

CCS Transition Guide



Getting Started

Ready to start your CCS Transition? Before you begin this process, it is advisable to first have your CCS Person/Personnel ID and Provider ID with you.

Are you missing these details? Not to worry they can be retrieved through to the Child Care Provider Entry Point via Proda <https://proda.humanservices.gov.au>

If you are unsure on this step or any other steps in this Guide The Kindy Manager Team can assist you. Contact us to book in a session via TeamViewer.

Note: Is your Kindy Manager up to date? <http://kindymanager.com/download-km/#update>

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KINDY MANAGER

CCS Transition

To start, open your Kindy Manager and navigate to the **CCS Transition Menu**. Keep this screen open as you will need to enter Activation Code and ID's shortly.

Note: If you have the CCS Letter with your Activation Code and your Device Name please refer to the "CCS Transition Quick Guide".

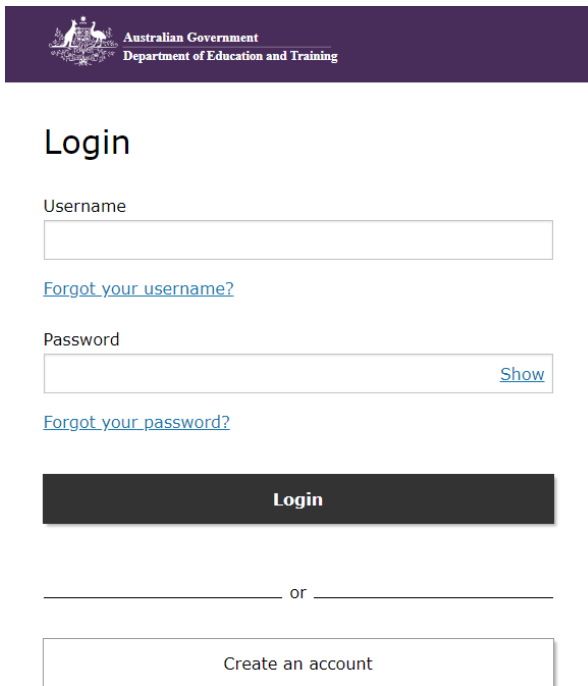
The screenshot shows the Kindy Manager interface with three main navigation bars: CCMS Functions (orange), Kindy Manager (blue), and CCS Functions (green). The 'CCS Transition' option in the CCS Functions bar is highlighted with a red box. Below the navigation bars, the 'CCS Activation' window is open, showing 'Step 1 - CCS Parameters and Device Registration' with input fields for PRODA Org ID, Device Name, Activation Code, Personnel ID, and Provider ID, and a 'Register Device' button. A 'Useful Links' section contains buttons for 'PRODA Login', 'Provider Entry Point Login', and 'KindyManager WebSite'. A 'Registration Summary' table is on the right, and 'Restart' and 'Confirm' buttons are at the bottom right.

Step 1 - CCS Parameters and Device Registration					Registration Summary	
PRODA Org ID	Device Name	Activation Code	Personnel ID	Provider ID	Provider ID	-
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Personnel ID	-
Register Device					Activation Code	-
Useful Links PRODA Login Provider Entry Point Login KindyManager WebSite					Device Name	-
					PRODA Org ID	-
					Service	-
					KM User	-
					Restart Confirm	

This is a close-up of the green CCS Functions navigation bar. It contains icons and labels for 'Enrolments', 'Upload Atten', 'Notifications', 'CCS Transition' (highlighted with a red box), and 'MyChild'.

Proda Web Site

While leaving your Kindy Manager open, navigate to your web browser and login to the PRODA web page. This is where you will generate your Activation Code, Device Name and Organisation ID.



