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'

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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

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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?



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

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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

