# 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 |

### System Steps for a updating Service details

| UPDATING SERVICE DETAILS IN KIMS | | |
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| In the Service Provider /Service tab   1. Click on the Services page 2. In the Services page, click on the Service Name of the service that is being updated   2  1 | | |
| In the Service Details page   1. 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 updated   1. Click Next | | 1  2  3  4 |
| The Service has been updated   1. Click Finish to finalise update | 1 | |