Early Help Directory: Updating your record(s)

To update a record that you have created or one you have had assigned, 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.

This will list all your records. From here there are two options, selecting the 'Record Title' or using the 'Choose your action' drop down list.

1. 'Record Title'; the record will open as it displays on the directory so you can check its contents etc. At the bottom of the record you can choose to update the record or delete the record.
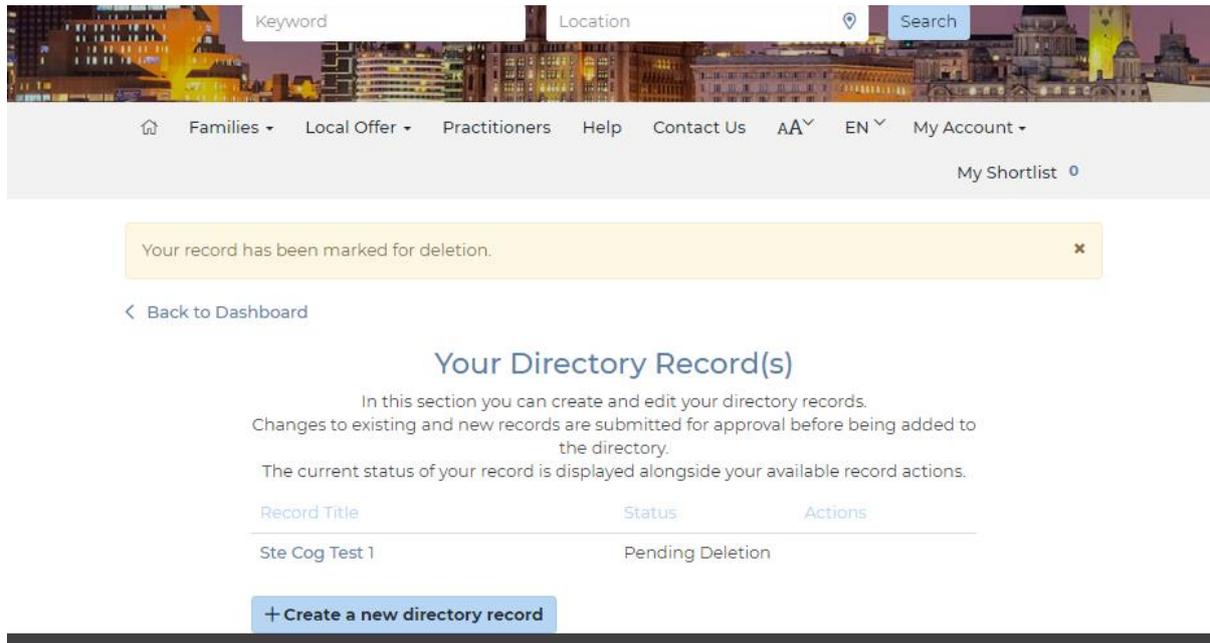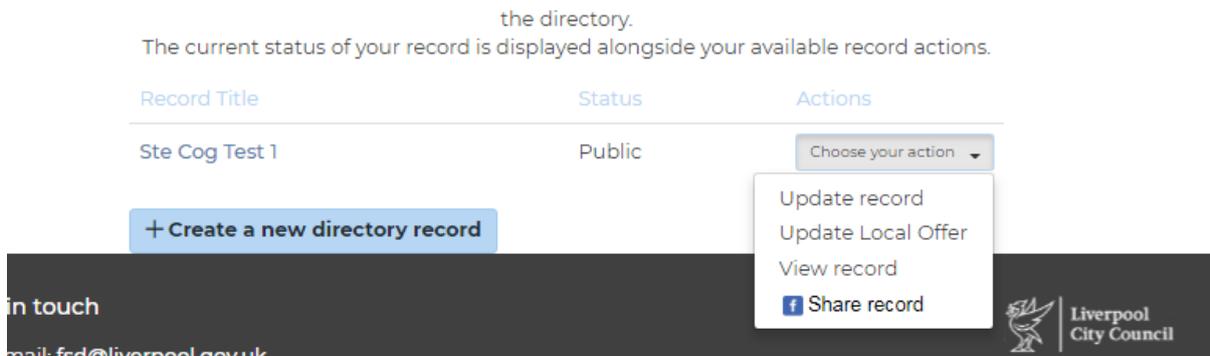
Selecting 'Update Record' will open the 'Edit your record' page, (covered later). Selecting 'Delete Record' will mark the record ready for deletion by our admin team.

If you have pressed delete record by mistake call us ASAP as we may be able to reinstate the record.

