



## Digital Portal: Viewing your service details

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## Service overview

The screenshot shows the 'CI Digital | Registration' page for a user named Stephen Brown. The page includes a header with the 'care inspectorate' logo and navigation links for 'Your account' and 'Log off'. A 'Portal home' link is also present. A 'BETA' notice indicates this is a new service. The user's profile shows they are a 'REGISTERED' provider with the number SP202300015 and address '1 Any Road, Anytown, AN1 1WN'. A purple button labeled 'Apply to register a new service' is visible. At the bottom, there are four navigation tabs: 'Provider details', 'User access', 'Manage services', and 'Applications'. A green callout box points to the 'Manage services' tab, explaining that providers should click it to view existing services, while users with 'service level access' will be taken to the 'Service details' page. A separate note states that provider details must be confirmed up-to-date before applying for a new service.

**CI Digital | Registration**

care inspectorate

Your account Log off

Portal home

BETA This is a new service – your feedback

**Stephen Brown**

Provider number: SP202300015

Provider Status: REGISTERED

Registered Address: 1 Any Road  
Anytown  
AN1 1WN

Apply to register a new service

You must confirm your provider details are up-to-date by checking the box at the bottom of the provider details tab before you can apply to register a new service.

Provider details User access **Manage services** Applications

If you are signed in as a provider, click the **Manage services** tab to view your existing services.

If you are a user with **service level access** you will be taken straight to the **Service details** page when you sign in and will not see this page.

This screenshot shows the same 'CI Digital | Registration' page, but with the 'Manage services' tab selected. The navigation tabs are now 'Provider details', 'User access', 'Manage services', and 'Applications'. Below the tabs, a table lists the user's services. The first service is 'Happy Kids Nursery', a 'Daycare of children service' with service number 'CS2023000064' and address '1 Any Road, Anytown, AN1 1WN'. The service is marked as 'ACTIVE' and has a 'View details' link. A green callout box points to this 'View details' link, explaining that providers should click it to open the service details, and users with 'service level access' will be taken to the 'Service details' page. The same note about confirming provider details is also present.

**CI Digital | Registration**

care inspectorate

Your account Log off

Portal home

BETA This is a new service – your feedback

**Stephen Brown**

Provider number: SP202300015

Provider Status: REGISTERED

Registered Address: 1 Any Road  
Anytown  
AN1 1WN

Apply to register a new service

You must confirm your provider details are up-to-date by checking the box at the bottom of the provider details tab before you can apply to register a new service.

Provider details User access **Manage services** Applications

Showing 1 of 1 record(s). Show 25, 50

Service name	Type	Service number	Address	ACTIVE	View details
Happy Kids Nursery	Daycare of children service	CS2023000064	1 Any Road Anytown AN1 1WN	ACTIVE	View details

Showing 1 of 1 record(s).

As a provider, click the **View details** link of the service you would like to open.

Again, if you are a user with **service level access** you will be taken straight to the **Service details** page when you sign in and will not see this page.

 **CI Digital | Registration** [Your account](#) [Log off](#)

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[Portal home](#)

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## Service overview

### Happy Kids Nursery

An overview of the service is displayed in the top left

Care service type:	Daycare of children service
Registration number:	CS2023000064
Status:	<b>ACTIVE</b>
Registration date:	11 May 2023
Manager:	Ann Grey
Address:	1 Any Road Anytown AN1 1WN

#### Actions

- [Apply to register a new service](#)
- [Download registration certificate](#)
- [Amend contact details](#)
- [Amend manager or service details](#)
- [Apply to vary my conditions](#)
- [Apply to become inactive](#)
- [Apply to cancel the registration](#)

**Service details** [User access](#) [Applications](#) [Conditions](#)

 **CI Digital | Registration** [Your account](#) [Log off](#)

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[Portal home](#)

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## Service overview

### Happy Kids Nursery

In the top right of the **Service overview** page, you will see links to various actions

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# CI Digital | Registration

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[Portal home](#)

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**Service details** [User access](#) [Applications](#) [Conditions](#)

Here you will find the **Download registration certificate** link.

All the other actions are covered in separate PDFs.

**Service details** [User access](#) [Applications](#) [Conditions](#)



# CI Digital | Registration

[Your account](#) [Log off](#)

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[Portal home](#)

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**Service details** [User access](#) [Applications](#) [Conditions](#)

Application Stages

To view details of your service, select the **Service details** tab

**Service details** [User access](#) [Applications](#) [Conditions](#)

Application Stages

User access tab



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### Service overview

#### Happy Kids Nursery

**Care service type:** Daycare of children service

**Registration number:** CS2023000064

**Status:** ACTIVE

**Registration date:** 11 May 2023

**Manager:** Ann Grey

**Address:** 1 Any Road  
Anytown  
AN1 1WN

Service details

User access

Applications

Conditions

The **User access** tab is where you can manage users who have access to this service. This topic is covered in another PDF called *Adding a user with service access*.

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🏠 [Portal home](#)

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### Service overview

#### Happy Kids Nursery

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**Registration number:** CS2023000064

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#### Actions

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- [Apply to cancel the registration](#)

Add user

▶ [Help with access types](#)

Showing 3 of 3 record(s). Show [25](#), [50](#)

Username	Email address	Access
Username	email@email.com	Service <a href="#">Remove user</a>
Username	email@email.com	Service <a href="#">Remove user</a>

Applications tab



## CI Digital | Registration

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Service details

User access

Applications

Conditions

Any current applications associated with this service will be listed under the **Applications** tab



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Service details

User access

Applications

Conditions

#### Applications

Showing 1 of 1 record(s). Show [25](#), [50](#)

Date started	Case number	Case type	Status	
12 May 2023	RD000575	Change of Details	In Progress	<a href="#">Withdraw</a>
23 May 2023	RV001214	Variation	In Progress	<a href="#">Withdraw</a>
25 May 2023	CA002321	Voluntary Cancellation	In Progress	<a href="#">Withdraw</a>

## Conditions tab



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[Service details](#) [User access](#) [Applications](#) **Conditions**

### Conditions

1. To provide a care service to a maximum of 10 children not yet attending primary school at any one time

Click on the **Conditions** tab to view all conditions that have been applied to this service



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