



## INSTRUCTIONS FOR EXPORTING PARTICIPANT DATA FROM KIDKARE

1. Login to KidKare;
2. From the menu on the left, select *Reports* and then select: *Regular/Children/Child List Export*;

The screenshot shows the KidKare web application. On the left is a vertical menu with options: Claims, Children, Center Management, Menus/Attendance, Foods, Reports (highlighted with a purple box), Tools, Administration, Messages, Get Help, and Logout. The top navigation bar shows 'Reports' selected, with a sub-menu containing 'Child List Export' (highlighted with a purple box). Below this, there are three dropdown menus: 'Regular' (highlighted with a purple box), 'Children' (highlighted with a purple box), and 'Child List Export' (highlighted with a purple box).

3. In the *Filter for Centers* grid that appears, be sure the Status drop down menu defaults to Active...(nothing else needs to be changed in this grid); Click *Search*

The screenshot shows the 'Filter for Center(s)' grid. It contains several dropdown menus: 'Status \*' (set to 'Active'), 'City', 'County', 'Monitor', 'Program Type', 'Claims', 'Profit Status', 'Administration Type', 'Review Due Before', and 'Claim Month'. A purple arrow points to the 'Search' button at the bottom right of the grid.

4. In the *Select Centers* grid that appears, click in the box next to the appropriate center to download

| Select Center(s)                    |          |             |
|-------------------------------------|----------|-------------|
|                                     | Center # | Center Name |
| <input type="checkbox"/>            |          |             |
| <input type="checkbox"/>            | 100      | CENTER #1   |
| <input checked="" type="checkbox"/> | 200      | CENTER #2   |
| <input type="checkbox"/>            | 300      | CENTER #3   |
| <input type="checkbox"/>            | 400      | CENTER #4   |
| <input type="checkbox"/>            | 500      | CENTER #5   |
| <input type="checkbox"/>            | 600      | CENTER #6   |
| <input type="checkbox"/>            | 700      | CENTER #7   |

5. In the *Child Export Filter* grid that appears, be sure *Status Active and Pending* are checked...(nothing else needs to be changed in this grid); Click *Next*

Child Export Filter

Status \*  
Active, Pending

Status Withdrawal Date  
Before Select a day  
After Select a day

Enrollment Expiration Date  
Before Select a day  
After Select a day

Current Enrollment Date  
Before Select a day  
After Select a day

Enrollment Reported Printed Date  
Before Select a day  
After Select a day

FRP Category  
Please select

Eligibility Type  
Please select

Migrant Worker  
Please select

Special Needs  
Please select

At-Risk  
Please select

Age Details  
Order Please select  
Years  
Age as of Select a day

6. In the *Select Fields to Export* grid, all fields are selected by default. No changes should be made to this grid. Click *Export* at bottom right.

Select Field(s) to Export

| <input checked="" type="checkbox"/> | Field                   |
|-------------------------------------|-------------------------|
| <input checked="" type="checkbox"/> | At-Risk                 |
| <input checked="" type="checkbox"/> | Birth Date              |
| <input checked="" type="checkbox"/> | Breakfast Documentation |
| <input checked="" type="checkbox"/> | Child External ID       |
| <input checked="" type="checkbox"/> | Child ID                |
| <input checked="" type="checkbox"/> | Child Participates      |
| <input checked="" type="checkbox"/> | Classroom               |

Export

7. An Excel file will generate and show in the top right of your browser. Click on the file to open and save to your desktop with an appropriate name (like the name of the center or Center Participant Exports);
8. Email this file to [ayoung@centerpilot.com](mailto:ayoung@centerpilot.com)