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

How To Add a New Service

Once you have created your account and logged in you will see your dashboard.

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Here you can see Notifications, News, and Manage your Organisation or Service Listings.

To Add a new Service Click 'Manage Services'

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Surgers (22) which are come			

Click 'submit a New Service'

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Complete the boxes marked with an asterisk, Then 'Save this new Service'

ne supplementary information once the service has been added.	
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You can then add details to your service listing using the tabs to add information in different fields.

Save the changes to each tab before moving to the next

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TEST MODE SUFFOLK M	ARKETPLACE MARKE /PLACE.SUFFOLK			
Jennies				
Update the details of this ser	rvice.			
ard Service submission was creat	red and is currently i progress.			
Created on: 12/07/2023 12 Oreated by: Jennies	136:45			
Last changed on: 12/07/20	23 12 36 45			
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nts 🥩 Service 'Jennies' has been ad	ided subessfully. You can now complete the supplementary information on the other tabs.			
ers Submit your changes Revert all u	Insa ed changes Go back to services list			
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	2 2			
Type Primary Client Group	2. * Home Care	v		
Type Primary Client Group Website Link Text	p	•		
Type Primary Client Group Website Link Text Website URL	2. * Home Care	° °		

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

			NB There is no limit on the number of changes you can make, but once y have submitted your changes, you will need to wait for LA to approve the changes before you can make subsequent changes
count Log out Contact Admin Update the details of t	his service.		
Dashboard rganisations Services age Services Documents Signature Services Servi	as kated and is currently in progress. 2 k3 12:38:45 Dia7/2023 12:38:46 ennieš Revert all lansaved changes - Go back to services list	Submit your changes Are you sure you want to submit you changes to the Coal Authority? This service won't to indiable until the Local Authority makes a decision abs. The changes. Submit your changes Cancel	
Users Santice Details	Revert an unsaved changes Colosisk to services inst		Profile Locations Levels info Fields info Groups Contacts Images Documents C&V Discour
Brokerage Save your changes from	this tab		
Brofile Name	* Janniae		
Summary	Providing First Class Home Care in Waveney		
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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

inty Council	TEST MODE SUFFO	LK MARKETPLACE MARKETPLACE.SUFFOLK							
Logged in as Jennies	Jennies								
a your account Log out blic site Contact Admin	Review the details of th	is service.							
Dashboard	Service submission has	a been sent to the Local Authority.							
Organisations	Submission has been n	nade. You can't make any further changes until the Local Authority accepts or rejects the current automission.							
Services	 Submitted on: 12/07 	7/2023 13:14:52							
Manage Services	Submitted by: Jenne Last changed po: 1	es 2/07/0023-12/36/46							
Documents	 Last changed by: Jet 	inni lisa '							
Users	Mark this service as reviewed	Rack to services int							
Brokerage	Service Details		Profile	Locations	Levels	Info Fields	Info Groups	Contacta	
hat's On Calendar	Profile								
	Name	Jennies							
	Туре	Home Care							
	Organisation	Jennies							
	Categorisation	Home Care and Support > Home Care							
	Copyright 2023 Suffalk County Counts								

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. TEST MODE - Suffolk Marketplace: Submission response for the service to be added : Accepted Indux &

	Suffolk MarketPlace Admin team TEST MODE - TEST MODE - TEST MODE The changes in the service named 'Jennies' have been Accepted. Additional information: Service updated To check the service re
	Suffolk MarketPlace Admin team <marketplaceadmin@suffolk.gov.uk> to *</marketplaceadmin@suffolk.gov.uk>
-	TEST MODE - TEST MODE - TEST MODE The manages in the service named 'Jennies' have been Accepted.
	Additional information. Service updated
	To check the service requested to be added you can use the following fink: https://marketplace.suffolk.gov.uk/Admin/Services/458
	← Reply ← Forward

The link wi you can cli listing will

ill take you back to your service, where ick on 'View public page' to see how your appear on the live site	Service Water Scales Water Control of Control Control of Control of Control of Control Control of Control of Contro	HORCE I SUIT OLK MARKETPLACE nies the defails of Dis serves. Work Details me			Labert Late names extrust cines frequ	unanditure rege Sociere 221Da	una Awaynaa kero poursyilluseero Measoa
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