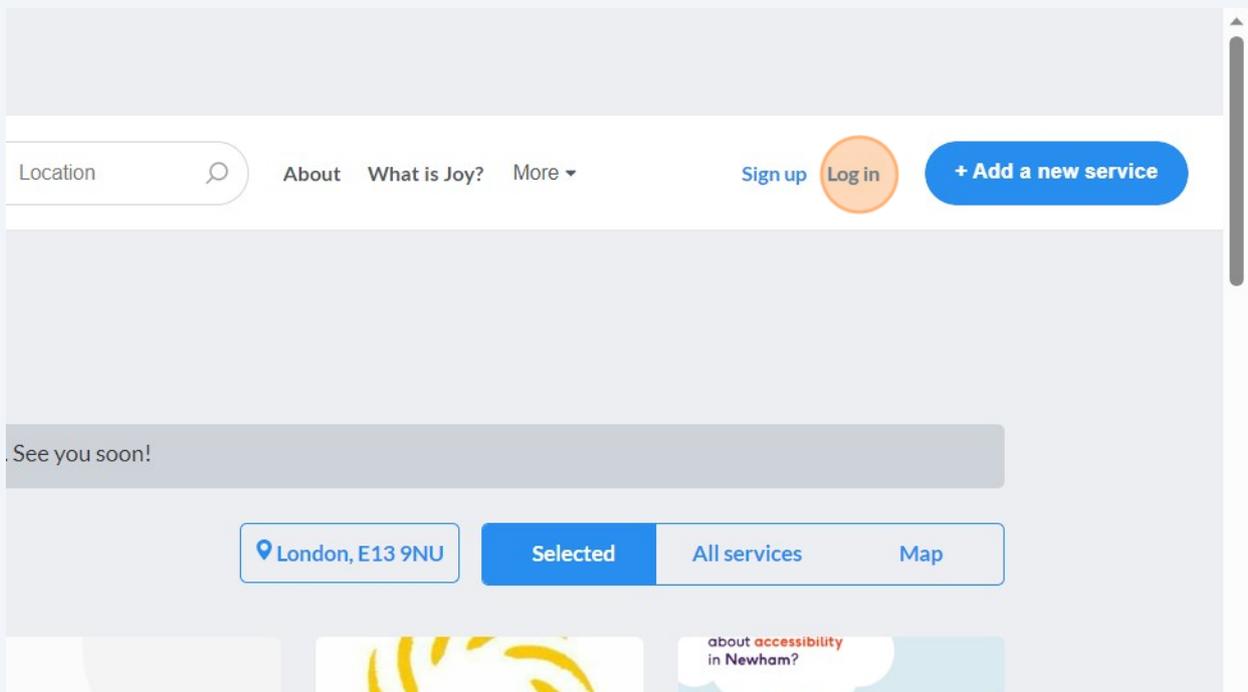


How to edit a service listing

1 Navigate to <https://services.thejoyapp.com/>

2 Click "Log in"



3 Click "Log in"

Email:

Password:

[Log in](#)

[Create a new account](#)
[Forgot password?](#)

4 Click this image.

Location [About](#) [What is Joy?](#) [Case management](#) [More](#)  [+ Add a new service](#)

[London, E13 9NU](#) **Selected** [All services](#) [Map](#)

5 Click "My listings"

Select Language ▾

Powered by [Google Translate](#)

joy Search by keyword... | Location About What is Joy? Case manag

 Inbox  **My listings**  My clients  Outbound referrals  Inbound referrals  Profile

✓

All listing types ▾ London, E13 9NU

Distance (miles)

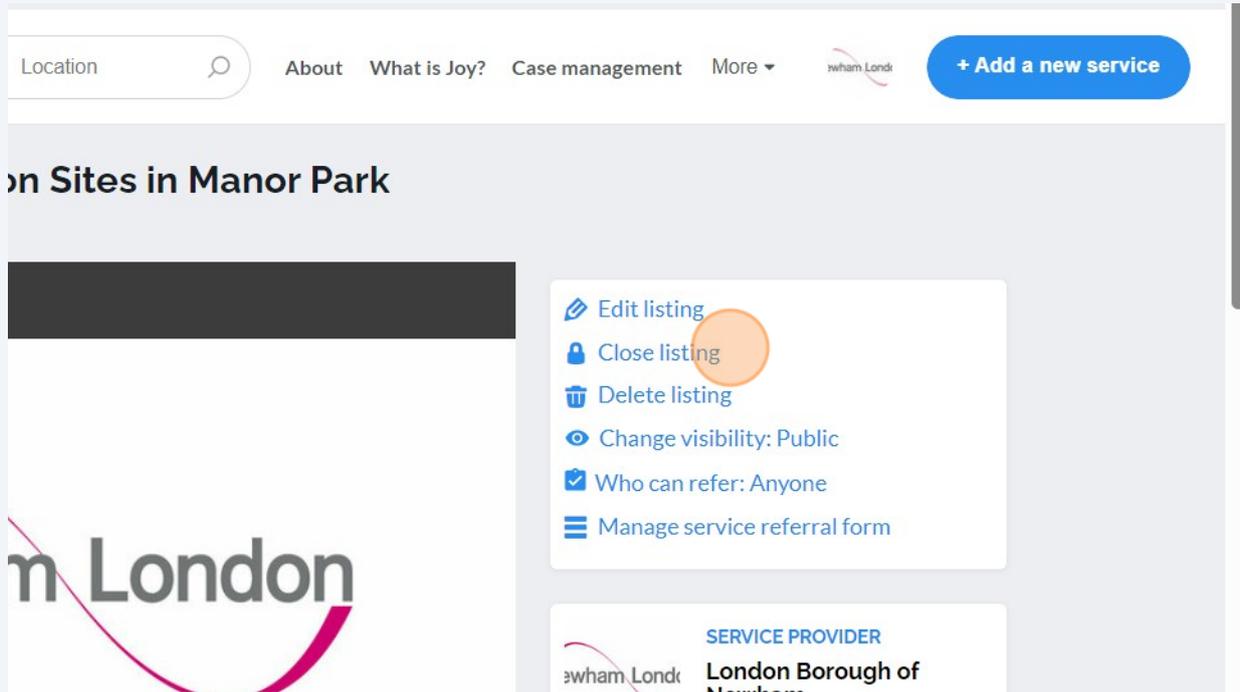


6 Find the listing you wish to edit and click on the blue writing.

Free Vitamin D Collection Sites in Stratford and West Ham	May 18, 2023 at 10:50	Jul 21, 2023 at 16:03	Free	Open
Free Vitamin D Collection Sites in Beckton	Aug 26, 2022 at 10:37	Jul 21, 2023 at 16:03	Free	Open
Free Vitamin D Collection Sites in Manor Park	May 18, 2023 at 10:36	Jul 21, 2023 at 16:03	Free	Open
Free Vitamin D Collection Sites in Custom House and Canning Town	May 18, 2023 at 09:57	Jul 21, 2023 at 16:02	Free	Open
Free Vitamin D Collection Sites in Royal Docks	May 18, 2023 at 09:42	Jul 21, 2023 at 16:02	Free	Open

