

## Instructions for completing the data collection Form titled - FIS Directory Update Form

Log into the Provider Portal to access your account: <https://eservices.solihull.gov.uk/Synergy/Live/SynergyWeb/>.

**Step 1** - From the Home page click onto the tab titled 'Forms'.

From the list, select the form titled 'FIS Directory Update Form'. This will open another window; this may take a few moments to load.

**Step 2** - Contact Details – the table is partly completed as an example

Following the headings on the left hand side of the page, click into each of the boxes to enter or amend information. There is no need to amend any accurate information displayed on the current form.

NB: If any of the boxes are outlined in **RED**, the information has been recorded in the incorrect format and you will be unable to submit the form.

**Step 3** - School drop off/pick up

To add a school to the table;

a)click on the blue arrow titled 'insert item' to create a blank row

b)click on the black arrow for a drop down list of schools.

Schools for Pick-Up / Drop-Off

School	AM	PM
Balsall Cc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
St Alpheg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Windmills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Bentley	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Opening Times

Days and Times

c) to find a school start typing their name, highlight them to select and add them to the table.

d) tick AM / PM if you collect or drop off children at these times of day.

To remove a school from the table;

Schools for Pick-Up / Drop-Off

School	AM	PM
Balsall Cc	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
St Alpheg	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Windmills	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Opening Times

a) click on the white arrow for a new menu to open  
 b) select remove entry from the list

### Step 4 – Opening Times

To add an opening time to the table;

Opening Times

Opening Time
All Year
Easter Holidays
Half Term
Overnight Care
Summer Holidays
<input type="text"/>

a) click on the blue arrow titled 'insert item' to create a blank row

b) click on the black arrow for a drop down list of opening times. Highlight and select those applicable to your service.

To remove an opening time from the table;

Opening Times

Opening Time
All Year
Easter Holidays
Half Term
Overnight Care

Insert entry before  
Insert entry after  
Remove entry

a)click on the white arrow for a new menu to open  
b)select remove entry from the list

### Step 5 – Days and Times

To add days and times of opening;

Daily Opening Times

Day	Start Time	End Time	Funded Places
Monday	7:30	18:30	<input type="checkbox"/>
Tuesday	7:30	18:30	<input type="checkbox"/>
Wednesday	7:00	18:30	<input type="checkbox"/>
Thursday	7:00	18:00	<input type="checkbox"/>
Friday	7:00	18:00	<input type="checkbox"/>
Saturday	7:30	18:30	<input type="checkbox"/>
<input type="button" value="Insert item"/>			

a)click on the blue arrow titled 'insert item' to create a blank row

b)click on the black arrow for a drop down list of the days of the week. Highlight and select those applicable to your service.

c)enter the start and end times as HH:MM

d)tick Funded Places boxes if available at your service

To remove days and times of opening;

Daily Opening Times

Day	Start Time	End Time	Funded Places
Monday	7:30	18:30	<input type="checkbox"/>
Tuesday	7:30	18:30	<input type="checkbox"/>
Wednesday	7:00	18:30	<input type="checkbox"/>
Thursday	7:00	18:00	<input type="checkbox"/>
Friday	7:00	18:00	<input type="checkbox"/>
Saturday	7:30	18:30	<input type="checkbox"/>

Insert entry before  
Insert entry after  
Remove entry  
View\_Title  
View\_End  
Printable Version

a)click on the white arrow for a new menu to open  
b)select remove entry from the list

Cost Per Hour (numerical only)  
Cost Per Day (numerical only)  
Cost Per Session (numerical only)  
Cost Per Week (numerical only)

### Step 6 – Costs

Following the headings on the left hand side of the page, click into each of the boxes to enter or amend information; leave boxes blank where you do not offer this charge. There is no need to amend any accurate information displayed on the current form. Please use only numerical information and not text.

Cost Per Hour (numerical only)	£4.00
Cost Per Day (numerical only)	£35.50
Cost Per Session (numerical only)	
Cost Per Week (numerical only)	£175.50

### Step 7 – Moving on to Page 2 of the form

To complete page 2 of the form, click onto the tab titled 'Next Page'. **DO NOT** Submit the form until Page 2 has been completed.

Before submitting please complete the 2nd page by clicking 'Next Page'

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### Step 8 – Vacancy information

By clicking into the text box on the left hand side of the page, enter details of your vacancies by responding to the questions already listed. Please include any additional information that will help parents understand the places you have available.

Vacancy Information

Full Time Vacancies? Yes  
Part Time Vacancies? Yes.  
Days Available: M-F  
Ages: 0-12  
Further Information: Test

### Step 9 – Age groups and number of places/vacancies

Click into each row and enter details of ages and vacancies. Please **DO NOT** amend the information recorded in the column titled 'No. Registered For' – this information is linked directly to your OfSTED registration.

Age Groups and number of places/vacancies

Age Group	No. Registered For	No. of Places Available	No. Currently Caring For	Vacancies	Wrap Around
0-5yrs	0	0	0	1	<input type="checkbox"/>
5-8yrs	0	0	0	1	<input type="checkbox"/>

Record numbers of children in each column as applicable. Please use only numerical information and not text.

DO NOT amend the figures in this column.

Tick the box if your service offers wraparound care.

## Step 10 – Age Range

Following the headings on the left hand side of the page, enter the ages from and to as a numerical value. There is no need to amend any accurate information displayed on the current form.

Age Range From	<input type="text" value="2"/>
Age Range To	<input type="text" value="5"/>
Number of children on a waiting list	<input type="text" value="4"/>

NB: For children aged below 1 year old record as 0 (zero) – if you care for babies you can include the age range as weeks or months in the text box at Step 8, titled 'Vacancy Information'

## Step 11 – Service Information

Please record information about your childcare service to help parents understand how you will care for their child/ren in the text box. Max of 200 words.

Please tell us about your childcare services and what you would like parents to know about the opportunities you offer to children and their families

I am a test record - please ignore. Test

## Step 12 – Submitting the Form

When the form is complete, review the information and click on the 'Submit Form' tab at the bottom of the page on the right hand side.

Thank you for updating your information. Please don't forget to click 'Submit Form' below. If you require any support or assistance please contact Sarah Mafahi on 0121 704 6614 or sarah.mafahi@solihull.gov.uk

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Submit Form

On receipt of your FIS Directory Update Form the information will be updated and available for viewing on the FIS Directory within 5 working days.