



Early Years

Manage Provider Links

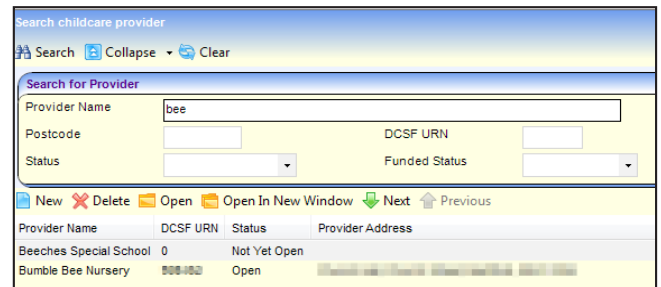
Displaying Links for a Childcare Provider

Links for a childcare provider can be displayed and updated. To display the links, search for the provider and click the **Links** link.

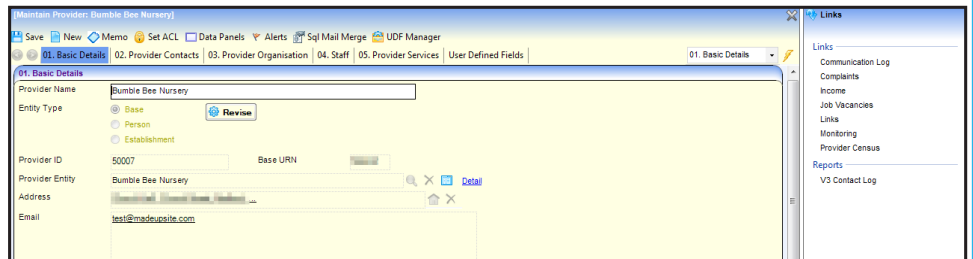
Menu: **Focus | Early Years | Search for Provider**

1. Enter one or more search criteria and click the **Search** button:
 - A full or partial **Provider Name**.
 - A full or partial **Postcode**.
 - A **DCSF URN**.
 - Select a **Status**.
 - Select a **Funded Status**.

Wildcards of %% can be used.



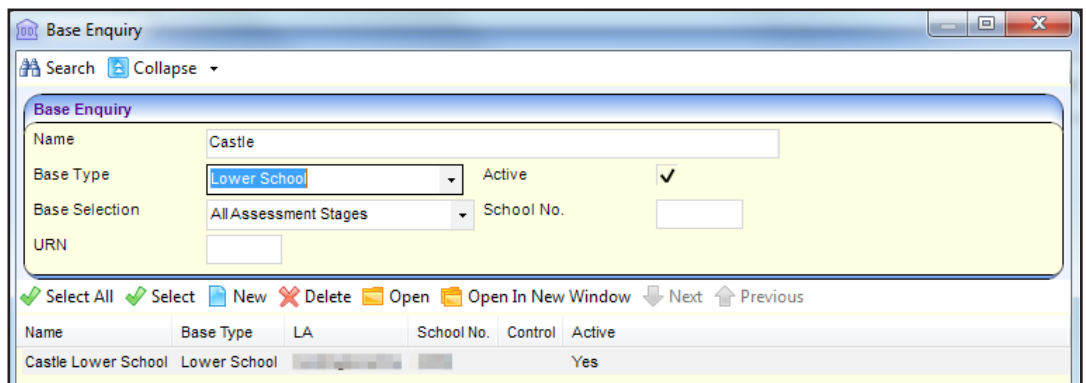
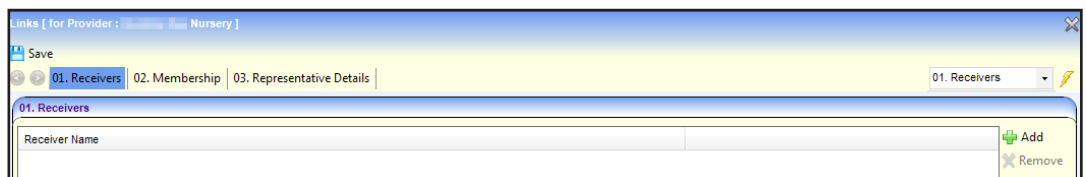
2. Select the required provider in the results list and click the **Open In New Window** button to display the **Maintain Provider** page.
3. Click the **Links** link to display the **Links** page with three panels: **Receivers**, **Membership** and **Representative Details**.



Selecting a Receiver for a Childcare Provider

Receiver bases for a childcare provider are displayed on the **Receivers** panel. A new receiver base can be selected.

1. On the **Receivers** panel, click the **Add** button to display the **Base Enquiry** dialog.
2. Enter one or more search criteria and click the **Search** button:
 - A full or partial base **Name**.
 - Select a **Base Type**.
 - Select an option from the **Base Selection** drop-down.
 - A full or partial **School No.**
 - A full or partial **URN**.
3. Highlight the required base in the results list and click the **Select** button.



Alternatively, click the **New** button to record a new base.

4. Click the **Save** button.



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Updating Memberships for a Childcare Provider

Membership of national groups are displayed on the **Membership** panel. A new membership can be added. To record a new membership:

1. Click the **Add** button to display the **National Members Enquiry** dialog.
2. If required, enter a full or partial group **Name**.
3. Click the **Search** button to display a list of national groups.
4. Select the required group and click the **Select** button.
Alternatively, click the **New** button to record a new group.
5. Click the **Save** button.

Updating Representatives for a Childcare Provider

Representatives on particular groups and forums are displayed on the **Representative Details** panel. A new representative can be selected. To select a new representative for a role:

1. Click the browse button to display the **Person Enquiry** dialog.
2. Enter search criteria and click the **Search** button to display a list of people who match the criteria.
3. Select the required person and click the **Select** button.
Alternatively, click the **New** button to record a new person.
4. Click the **Save** button.



Related Reference Guides:

- EY_Manage Complaints
- EY_Manage Monitoring
- EY_Manage Income
- EY_Manage Job Vacancies