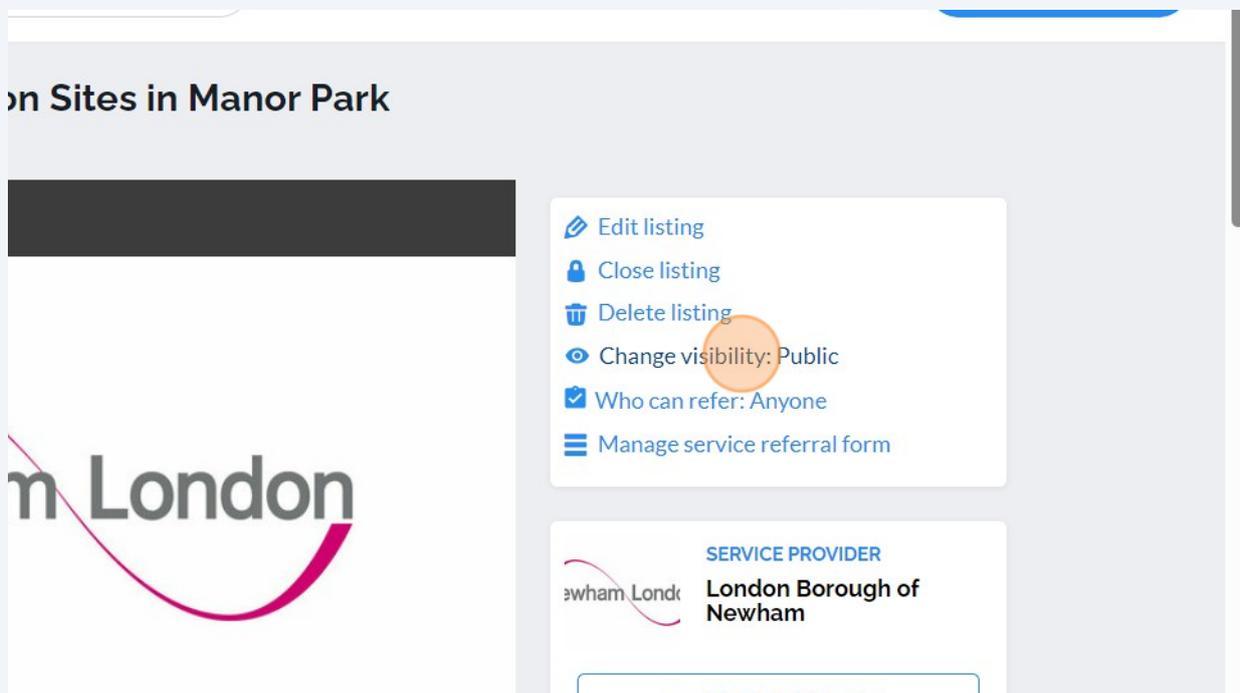
7

If you wish to close your listing long-term, select "Close listing". N.B. this can be undone by emailing support@thejoyapp.com



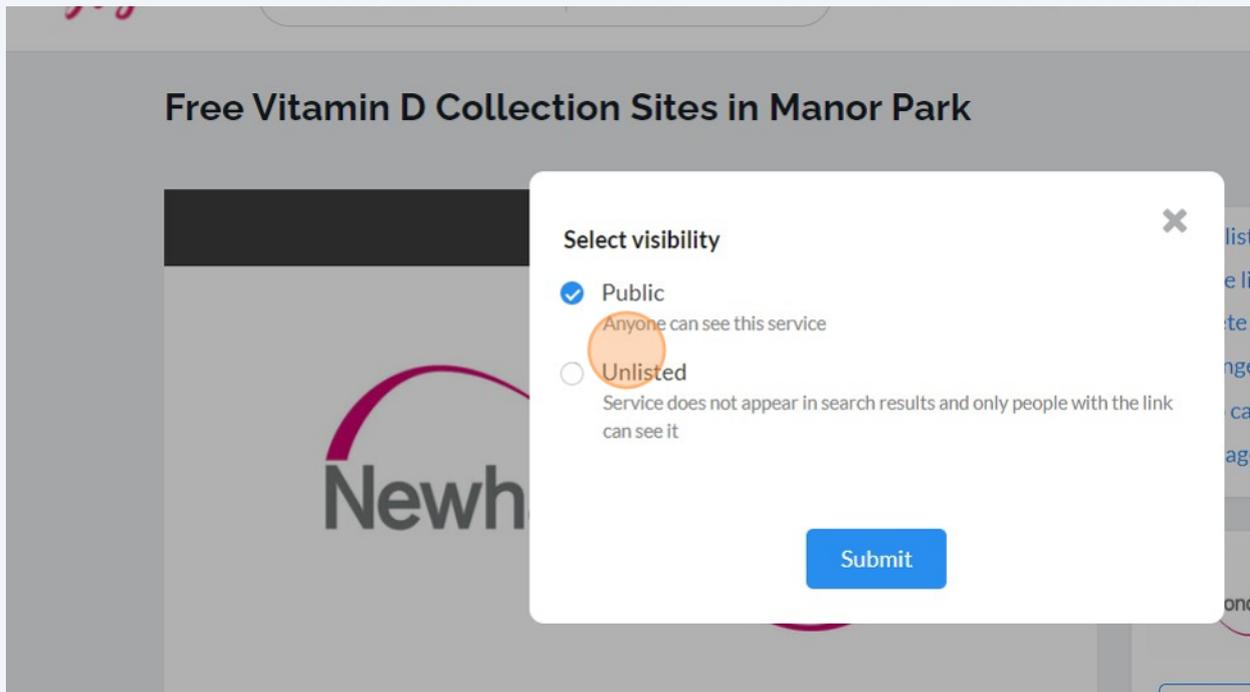
8

If you wish to temporarily hide your listing, select "Change visibility: Public"



