk

How To Edit a Service Listing

On your dashboard Click 'Manage Services'



Select the name of the service you wish to edit

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Services

Click on a service name to view its details, or choose an action.

[Submit a new service](#)

Showing 3 to 1 of 1 items

Service Name	Organisation Name	Service Type	Primary Client Group	Status	Last Updated On
Jennies	Jennies	Home Care		Ownership Pending Review	10/07/2022 12:16

View: 10 items

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Click Edit this service

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Jennies

Review the details of this service:

[Edit this service](#) [Reset details](#) [Mark this service as inactive](#) [Delete this service](#) [Cancel this service](#)

Service Details

Profile Location Levels Site Details Info Details Contacts Ratings Applications Images Documents Cdv Documents References Alerts Brokerage Decisions Metadata

Profile	
Name	Jennies
Type	Home Care
Organisation	Jennies
Category/Label	Home Care and Support - Home Care

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Now you have the option to add or update information, links, images and documents to your listing. By moving between the tabs you can see all the options that you can change. Remember to Save changes on each tab before moving to the next tab

If you forget to save the changes on a tab, you will get a

marketplace.suffolk.gov.uk says

There are unsaved changes on this tab, are you sure you want to leave?

OK

Cancel

When you have added everything you want to, Click on 'Submit your Changes',

When the alert box appears Click 'Submit your changes'

The screenshot displays a web interface for updating service details. On the left is a dark sidebar with navigation options: Dashboard, Organisations, Services, Documents, Users, Brokerage, and What's On Calendar. The main content area is titled "Update the details of this service" and includes a status message: "Service submission was created and is currently in progress." Below this are two buttons: "Submit your changes" (circled in red) and "Revert all unsaved changes". A confirmation dialog box titled "Submit your changes" is overlaid on the screen, containing the text: "Are you sure you want to submit your changes to the Local Authority? This service won't be editable until the Local Authority makes a decision about the changes." The dialog has two buttons: "Submit your changes" (circled in red) and "Cancel". Below the dialog is the "Service Details" form, which includes a "Profile" section with fields for Name, Summary, and Description (with a rich text editor). Other fields include Type, Primary Client Group, Website Link Text, Website URL, Referral URL, CQC ID, Ofsted Reference Number, Organisation, and a checkbox for "Maintain this service's categories automatically?". The footer contains "Copyright 2023 Suffolk County Council" and a "Cookie preferences" link.


A notification will then be sent to the LA Admin. **NB** Admin work Mon – Fri 9am – 5pm There will be a delay to submissions made outside of these hours.

When your Submission is accepted you will receive an email from Suffolk Marketplace Admin. You can click on the link in this email to go back to your service.

We reserve the right to ask you to make corrections or suggest alternative wording from time to time before the submission is accepted.

The link will take you back to your service, where you can click on ‘View public page’ to see how your listing will appear on the live site


Suffolk Marketplace



[Home](#) [Help and guidance](#) [Log out](#) [Admin](#) [View my shortlist](#) [View my favourites](#)

You are here: [Home](#) > Jennies

Jennies



[Leave feedback](#) [Add to shortlist](#)
[Add to favourites](#)
[View in admin area](#)

Description


Dedicated professionals providing compassionate and personalised care.
Please contact us with your requirements and we will do our utmost to cater to your needs.
All staff are fully trained to the highest standard and DBS checked.

Service Details

Locations:
Lowestoft

Organisation:
Jennies

Service Type:
Home Care



[Facebook](#) [Twitter](#) [Print](#)
[Email](#)
[Enquire about this service](#)

Cost Information

[Cookie preferences](#)