



Adding a New Provider Contact

1. Select **Focus | Early Years | Search for Provider** to display the **Search childcare provider** page.
2. Enter one or more search criteria and click the **Search** button to display a list of matching providers.
3. Select the required provider and click the **Open In New Window** button to display the **Maintain Provider** page.

4. Select the **Provider Contacts** panel.

Title	Forename	Surname	Role Code	Role Description	Start Date	End Date
Miss	ANITA	[REDACTED]	DCRO	Day Care Regulation Officer		
Dr	JAVED	[REDACTED]	DOCTOR	Doctor		
Mr	THOMAS	[REDACTED]	PRVCON	Contact		
Mrs	GAIL	[REDACTED]	PRVMAN	Manager		
Mr	THOMAS	[REDACTED]	PRVTSR	Treasurer		

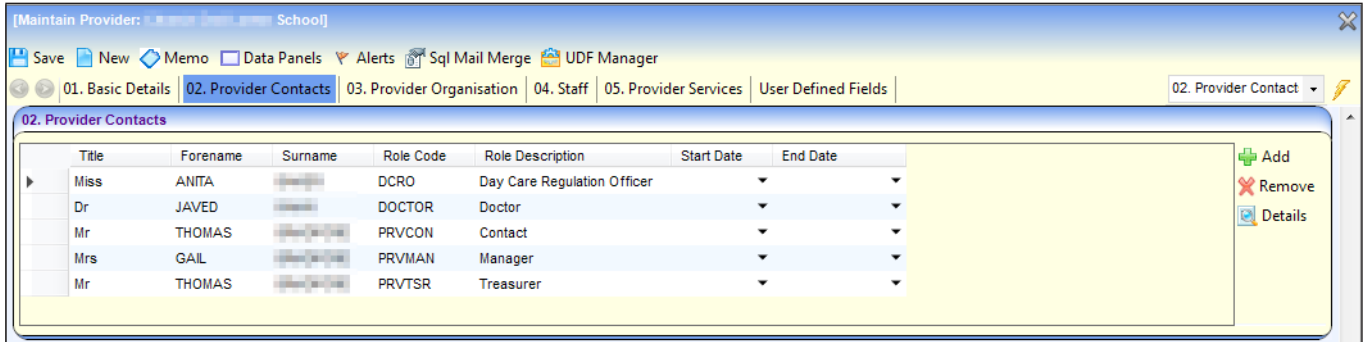
5. Click the **Add** button to display the **Contact Roles Link Enquiry** window.
6. Enter search criteria and click the **Search** button.
7. Highlight the required person in the list and click the **Select** button.

Title	Forename	Surname	Role Code	Role Description	Start Date	End Date
Mrs	Rosalind	[REDACTED]	HEAD	Head Principal		
Mrs	Caroline	[REDACTED]	HEAD	Head Principal		



Deleting Provider Contacts

1. Select the **Provider Contacts** panel.



2. Highlight the required person in the list and click the **Remove** button to display a confirmation message.
3. Click the **Yes** button.



Related Reference Guides:

- [EY_Displaying Provider Details](#)
- [EY_Updating Provider Basic Details](#)
- [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](#)