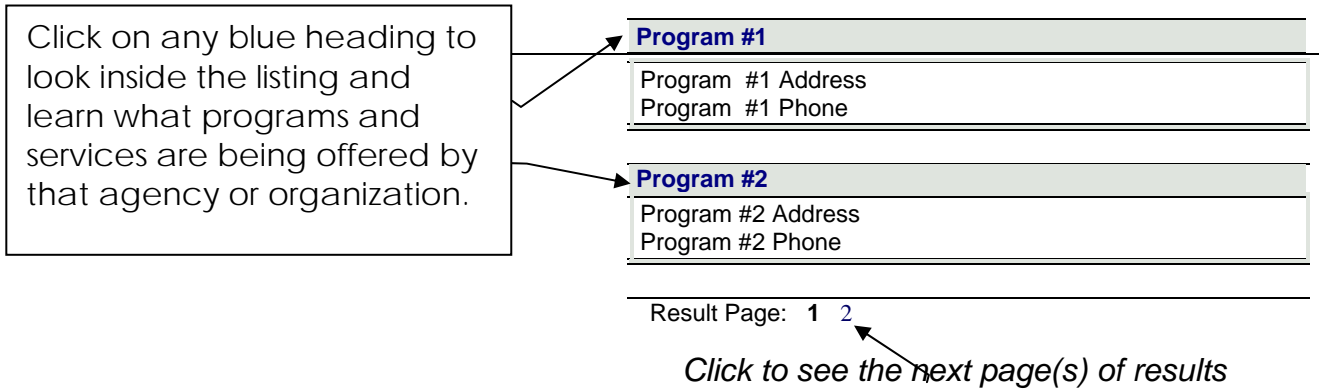


## V. RETURNED SEARCH RESULTS

The user will then see a list of programs offering the selected service or item.  
**# result(s) found:**



### INSIDE THE LISTING

#### Contact Information

Address Line #1  
 Address Line #2  
 (111) 111-1111 Description of Phone Number #1  
 (222) 222-2222 Description of Phone Number #2

**Fax number:** (AAA) AAA-AAAA  
**E-Mail address:** [info@agency.org](mailto:info@agency.org)  
**Internet Site:** [www.agency.org](http://www.agency.org)

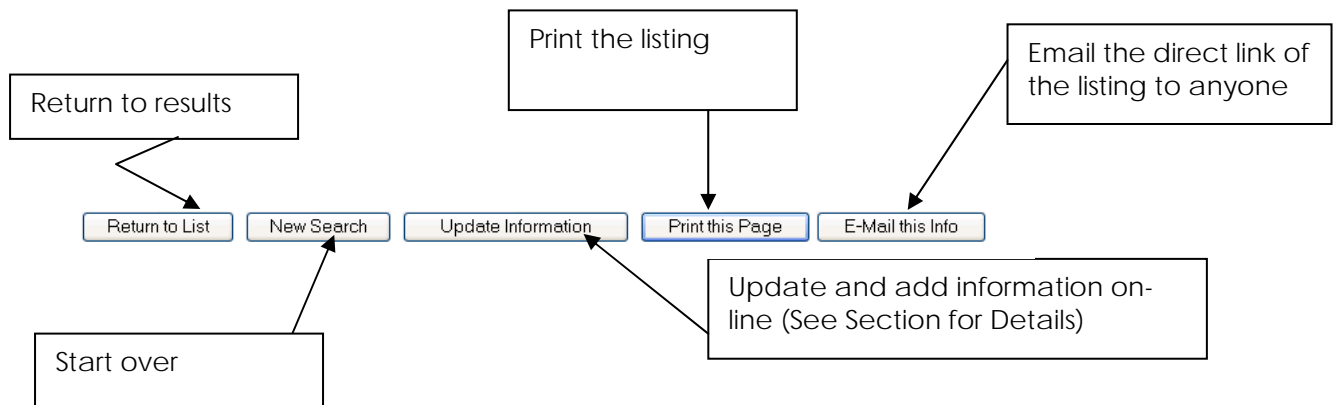
Blue links are active. Clicking on these links will allow user to send email to the organization or visit the website.

#### Service Description

Contains information about the organization's available offerings.

#### Other Services Offered by this Program:

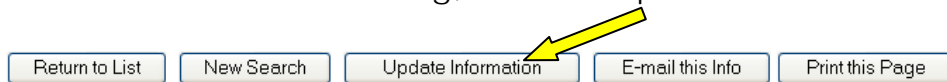
Contains a list of all keywords assigned to this program.



## VI. UPDATING/ADDING INFORMATION ON-LINE

### UPDATING LISTINGS

1. Find the Program Listing in the database that requires an update (See Advanced Search Section)
2. At the bottom of the listing, click on "Update Information".



3. Complete the required contact fields and make any changes needed. When the user is done click "Submit".



*NOTE: If you have more than one program listing please update each one, providing details about services provided at that location only. You may consolidate program listings for the same location. One program listing per location is usually sufficient. In addition, locate and update your Main Agency Listing, providing general overview of services provided by your entire organization.*

*Special Note: If you have asked to update you information and no changes are needed, please still complete this process and click "Submit". This informs us that the listing has been reviewed and approved.*

### ADDING NEW LISTINGS

1. Click on "advanced search" and look in the bottom-left corner of the webpage. You will see two options:

[Add your Agency to our database](#)

[Add your Service to our database](#)

2. Chose "Add your Service to our database". Provide detailed information about program offerings. Then, Click "Add your Agency" and provide a general overview.
3. Click on "Submit".

After your on-line submissions are received they will be reviewed, edited if necessary, and incorporated into the database.