# 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
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### System Steps for updating Service Provide details

| UPDATING SERVICE PROVIDERS DETAILS IN KIMS |
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| 1In the Service Provider /Service tab, under the Service Provider page1. Click on the Service Provider Name that is being updated
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| In the Service Provider Details page1. Provide the Telephone and Email Address for the Service Provider.
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| Update/Proivide the Emergency Contact Details for the service provider  |  |
| In the address section1. 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 updated1. Click Save
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