Australian Government
Department of Education and Training

Login

Username

[Forgot your username?](#)

Password
 [Show](#)

[Forgot your password?](#)

Login

or

[Create an account](#)

PRODA Web Address is

<https://proda.humanservices.gov.au>

Or

You can access it from

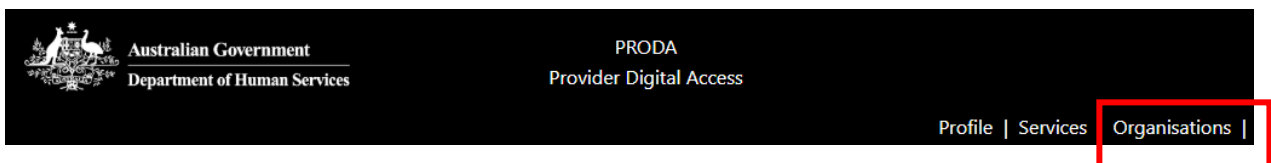
<http://education.gov.au/child-care-providers>

and clicking the Child Care Entry Point Logo.



My Organisation

Once you have logged into your Proda Account select “Organisations” from the Top Menu Banner.

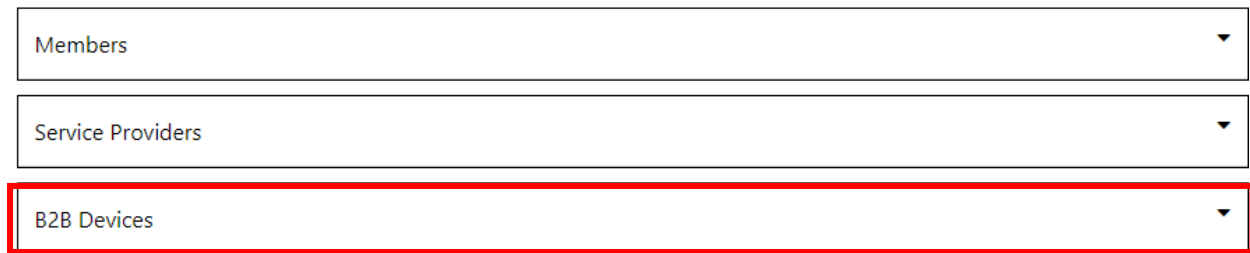


A List of Providers or Organisations will be displayed on screen. Select the Organisation name representing your Centre. (In some cases, more than one Organisation will be listed).

Name	ABN/ACN	Organisation Status	Role
My Organisation Name	ABN 12 3456 789 101	Active	Director / Active

1 organisations found.

Now Scroll down the screen, passed the information about your Centre, towards the bottom where you will see three options. Select the “B2B Devices”.



Members ▼

Service Providers ▼

B2B Devices ▼

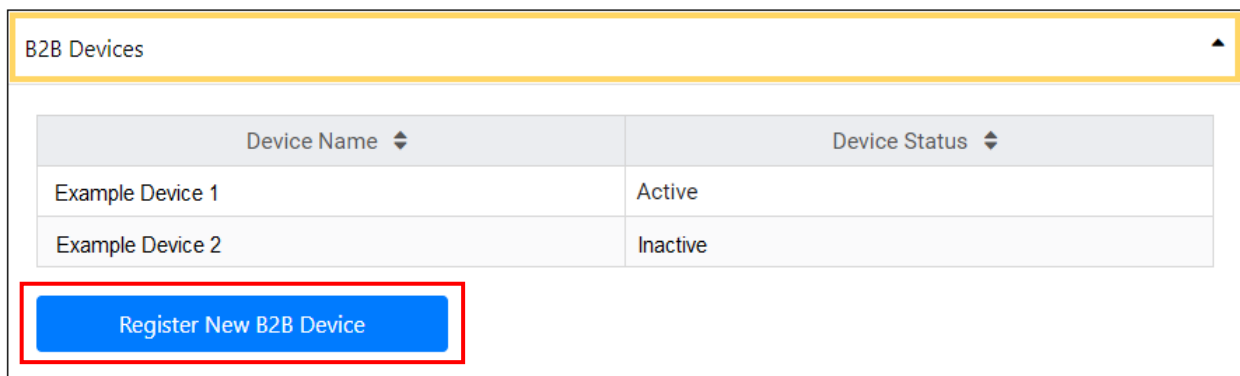
B2B Devices

Register New B2B Device

Clicking the B2B Devices option will display a list of Devices. If this is the first time you are Activating a Device the list may be empty. Click the “Register New B2B Device” button.