2. 'Choose your action' drop down list. If you select this you have four options, Update record, Update Local Offer, View record and Share record.

Update record; will open up the 'Edit your record' page.

Update Local Offer; will open up the same 'Edit your record' page but will take you straight to the local offer section.
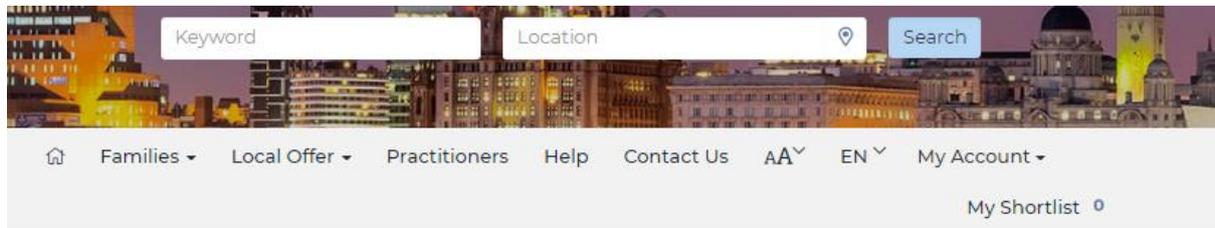
View record; will allow you to see your record as it displays on the directory and offers the same choices as clicking on option 1 'Record Title'.

Share record; allows you to share a link to your record on Facebook.

Edit your record page

As the name suggests, you can edit your record but also, you can add files, add logos and add images.

The Title and Description fields are mandatory and must be completed.

Work through each section of the record making changes as you go. Toward the bottom of the page before is where you can add logos, images and documents.

Logo

Upload a logo
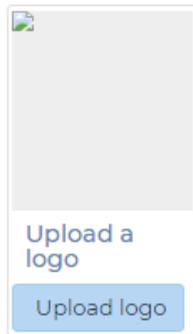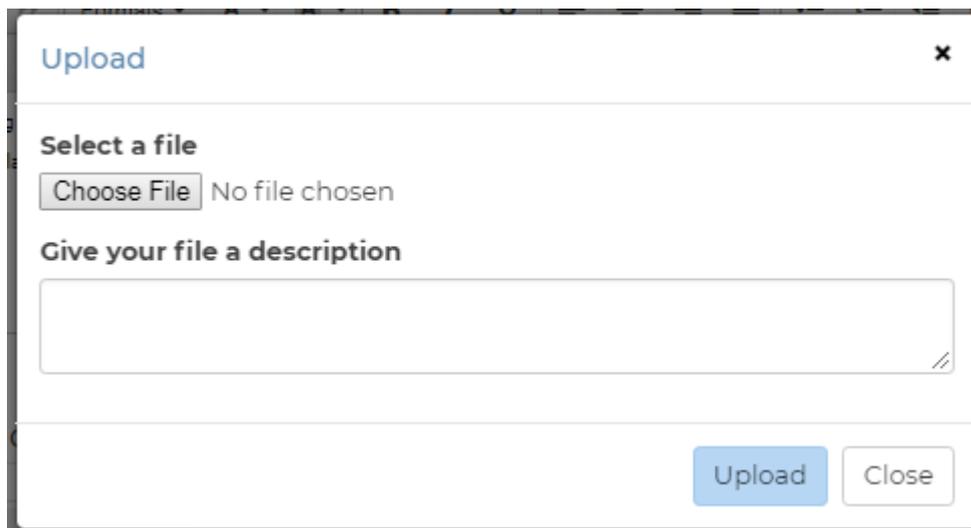
Upload logo

