



# How to Update Organisation Details in Child Care Finder in the Provider Entry Point

## Service in context

### Overview

The following screen shots provide an overview of how to add and update your organisation details information for the new website via the Provider Entry Point (PEP).

Important sections or words in each image are outlined with a yellow box and a description of each of these is provided below each image.

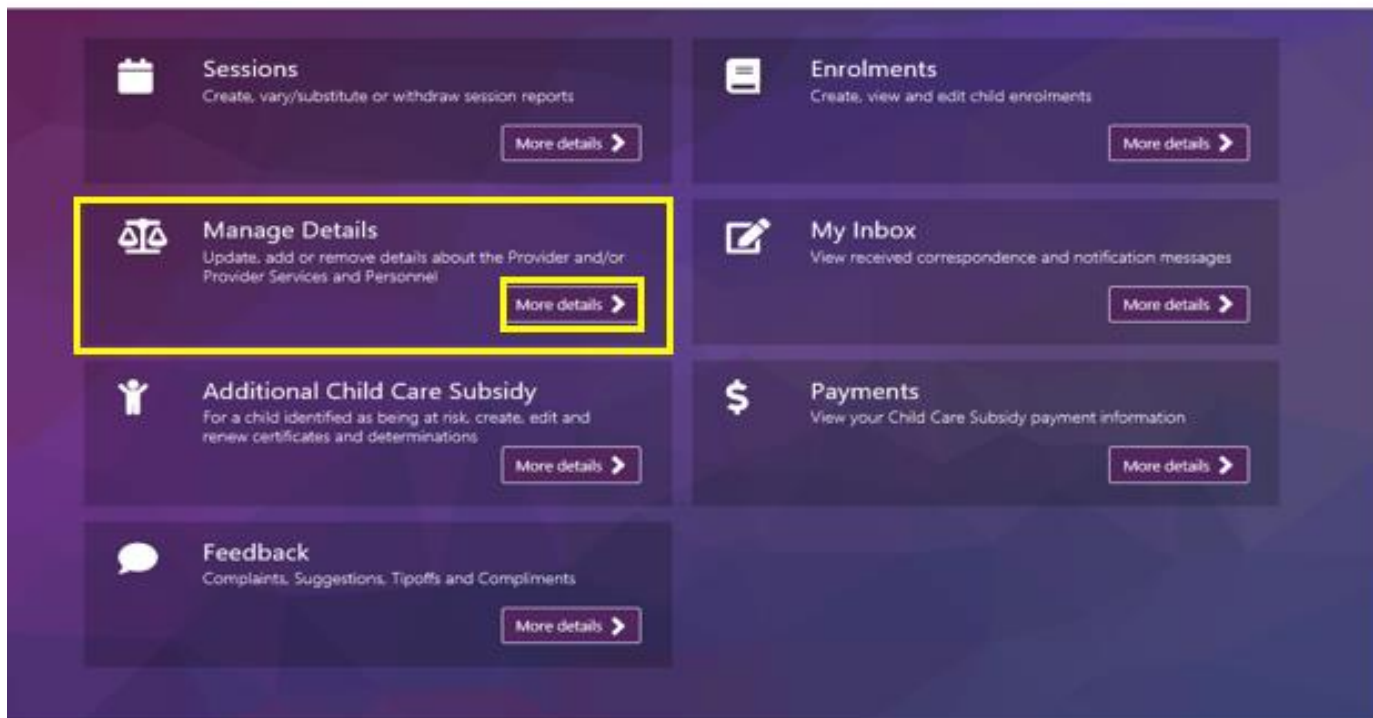
### 1. Log into PEP

Log into the PEP. Enter Username and Password.

This is the username and password you created for your PRODA account. If you have forgotten your username click on the hyperlink to recover this information. If you have forgotten your password click on the hyperlink to reset your forgotten password.

- Click 'Sign In'. The Provider/Service summary page will open.
- Once logged in, select the relevant service that needs to be updated.

## 2(a). Updating details



If you are a service select 'More details' in the 'Manage Details' box of the PEP.