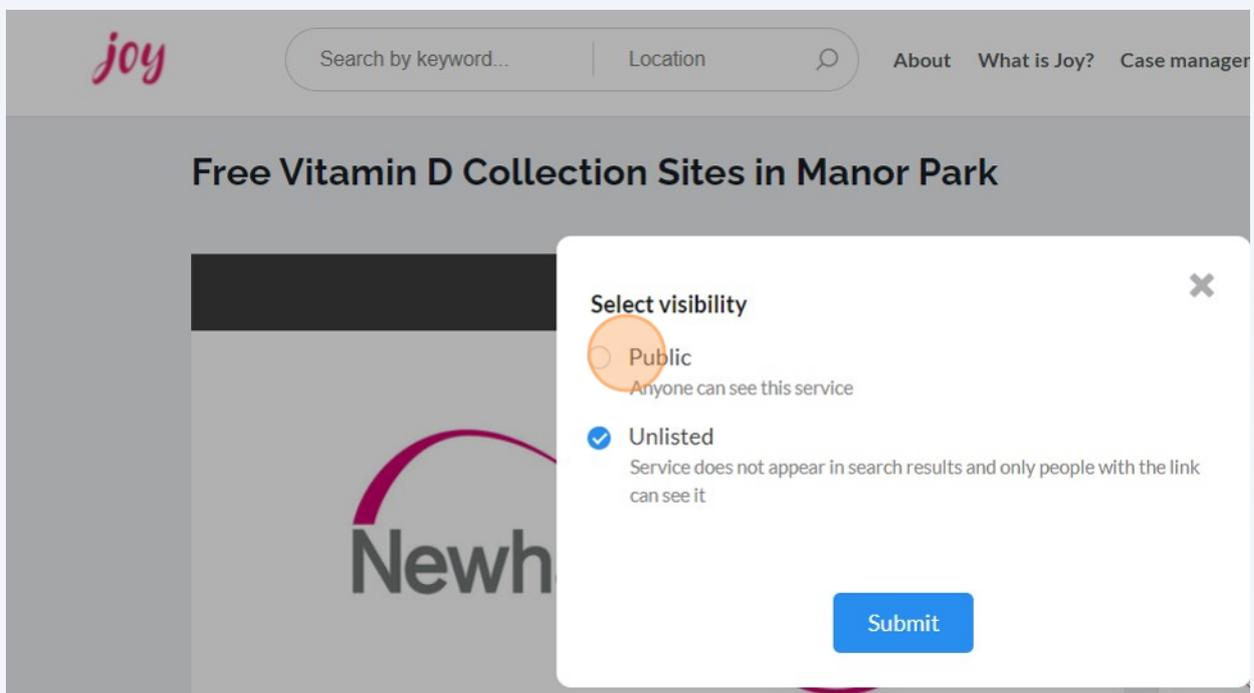
9

Click "Unlisted". This means that the service does not appear in search results and only people with the link can see it.



10

Click "Public" if you want your listing to appear in search results.



11 To change who can refer to your service, click "Who can refer: Anyone"

on Sites in Manor Park



- Edit listing
- Close listing
- Delete listing
- Change visibility: Public
- Who can refer: Anyone
- Manage service referral form

SERVICE PROVIDER
Newham London London Borough of Newham

02089817124

12 Click "Professional referrals only" if you only want to receive referrals from people working in the Council, NHS and voluntary sector.

Free Vitamin D Collection Sites in Manor Park



Who can refer to this service?

- Anyone
- Professional referrals only
- Self referrals only

Submit

- Edit listing
- Close listing
- Delete listing
- Change visibility: Public
- Who can refer: Anyone
- Manage service referral form

SERVICE PROVIDER
Newham London London Borough of Newham

02089817

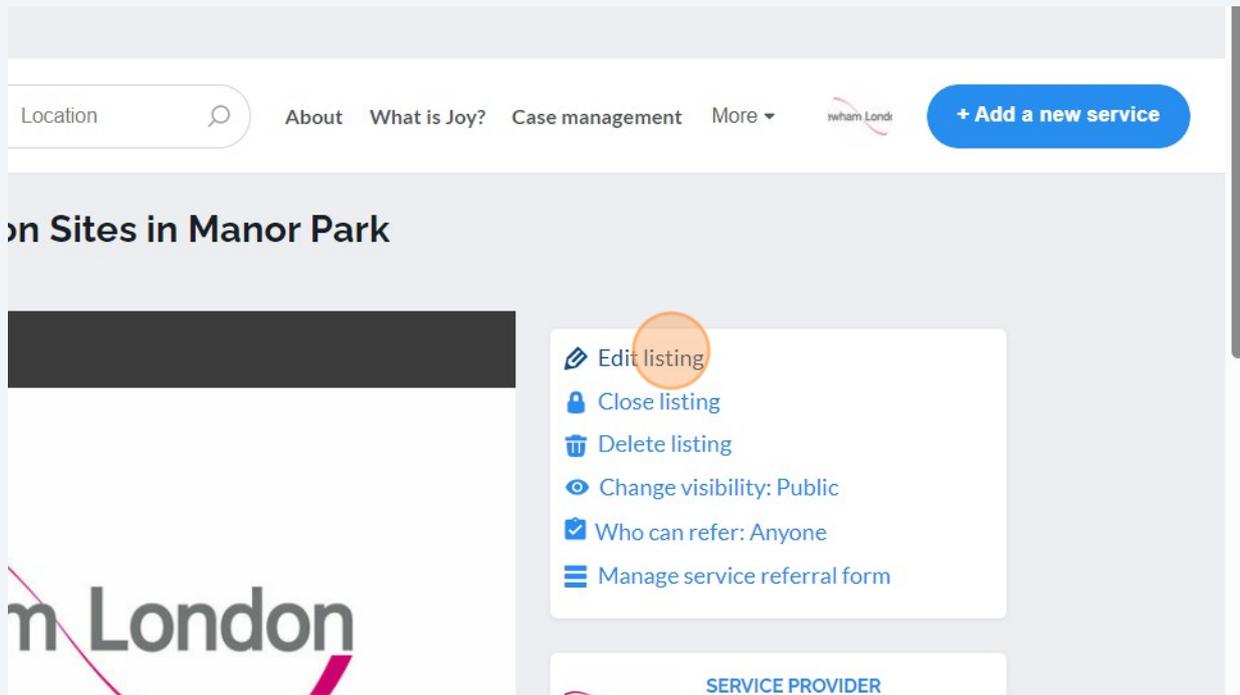
13 Click "Self referrals only" for resident self-referrals only.