Additional images

Upload image

Documents
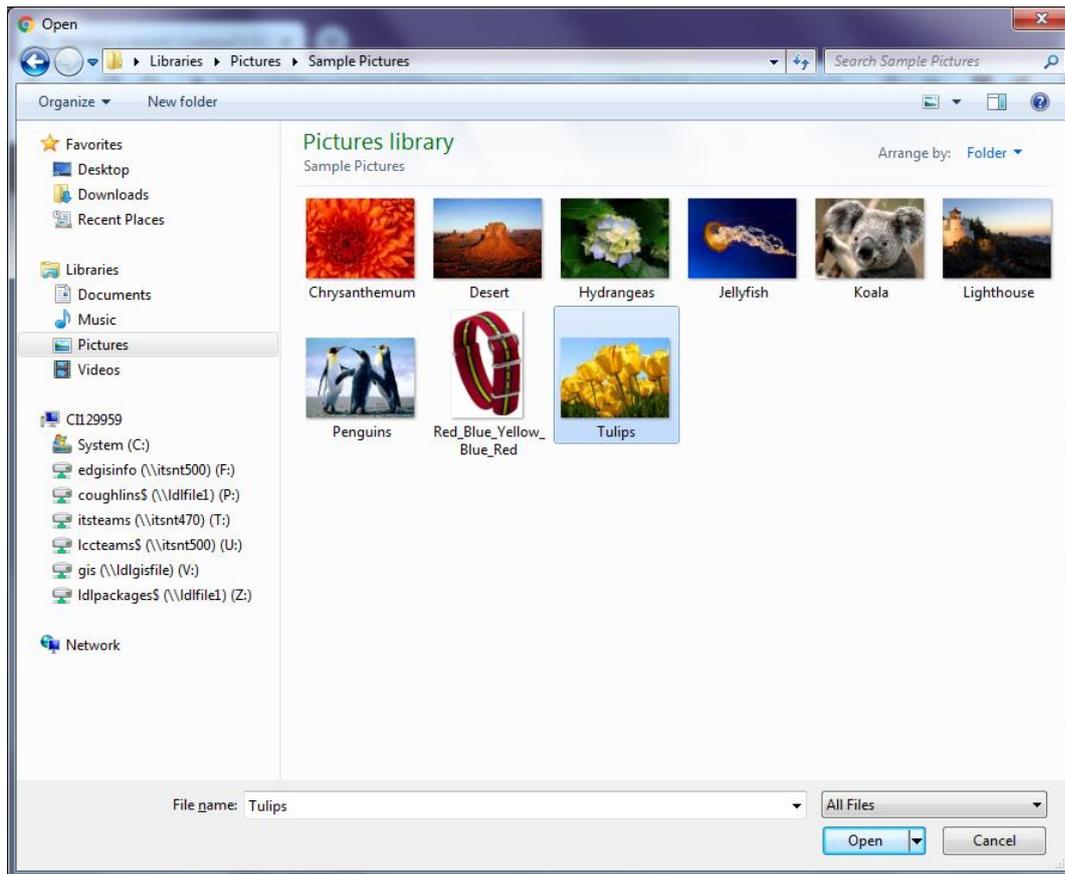
Description	Download	Remove
Half term flier Vets	🛆	✕

Add a new document

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

Upload ✕

Select a file

Choose File   No file chosen

Give your file a description

Upload   Close

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.
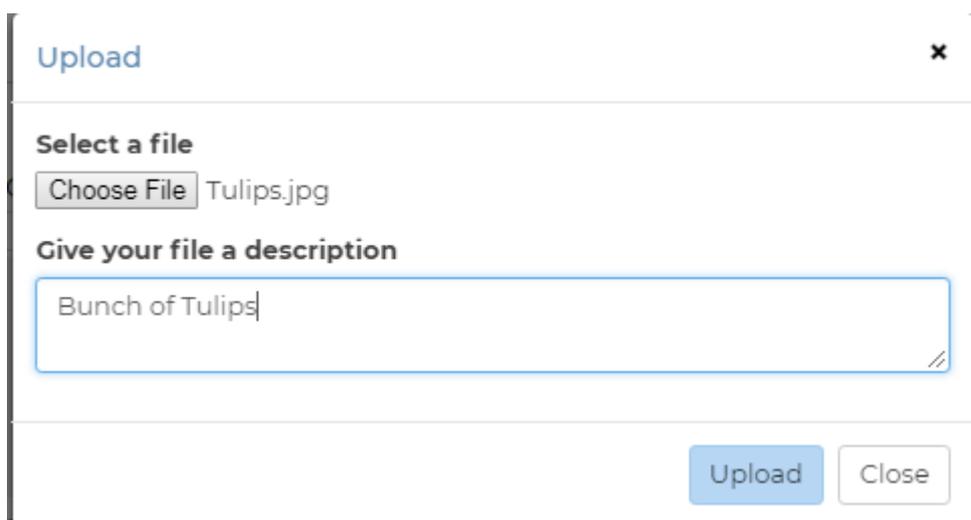
Click on 'Upload'.

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

Logo

Bunch of
Tulips

Remove
logo

Additional images

Penguins
talking on
the ice

Remove
image

Koala in a
tree

Remove
image

Upload image

Documents

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

Add a new document

Continue editing the record and when you are happy you **MUST** click 'Save Record'

Add more links

✓ Save Record   × Cancel Changes

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 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'.

You may receive an email from us from time to time asking that you update/check your record(s). Please follow the procedure above, 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.