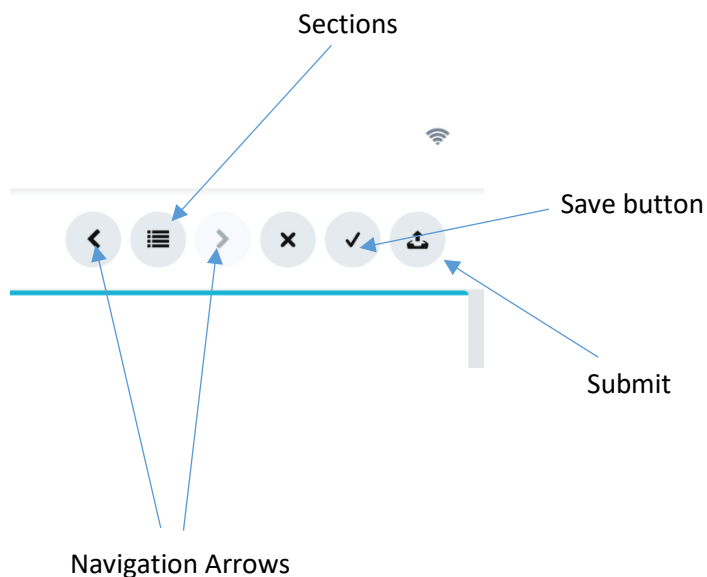


## Technical Guidance on Completing the Provider Survey

- You have been provided with a URL unique to your service. Do not share the URL with another provider as this will cause your data to be overwritten.
- The survey is browser compatible on a PC or MAC but not on mobile devices such as phones or tablets.
- As you move through the survey, the form auto-saves.
- Do not click save in order to save each page. Clicking save will exit the survey. In the event that you do click save, exit the form and return to it via the URL provided. You should still be able to view any data previously entered.
- In order to navigate through the survey, use the arrows at the top right of the screen. Use the Sections button to see a Table a Contents and move between different sections.
- Note that as you proceed, some no longer relevant questions may be greyed out.
- Be careful to enter staff/ room data correctly in first instance as a record is generated for each entry. For example, if you enter 3 rooms, 3 room records will be created. If you attempt to reduce the number of rooms/ staff if you may see an error prompt. If this occurs, carry on and leave any unneeded records empty (or enter zeros or full stops if not possible to leave empty).
- Once you have completed the survey, click the submit button.



If you have technical difficulties or errors please email [EYresearch@dcya.gov.ie](mailto:EYresearch@dcya.gov.ie)