The screenshot shows a service listing for "Free Vitamin D Collection Sites in Manor Park" on the Newham London website. A modal dialog box is open, titled "Who can refer to this service?". It contains three radio button options: "Anyone", "Professional referrals only", and "Self referrals only". The "Self referrals only" option is selected and highlighted with an orange circle. A blue "Submit" button is at the bottom of the dialog. In the background, the service listing includes a "SERVICE PROVIDER" section for "London Borough Newham" and a phone number "02089817124". A sidebar on the right contains management options: "Edit listing", "Close listing", "Delete listing", "Change visibility: Public", "Who can refer: Anyone", and "Manage service referral form".

14 Click "Anyone" if you accept referrals from both parties.

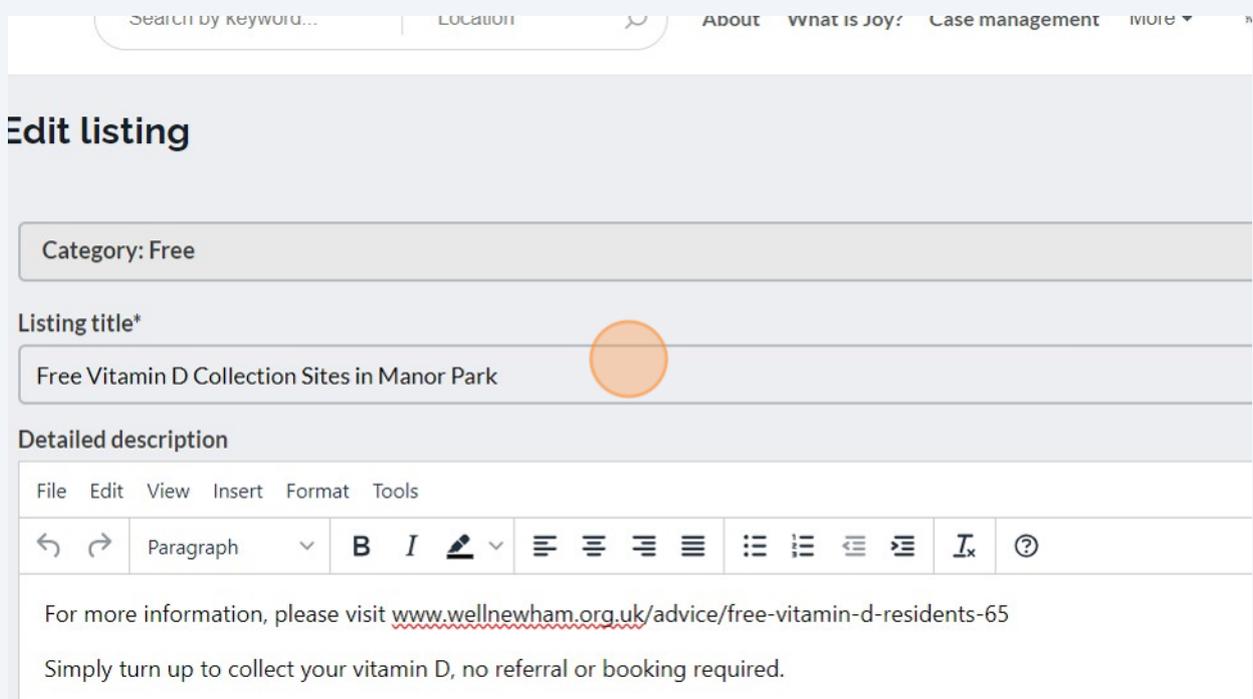
The screenshot shows the same service listing page as above. The modal dialog box is open, and the "Anyone" option is selected and highlighted with an orange circle. The "Submit" button is visible at the bottom of the dialog. The background content, including the service title, provider information, and management sidebar, remains the same as in the previous screenshot.

15 Click "Edit listing" to make edits to your page.



The screenshot shows a website header with a search bar labeled "Location", navigation links for "About", "What is Joy?", "Case management", and "More", and a blue button labeled "+ Add a new service". Below the header, the main content area is titled "on Sites in Manor Park". A dropdown menu is open over a listing, showing options: "Edit listing" (highlighted with an orange circle), "Close listing", "Delete listing", "Change visibility: Public", "Who can refer: Anyone", and "Manage service referral form". The listing itself is partially visible, showing the "n London" logo and the text "SERVICE PROVIDER".

16 Click the "Listing title*" field to edit the name of your listing.



The screenshot shows the "Edit listing" form. At the top, there is a search bar labeled "Search by keyword..." and a "Location" dropdown. Below the search bar, the form is titled "Edit listing". The "Category" is set to "Free". The "Listing title*" field contains the text "Free Vitamin D Collection Sites in Manor Park" and is highlighted with an orange circle. Below the title field is a "Detailed description" section with a rich text editor. The editor has a menu with options: "File", "Edit", "View", "Insert", "Format", and "Tools". The toolbar includes icons for undo, redo, paragraph style, bold (B), italic (I), text color, bulleted list, numbered list, decrease indent, increase indent, strikethrough (I_x), and help (?). The description text reads: "For more information, please visit www.wellnewham.org.uk/advice/free-vitamin-d-residents-65
Simply turn up to collect your vitamin D, no referral or booking required."

17 Click here to add bullet points to your listing.

Free

*
Vitamin D Collection Sites in Manor Park

Description

View Insert Format Tools

Paragraph **B** *I*           *I_x* 

For more information, please visit www.wellnewham.org.uk/advice/free-vitamin-d-residents-65

to turn up to collect your vitamin D, no referral or booking required.

