

How to manage accredited logos in NHS Jobs user guide

This guide gives you instructions for how to manage accredited logos in the NHS Jobs service.

You can add accredited logos to show on all job listings you create and publish to jobseekers. If you change a logo, it will only show on new job listings.

To manage accredited logos on your organisation's account, you can:

- select a logo
- remove a logo

Only a 'Super user' can manage accredited logos.

If an accredited logo isn't available, you'll need to email the NHS Jobs team nhsbsa.nhsjobs@nhsbsa.nhs.uk and request it to be added to the list.

Contents

[How to manage accredited logos in NHS Jobs user guide](#)

[Accredited logos](#)

[Manage accredited logos](#)

[Save changes](#)

Accredited logos

This page gives you instructions for how to manage accredited logos.

Important: Only a 'Super user' can add and remove accredited logos.

To view the accredited logos, complete the following step:

1. Select the '[Accredited logos](#)' link.

The screenshot shows the NHS Business Services Authority Dashboard. At the top, there is a blue header with the NHS logo and 'Jobs' text. On the right, it says 'You're viewing' followed by a dropdown menu and a 'Change' link. Below the header, it says 'Signed in as NHS BSA Training' and 'Sign Out'. A yellow banner below the header contains a 'BETA' notice: 'Your feedback will help us to improve this service.' Below the banner, there is a message: 'The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)'

The main content area is titled 'NHS Business Services Authority Dashboard'. It has two tabs: 'Tasks by stage' (selected) and 'Listings by user'. Below the tabs, there is a dropdown menu for 'Showing tasks for' set to 'All users'. The dashboard displays a list of task stages with their counts and progress bars:

Task Stage	Count	Progress
Draft	10 - on track 8, overdue 2	Progress bar with 8 green and 2 red segments
Approvals	0	Empty progress bar
Published	8	Progress bar with 8 green segments
Shortlisting	3	Progress bar with 3 green segments
Interviews	6	Progress bar with 6 green segments

On the right side of the dashboard, there are two sections:

- What you can do:** Contains three buttons: 'Create a job listing' (green), 'Search for a listing' (dark grey), and 'Search for an applicant' (dark grey).
- Manage the account:** Contains a list of links: 'Manage users', 'At risk applicants', 'Accredited logos' (highlighted with a yellow circle and the number 1), 'Key performance indicators (KPIs)', 'Supporting documents', 'Contract templates', 'Offer letter templates', 'Approval settings', 'Departments', and 'Welsh listings'.

