Prepare for Reviews with Observer Mode

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You can view meals, attendance, and reports in Observer Mode. It can be helpful to review this information before or during a home visit.

- 1. Log in to app.kidkare.com with the same ID and password you use to access Minute Menu HX. A list of your providers displays.
- 2. Click a provider's name to view that provider's account in Observer Mode. The account opens.
- 3. To see which meals have been recorded:
 - a. From the menu to the left, click Calendar. The Calendar page opens.

									Provider FP Adam Frankenstein (993201) 🗸 🍧		
You are in observer mo	Lan n observe mode. Nov observe Twelly, Mary (1939938-9) Exit observe mode.										
* *	S 00 Article Contract										
쇔 Home	~	Provider Child Meals	Schedule Menus								
😪 eForms		Anril 2020									
TI Meals	~	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Draggable events		
Food Program	~				1	2	3	4	Closed for Business		
Calendar	-								Open on Holiday Open on Holiday		
Check In/Out									NOTE: In order to add or delete meals for an event, you must click on the		
Reports									existing event on the calendar to open the Event Editor.		
Messages											
Get Help		5	6	7	8	9	10	11			
🖞 Logout											
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		12	13	14	15	16	17	18			
		19	20	21	22	23	24	25			
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- b. Click the Meals tab. Any day with a meal abbreviation has menus, meal counts, and attendance.
 - B: Breakfast
 - A: AM Snack
 - L: Lunch
 - P: PM Snack
 - D: Dinner
 - E: Evening Snack
- c. Click the meal abbreviation to view meal details.

V. KidKare
You are in observer mode. Now observing Shelley, Mary (993998894)
Image: Markov Control and
Working of the second s
⊗ eForms Serving 1
Meals > Breakfast • 0830 AM
Enter Meal
- Add/Edit Menus Sawe Delete
Schedule Menus
El Food Program V + Create MyMenu
Calendar Meat/Alternate Quiche
gr Ordek liv/Out Bread/Alternate Multi-grain Bread ↓
Reports Sthis whole grain-rich? (* 1880)
Messages
G Get Help Pruit Oranges •
O Legout Vegetables .
Milk 196,novr 2
Am Lsendre enquich food?
Beaufort, Caroline 1 y
Jack, Sean 4y
Lavenza, Elizabeth 1 y 🗮

- 4. To print the 5 Day Attendance report:
 - a. From the menu to the left, click Reports. The Reports page opens.
 - b. Click the Select a Category drop-down menu and select Meals and Attendance.
 - c. Click the Select a Report drop-down menu and select 5 Day Attendance.
 - d. Click the **Select Day** box and select a date to view. The day you select and four previous days with meal counts are included on the report.
 - e. Click **Run**. Each child claimed and the meals for which they were claimed display. Totals display on the last row.

You are in observer mode. Now observing Shelley, Mary (093098894)	Evit observer mode
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gr eferms 5 Day Attendance - 04/24/2020	^
📊 Meals V Meals and Attendance • S Day Attendance • 04/24/2020 🚔 Non Print	
E Food Program V Provder Name: Sheller, Mary (98854)	
Calendar Pri - 04/24	
gr Check In/Out Sean Jack (4y 7m) ATTE	
E Reports Gabby Schmitter (2y Sm)	
Messages Meles Service (5/2m) ATB	
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- f. Click Print to print the report.
- 5. To view served and whole grain-rich foods:
 - a. From the menu to the left, click **Reports**. The Reports page opens.
 - b. Click the Select a Category drop-down menu and select Meals and Attendance.
 - c. Click the Select a Report drop-down menu and select Foods Served.
 - d. Click the Select a Month box and select the month to view.
 - e. Click **Run**. The food served for the month displays. Any food marked with **(WG)** is a whole grain-rich food.

Tou are in observer mode. Now observing Shelley, Mary (555598594) Exit observer mode.											
A 🛃 😋	Ŀ	👘 > Reports									
👹 Home 🗸											
😪 eForms		Food Served - April 2020									
🕅 Meals 🗸		Meals and Attendance Food Served Food Served Food Served Food Served Food Served Food Serv									
Food Program ~		Provider Lame : Shelley, Mary (95854)									
🛗 Calendar		Date	Breakfast		AM Snack	Lunch			PM Snack	Dinner	Eve. Snack
Check In/Out		04/23				Fresh Tomatoes Green Salad			Cantaloupe Cottage Cheese		
C Reports						Chicken Breasts Wheat Bread (WG)			Wheat Crackers 1% over 2		
Messages						1% or Skim over 2/2% or Whole Milk under 2					
😡 Get Help		04/24	Oranges Quiche Multi-grain Bread 1% over 2								
ල Logout											
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- f. Click Print to print the report.
- 6. When finished, click Exit Observer Mode.

Note: Click here to watch a recorded webinar that walks you through using Observer Mode.