

Early Help Directory: Creating a record

To create a record, you need to sign in to your dashboard and select 'Provider Updates'. (For more information on signing in see 'EHD Signing in'.)

Provider Updates:

After selecting provider updates the 'Your Directory Record(s)' page will open.

Keyword Location Search

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Your Directory Record(s)

In this section you can create and edit your directory records. Changes to existing and new records are submitted for approval before being added to the directory. The current status of your record is displayed alongside your available record actions.

Record Title	Status	Actions
Ste Cog Test 1	Public	Choose your action

[+ Create a new directory record](#)

Get in touch EHA Liverpool

This will list any existing records and at the bottom you will see '+ Create a new directory record'. Select this and the new record page will open.

Keyword Location Search

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Create a new record

Listing Details

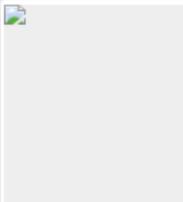
Please provide your listing with a short title that will be meaningful to members of the public. Don't use the same title for multiple listings. Also provide a short description using plain English to describe what your listing is about.

Title (required)

Description (required)

Work through each section of the record adding as much information as you can. Toward the bottom of the page is where you can add logos, images and documents.

Logo



Upload a logo

Upload logo

Additional images

Upload image

Documents

Description	Download	Remove
Half term flier Vets		

Add a new document

To add a logo click on 'Upload logo' the upload window will open.

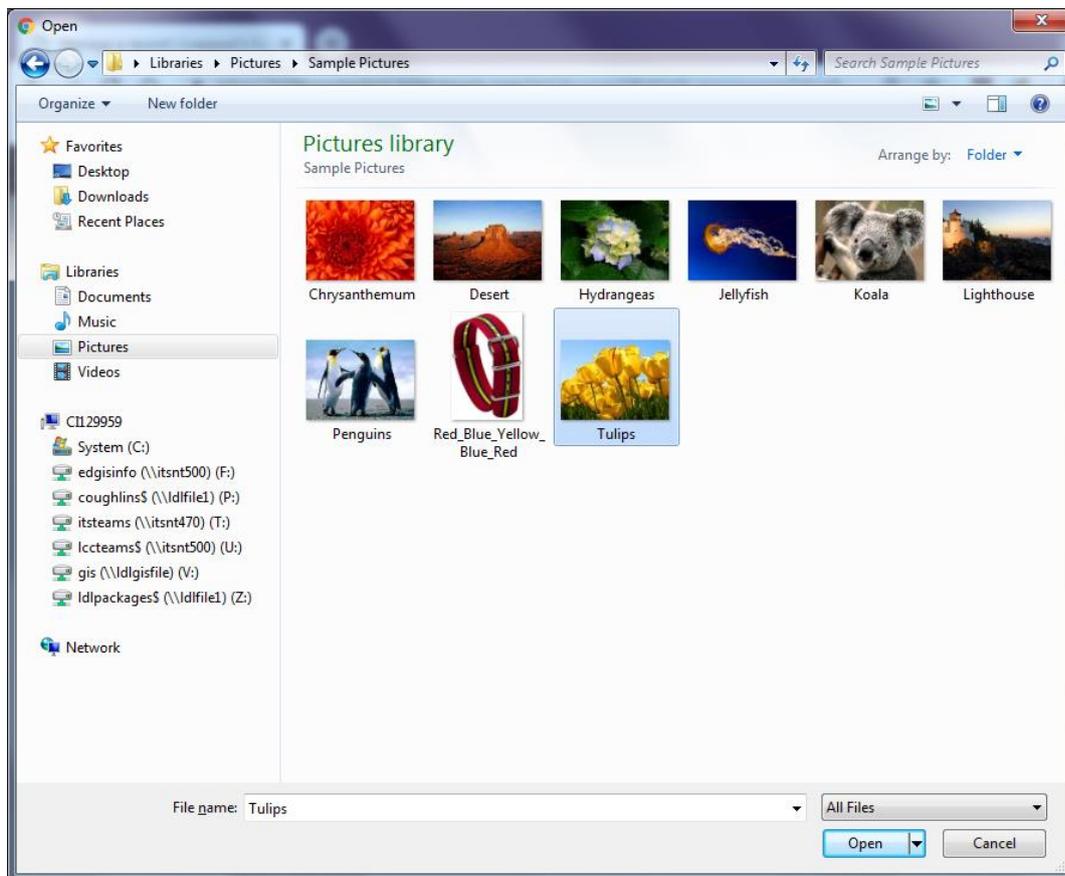
Upload ✕

Select a file

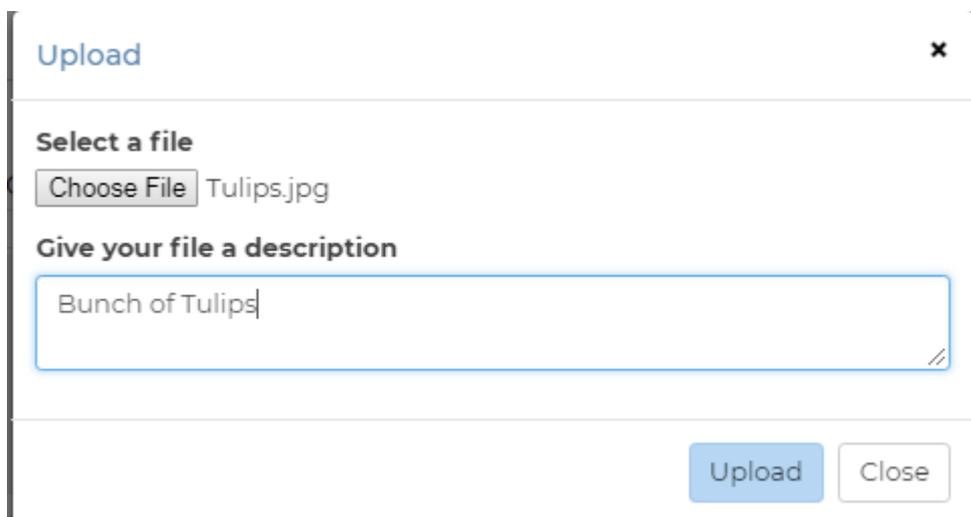
No file chosen

Give your file a description

Click on 'Choose File', this will allow you to browse your files and find the logo you want to upload. When you have chosen the logo click Open



You will now see the chosen logo next to the 'Choose File' button. You now have to give the file a description, this is what will appear when the logo is hovered over or a text reader is reading the page.



Click on 'Upload'.

Continue to add more images if you wish and any documents you want to share. Remembering to give a brief description for each.

Logo



Additional images



Upload image

Documents

Description	Download	Remove
How to update your record on the EHD.		

Add a new document

When you are happy you **MUST** click 'Save Record'

If 'Save Record' is not available check that you have entered information into the first two fields 'Title' and 'Description', these fields are mandatory and must be completed.

The changes will be made but before they go live on the directory they must be moderated by our admin so you will see the record 'Queued for approval'.

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My Shortlist 0

Your record has been saved. x

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Ste Cog Test 1	Queued for approval	Choose your action

[+ Create a new directory record](#)

You may receive an email from us from time to time asking that you update/check your record(s). Please sign in to your dashboard, select provider updates, select update record and even if no changes are required, scroll to the bottom and click on 'Save Record'. This applies a date stamp to your record showing when it was last checked by you.