Collection sites in Manor Park:

Manor Park library
685-693 Romford Road, E12 5AD
Phone number: 020 3373 0858
Opening times: Monday - Saturday 11am - 6pm

18 Click this icon to add numbered points.

Free

*
Vitamin D Collection Sites in Manor Park

Description

View Insert Format Tools

Paragraph **B** *I*       *I_x* 

For more information, please visit www.wellnewham.org.uk/advice/free-vitamin-d-residents-65

to turn up to collect your vitamin D, no referral or booking required.

Collection sites in Manor Park:

Manor Park library
693 Romford Road, E12 5AD
Phone number: 020 3373 0858
Opening times: Monday - Saturday 11am - 6pm

19

To add a link to an external website, highlight the text you wish to hyperlink and click "Insert".

Category: Free

Listing title*

Free Vitamin D Collection Sites in Manor Park

Detailed description

File Edit View **Insert** Format Tools

Paragraph **B** *I* *Ix*

For more information, [please visit our website.](#)

Simply turn up to collect your vitamin D, no referral or booking required.

Collection sites in Manor Park:

Manor Park library
Address: 685-693 Romford Road, E12 5AD
Phone number: 020 3373 0858

20

Click "Link..."

Category: Free

Listing title*

Free Vitamin D Collection Sites in Manor Park

Detailed description

File Edit View **Insert** Format Tools

Paragraph **Link...** Ctrl+K *I* *Ix*

For more information, [our website.](#)

Simply turn up to collect your vitamin D, no referral or booking required.

Collection sites in Manor Park:

Manor Park library
Address: 685-693 Romford Road, E12 5AD
Phone number: 020 3373 0858
Collection times: Monday - Saturday 11am - 5pm

21 Paste in the url of the website you wish to link to your listing.

22 Click "New window"

For more information, please visit www.wellnewham.org.uk/advice/free-vitamin-d-residents-65

Simply turn up to collect your vitamins

Collection sites in Manor Park:

Manor Park library
Address: 685-693 Romford Road, Manor Park, London E12 6PG
Phone number: 020 3373 0858
Collection times: Monday - Saturday 10am - 2pm
Accessibility for wheelchair users: Yes

The Renewal Programme
Address: 395 High St North, E12 6PG
Phone number: 020 8471 6954
Collection times: Tuesdays 11am - 2pm, Fridays 11am - 2pm
Accessibility for wheelchair user/ mobility scooter: Yes

INSERT/EDIT LINK

URL

Text to display

Title

Open link in...

Cancel Save

23 Click "New window"

For more information, please visit www.wellnewham.org.uk/advice/tree-vitamin-d-residents-65

Simply turn up to collect your vitamin D

Collection sites in Manor Park:

Manor Park library
Address: 685-693 Romford Road, Manor Park, E12 6PG
Phone number: 020 3373 0858
Collection times: Monday - Saturday 11am - 2pm
Accessibility for wheelchair user/ mobility scooter: Yes

The Renewal Programme
Address: 395 High St North, E12 6PG
Phone number: 020 8471 6954
Collection times: Tuesdays 11am - 2pm, Fridays 11am - 2pm
Accessibility for wheelchair user/ mobility scooter: Yes

The London Tamil Sangam
Address: 369 High St North, E12 6PG
Phone number: 020 8471 7672

www.wellnewham.org.uk/advice/tree-vitamin-d-residents-65

Text to display
please visit our website.

Title

Open link in...
New window ✓
Current window
New window ✓

24 Click "Save"

www.wellnewham.org.uk/advice/tree-vitamin-d-residents-65

Text to display
please visit our website.

Title

Open link in...
New window ✓

Cancel Save

E12 6PG

11am - 2pm, Fridays 11am - 2pm
er/ mobility scooter: Yes

E12 6PG

25 Click "Yes"

Tools

our website.

The URL you entered seems to be an external link. Do you want to add the required http:// prefix?

No Yes

lay 11am - 6pm
mobility scooter: Yes

PG

2pm, Fridays 11am - 2pm
mobility scooter: Yes

26 You can edit the "Best website link for this service" field and copy and paste in the url of your website page that describes the offer you are referring to.

reet, E12 6TJ
3586 6761
nday - Sunday 10am - 6pm
elchair user/ mobility scooter: Yes

172 WORDS POWERED BY TINY

is service

nam.org.uk/advice/free-vitamin-d-residents-65

on your website rather than the home page.

is page for updates to ensure that your information on Joy is accurate.

to are aged 60 years and older.

Mental health
 Other

27

Click the "Service access criteria" field and add detail of who can access your service. Try to make it as specific as possible to avoid inappropriate referrals.

P » A 172 WORDS PO

Best website link for this service

<https://www.wellnewham.org.uk/advice/free-vitamin-d-residents-65>

Typically this is a specific page on your website rather than the home page.
We will automatically check this page for updates to ensure that your information on Joy is accurate.

Service access criteria

Newham residents who are aged 60 years and older.

Categories*

<input type="checkbox"/> Advocacy	<input type="checkbox"/> Mental health
<input type="checkbox"/> Arts and creativity	<input checked="" type="checkbox"/> Other
<input type="checkbox"/> Basic necessities (food/clothes)	<input checked="" type="checkbox"/> Services for older people
<input type="checkbox"/> Connecting with nature	<input type="checkbox"/> Activities for older people
<input type="checkbox"/> Connecting with others	<input checked="" type="checkbox"/> Other

28

Select any of the filters under "Categories" to make sure your listing comes up in the right searches.

<input type="checkbox"/> Mental health
<input checked="" type="checkbox"/> Other
<input checked="" type="checkbox"/> Services for older people
<input type="checkbox"/> Activities for older people
<input checked="" type="checkbox"/> Other
<input checked="" type="checkbox"/> Social prescribing
<input type="checkbox"/> Support for carers
<input type="checkbox"/> Support with employment
<input type="checkbox"/> Support with housing
<input type="checkbox"/> Transport and getting around
<input type="checkbox"/> Volunteering
<input type="checkbox"/> Youth support

29

Select all the additional needs you cater for. This helps residents to know if your service is accessible for them.

Information and advice

Managing a long-term health condition

Additional needs catered for*

Vision impairment friendly

Hearing impairment friendly

Wheelchair accessible

Learning difficulty friendly

Physical disability friendly

Dementia friendly

Takes place in the client's home

Non English speaking friendly

N/A

Waiting list (weeks)

0

Key words - separate with a comma

vitamin D, newham, Newham, older people, 65+, retired, vitamins, supplements, ageing well, vit D, v

Location*



30

Click the "Waiting list (weeks)" field and type in the number of weeks' wait residents have before they can access your service.

