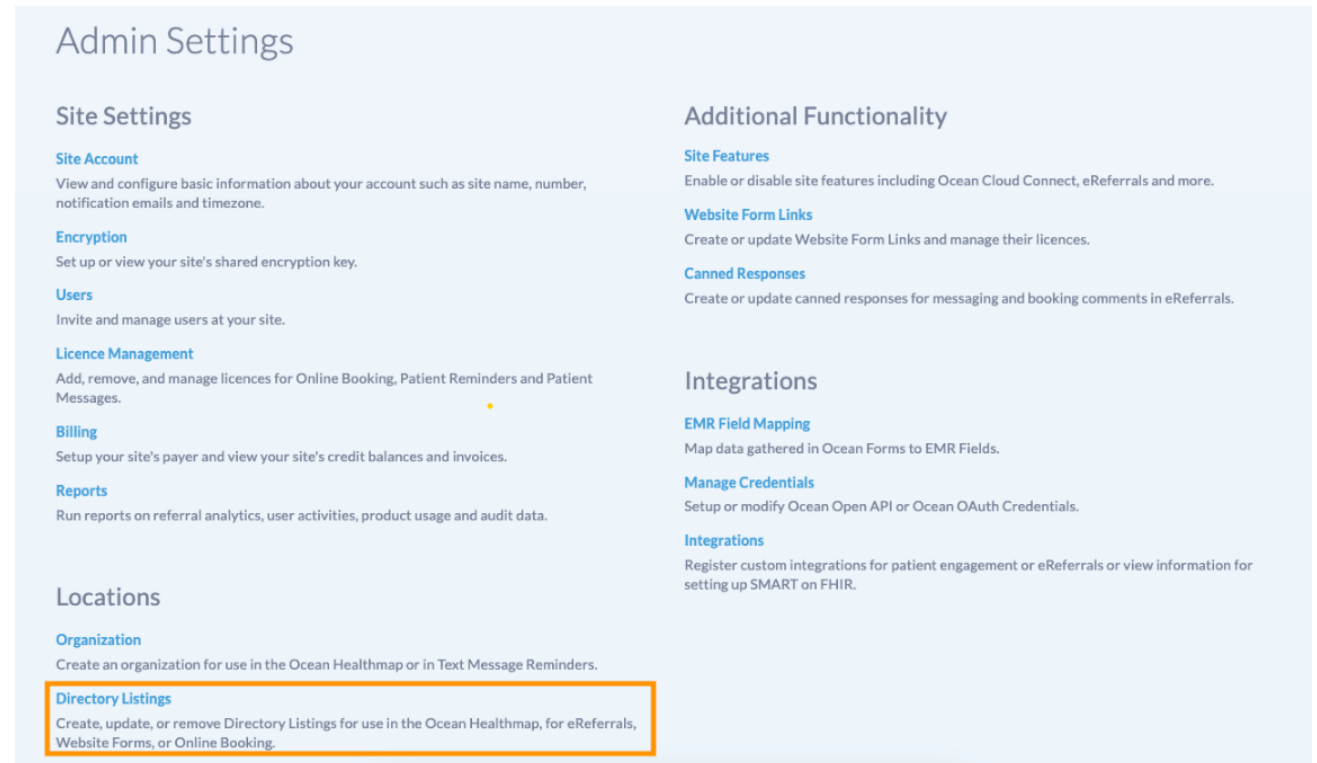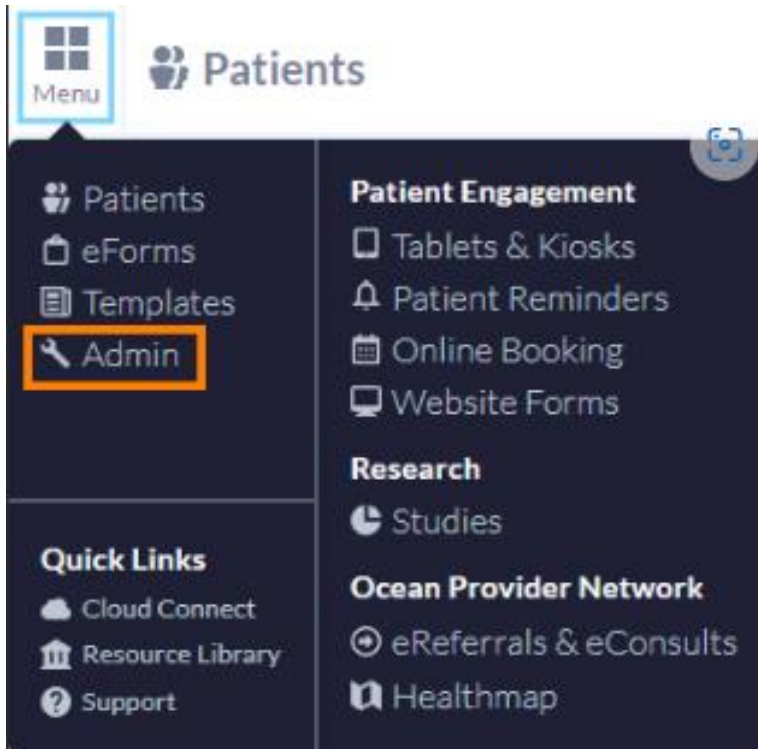