



Updating a Provider Organisation

1. Select **Focus | Early Years | Search for Provider** to display the **Search childcare provider** page.

2. Enter one or more search criteria and click the **Search** button to display a list of matching providers.

3. Select the required provider and click the **Open In New Window** button to display the **Maintain Provider** page.

4. Select the **Provider Organisation** panel.

5. Click the browse button to display the **Search for Umbrella Organisation** dialog.



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6. Enter search criteria and click the **Search** button to display a list of organisations.
7. Select the required record and click the **Select** button. Alternatively, to add a new organisation:
 - a. Click the **New** button to open the **New Umbrella Organisation** dialog.
 - b. Enter the name and bank details on the **Basic Details** panel.
 - c. Click the browse button to select a **Contact**.
 - d. On the **Providers** panel, click the **Add** button to display the **Search for Provider** dialog.
 - e. Enter search criteria and click the **Search** button.
 - f. Select the required provider.
 - g. Click the **Save** button.



Related Reference Guides:

- [EY_Displaying Provider Details](#)
- [EY_Updating Provider Basic Details](#)
- [EY_Updating Provider Contacts](#)
- [EY_Updating Provider Staff](#)
- [EY_Updating Provider Services](#)
- [EY_Manage Complaints](#)
- [EY_Manage Income](#)
- [EY_Manage Job Vacancies](#)
- [EY_Manage Links](#)
- [EY_Manage Monitoring](#)
- [Administration_Managing UDFs](#)