# QUICK REFERENCE GUIDE

# HOW TO UPDATE SERVICE DETAILS IN THE KINDERGARTEN INFORMATION MANAGEMENT SYSTEM (KIMS)

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| This guide provides step-by-step instructions on how to update Service details in KIMS |
| Overview of how to update the Service details in KIMS:1. From the **Service Provider /Service** tab, go to the Services page, and then open the Service by clicking on the **Service Name**
2. In the **Service details** page, provide/update the details in the fields provided
3. Once the details are complete click **Next**
4. Click **Finish** to finalise
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### System Steps for a updating Service details

| UPDATING SERVICE DETAILS IN KIMS |
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| In the Service Provider /Service tab1. Click on the Services page
2. In the Services page, click on the Service Name of the service that is being updated

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| In the Service Details page1. Update/Provide the Emergency Contact Details for the service
2. Answer the question: Does this service operate out of a Council owned facility?
3. Answer the question: Is the only funded kindergarten the only program offered at this service?

Once the Service Details have been updated1. Click Next
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| The Service has been updated1. Click Finish to finalise update

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