

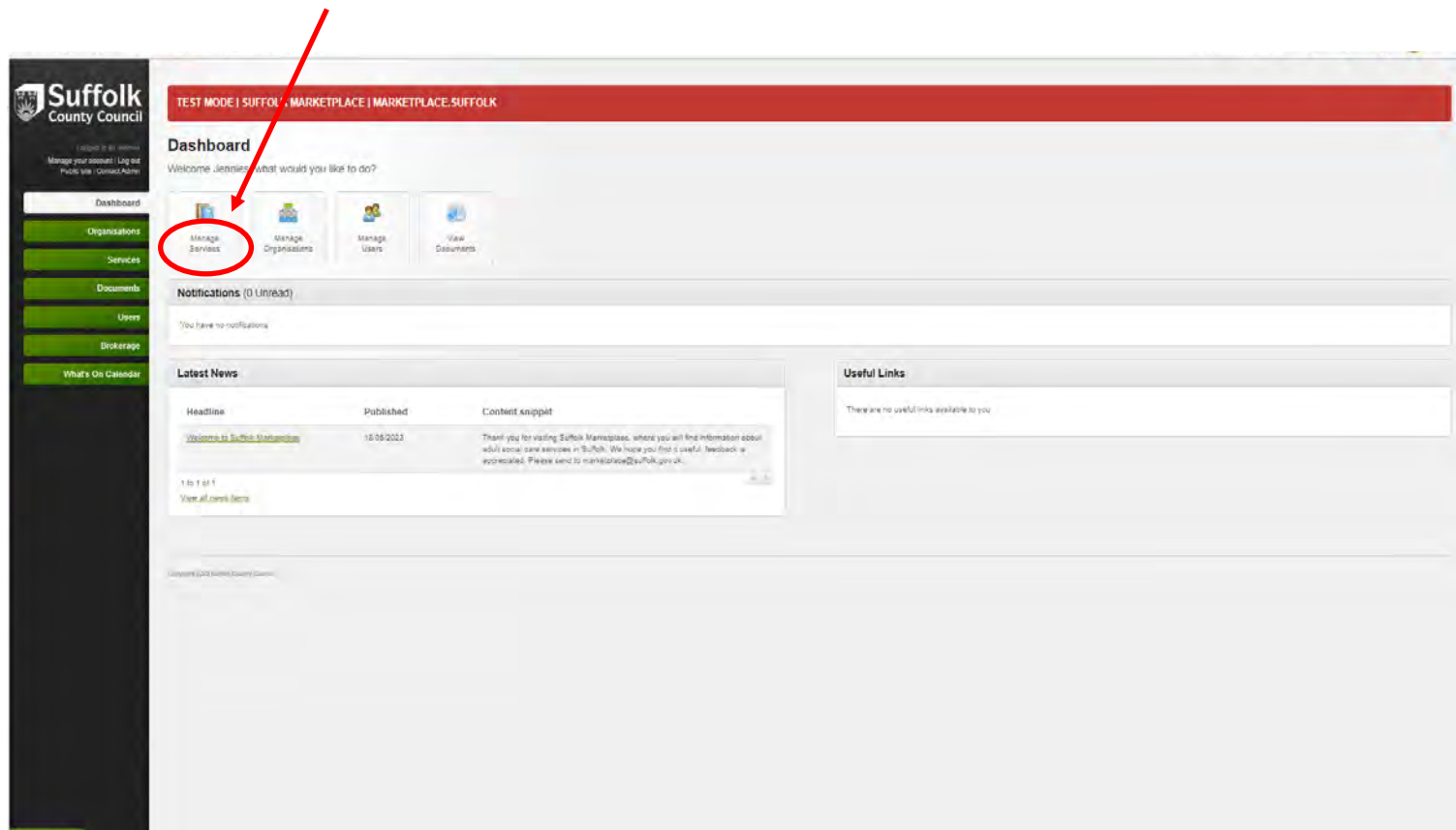
# Suffolk MarketPlace - The new Directory for CQC regulated Adult Care services across Suffolk

## How To Add a New Service

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

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

To Add a new Service Click 'Manage Services'



Click 'submit a New Service'

