

Print Completed eForms

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Completed eForms are stored within KidKare. You can retrieve and print these forms, as needed. However, we do recommend that you simply store a digital copy, if needed. Remember, you can retrieve these forms from KidKare at any time.

1. Log in to app.kidkare.com. Use the same credentials you use to access Minute Menu CX.
2. From the menu to the left, click **eForms**.
3. Click **Reports**. The Reports page opens.

The screenshot shows the KidKare Reports page. On the left is a sidebar menu with options: Observer Mode, Foods, Billing Report, eForms (selected), Enable Centers, Send Invitations, View Status, Approve & Renew, Reports, Get Help, and Logout. The main area is titled 'eForms > Reports'. Below the title is a 'Show records for' section with filters: 'Re Enrollment' (dropdown), 'All Forms Types' (dropdown), 'All states' (dropdown), and 'Current Year' (dropdown). There are 'Run' and 'Clear Filter' buttons. Below the filters is a 'Display 25 records' section. The table has columns: Name, Child Name, View Form, Approval type, Form type, and Last Updated. The table lists 15 records for 'Little Rainstorms' and 'Active Lifestyle' forms, all submitted on 03/11/20 and 04/01/20. A 'Combine & Print Forms' button is at the bottom right.

Name	Child Name	View Form	Approval type	Form type	Last Updated
Little Rainstorms	Bacon, Eggs	View Form	Sponsor Approved	EF	03/11/20 08:36 AM
Little Rainstorms	Bacon, Eggs	View Form	Sponsor Approved	IEF	03/11/20 08:36 AM
Active Lifestyle	Bailey, infantChildBFTQz	View Form	Submitted (site)	EF	01/06/20 01:07 AM
Active Lifestyle	Bailey, infantChildBFTQz	View Form	Submitted (site)	IEF	01/06/20 01:07 AM
Active Lifestyle	Bailey, infantChildBVGdH	View Form	Submitted (site)	IEF	01/13/20 04:32 AM
Active Lifestyle	Bailey, infantChildBvNvU	View Form	Submitted (site)	EF	04/01/20 12:11 AM
Active Lifestyle	Bailey, infantChildBvNvU	View Form	Submitted (site)	IEF	04/01/20 12:11 AM
Active Lifestyle	Bailey, infantChildBvNvU	View Form	Submitted (site)	EF	04/01/20 12:48 AM
Active Lifestyle	Bailey, infantChildBvNvU	View Form	Submitted (site)	IEF	04/01/20 12:48 AM
Active Lifestyle	Bailey, infantChildBvNvU	View Form	Submitted (site)	EF	04/24/20 12:03 AM
Active Lifestyle	Bailey, infantChildBvNvU	View Form	Submitted (site)	IEF	04/24/20 12:03 AM
Active Lifestyle	Bailey, infantChildBvNvU	View Form	Submitted (site)	EF	01/08/20 04:54 AM
Active Lifestyle	Bailey, infantChildBvNvU	View Form	Submitted (site)	IEF	01/08/20 04:54 AM
Active Lifestyle	Bailey, infantChildBvNvU	View Form	Submitted (site)	EF	01/20/20 11:28 PM
Active Lifestyle	Bailey, infantChildBvNvU	View Form	Submitted (site)	IEF	01/20/20 11:28 PM
Active Lifestyle	Bailey, infantChildBvNvU	View Form	Submitted (site)	EF	03/11/20 10:47 PM
Active Lifestyle	Bailey, infantChildBvNvU	View Form	Submitted (site)	IEF	03/11/20 10:47 PM

Note: You can also access this page from the Approve & Renew page. To do so, click **View Reports**.

4. In the **Show Records For** section, set filters for the forms to view.
 - a. Select **Enrollment** or **Re Enrollment**.
 - b. Select the form type. You can choose from **EF**, **IEF**, or **All Form Types**.
 - c. Select the center(s) to view. You can select as many centers, as needed, or you can select **All Centers**.
 - d. Select the date range to view. You can select **Current Year**, **Previous Year**, or **Custom Date**. If you select **Custom Date**, use the **From/To** boxes to set a date range.
5. Click **Run**. Reports meeting the limits you set display.
6. To download an individual form, click **View Form**. A PDF downloads. You can then print this PDF, as needed.
7. To print multiple forms at once:
 - a. Check the box next to each form to print.
 - b. Click **Combine & Print Forms**. The forms you selected download.