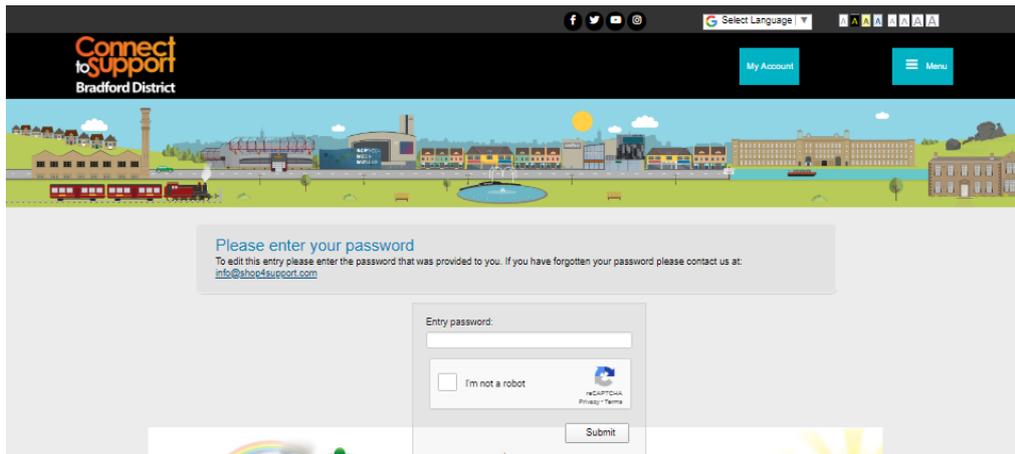


Bradford Provider Status Process

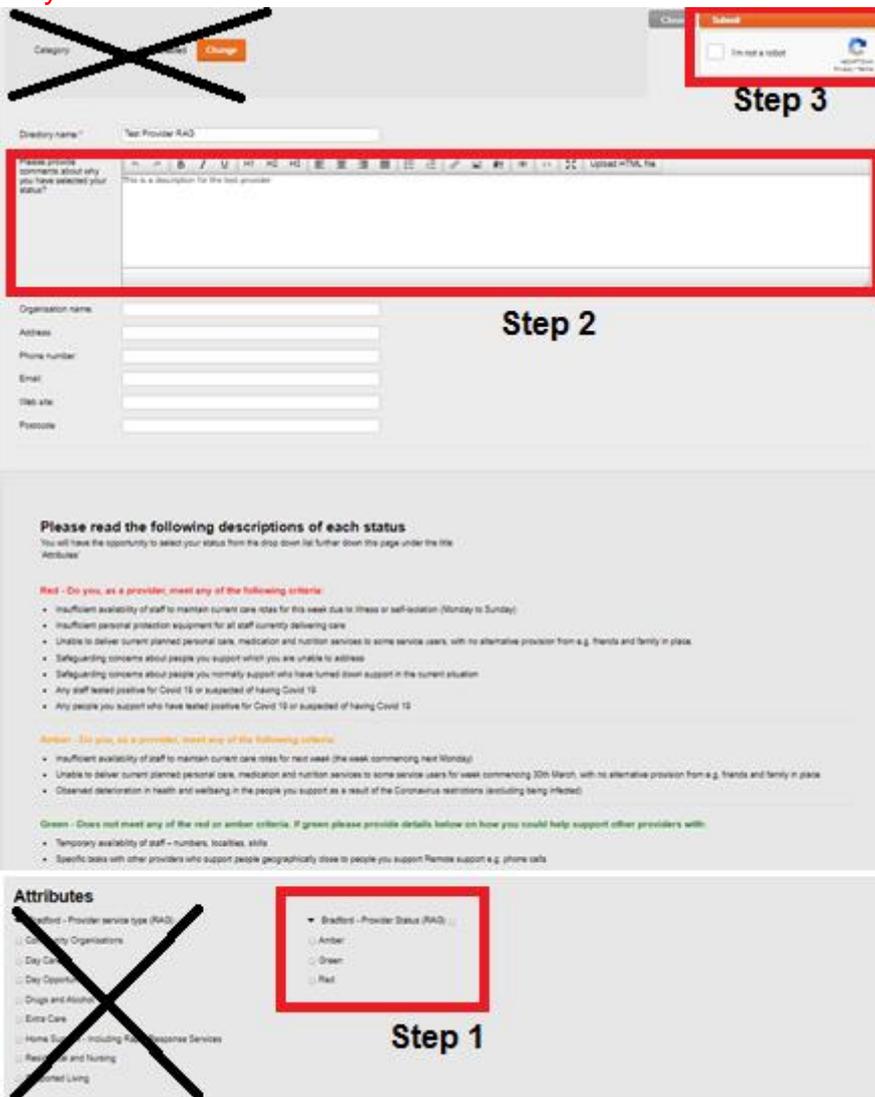
1. Using the unique URL and password provided, you can access the directory entry for your service.



2. You then follow the steps on the guide below;
 - You must select your current RAG rating (Step 1). Otherwise your entry will not show.
 - If required, write a **brief*** comment on why you have selected that status (Step 2)
 - Then submit your response (Step 3).

For more detailed steps, please see page 2.

