



Nepean ProData – Kiincare Pty Ltd

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YOU MUST READ THESE NOTES

After our Kiincare software is installed, you will have 3 Kiincare icons on your desktop.

These are:

BEFORE AND UP TO YOUR TRANSITION DATE

Kiincare Studio icon.



You will still need to receipt **ALL** your parents fees **UP TO THE DATE OF TRANSITION** in Kiincare Studio (as usual). This icon will be renamed **OLD Kiincare Studio** when our new software has been installed.

Kiincare Studio becomes obsolete once all your parents are paid up to the transition date. Keep it for records only.

AFTER YOUR TRANSITION DATE



Kiincare (Sql)

This icon is to be used for records **AFTER YOUR TRANSITION DATE**

Example: Creating new parents and children, updating children's weekly details, absences, JFA, SCCB etc.



Kiincare CCMS icon

This icon is linked to Kiincare (Sql) and is used for records **AFTER YOUR TRANSITION DATE**

Example: Enrolling children with CCMS, submitting attendance for CCMS weeks, issuing receipts and billing parents for processed weeks.

Please note: One of our support technicians will ring you and log onto your computer to provide one-on-one training for enrolments, submitting attendance etc. They will also explain in details how to Issue receipts, bill parents etc. **Please wait for their call, they will ring you as soon as they can.**

Please accept our apologies if you are having difficulties getting through on our phones, we are transitioning large numbers of centres to meet the CCMS deadline. If you require urgent assistance, please email support@kiincare.com, and provide details of your enquiry so it can be passed onto the appropriate person for a quick response.