



Early Years

Service Provision Availability and Capacity

Searching for a Service Provision

The dates and times when a service provision is available, the age ranges catered for, the capacity for specific age ranges and the vacancies at the service provision can be recorded.

Menu: **Focus | Early Years | Search Service Provision**

1. Enter one or more search criteria and click the **Search** button:

- A full or partial **Provider Name**.
- A full or partial **Service Name**.
- Select a **Service Type Description** from the drop-down list.
- A **Service Postcode**.
- A **DCSF URN**.
- A **Reference Number**.

Wildcards of %% can be used.

2. Select the required service provision in the results list and click the **Open In New Window** button to display the **Maintain Service Provision** page.

3. Click the **Availability and Capacity** link on the **Links** panel to display the **Availability and Capacity Details** page.

Adding Opening Dates and Times

To add opening dates and times for the service provision:

1. Click the **Add** button on the **Opening Dates + Times** panel to display the **Opening Dates + Times Details** page.



2. On the **Opening Dates** panel, enter a **Description**.
3. Select a **Start Date**.
4. If required, select an **End Date**.
5. On the **Opening Times** panel, click the **Add** button to display the **Opening Times Details** dialog.
6. Select a **Weekday** from the drop-down list.
7. Enter a **Start Time** (HHMM).
8. Enter an **End Time** (HHMM).
9. Enter a **Capacity**.
10. If required, enter the number of **Vacant** places.
11. Click the **Save** button.
12. If required, enter details of exceptions to the normal opening times on the **Opening Times Exceptions** panel:
 - a. Click the **Add** button to display the **Opening Times Details** dialog.
 - b. Select a **Weekday** and enter **Start Time**, **End Time** and **Capacity**.
 - c. If required, enter the number of **Vacant** places.
 - d. Click the **Save** button.

Adding Availability

If required, enter details of the availability of the service provision on the **Availability** panel.

1. Enter the number of weeks the provider is open in the **No weeks Open** field.
2. Enter free text for **Times**, **Other Hours**, **Availability** and **Funded Places Availability**.
3. Click the **Add** button to display the **Lookup Codes - When is service available?** dialog.
4. Select one or more lookup codes and click the **Select** button.

Internal Code	Description	External Code	Active
ALL	All Year	ALL	Yes
BAN	Bank Holidays	BAN	Yes
EVE	Evenings	EVE	Yes
FUL	Full Time	FUL	Yes
HAL	Half Term	HAL	Yes
INS	Inset Days	INS	Yes
LUN	Lunch Club	LUN	Yes
OVN	Overnight	OVN	Yes
PAR	Part Time	PAR	Yes
SCH	School Holidays	SCH	Yes
TER	Term Time	TER	Yes
WKD	Weekends	WKD	Yes



Updating Other Details

1. Enter details of the age ranges catered for on the **Age Range Details** panel:
 - a. Enter the minimum age in years and months.
 - b. Enter the maximum age in years and months.
 - c. If required, select one or more check boxes for **2 Year Old Funding**, **3 Year Old Funding** and **4 Year Old Funding**.
 - d. If required, enter **Suitable Age Range Details**.
2. Click the **Add** button on the **Capacity Details** panel to display the **Capacity Details** window.
3. Click the browse button to display the **Age Range Enquiry** dialog.
4. Click the **Search** button to display all the available age ranges.
5. Select the required age range and click the **Select** button.
6. Enter the **Capacity** for the age range.
7. If required, enter the **Vacancies** and **Waiting List** numbers.
8. Click the **Save** button.

- On the **Vacancy Information** panel:
1. If the service can be contacted regarding vacancies, select the **Contact for Vacancies** check box to display a tick.
 2. If there are immediate vacancies, select the **Immediate Vacancies** check box to display a tick.
 3. Select a **Contact Method for Updating Vacancies** from the drop-down list.
 4. If there is currently a waiting list, select the **Waiting List** check box to display a tick.
 5. If required, enter **Vacancy Other Information**.
 6. After completing the required details, click the **Save** button.



Related Reference Guides:

- [EY_Maintain Service Provision Details and Contacts](#)
- [EY_Maintain Service Provision Other Details](#)
- [EY_Log New Communication](#)