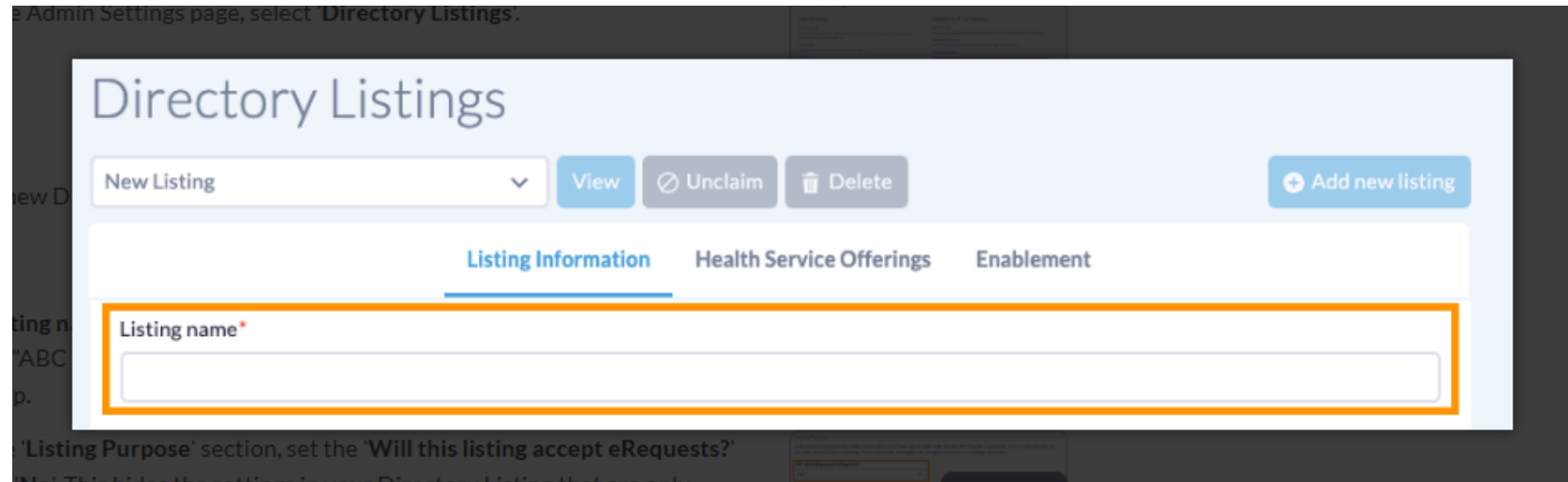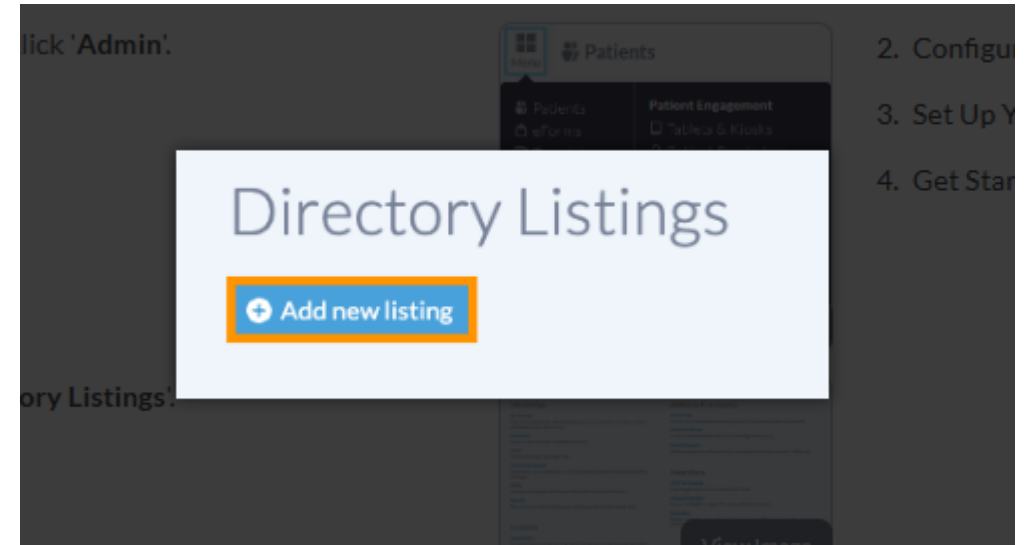# Create & Edit Your Directory Listing

