# QUICK REFERENCE GUIDE

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

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| This guide provides step-by-step instructions on how to update a Service Provider’s details in KIMS. |
| Overview of how to update the Service Provider’s details:   1. Go to the **Service Provider /Service** tab, on the Service Provider page, open the Service provider by clicking on the **Service Provider Name** 2. In the **Service Provider details** page, provide the relevant updates to the Service Provider details in the fields provided 3. Once the details are complete click **Save** to update |

### System Steps for updating Service Provide details

| UPDATING SERVICE PROVIDERS DETAILS IN KIMS | | | |
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| 1  In the Service Provider /Service tab, under the Service Provider page   1. Click on the Service Provider Name that is being updated | | | |
| In the Service Provider Details page   1. Provide the Telephone and Email Address for the Service Provider. | |  | |
| Update/Proivide the Emergency Contact Details for the service provider |  | | |
| In the address section   1. Update/Provide the postal address (if iddferent from the Princial Address) 2. Indicate if the street address is the same as the postal address 3. Update/Proivide the Prinicpal Address in Victoria   Once all the details have been updated   1. Click Save | | | 1  3  4  2 |