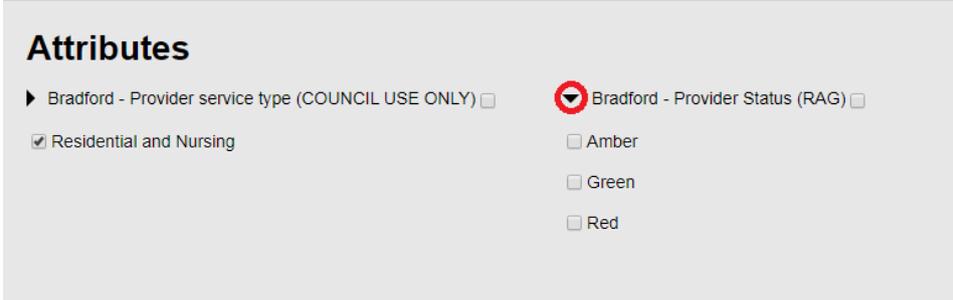
Note: Do not use or alter the sections crossed out below, as this may affect your submission. The attribute 'Bradford – Provider Status (COUNCIL USE ONLY), is for Bradford Council use only.



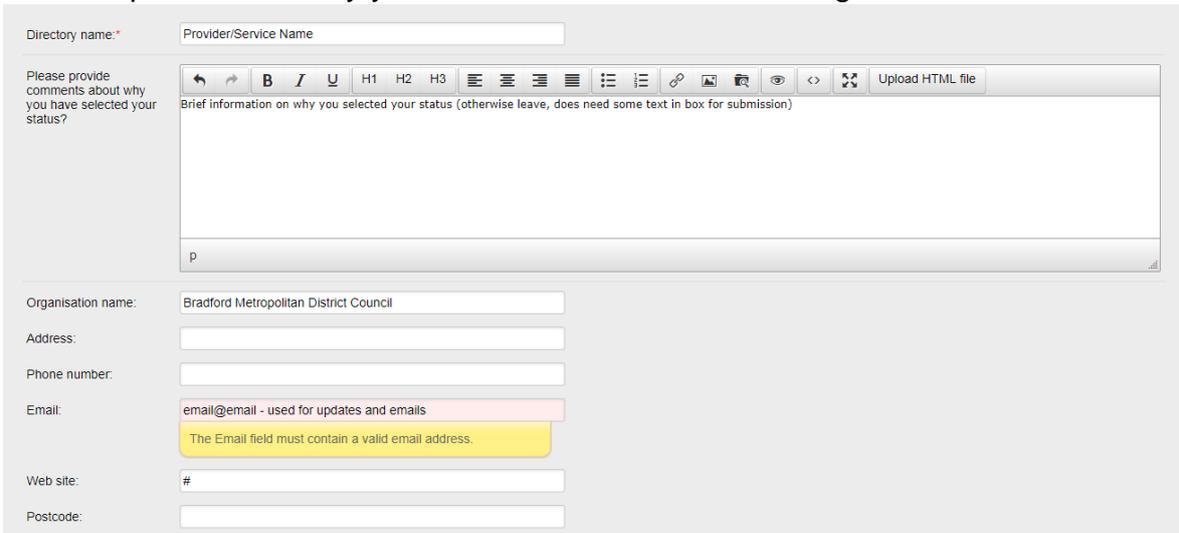
2.1. Once you have accessed your directory. Scroll down the page to Attributes and select the arrow next to the “Bradford – Provider Status”.



2.2. The arrow icon will change and allow you to select your status, Green, Amber or Red, please use the guidance included on the page to support your decision.
You must select a RAG rating for your service to appear on the dashboard.

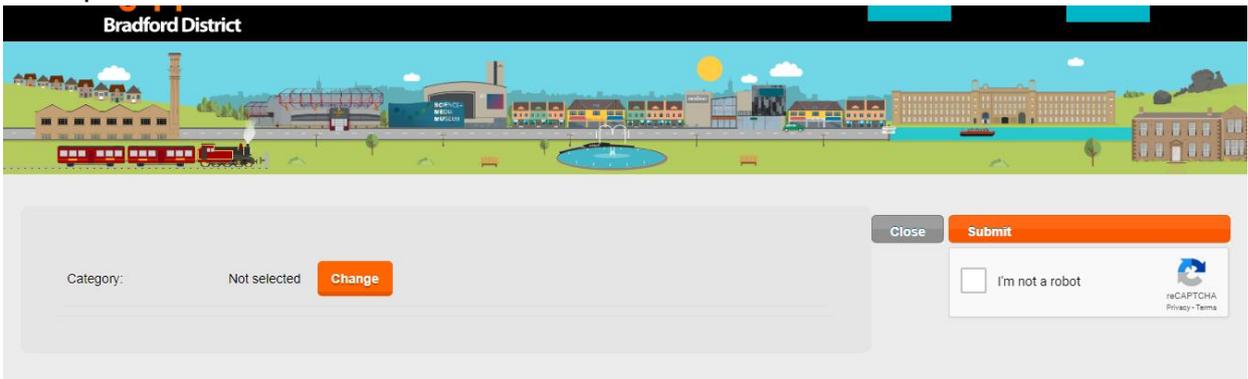


2.3. Scroll back up to the Provider details part of the webpage and in the text box next to “Please provide comments about why you have selected your status”, if required, write a brief response as to why you have selected the RAG rating for this submission.



The screenshot shows a form for "Provider details". It includes fields for "Directory name" (with "Provider/Service Name" entered), "Organisation name" (with "Bradford Metropolitan District Council" entered), "Address", "Phone number", "Email" (with "email@email - used for updates and emails" entered and a yellow error message "The Email field must contain a valid email address."), "Web site" (with "#" entered), and "Postcode". A rich text editor is present with the prompt "Brief information on why you selected your status (otherwise leave, does need some text in box for submission)". The editor contains the letter "p".

2.4. Once you have selected a RAG status and, if required, written a response in the comments box, please click the box next to “I’m not a robot” and then click “Submit”.



3. Once submitted, the Council’s dashboard is then updated instantly.

For any issues, please email connecttosupport@bradford.gov.uk email address.

*This is because we have limited word space on the dashboard and any more than 200 characters will be lost.