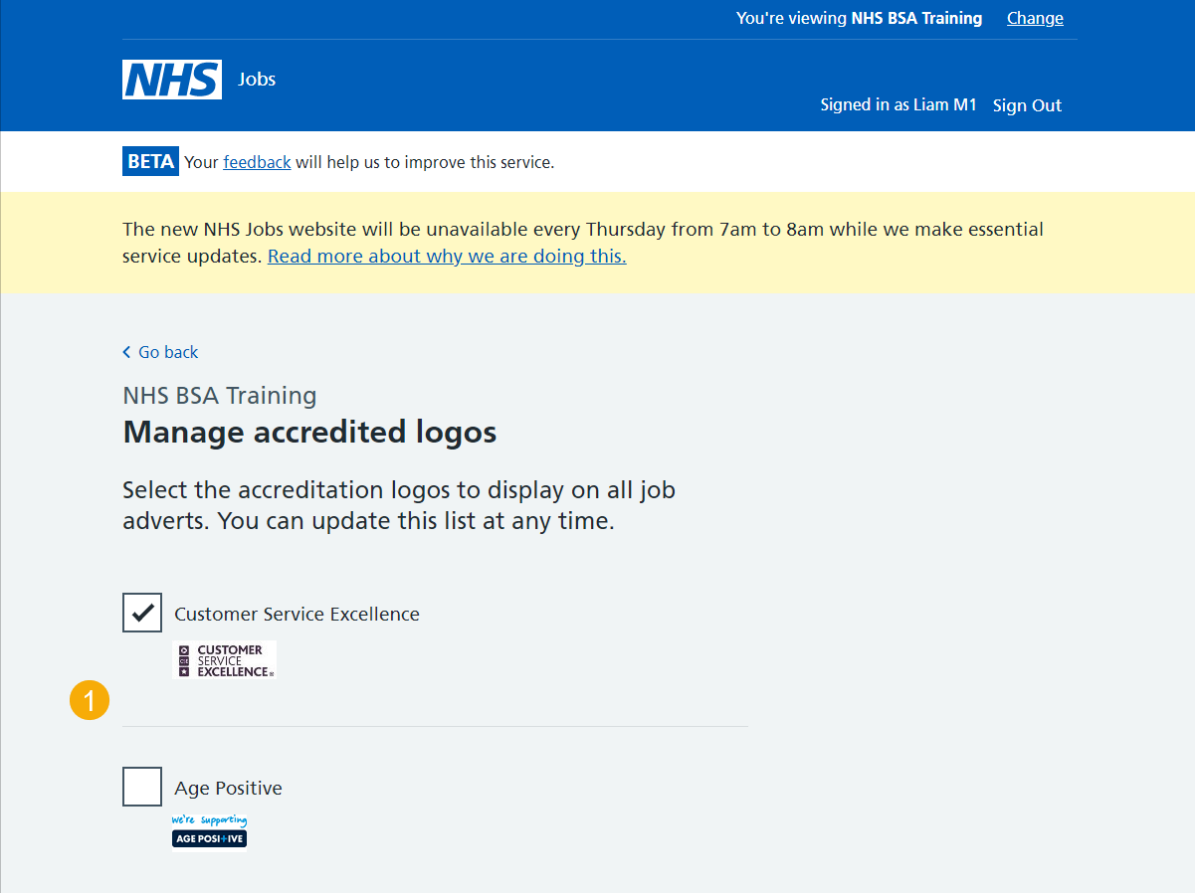
Manage accredited logos

This page gives you instructions for how to view the accredited logos.

Important: In this example, the 'Customer Service Excellence' logo is selected and is on all job listings created and published to jobseekers.

To select or remove a logo, complete the following step:

1. [Select](#) or [un-select](#) a logo.



The screenshot shows the NHS Jobs interface. At the top, it says "You're viewing NHS BSA Training" with a "Change" link. The NHS logo and "Jobs" are on the left, and "Signed in as Liam M1 Sign Out" is on the right. A blue banner reads "BETA Your feedback will help us to improve this service." Below that, a yellow banner states: "The new NHS Jobs website will be unavailable every Thursday from 7am to 8am while we make essential service updates. [Read more about why we are doing this.](#)"

The main content area has a "Go back" link and the heading "NHS BSA Training Manage accredited logos". Below the heading, it says: "Select the accreditation logos to display on all job adverts. You can update this list at any time."

There are two logos listed:

- Customer Service Excellence
The logo for Customer Service Excellence is shown below the text. A yellow circle with the number "1" is positioned to the left of the logo.
- Age Positive
The logo for Age Positive is shown below the text.

Tip: All accredited logos you've selected are shown at the top of the page. You can scroll down the page to see the available logos to select. If a logo is not ticked, this is not in use.

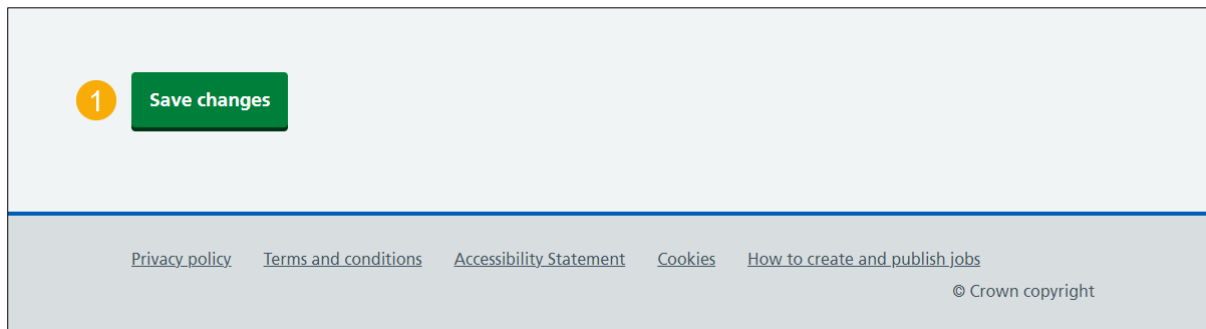
Save changes

This page gives you instructions for how to save your accredited logo changes.

Important: If you change a logo, it will only show on new job listings you create and publish to jobseekers.

To save your accredited logo changes, complete the following step:

1. Select the 'Save changes' button.



Tip: The 'Save changes' button is at the bottom of the page.

You've reached the end of this user guide as you've managed your accredited logos.