

SERVICES TAB

The **Services** tab in **Admin Providers** allows you to change a provider's services, which includes:

- a: [Search Terms Information](#)– Used to establish the geographic areas where services are available.
- b: [Services Provided](#) – Used to establish the "searchable" services offered by the provider.
- c: [Service Settings](#) – Used to customize *ServicePoint's* **Service Transaction** area


Change a Provider's Services

To change a provider's service settings follow the steps outlined below.

1. Navigate to the **Provider Search Results** as described in the [Locate a Provider](#) section. (See Figure 1-1)



Figure 1-1

2. Click the **Edit** icon  or click the name of the provider. **(1)** (See Figure 1-2)

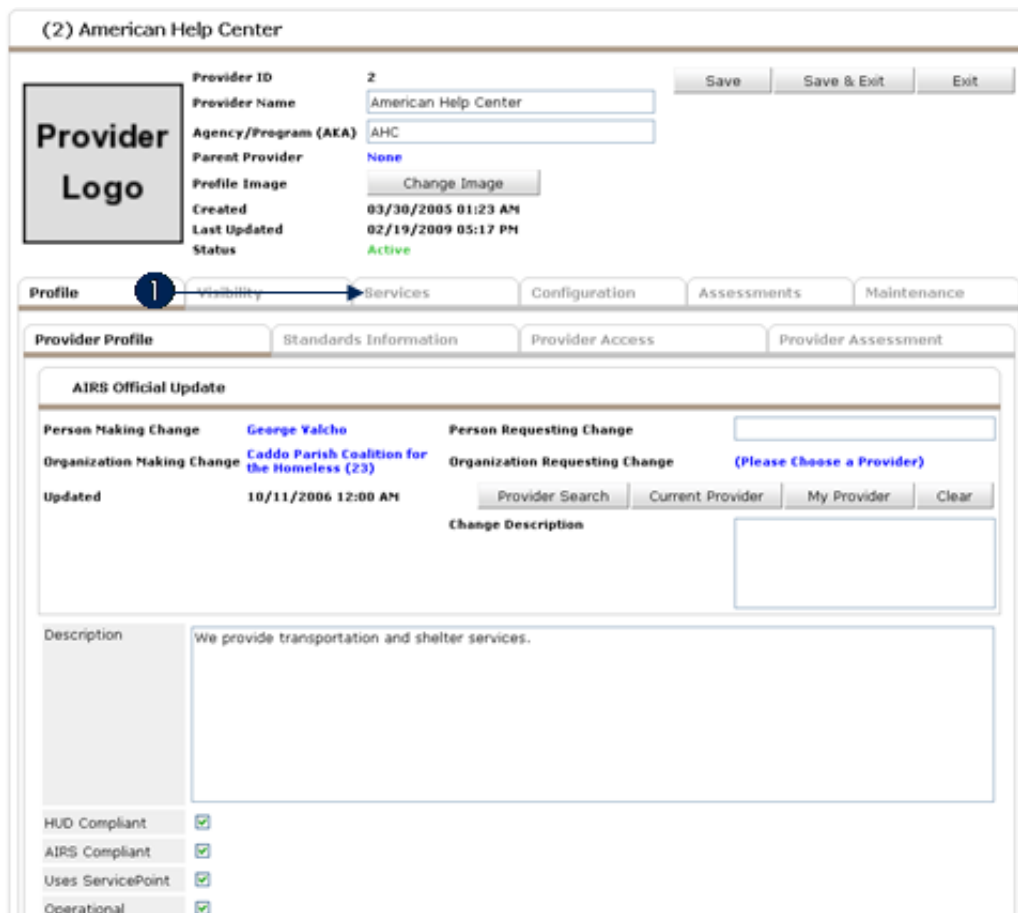


Figure 1-2

3. The initial provider screen will display. Click the **Services** tab to move into the **Services** area. **(1)**
(See Figure 1-3)



Figure 1-3

4. Notice that **Services** is now the active tab. **(1)** Within the **Services** tab the following areas are available:
- a: [Areas and Geography Served](#) – Used to establish the geographic areas where services are available.
 - b: [Services Provided](#) – Used to establish the searchable services offered by the provider.
 - c: [Service Settings](#) – Used to customize *ServicePoint's* Service Transaction area