

## End User Guide 10c: Locate and update your services re: Bed Availability

### 1: Daily updates - if theres no change to bed status!

Complete the following steps

Step	Action	Note:
1	Log into EMS Plus as previously and click on your locational icon, then the Input button	
2.	Left Click on the 'green pen' symbol next to your service.	<p>This will allow the data field to become editable. You may also see other organisations listed.</p>
3.	The system will still show the previous details (from the last time the system was update)	
4.	If nothing has changed then simple click on the 'green play symbol' either next you your Service, or next to the total line at the bottom of the grid	<p>Once Clicked you will see a message saying 'successfully submitted'</p>

5	Your capacity grids have now been updated and email notifications will have been sent out to users of the system which look like this	Email notifications can be managed under subscriptions within 'My Profile' please see help video or material titled 'Managing your profile'
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The End

