

# List Wizard Incomplete Children

Last Modified on 03/27/2019 9:00 am CDT

When children are in the process of being enrolled, they are classified as Wizard Incomplete children. You may have children at this status if you click Close For Now while enrolling children. Children you have enrolled as placeholders specifically for Direct Entry are also classified as Wizard Incomplete Children.

You can only access these child records in the List Wizard Incomplete Children window. This is to prevent confusion between Pending and/or Enrolled children elsewhere in the system.

1. Click the **Providers** menu and select **List Wizard Incomplete Children**. The List Wizard Incomplete Children window opens.
2. In the **Filter By** section, select **Selected Provider** or **All Providers**. If you select All Providers, go to Step 4.
3. Click the **Provider** drop-down menu and select the provider to view.
4. Click **Refresh List**. The Wizard Incomplete children display.

Filter by:  Selected Provider  All Providers

Select Provider with Wizard Incomplete Children: A # [dropdown]

Search for children where...

Refresh List

	Provider #	Provider Name	#	Name	Birth Date	Age	DOE	Relation	Tier	Participates
View	000034	McCune Aurora	1-6	child, Infant	7/1/2018	8M	12/1/2018	N		Y
View	000052	Email Test Jennifer	1-4	ThanhGiang, Nguyen	1/1/2019	2M	3/20/2019	N		Y
View	001239	Cordova Anna	1-5	hai, motbon b	1/1/2018	1Y	2/1/2018	N		Y
View	005216	Test JDT	1-11	child, test	1/1/2019	2M	1/1/2019	N		Y
View	168763	test4 mod	1-1	ke, hule	9/1/2018	6M	9/1/2018	O		Y
View	321654	test4 joseph	1-13	Bottle, Jeannie	4/10/2011	7Y	5/25/2015	N		Y
View	654321	evizi test	1-11	child, motmuoisau	1/1/2018	1Y	2/1/2018	N		Y
View	995601	Jones Robert	1-2	kid, test a	1/1/2017	2Y	9/29/2017	N		Y
View	998885	Dough John	1-3	Dougherty, Emilia	1/1/2019	2M	1/1/2019	N		Y
View	998885	Dough John	1-5	natalie, natalie	8/1/2017	1Y	5/1/2018	N		N
View	998894	Shelley Mary	1-2	Frankenstein, Victor	1/1/2018	1Y	3/25/2019	N		Y

Print Child Count: 11 Close

5. Click **View** to open the child record in the Enroll Child Wizard.