Additional needs catered for*

Vision impairment friendly

Hearing impairment friendly

Wheelchair accessible

Learning difficulty friendly

Physical disability friendly

Dementia friendly

Takes place in the client's home

Non English speaking friendly

N/A

Waiting list (weeks)

0

Key words - separate with a comma

vitamin D, newham, Newham, older people, 65+, retired, vitamins, supplements, ageing well, vit D, v

Location*

Manor Park, London E12, UK



31

Click the "Key words - separate with a comma" field and type in all they key words you would like to bring up your service in a search.

Additional needs catered for

- Vision impairment friendly
- Hearing impairment friendly
- Wheelchair accessible
- Learning difficulty friendly
- Physical disability friendly
- Dementia friendly
- Takes place in the client's home
- Non English speaking friendly
- N/A

Waiting list (weeks)

0

Key words - separate with a comma

vitamin D, newham, Newham, older people, 65+, retired, vitamins, supplements, ageing well, vit D, vitamins

Location*

Manor Park, London E12, UK



32

Click the "Location*" field to set the location of your service. If your service is open to all residents in Newham, type "Newham, UK". If your service is open to all of London, type "London, UK" or "UK" if you are open to residents across the country.

Physical disability friendly

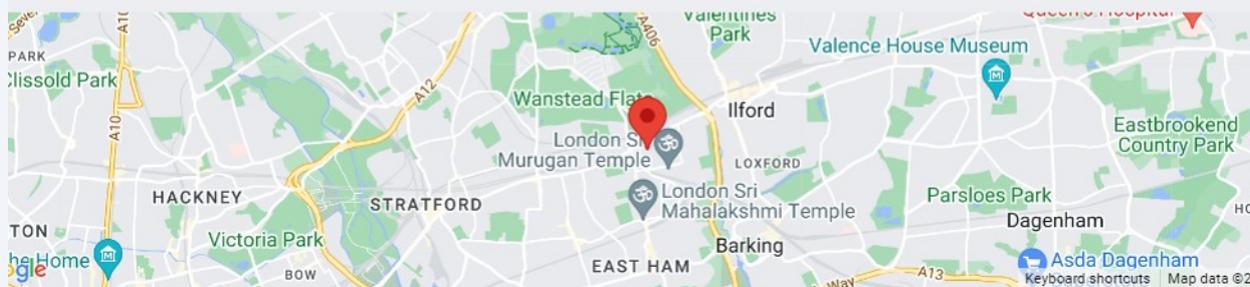
Waiting list (weeks)

Key words - separate with a comma

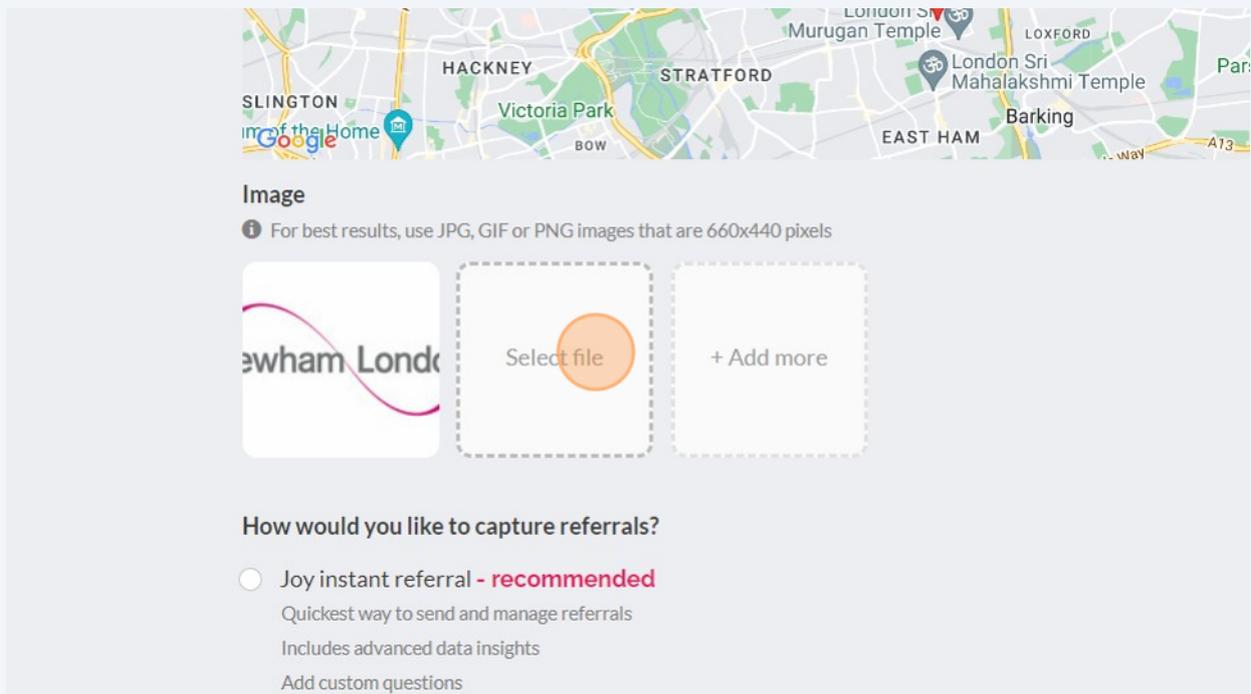
vitamin D, newham, Newham, older people, 65+, retired, vitamins, supplements, ageing well, vit D, vitamins

