



Displaying Provider Details

1. Select **Focus | Early Years | Search for Provider** to display the **Search childcare provider** page.
2. Enter at least two characters of **Provider Name**, three characters of **Postcode** or two numbers of **DCSF URN**.
3. If required, select a **Status** from the drop-down.
4. If required, select a **Funded Status** from the drop-down.
5. Click the **Search** button to display a list of matching providers.
6. Highlight the required provider and click the **Open In New Window** button to display the **Maintain Provider** page with the following tab pages:

- **Basic Details** displays the basic information about the provider.
- **Provider Contacts** displays the name and role details of contacts.
- **Provider Organisation** displays details of the umbrella organisation.
- **Staff** displays details of the staff working for the provider.
- **Provider Services** displays the services provided.
- **User Defined Fields** displays any UDFs defined for the provider.

Provider Name	DCSF URN	Status	Provider Address
Lower School		Open	MK43 7AH
Lower School		Open	ORD, Simshire, MK43 9NN
Lower School		Open	BEDFORD, Simshire, MK43 0NE
Provider		Not Yet Open	BEDFORD, Simshire, MK43 0NE
Provider		Open	3 Bedford, MK43 DAL



Related Reference Guides:

- [EY_Updating Provider Basic Details](#)
- [EY_Updating Provider Contacts](#)
- [EY_Updating Provider Organisation](#)
- [EY_Updating Provider Staff](#)
- [EY_Updating Provider Services](#)
- [EY_Manage Complaints](#)
- [EY_Manage Income](#)
- [EY_Manage Job Vacancies](#)
- [EY_Manage Links](#)
- [EY_Manage Monitoring](#)
- [Administration_Managing UDFs](#)