

View Invitation Status


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CDT

The View Status page provides an overview of your centers' invitation statuses. You can see how many invitations have been sent, how many are complete, and so on.

1. Log in to app.kidkare.com using the same ID and password you use to access Minute Menu CX.
2. From the menu to the left, click **eForms**.
3. Click **View Status**.

The screenshot shows the 'View Status' page in the KidKare application. The page has a sidebar menu on the left with options like 'Observer Mode', 'Foods', 'Billing Report', 'eForms', 'Enable Centers', 'Send Invitations', 'View Status', 'Approve & Renew', 'Reports', 'Get Help', and 'Logout'. The main content area displays a table of invitation statuses. At the top, there are filters for 'Show records for', 'All states', 'All Centers', 'EF', 'IEF', and 'Invitation Sent Date' (30 Days). There are 'Go' and 'Clear Filter' buttons. An 'Export All' button is also present. The table has columns for Name, Number, State, Total Sent, Not Started, In Progress, Needs Approval, Submitted, Sponsor Approved, Manually Completed, Renewed, and Cancelled. The table lists various centers and their invitation counts.

Name	Number	State	Total Sent	Not Started	In Progress	Needs Approval	Submitted	Sponsor Approved	Manually Completed	Renewed	Cancelled
Tit-C	909	DC	1	0	0	0	1	0	0	0	0
-	1	OR	0	0	0	0	0	0	0	0	0
Abzol	234	VA	0	0	0	0	0	0	0	0	0
Active Lifestyle	777	WA	19	1	1	7	0	1	0	9	0
DC test	354	DC	0	0	0	0	0	0	0	0	0
deplay hai update	123	AL	0	0	0	0	0	0	0	0	0
Eveee	1	AL	0	0	0	0	0	0	0	0	0
FL 300725	6813	FL	0	0	0	0	0	0	0	0	0
Jess Center	123	TX	0	0	0	0	0	0	0	0	0
Johnson & Johnson	400	TX	0	0	0	0	0	0	0	0	0
Johnson Release Center	099	GA	0	0	0	0	0	0	0	0	0
Kain's Little Bunch	1337	TX	0	0	0	0	0	0	0	0	0
Little Rainstorms	777	OH	1	1	0	0	0	0	0	0	0
Mike's Minions	74	TX	0	0	0	0	0	0	0	0	0
Mly C test	245	MN	0	0	0	0	0	0	0	0	0
Oh test	111	OH	1	0	0	0	0	0	0	1	0
Phan center of mintest	6969	WI	1	0	0	0	0	0	0	1	0
Phan Incorporated Three Change Only Name	89631	OH	0	0	0	0	0	0	0	0	0
Reg Test Center	301	MA	0	0	0	0	0	0	0	0	0

4. Set filters for the information to view.
 - a. Click the **State** drop-down menu and select the state(s) to view. This option is only available if you are set up for multiple states.
 - b. Click the **Centers** drop-down menu and select the specific center(s) to view.
 - c. Select EF, IEF, or both.
 - d. Click the **Invitation Sent Date** drop-down menu and select 30 Days, 60 Days, 90 Days, or Custom Date. If you select Custom Date, set a date range in the **From/To** boxes.
 - e. Click **Go**.
5. Click each column to sort information in ascending or descending order.
6. Click a center name to view that center in Observer Mode.
7. Click  next to Export and View or All to export eForms status information.
 - **Export View:** This exports the information displayed on the View Status page.
 - **Export All:** This exports complete invitation status details.

Once you have invitations in the Submitted status, you can approve and renew them. For more information, see [Approve and Renew](#).

Customizing the View Status Page

Click **Filters** in the top-right corner to choose which columns to display. You can also filter by access to the eForms feature. Possible columns include:

- Name

- Number
- State
- Total Sent
- Not Started
- In Progress
- Needs Approval
- Submitted
- Sponsor Approved
- Manually Completed
- Renewed
- Canceled

Invitation Statuses

Status	Definition
Not Started	The parents have not started filling out the form yet.
In Progress	The parents have started filling out the form, but have not yet finished.
Needs Approval	The form needs to be approved (by you or the center).
Submitted	The parent or the center has submitted the form to you.
Sponsor Approved	You have approved the forms.
Manually Completed	The parent completed a paper form.
Renewed	You have updated the system with the new date.
Canceled	The invitation was canceled.