Location*

Manor Park, London E12, UK



33 Click this file field to add your logo or any images of your service.



Image

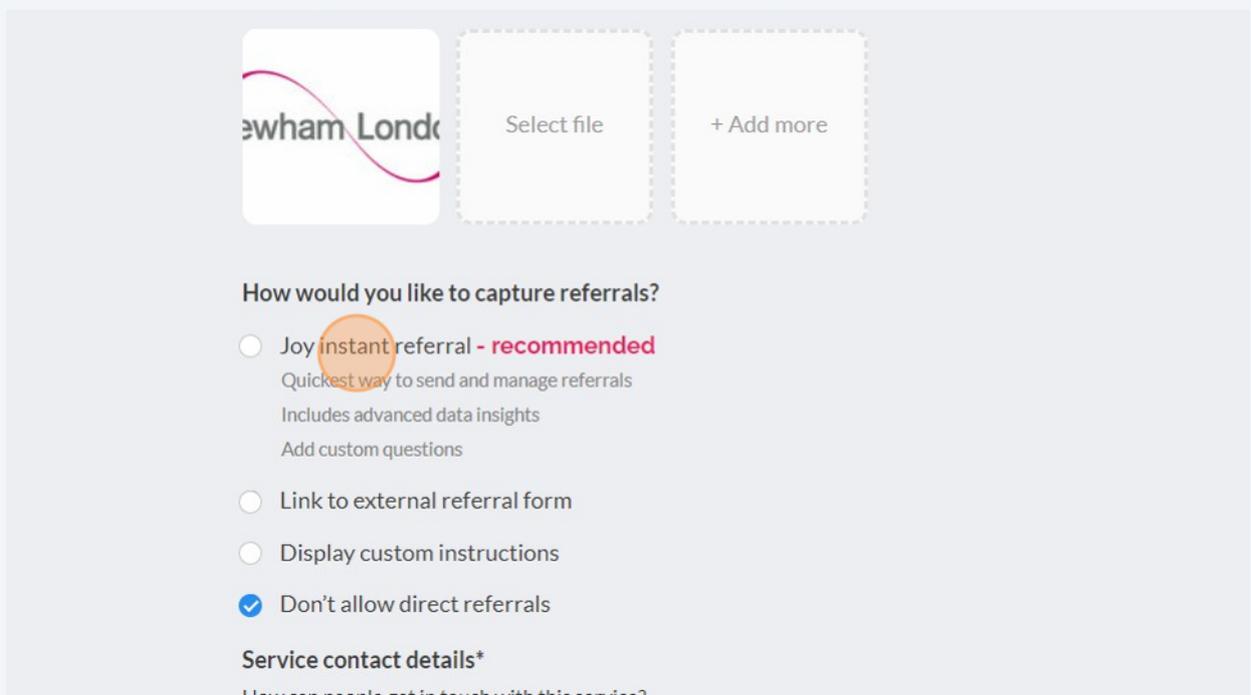
For best results, use JPG, GIF or PNG images that are 660x440 pixels

How would you like to capture referrals?

Joy instant referral - **recommended**
Quickest way to send and manage referrals
Includes advanced data insights
Add custom questions

34 Click "Joy instant referral" if you would like to receive referrals through the Joy referral form.



How would you like to capture referrals?

Joy **instant** referral - **recommended**
Quickest way to send and manage referrals
Includes advanced data insights
Add custom questions

Link to external referral form

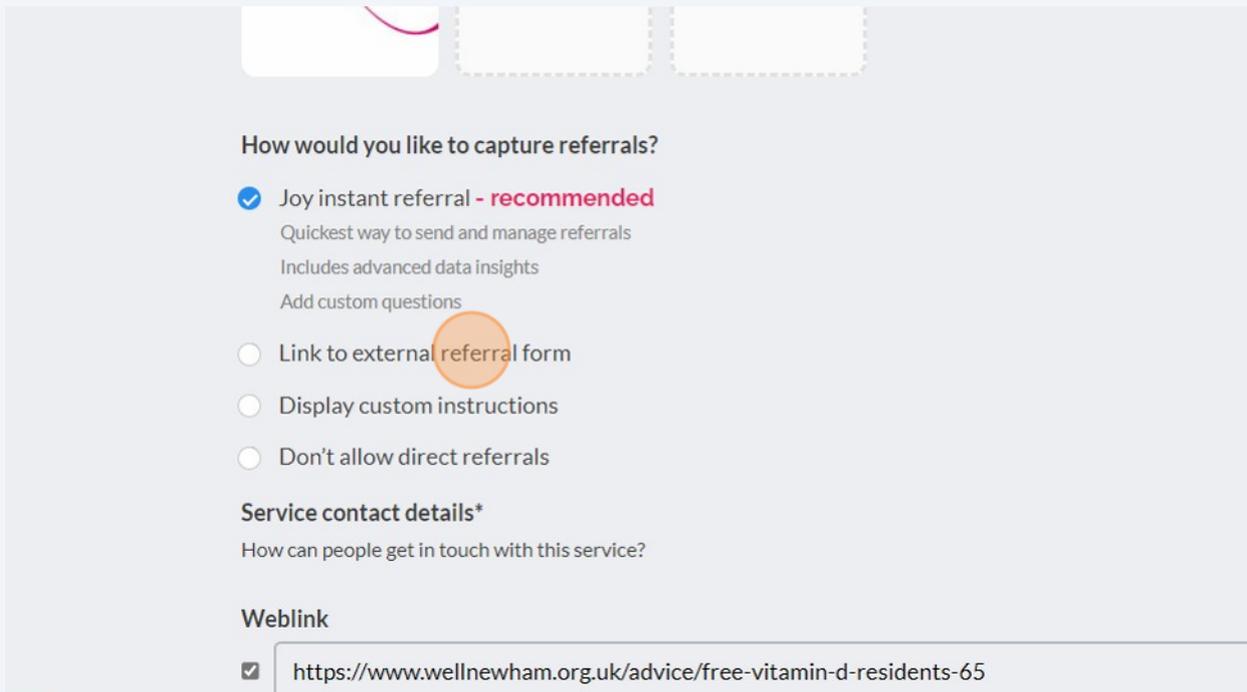
Display custom instructions

Don't allow direct referrals

Service contact details*
How can people get in touch with this service?

35

Click "Link to external referral form" if you wish to copy and paste in the url of an online form you already have set up.



How would you like to capture referrals?