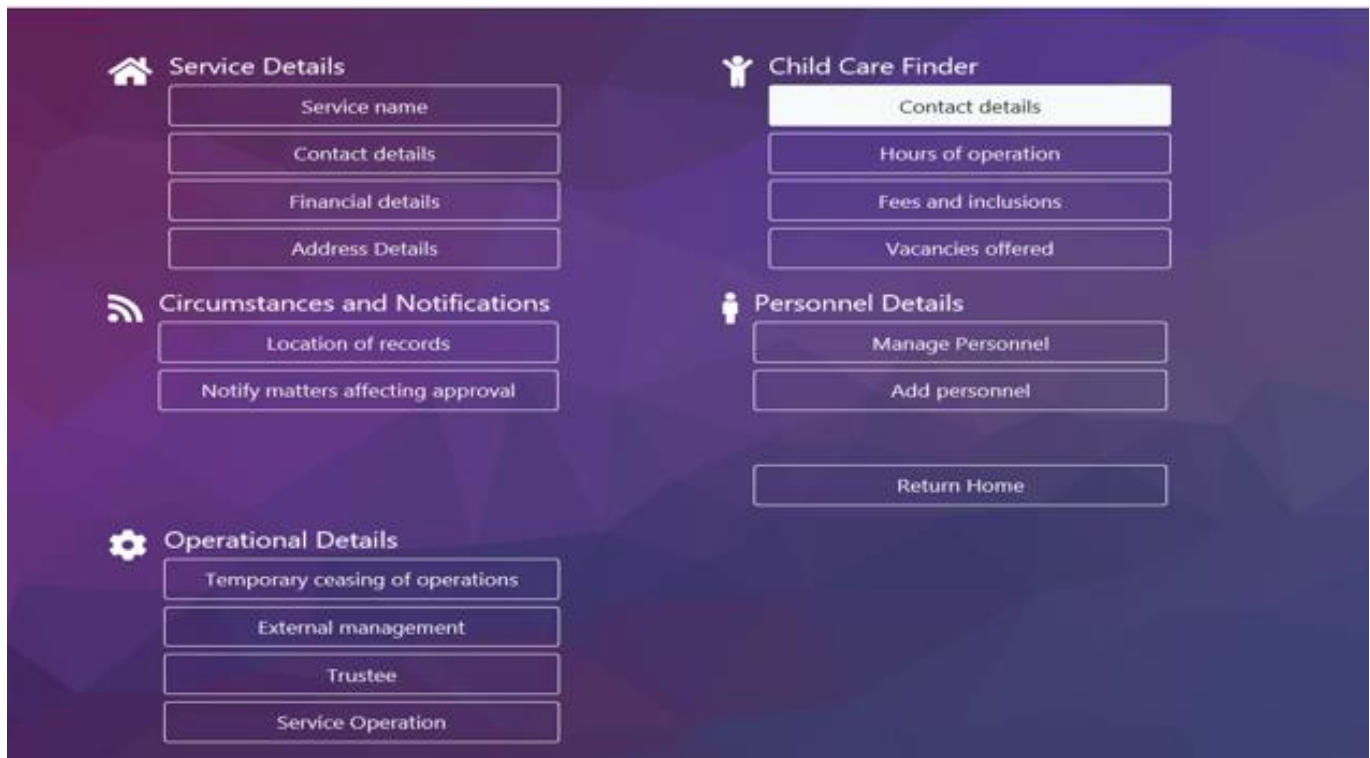
## 2(b). Accessing Child Care Finder



Child Care Finder details: Select the information you wish to update:

- Contact details
- Hours of operation
- Fees and inclusions
- Vacancies offered

### 3(a). Updating contact details



Select the contact details button to update contact details.

### 3(b). Updating contact details

**Contact Details**

Area Code:  Telephone Number:

Mobile Number:

Email Address:

Service URL:

**At least one phone number must be provided.**

**A receipt will be generated upon submission.**

**Receipt**

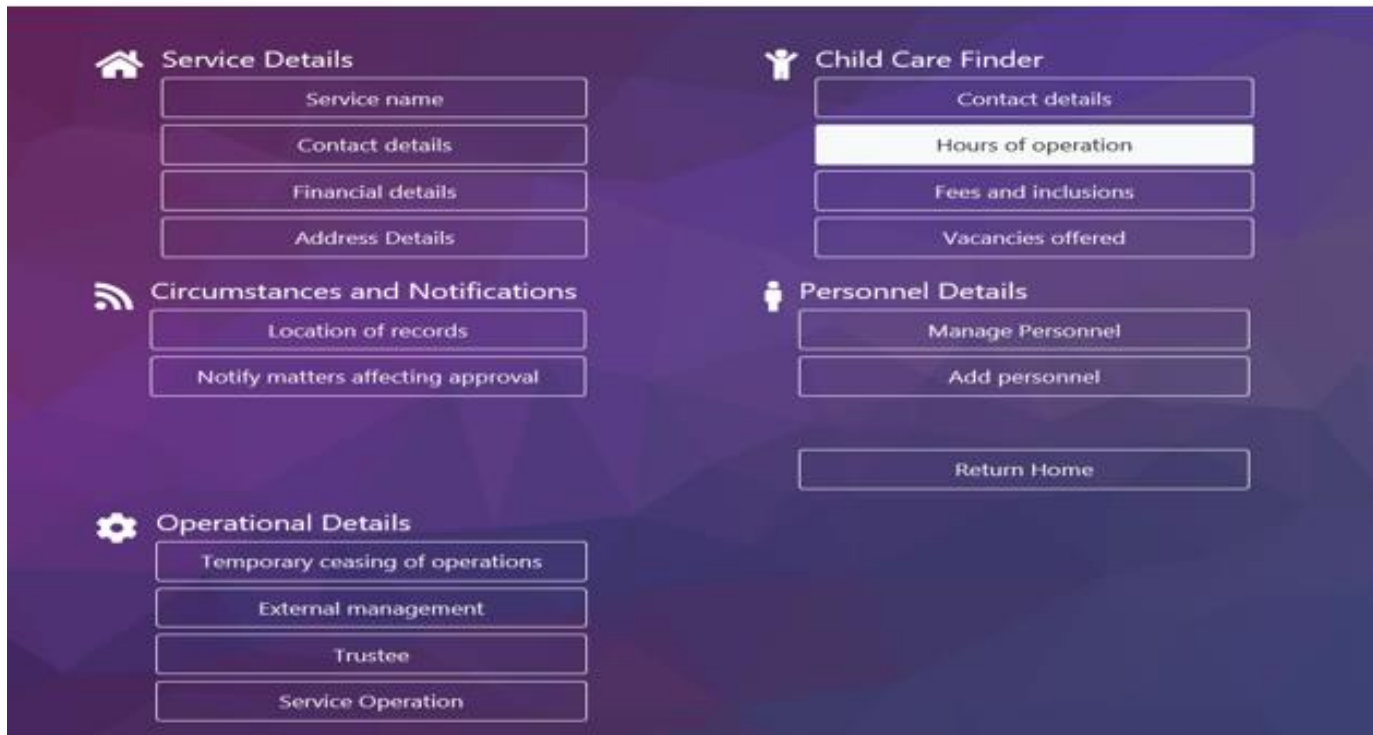
Your changes have been received and applied

Phone number:	02 0000 0000
Mobile number:	0000 000 000
Email address:	office@XYZ.com.au
Website address:	www.xyz.com.au
Submitted by:	Mary Smith
Submitted on:	06/07/2018
Time:	11:17 AM

Select "Submit"

- Area code and Telephone number: insert new details here
- Mobile number: insert new details here
- Email address: insert new details here
- Service URL: insert web address here
- Select the submit button once completed
- A receipt will be generated upon submission.

## 4(a). Hours of operation




Select the hours of operation button to update hours of operation.

## 4(b). Updating Hours of Operation

**Hours of Operation**

This information will be displayed on the Australian Government website to assist families using Family Day Care Services.

Date this change occurred:  

Please provide opening and closing times for this service.

**Family Day Care** — **The type of service you provide, will appear here.**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Open	<input type="text" value="07:30"/>	<input type="text" value="07:30"/>	<input type="text" value="07:30"/>	<input type="text" value="07:30"/>	<input type="text" value="07:30"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>
Close	<input type="text" value="18:00"/>	<input type="text" value="18:00"/>	<input type="text" value="18:00"/>	<input type="text" value="18:00"/>	<input type="text" value="18:00"/>	<input type="text" value="N/A"/>	<input type="text" value="N/A"/>

Total hours 52:30

**A receipt will be generated upon submission.**

**Receipt**

Your Hours of Operation details have been received.