If you have an Inactive Device jump to the **Inactive B2B Device** on Page 6 of this Guide.

If your Activation Code has expired jump to the **Expired Activation Code** on Page 8 of this Guide.



B2B Devices ▲

Device Name ⚙	Device Status ⚙
Example Device 1	Active
Example Device 2	Inactive

Register New B2B Device

When registering a New Device enter a meaningful Name that represents the Centre. e.g. MyKindy – Parkwood. This will make the Device easily identifiable in the future. You can add in a Description as well if needed.

When you have completed the form click the “Register Device” button.

The Device Name must be unique within this organisation.

Device Name:**Description:** (Optional)

Once the Device is registered you will be given the Device Activation Code, the Device Name and your Organisation ID (Org ID). Keep the screen open to copy and paste these details into Kindy Manger.

CONTINUE TO PAGE 9 OF THIS GUIDE.

Device Activation Code:

[Your Activation Code will display here]
For Device name: **MyKindyManager_Parkwood**
And Org ID: **1234567890**

Write down this Device Activation Code for use in your practice management software.

Note: If you misplace this Activation Code you need to first Disable the Device and Re-register it to generate a New Activation Code.

Inactive B2B Device

On some occasions a Device will already be listed as registered (which can occur with the Software Activation through the CCS Transition form) with an “Inactive status” as you see in the example below.

B2B Devices	
Device Name	Device Status
Example Device 1	Active
Example Device 2	Inactive

To remedy this, activate the Device by clicking its name then select the “New Device Activation Code”.

Name	MyKindyManager_Parkwood
Description	
Status	Inactive
New Device Activation Code generated for the device	10/05/2018 03:23:44 pm

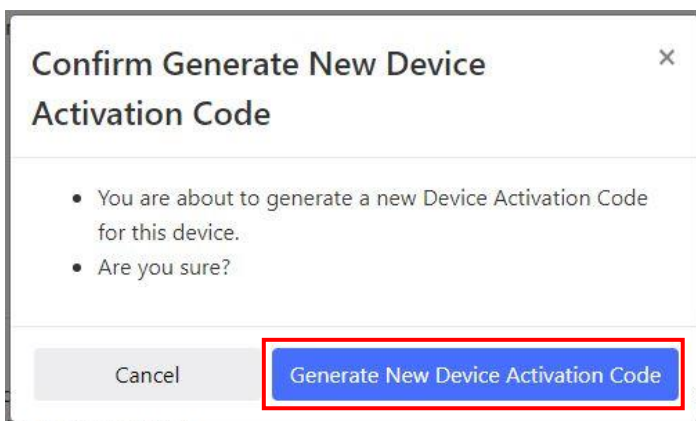
Device Activation Code

The Device Activation Code identifies your device to PRODA and, when entered into your practice management software, allows secure connection to the services you use.

Your Device Activation Code has expired. A new code can be generated using the button below.



You will be prompted to confirm. Click the “Generate New Device Activation Code” button. Keep the page open to copy and paste the Activation Code into Kindy Manger. **CONTINUE TO PAGE 9 OF THIS GUIDE.**



Multiple Devices

In some cases, Providers will have multiple Organisations with a Device for each Organisation. This can happen if a Provider has multiple Centres or multiple Branches. In this situation each Centre will have its own Device with a unique Device Name and Activation Code.

B2B Devices	
Device Name	Device Status
Example Device 1	Active
Example Device 2	Inactive

Register New B2B Device

Expired Activation Code

Your Activation Code has a limited life span. To generate a new Activation Code navigate to the B2B Device list and select the Device you need the new Activation Code for. Then select the “Disable B2B Device” button.