The screenshot shows the Suffolk County Council Services Marketplace interface. At the top, there is a red banner with the text "TEST | MODE | SUFFOLK MARKETPLACE | MARKETPLACE.SUFFOLK". Below this, the page is titled "Services" and includes the instruction "Click on a service name to view its details, or choose an action." A red circle highlights the "Submit a new service" button in the left sidebar, with a red arrow pointing to it from the text above. The main content area features a table with columns: "Service Name", "Organisation Name", "Service Type", "Primary Client Group", "Status", and "Last Updated On". The table is currently empty, displaying "Showing 0 to 0 of 0 entries" and "There are no services". A search bar is located in the top right corner of the table area. The left sidebar contains navigation links: "Dashboard", "Organisations", "Services", "Manage Services", "Documents", "Users", "Brokerage", and "What's On Calendar".

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

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### Add a new service

Fill in the basic details of a new service to be added to the marketplace. You will be able to enter the supplementary information once the service has been added.

[Save this new service](#) [Go back to services list](#)

#### Service Details

**Profile**

**Name** \* Jennies

Summary

Description

**Type** \* Home Care

Primary Client Group

Website Link Text

Website URL

Referral URL

CQC ID

Ofsted Reference Number

**Organisation** \* Jennies

Maintain this service's categories automatically?

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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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### Jennies

Update the details of this service.

Service submission was created and is currently in progress.

- Created on: 12/07/2023 12:35:45
- Created by: Jennies
- Last changed on: 12/07/2023 12:35:45
- Last changed by: Jennies

Service 'Jennies' has been added successfully. You can now complete the supplementary information on the other tabs.

[Submit your changes](#) [Revert all unused changes](#) [Go back to services list](#)

#### Service Details

[Profile](#) [Locations](#) [Levels](#) [Info Fields](#) [Info Groups](#) [Contacts](#) [Images](#) [Documents](#) [&V Discounts](#)

[Save your changes from this tab](#)

**Profile**

Name \* Jennies

Summary

Description

Type \* Home Care

Primary Client Group

Website Link Text

Website URL

Referral URL

CQC ID

Ostled Reference Number

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

When the alert box appears Click 'Submit your changes'

**NB** There is no limit on the number of changes you can make, but once you have submitted your changes, you will need to wait for LA to approve these changes before you can make subsequent changes

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- Created by: Jennies
- Last changed on: 12/07/2023 12:35:45
- Last changed by: Jennies

Submit your changes | Revert all unsaved changes | Go back to services list

Save your changes from this tab

Profile | Locations | Levels | Info Fields | Info Groups | Contacts | Images | Documents | C&V Discounts

**Profile**

Name \* Jennies

Summary Providing First Class Home Care in Waveney

Description

Dedicated caring professionals providing compassionate and personalised care in Waveney

Type \* Home Care

Primary Client Group

Website Link Text

Website URL

Referral URL

CQC ID

Ofsted Reference Number

Organisation \* Jennies

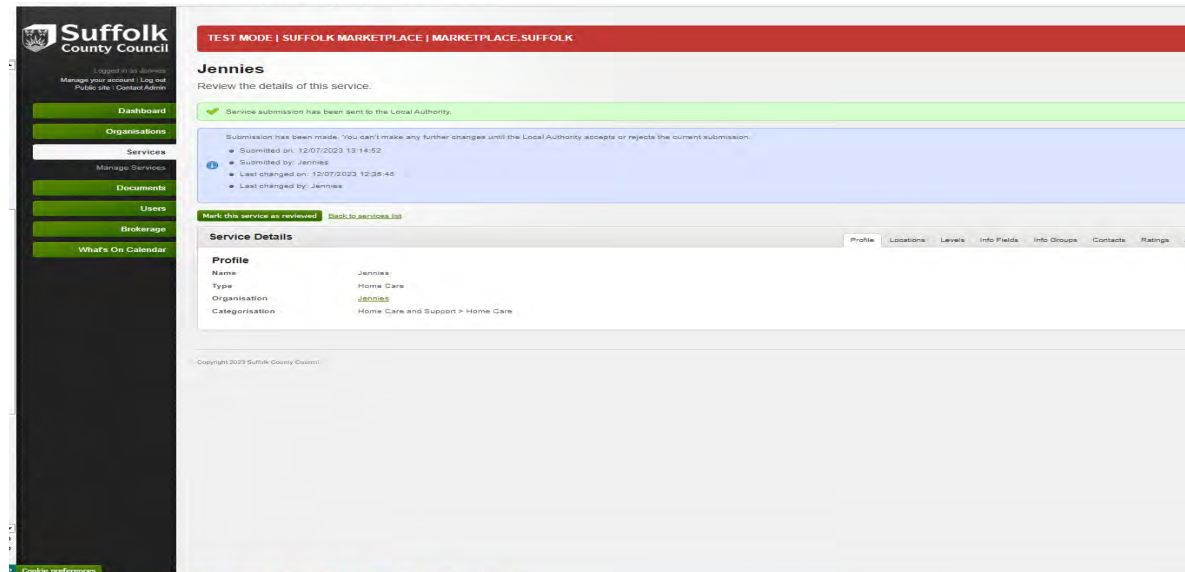
Maintain this service's categories automatically?

