



Private Directory - quick reference guide

The HSNet online database allows services to have some details listed as private.

To see private only service details you must be:

- A registered and authenticated user of HSNet

If a service has private directory details you will see them in search results. Log on to www.hsnet.nsw.gov.au and perform a search for the service you wish to locate.

Follow these steps to View Private only service details

1. If a service has **Private service details** you will see the **Show private info** link once you open a service record.

The screenshot shows the HSNet website interface. At the top, there is a navigation bar with 'Home', 'Search', 'Groups', 'Referral', and 'Capacity Management'. Below this is a search bar containing 'Liverpool Disability services' and a 'Find services' button. The search results show a list of services, with 'Leisure Link' selected. The service details are displayed in a card format with tabs for 'Information', 'Contact', and 'Visit'. A 'Show private info' link is visible and highlighted with a red box. The card also shows the 'Organisation Name' as 'Infoxchange' and the 'Site Name' as 'Liverpool Disability Services'. A map on the right shows the location of 'Leisure Link' at '2 Mill Road, Liverpool'.

2. Private service details may be listed under the **Contact** or **Visit** tabs in the service record

This screenshot is similar to the previous one, showing the same search results for 'Liverpool Disability services'. In this view, a red box highlights the 'Add to favourites' link and the 'Show private info' link. The 'Leisure Link' service record is still the focus, with the 'Contact' and 'Visit' tabs visible. The map on the right continues to show the location of 'Leisure Link' at '2 Mill Road, Liverpool'.



3. Select **Show private info** to see the hidden information

The screenshot shows the HSNet website interface. At the top, there is a navigation bar with 'Home', 'Search', 'Groups', 'Referral', and 'Capacity Ma'. Below this is a search bar containing 'Liverpool Disability services'. Underneath the search bar, there are three tabs: 'Information', 'Contact', and 'Visit'. The 'Information' tab is selected. Below the tabs, there is a section for 'Opening Hours' with a table of days and times. Below that, there are sections for 'Accessibility', 'Parking Details', and 'Transport Details'. A red box highlights the 'Show private info' button, which is located to the right of the 'Add to favourites' link.

Information	Contact	Visit
Opening Hours	Monday 9:00am to 4:00pm Tuesday 9:00am to 4:00pm Wednesday 9:00am to 4:00pm Thursday 9:00am to 4:00pm Friday 9:00am to 4:00pm	
Accessibility	Assistance necessary for access	
Parking Details	Free on-street & off-street parking	
Transport Details	Bus & train services available	

4. Select **Hide private info** to change back to the original view

The screenshot shows the HSNet website interface, similar to the previous one. The 'Hide private info' button is now highlighted in red. Below the 'Opening Hours' section, there is a section for 'Street Address' which is also highlighted in red. The 'Street Address' section contains the following information:

Street Address	2 Mill Road
Suburb/Town	Liverpool
State	NSW
Postcode	2170