Disable B2B Device

You can disable this device by clicking the Disable B2B Device button below



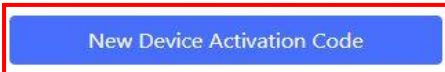
Once disabled you can then re-select the Device from the list and generate a “New Activation Code”. Keep the page open to copy and paste the new Activation Code directly into Kindy Manger. **CONTINUE TO PAGE 9 OF THIS GUIDE**

Name	MyKindyManager_Parkwood
Description	
Status	Inactive
New Device Activation Code generated for the device	10/05/2018 03:23:44 pm

Device Activation Code

The Device Activation Code identifies your device to PRODA and, when entered into your practice management software, allows secure connection to the services you use.

Your Device Activation Code has expired. A new code can be generated using the button below.



Remove B2B Device

If you need to remove the Device entirely. Navigate to the B2B Device list, select the Device (double check it is the correct one) then click the “Remove Device Button”.

Remove B2B Device

You can remove this device from the PRODA system by clicking the Remove B2B Device button below.

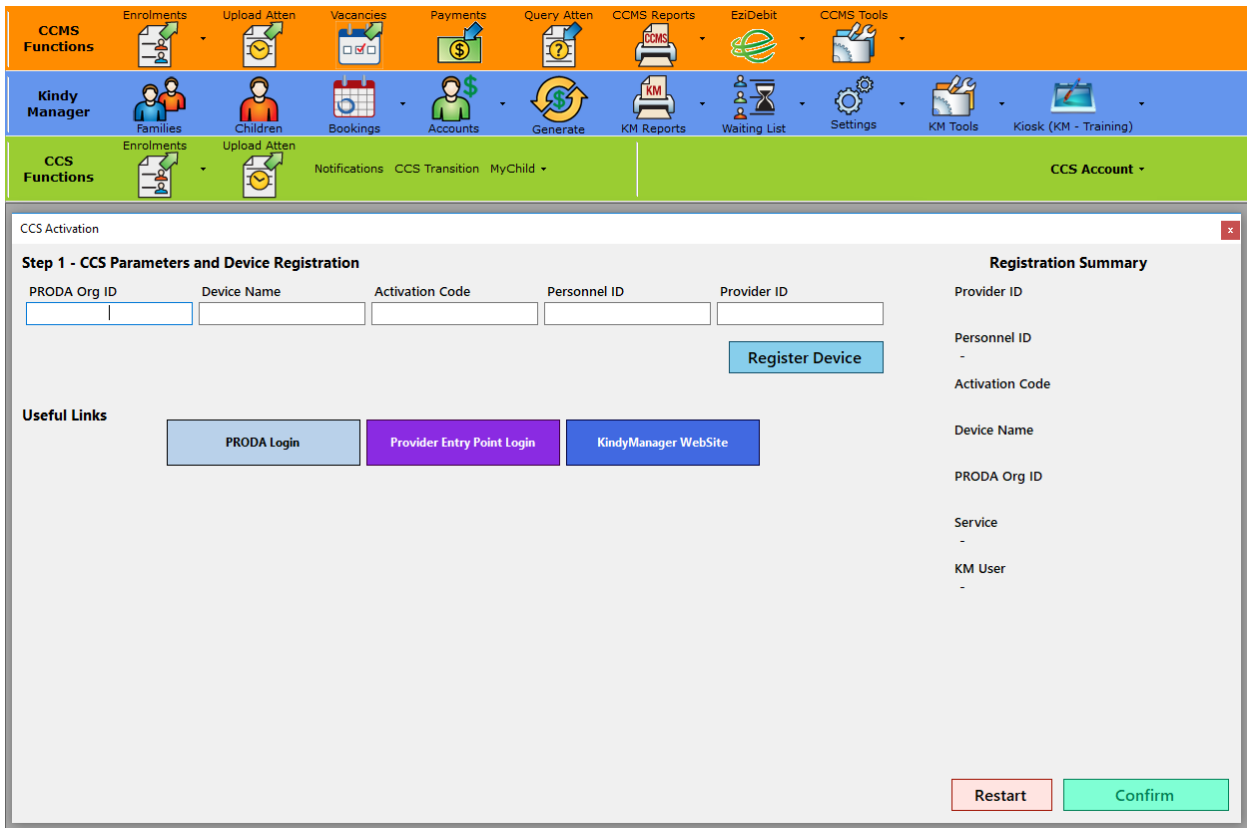
Note that this action cannot be undone. If you wish to use the device at a later date, you will need to go back through the device registration process.