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A notification will then be sent to the LA Admin.

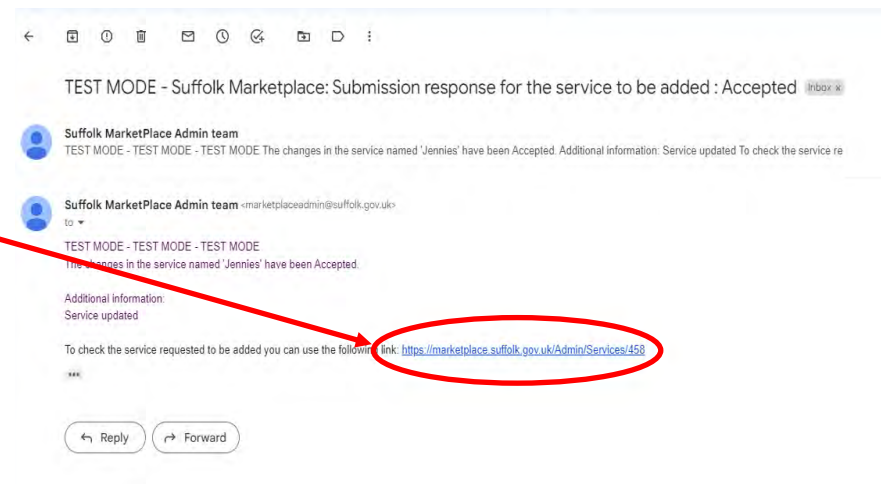
NB Admin work Mon –Fri 9am –5pm

There will be a delay to submissions made outside of these hours

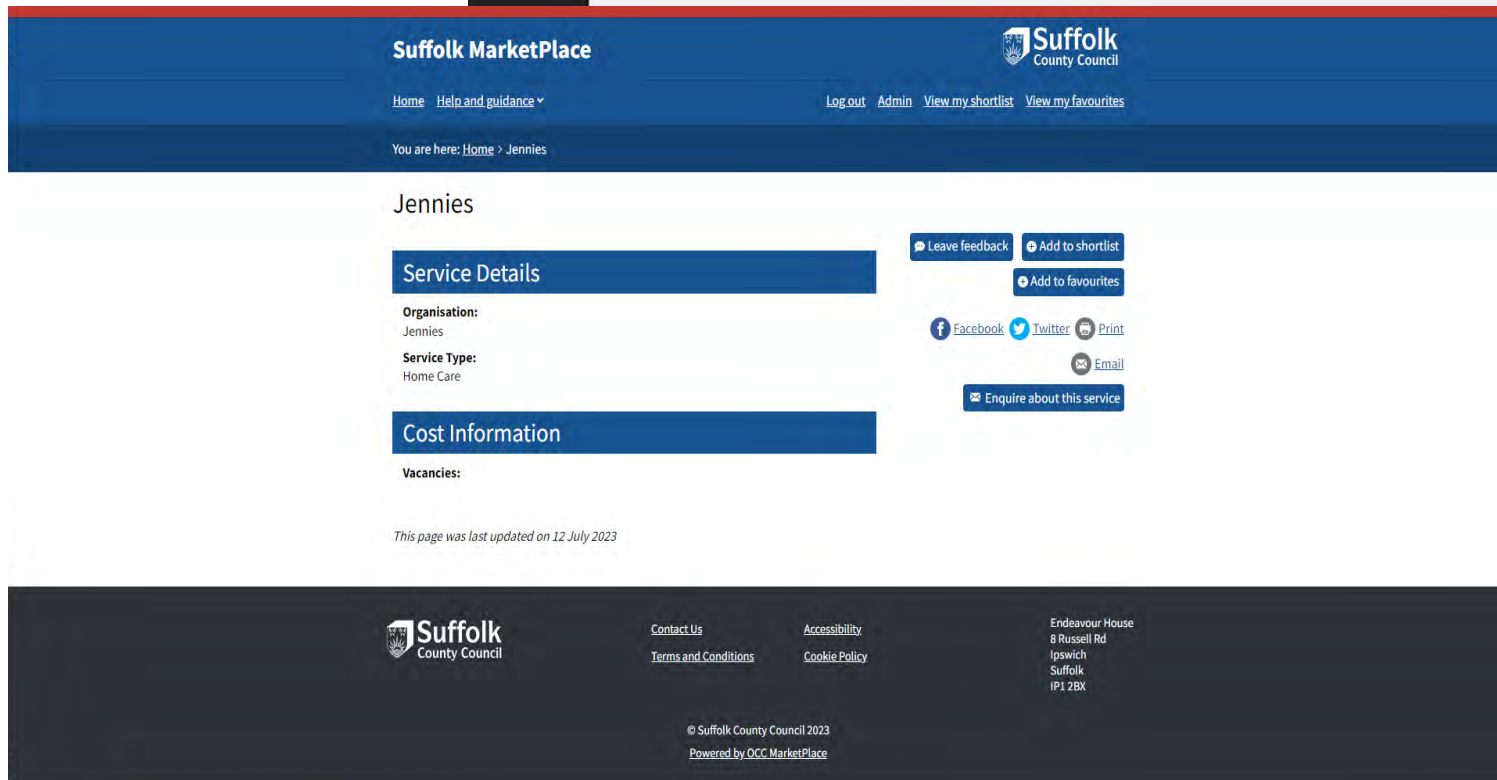