Submitted by:

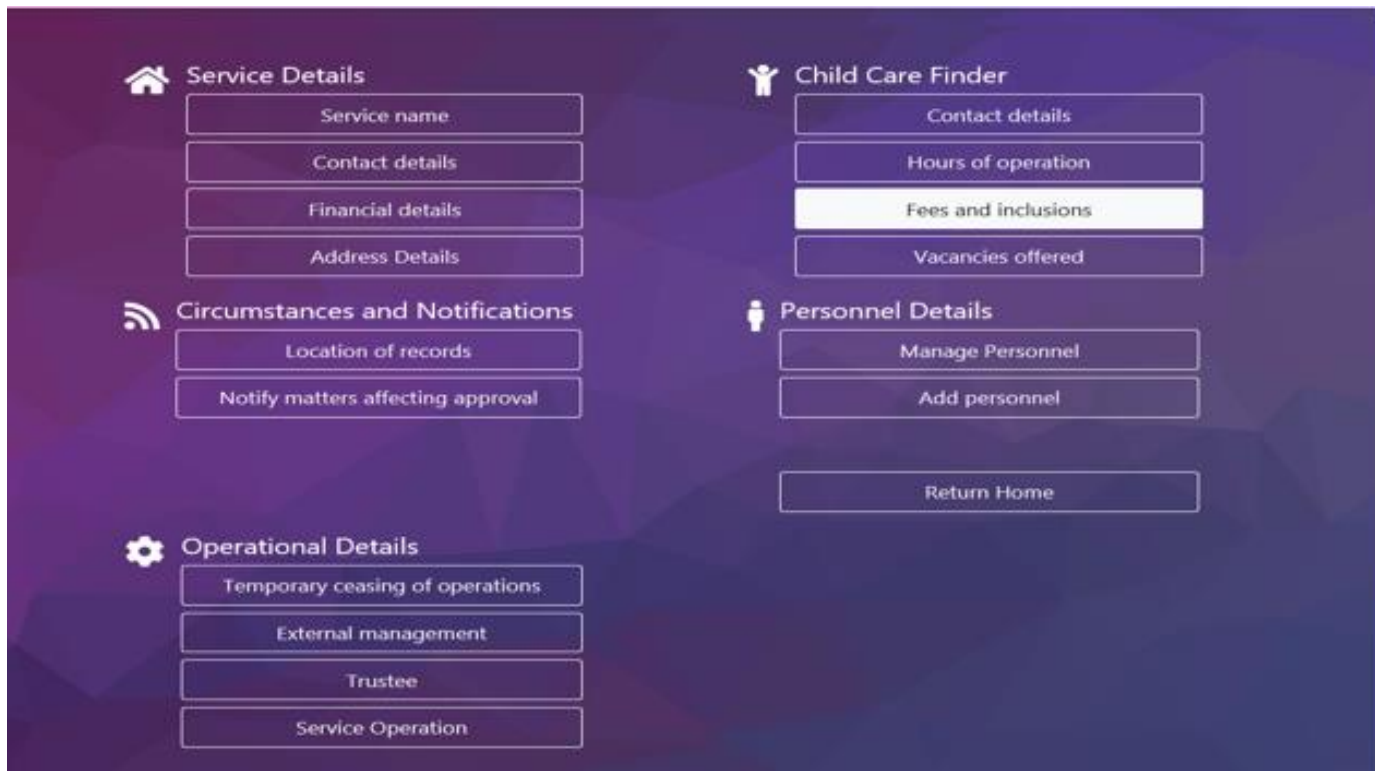
Submitted on: 06/07/2018

Time: 12:24 PM

Select 'Submit'

- Date this changed occurred: insert date here
- Days of the week: insert new details here for open and close fields for each day of the week
- Select the submit button once completed
- A receipt will be generated upon submission

## 5(a). Fees and inclusions



Select the fees and inclusions button to update fees and inclusion information.

## 5(b). Fees and inclusions

**Session Fees and Inclusions**


The information below will be displayed on the Australian Government Website.

Do you want to provide website details or specific information for fee information?

Website Information  Fee & Inclusion Details

Child Care Service Website

Date of event



**A receipt will be generated upon submission.**

**Receipt**

Your Fees and Inclusions have been received.

Submitted by: **Mary Smith**

Submitted on: 06/07/2018

Time: 12:32 PM

Select 'Submit'

- **Website information:** select the button next to website information.
- **Child Care Service Website:** enter your website url.
- **Date of event:** enter the date.



## 5(c). Fees and inclusions

**Session Fees and Inclusions**

The information below will be displayed on the Australian Government Website.