- Joy instant referral - **recommended**
Quickest way to send and manage referrals
Includes advanced data insights
Add custom questions
- Link to external referral form
- Display custom instructions
- Don't allow direct referrals

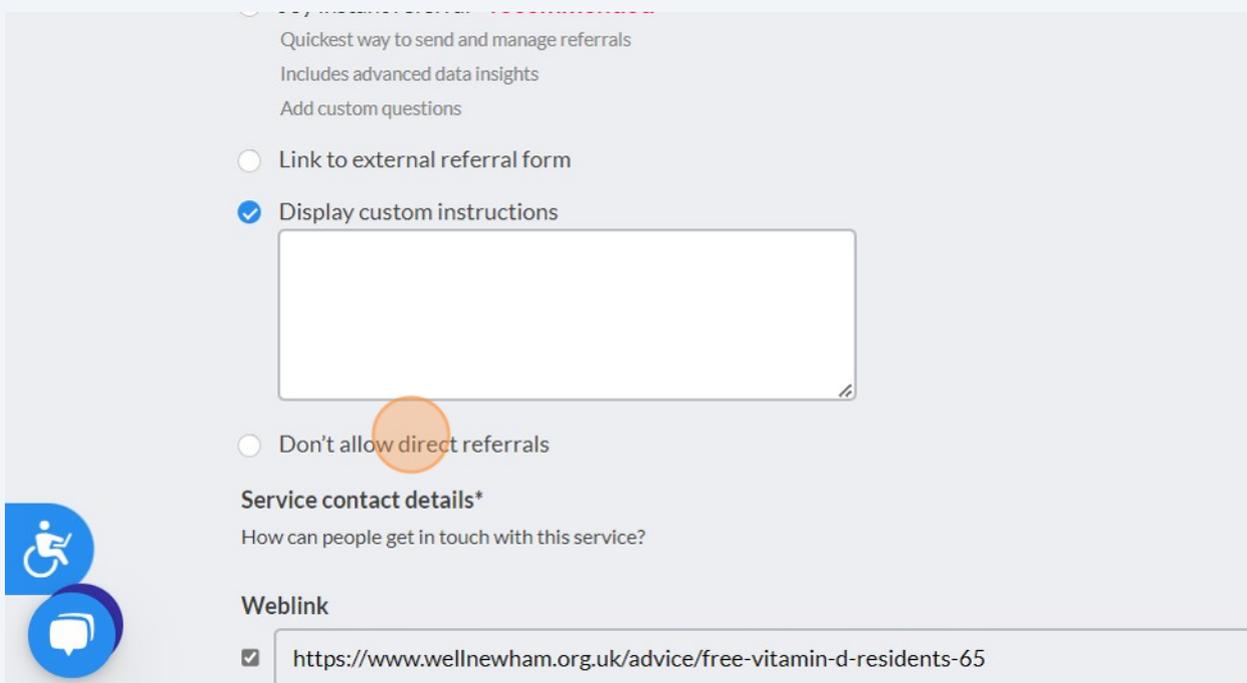
Service contact details*
How can people get in touch with this service?

Weblink

<https://www.wellnewham.org.uk/advice/free-vitamin-d-residents-65>

36

Click "Don't allow direct referrals" if you wish to be signpost-only and not receive any referrals.



How would you like to capture referrals?

- Joy instant referral - **recommended**
Quickest way to send and manage referrals
Includes advanced data insights
Add custom questions
- Link to external referral form
- Display custom instructions
- Don't allow direct referrals

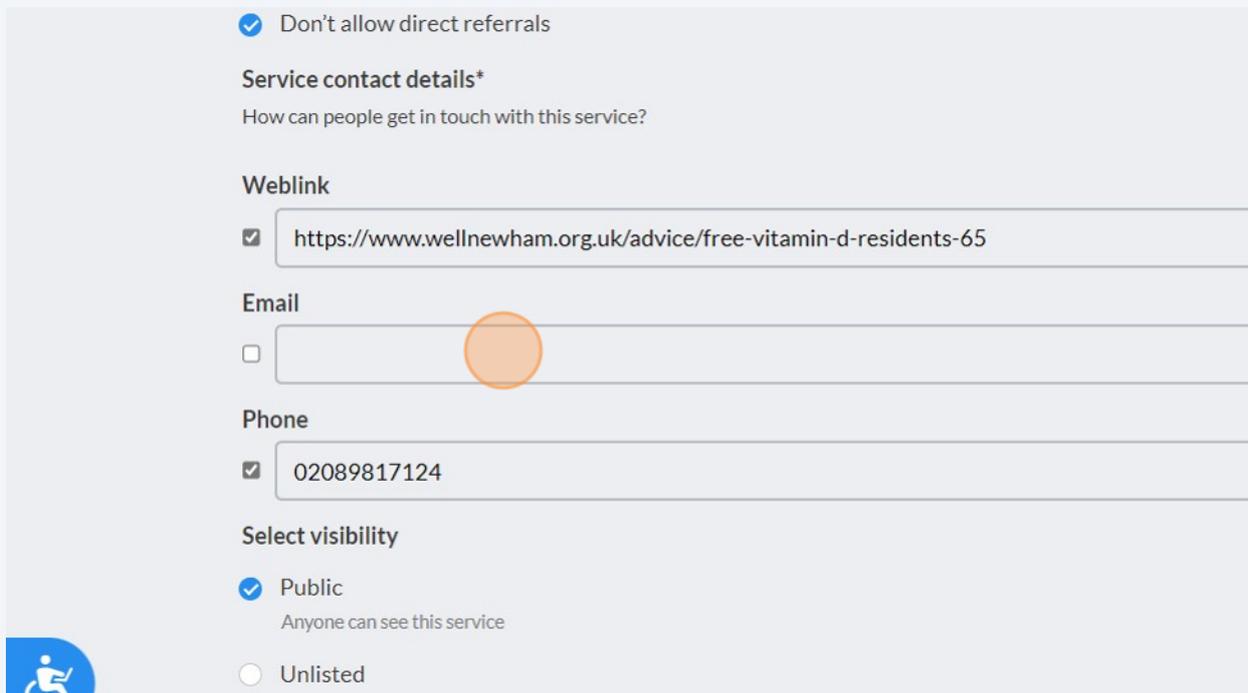
Service contact details*
How can people get in touch with this service?

Weblink

<https://www.wellnewham.org.uk/advice/free-vitamin-d-residents-65>

37

Click the fields under "Service contact details" to edit your contact details. Make sure the box next to each contact detail is ticked or this won't be visible when published.



Don't allow direct referrals

Service contact details*
How can people get in touch with this service?

Weblink

Email

Phone

Select visibility

Public
Anyone can see this service

Unlisted



38

Click "Submit listing" to publish your page. It typically takes 12 hours for the listing to be live again on the directory.