

Print Completed eForms

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Completed eForms are stored within KidKare. You can retrieve and print these forms, as needed.

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

The screenshot shows the KidKare Reports page. At the top, there is a navigation bar with the KidKare logo and user information. Below the navigation bar, there is a 'Show records for' section with filters for 'Re Enrollment', 'All Forms Types', 'All states', and 'Current Year'. There are 'Run' and 'Clear Filter' buttons. Below the filters, there is a 'Display 25 records' section. The main content is a table with columns: Name, Child Name, View Form, Approval type, Form type, and Last Updated. The table contains 15 rows of records for 'Llanders, Gwen' with various child names and approval types.

Name	Child Name	View Form	Approval type	Form type	Last Updated
Llanders, Gwen	Bailey, infantChildADIVQJ	View Form	Sponsor Approved	EF	01/15/20 12:51 AM
Llanders, Gwen	Bailey, infantChildADIVQJ	View Form	Sponsor Approved	IEF	01/15/20 12:51 AM
Llanders, Gwen	Bailey, infantChildadVQZ	View Form	Sponsor Approved	EF	02/26/20 11:06 PM
Llanders, Gwen	Bailey, infantChildadQXZ	View Form	Sponsor Approved	IEF	02/26/20 11:06 PM
Llanders, Gwen	Bailey, infantChildbxOSz	View Form	Submitted (parent)	EF	01/07/20 03:02 AM
Llanders, Gwen	Bailey, infantChildCTTvc	View Form	Submitted (parent)	EF	03/11/20 10:59 PM
Llanders, Gwen	Bailey, infantChildEXVak	View Form	Submitted (parent)	EF	01/15/20 12:10 AM
Llanders, Gwen	Bailey, infantChildgWpgh	View Form	Submitted (parent)	EF	04/22/20 07:00 AM
Llanders, Gwen	Bailey, infantChildHAQkr	View Form	Sponsor Approved	EF	01/08/20 11:37 PM
Llanders, Gwen	Bailey, infantChildHAQkr	View Form	Sponsor Approved	IEF	01/08/20 11:37 PM
Llanders, Gwen	Bailey, infantChilditzv	View Form	Submitted (parent)	EF	01/15/20 10:42 PM
Llanders, Gwen	Bailey, infantChildKfayu	View Form	Submitted (parent)	EF	01/06/20 12:39 AM
Llanders, Gwen	Bailey, infantChildonQQ	View Form	Submitted (parent)	EF	02/12/20 11:06 PM
Llanders, Gwen	Bailey, infantChilduTVQ	View Form	Sponsor Approved	EF	04/23/20 11:16 PM
Llanders, Gwen	Bailey, infantChilduTVQ	View Form	Sponsor Approved	IEF	04/23/20 11:16 PM
Llanders, Gwen	Bailey, infantChildvST	View Form	Submitted (parent)	EF	01/08/20 05:06 AM

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 provider(s) to view. You can select as many providers, as needed, or you can select **All Providers**.
 - 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.