Change your listing details

- 1. Go to <u>https://fish.hants.gov.uk</u>
- 2. Click Service Providers Register/Sign in.



3. Enter the email address and password that you used to register.

5	~
Sign In	
Email address (Required)	
testprovider@mail.co.uk	
Password (Required)	
••••••	
Forgotten your password?	
Sign in	
We respect your privacy and will not share your details. For more information please view our Privacy Policy or Contact us	
for the second and th	~

4. Click Sign in

5. Click Manage your directory listings.



Your directory listings will be displayed.
If you cannot see the listing that you want to change, try using the search facility in the top right corner of the screen.

Home > Information Hub > Dashboar	d > Provider Updates		👸 Hampshire County Counci
Family Informatio	on and Services Hub	Search the Hub	Place name or postcode
Information Hub Home Direc	tory - Contact Accessibility	N	Iy Account → Your Shortlist 2
< Back to Dashboard	Your Directory	Record(s)	

Once you have located the record you want to change, look to the bottom of the page. If you do not currently have the ability to change the record, you may see the following :

	Winchester
Postcode	SO23 0NY
Provider Updates	
Apply here to be ab	e to update this record. You may be contacted by our team to process your application.
to be able	e to update and record. For may be contracted by our team to process your appreation.

Click the **Apply here** button. Clicking this will send a request for the listing to be assigned to your email address. Once approved, you will then be able to manage the listing from your dashboard.

If you do not have the **Apply here** button and you need to make changes to the listing but can't, please <u>contact us</u>.

 If you do have the ability to change the listing, you will see the following from your Dashboard screen:

< Back to Dashboard		Your Directory Record	d(s)
	In Changes to existing an The current sta	this section you can create and edit your director nd new records are submitted for approval before atus of your record is displayed alongside your av	ry records. e being added to the directory. vailable record actions.
	Record Title	Status	Actions
	Test Title Wirth 2	Public	Choose your action 🗸

Against each listing you will see the current **Status** and **Actions**.

8. From the **Actions** drop down menu, select **Update record** to change the details on your listing, or **Delete record** to delete it.

Actior	15
Choo	se your action
+ Creat	Update record Update Local Offer
-	A Delete record
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Note: You will **not** be prompted to confirm that you want to delete the listing, so only click **Delete record** if you are sure that you do want to delete it.

- 9. If changing your listing, make your changes then click Save Record.
- 10. The **Status** of the listing will change to either or **Queued for approval** or **Pending Deletion** as appropriate. Once your changes have been approved, the Status will change to **Public**.
- 11. Your changes or deletion will need to be verified by an administrator before being reflected in the website. Updates are checked daily, but if you have an urgent change or deletion, please <u>contact us</u>.