



## QUICK GUIDE TO YOUR CCS Transition

1. To begin, open Kindy Manager and navigate to the **CCS Transition Menu**.

You will also need to have the letter you received from CCS which tells you your Activation Code, Device Name and Organisation ID.

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, a 'CCS Activation' window is open, displaying 'Step 1 - CCS Parameters and Device Registration'. This window contains input fields for PRODA Org ID, Device Name, Activation Code, Personnel ID, and Provider ID, along with a 'Register Device' button. A 'Registration Summary' section on the right lists fields like Provider ID, Personnel ID, Activation Code, Device Name, PRODA Org ID, Service, and KM User. At the bottom of the window are 'Restart' and 'Confirm' buttons. Below the activation window, a 'Useful Links' section includes buttons for 'PRODA Login', 'Provider Entry Point Login', and 'KindyManager WebSite'. A zoomed-in view of the CCS Functions bar at the bottom also highlights the 'CCS Transition' option with a red box.

Enter your Organisation ID, Device name and Activation code as well as your Personnel ID (CCS Person ID) and Provider ID.

Each field has a tool tip designed to assist you with this task. You can view each tool tip by holding your mouse over the field name.

**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).

PRODA Org ID	Device Name	Activation Code	Personnel ID	Provider ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Register Device**

**Useful Links**

<a href="#">PRODA Login</a>	<a href="#">Provider Entry Point Login</a>	<a href="#">KindyManager WebSite</a>
-----------------------------	--	--------------------------------------

When you have entered the details click "Register Device".

A pop up message will verify if the process has been successful you will now be able to view all of the Centre details currently held in the CCS System using the CCS Account option.

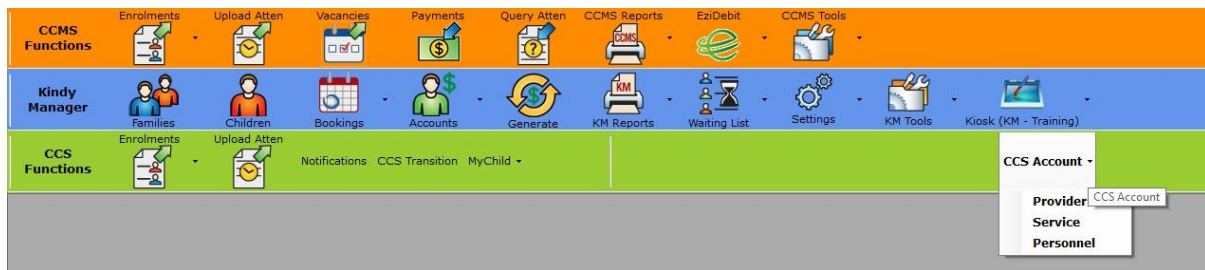
### Registration Failed

If an error message indicates the process was not successful you will need to disable and re-register the device through PRODA and generate a new activation code.

If you need some PRODA assistance, please contact the Kindy Manager Support Team on 07 5594 0519.

We are here to help.

## CCS Account



## Provider

The screenshot shows the 'CCS Provider Details' form. At the top, there are two buttons: 'Update Provider To CCS' and 'Download From CCS'. Below these are three tabs: 'Providers Details', 'Financial Details', and 'Service Details'. The form contains several input fields for provider information:

- Provider ID: [Text Field]
- Provider Name (Legal): [Text Field]
- Provider Name (Trading): [Text Field]
- Provider Entity Type: [Text Field] with radio buttons for 'Is For Profit' and 'Is Charitable'.
- Provider Approval No: [Text Field]
- Provider ABN: [Text Field]

Below these fields is a table for 'CCS Approval Status':

Status	Reason	Start Date	End Date
[Empty Table Row]			

The form also includes sections for 'Address (Physical)' and 'Address (Postal)', each with fields for Street 1, Street 2, Suburb, State, Postcode, Address Start Date, and End Date. At the bottom, there is a 'Contact Details' section with fields for Phone, Mobile, and E-mail, and a checkbox for 'Use for all services'.

### Provider Details

The CCS Provider Details screen displays the information currently held by the Government. CCS Provider Details are updated from this screen.

## Service

The screenshot shows a web application window titled "CCS Service Details". At the top right, there is a "Download From CCS" button. Below the title bar, there are three tabs: "Service Details", "Management", and "Financial", with "Service Details" being the active tab. The form is divided into several sections:

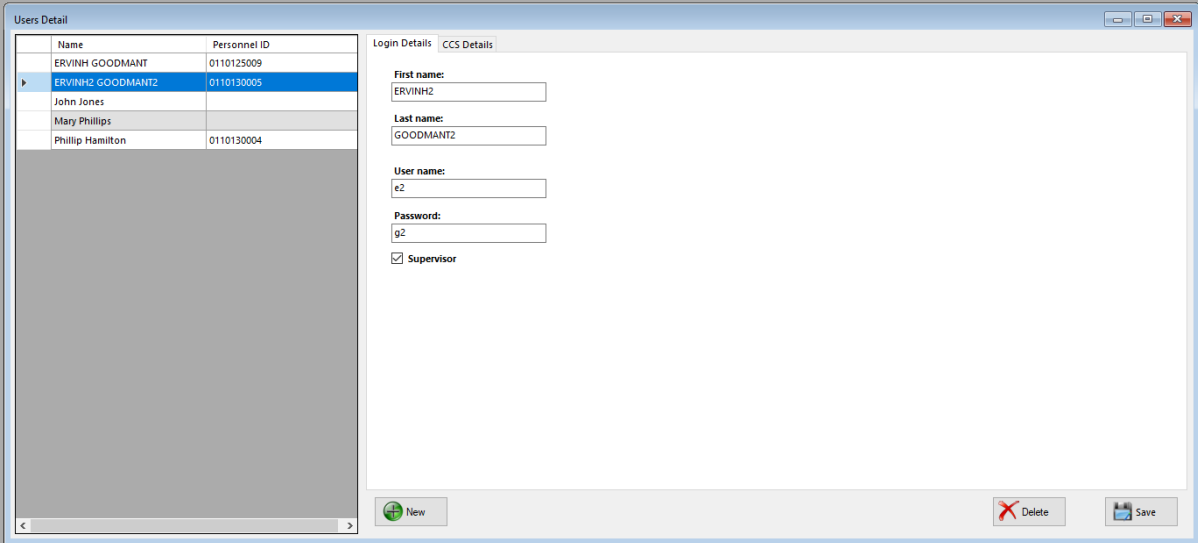
- Service Details:** Includes fields for Service ID, Service Name, Weeks Open Per Year, Number Of Places, Registration Code, Start Date, End Date, Exemption Reason, CCS Approval Status, Start Date, End Date, and CCS Approval Reason. An "Update Service Details" button is located to the right of the Service ID field.
- Address (Physical):** Includes fields for Street 1, Street 2, Suburb, State, Postcode, Address Start Date, End Date, Contact Phone, Mobile, and Contact Email.
- Address (Postal):** Includes fields for Street 1, Street 2, Suburb, State, Postcode, Address Start Date, and End Date.

An "Update Addresses and Contact" button is located at the bottom right of the form.

### Service Details

If any information in this screen is missing or incorrect fill out the correct details. Particularly check "Weeks Open Per Year" and "Number of Places" as these details are incomplete for many centres.

## 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 current Kindy Manager Users but only those people who have been registered with PRODA will see an additional tab labeled “CCS Details”.