You will be promoted to confirm this decision before continuing.

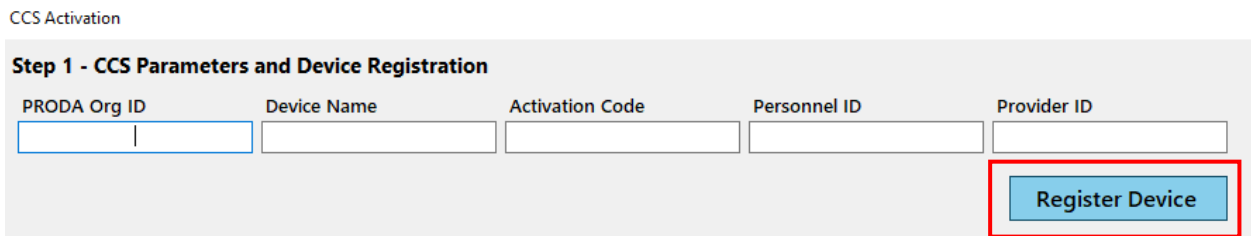
Kindy Manager

With all the ID's and Codes generated head back to Kindy Manager.



Register Device

Once your Device has been activated the Organisation ID, Device Name and Activation Code as well as your Personnel ID (Person ID) and Provider ID need to be entered in the CCS Transition Panel within Kindy Manager.



When you have entered the details click “Register Device”.

If all the details are entered correctly a pop-up message will verify if the process has been successful.

Tool Tips

Tool tips are available to help you through this screen. To access these tips hold your mouse over the field names.

The screenshot shows a registration form with the following fields: PRODA Org ID, Device Name, Activation Code, Personnel ID, and Provider ID. A tooltip is displayed over the Provider ID field, containing the text: "What is this? This is your new provider identity number. This ID was displayed on the 'Submission Successful' page on completion of the CCS online Transition Form. If you did not note this ID at the time it can also be found in your letter of approval which can be viewed in 'My Inbox' in the Provider Entry Point (PEP).". Below the fields is a "Register Device" button. Underneath the form is a "Useful Links" section with three buttons: "PRODA Login", "Provider Entry Point Login", and "KindyManager WebSite".

Registration Successful

As soon as your Device registration has been successful you will have completed your CCS Transition. Congratulations! What's next? You can now view all your Centres Details in the details currently held in the CCS System using "CCS Account" option.

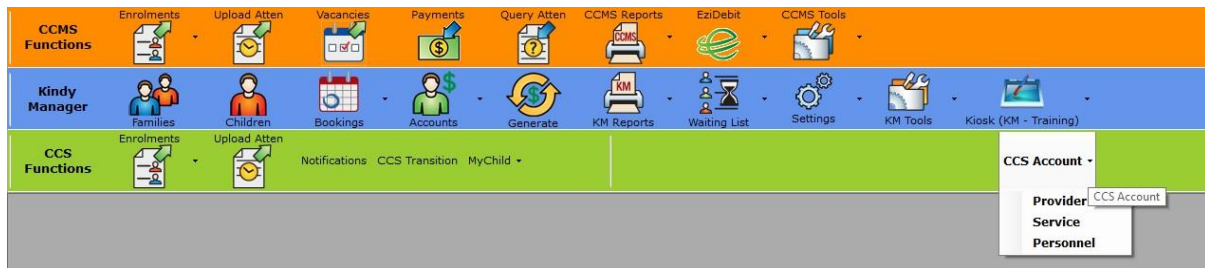
Registration Failed

If after clicking "Register Device" an error message displays indicating the process was not successful you will need to Disable and Re-Register the Device again through PRODA to generate a New Activation Code. Then enter the Activation Code again into the CCS Transition Panel.