- In the menu section, go to your admin settings

- Click on Directory Listing

Create & Edit Your Directory Listing

- Click on Add New Listing

- In the '**Listing name**' field, enter a name for your Directory Listing (e.g., "Dr. John Smith" or "ABC Medical Clinic"). This name is publicly visible in the Ocean Healthmap

Create & Edit Your Directory Listing

- Under the '**Listing Purpose**' section, set the '**Will this listing accept eRequests?**' setting to '**No**'. This hides the settings in your Directory Listing that are only relevant when you plan on accepting eRequests.

- Under the '**Contact Information**' section, enter your clinic's contact information. Mandatory fields are indicated with a red asterisk.

Create & Edit Your Directory Listing

- Under the '**Clinician Information**' section, indicate if this Directory Listing represents a **group** of healthcare providers or an **individual** healthcare provider.

- If this Directory Listing represents an **individual**, you must enter that healthcare provider's clinician information before saving your listing.

- **Note:** This information affects EMR task assignment, and is stored and maintained independently from any Clinician Information that a user may enter into their individual Ocean user account settings.
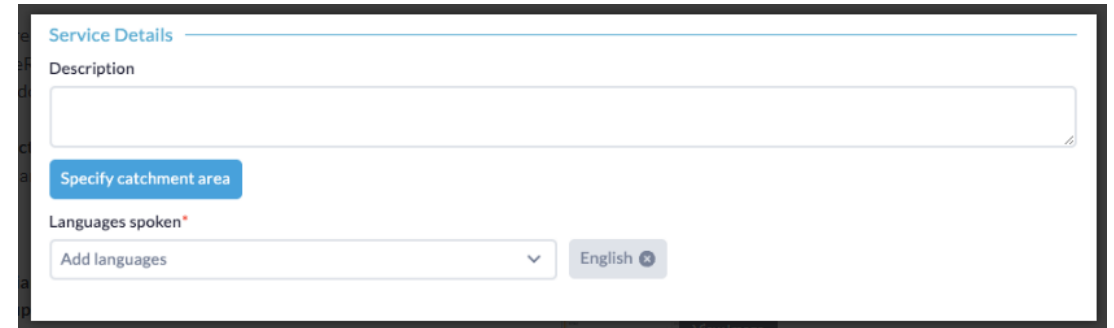
Create & Edit Your Directory Listing

- Under the '**Service Details**' section, optionally enter general '**Description**' for your listing to be publicly shown on the Ocean Healthmap and any additional '**Languages spoken**' at your clinic.

•Once you're satisfied with your Directory Listing configuration, click '**Save**'.