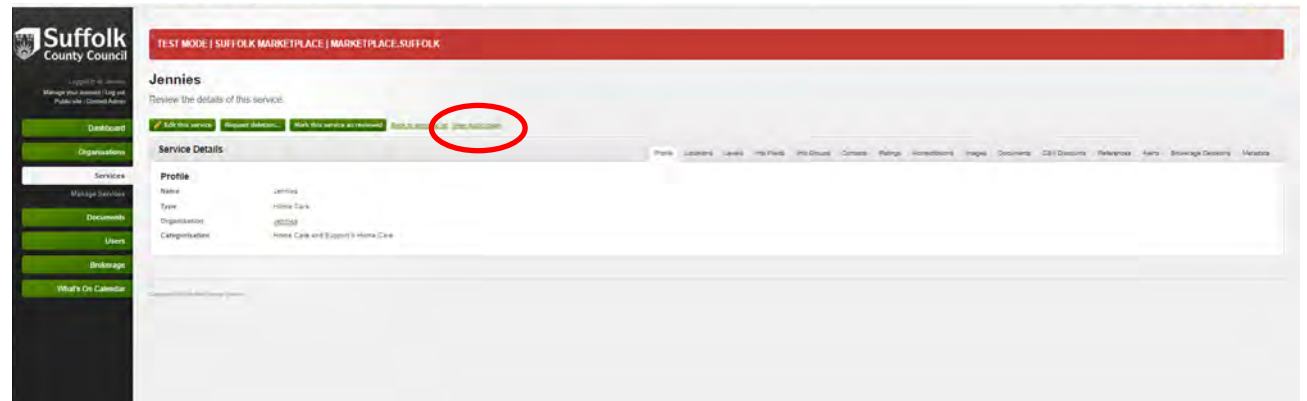


When your Submission is accepted you will receive an email from Suffolk Marketplace Admin. You can click on the link in this email to go back to your service.

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



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