If you need assistance, contact the Kindy Manager Support Team on 07 5594 0519. We are here to help.

CCS Account

When your CCS Transition has been completed you will be able to view all of the Centre details currently held in the CCS System using the CCS Account option.



Provider

 The screenshot displays the 'CCS Provider Details' form within a window titled 'CCS Provider Details'. The form is organized into several sections:

- Providers Details:** Includes input fields for 'Provider ID', 'Provider Name (Legal)', 'Provider Name (Trading)', 'Provider Entity Type', and 'Provider ABN'. There are also radio buttons for 'Is For Profit' and 'Is Charitable', and a 'Provider Approval No.' field.
- CCS Approval Status:** A table with columns for 'Status', 'Reason', 'Start Date', and 'End Date'. The table area is currently greyed out.
- Address (Physical):** Includes input fields for 'Street 1', 'Street 2', 'Suburb', 'State', 'Postcode', 'Address Start Date', and 'End Date'.
- Address (Postal):** Includes input fields for 'Street 1', 'Street 2', 'Suburb', 'State', 'Postcode', 'Address Start Date', and 'End Date'.
- Contact Details:** Includes input fields for 'Phone', 'Mobile', and 'E-mail', along with a checkbox labeled 'Use for all services'.

 At the top right of the form, there are two buttons: 'Update Provider To CCS' and 'Download From CCS'. The 'Providers Details' tab is currently selected.

The Provider details displays the information currently held by the Government and can be updated from this screen. Double check these details are correct such as address, email, and phone. The greyed-out areas cannot be changed.

Service Details

CCS Service Details

Download From CCS

Service Details Management Financial

Service ID: Service Type:

Service Name:

Weeks Open Per Year: Number Of Places:

Registration Code: Start Date: End Date:

Exemption Reason:

CCS Approval Status: Start Date: End Date:

CCS Approval Reason:

Address (Physical)

Street 1:

Street 2:

Suburb:

State: Postcode:

Address Start Date: End Date:

Contact Phone: Mobile:

Contact Email:

Address (Postal)

Street 1:

Street 2:

Suburb:

State: Postcode:

Address Start Date: End Date:

If any information in this screen is missing or incorrect fill out the correct details. Check “Weeks Open Per Year” and “Number of Places” the centre is licensed for.

Personnel

Name	Personnel ID
ERVINH GOODMAN	0110125009
ERVINH GOODMAN	0110130005
John Jones	
Mary Phillips	
Phillip Hamilton	0110130004

Login Details | CCS Details

First name:
ERVINH2

Last name:
GOODMANT2

User name:
e2

Password:
g2

Supervisor

New Delete Save

Personnel Details will show all users currently entered into Kindy Manager but only those people who have been registered with Proda will see an additional tab labeled “CCS Details”.

Glossary of Terms

Devices

What does a Device mean? In this instance the term "Device" is identifying your database basically just giving your database a unique name.

Some centres may have multiple computers accessing the same database. For example, you might have one computer in the main office and one at a home office or even one on a laptop. All these computers are accessing the same database. In this case since it is still the same database you will only be register it as one Device (Database) name.

B2B Device

The term B2B Device refers to a Business to Business Device that is linking the Centre with the Software Provider, in this case, Kindy Manager.

Contact Support

The Kindy Manager Support Team can be contacted by phone on 07 5594 0519 or by email on support@kindymanager.com