Do you want to provide website details or specific information for fee information?

Website Information
  Fee & Inclusion Details

Date of event

09/07/2018 

Please select a Session Type, then for each Age Group for which a session will be run enter Inclusions options and the Usual Fee for the Session. If you do not offer a Session of this Session Type for a particular Age Group, do not select any Inclusions options and leave Usual Fee blank

Session Type	Hourly	Half Day	Full Day	24 Months to Pre-School	Over Pre-School Age
Age Group	0-12 Months	13-24 Months	25-35 Months	36 Months to Pre-School	Over Pre-School Age
401 Inclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
402 Inclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
403 Inclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Breakfast	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Morning Tea	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Lunch	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Afternoon Tea	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Meals	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
404 Other Inclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
405 Other Inclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
406 Other Inclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
407 Other Inclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
408 Other Inclusions	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Usual Fee	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input checked="" type="text" value="100.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>

A receipt will be generated upon submission.

### Receipt

Your Hours of Operation details have been received.

Submitted by: **Mary Smith**

Submitted on: 06/07/2018

Time: 12:24 PM

Select 'Submit'

- **Fee and inclusion details:** select the button next to fee and inclusion details.
- **Date of event:** enter the date.
- **Child Care Service Website:** enter your website url.
- **Receipt:** a receipt will be generated upon submission.

## 6(a). Vacancies Offered

The screenshot shows a web interface with a dark purple background. It is organized into three main sections, each with an icon and a title:


- Service Details** (Home icon):
  - Service name
  - Contact details
  - Financial details
  - Address Details
- Circumstances and Notifications** (Wi-Fi icon):
  - Location of records
  - Notify matters affecting approval
- Operational Details** (Gear icon):
  - Temporary ceasing of operations
  - External management
  - Trustee
  - Service Operation
- Child Care Finder** (Person icon):
  - Contact details
  - Hours of operation
  - Fees and inclusions
  - Vacancies offered** (highlighted)
- Personnel Details** (Person icon):
  - Manage Personnel
  - Add personnel
- Return Home** (button)

**Select** the Vacancies offered button to update vacancies information.

## 6(b). Updating Vacancies Offered

**Anticipated Vacancies**

Anticipated vacancies for week commencing:

09/07/2018 

**Select the date using the calendar icon. You can update the current week or next week only.**

<b>Monday</b> 09/07/2018	Vacancies Exist	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="button" value="Advanced"/>
<b>Tuesday</b> 10/07/2018	Vacancies Exist	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="button" value="Advanced"/>
<b>Wednesday</b> 11/07/2018	Vacancies Exist	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="button" value="Advanced"/>
<b>Thursday</b> 12/07/2018	Vacancies Exist	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="button" value="Advanced"/>
<b>Friday</b> 13/07/2018	Vacancies Exist	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="button" value="Advanced"/>

- **Select** either 'Yes' or 'No' for each day in the week to indicate if you have a vacancy for that date.
- **Select** the date using the calendar icon. You can update the current week or next week only.
- **Select** 'Advanced' if you want to provide additional details for vacancies you have on that date.

## 6(c). Vacancies Offered

**Monday 09/07/2018** Vacancies Exist  Yes  No Hide

Age Group	0-12 Months			13-24 Months		
	Hourly	1/2 Day	Full Day	Hourly	1/2 Day	Full Day
Permanent	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Casual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Age Group	25-35 Months			36 Months to Pre-School		
	Hourly	1/2 Day	Full Day	Hourly	1/2 Day	Full Day
Permanent	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Casual	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Tuesday 10/07/2018** Vacancies Exist  Yes  No Advanced

**Wednesday 11/07/2018** Vacancies Exist  Yes  No Advanced

**Thursday 12/07/2018** Vacancies Exist  Yes  No Advanced

**Friday 13/07/2018** Vacancies Exist  Yes  No Advanced

Add Weekend

Cancel Submit

A receipt will be generated upon submission.

### Receipt

Your available vacancy details have been received.

Submitted by: **Mary Smith**

Submitted on: 06/07/2018

Time: 1:25 PM

Once you have completed your vacancies, select 'Submit' to continue.

- **Selected 'Advanced'** for a date, tick the vacancies you have for the relevant age groups.
- **Submit:** Select when you are ready to submit.
- **Receipt:** A receipt will be generated upon submission.