

# Associate Monitors with Providers

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You can associate each of your providers with a specific Monitor. Associating providers with Monitors lets you filter and/or sort several reports by Monitor.

To do so:

1. Click the **Providers** menu and select **Provider Information**. The Provider Information window opens.
2. In the **Sponsor Personnel** section, click the **Monitor** drop-down menu and select the Monitor to assign to this provider.

The screenshot shows the 'Provider Information' window for 'Shelley, Mary 998894 Active'. The 'Sponsor Personnel' section is highlighted with a red box, showing the 'Monitor' dropdown menu set to 'kenstein, Adam (201)'. Other sections include 'General' (Name: Mary Shelley, Provider ID: 998894, DOB: 01/01/1979, Gender: Female), 'Claim Source' (Online), 'Menu Type' (--Select--), 'Login ID' (993998894), 'Password' (monsters), 'Send Welcome Message' button, 'Welcome Message Sent', 'Claiming Status' (Active), and 'CACFP Contract Info' (Current CACFP Agreement Date, Pre-approval Date, First Claim Month Allowed: December 2018, etc.). A vertical sidebar on the right contains buttons for 'Activate Children', 'Children', 'Claims', 'Payments', 'Helpers', 'Training', 'Reviews', 'Calendar', 'Supervisors', 'Messages', and 'Serious Deficiency'. At the bottom are 'Print', 'Remove', 'Put On Hold', 'Save', and 'Close' buttons.

3. Click **Save**.

You can also view which Monitors are associated with which providers in the List Providers window.

1. Click the **Providers** menu and select **List Providers**. The List Providers window opens.

2. Click the **Filter Providers By** drop-down menu and select the provider status to view.
3. Click **Refresh List**. The providers display. Monitor initials are listed in the Monitor column. If a provider is not currently associated with a monitor, -- (dash dash) displays in this column.

**List Providers**

Filter Providers by: Active

Search for providers where...

	#	Name	Status	Tier	Monitor			
View	002234	UBacchus, Amelia	Active	1	BG	Children	Put On Hold	Remove
View	654987	test1, mod	Active	2	BG		Put On Hold	Remove
View	995599	test1, jlr K	Active	2	BG		Put On Hold	Remove
View	321657	test, mod	Active	2	BG	Children	Put On Hold	Remove
View	012344	Parra, Jennifer	Active	1	BG		Put On Hold	Remove
View	001237	Landers, Gwen	Active	1	BG	Children	Put On Hold	Remove
View	995601	Jones, Robert D	Active	2	BG	Children	Put On Hold	Remove
View	998891	Ha, Nguyen	Active	2	BG	Children	Put On Hold	Remove
View	001236	Garcia, Ramon	Active	1	BG	Children	Put On Hold	Remove
View	995600	Flats, Highland	Active	2	BG	Children	Put On Hold	Remove
View	000052	Email Test, Jennifer	Active	2	BG	Children	Put On Hold	Remove
View	998885	Dough, John	Active	1	BG	Children	Put On Hold	Remove
View	998894	Shelley, Mary	Active	2	AF	Children	Put On Hold	Remove
View	998880	TestTransfer1. Produ	Active		--	Children	Put On Hold	Remove

Only Providers who have finished the Enrollment process will be displayed.

Provider Count: 48

Buttons: Print, Export, Close