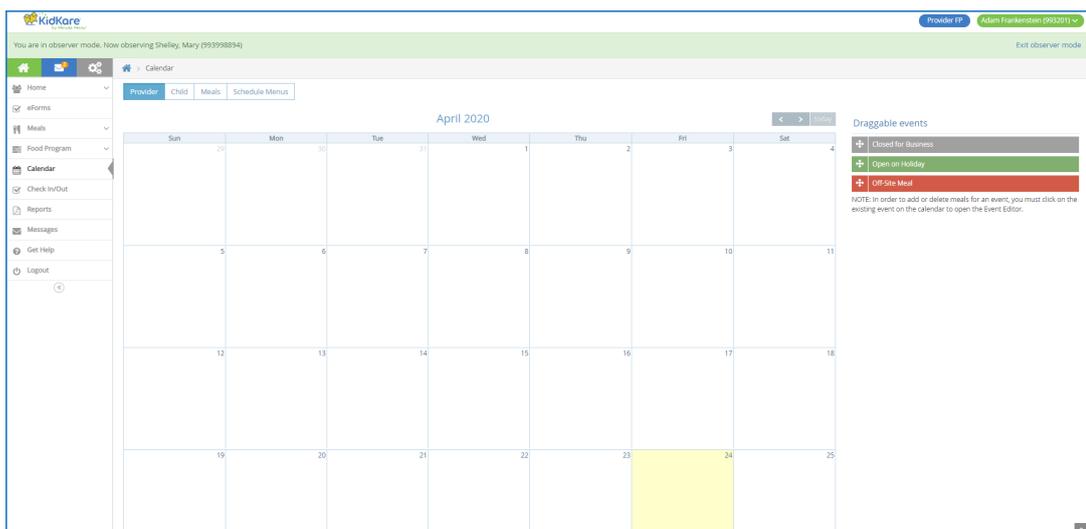


# Prepare for Reviews with Observer Mode

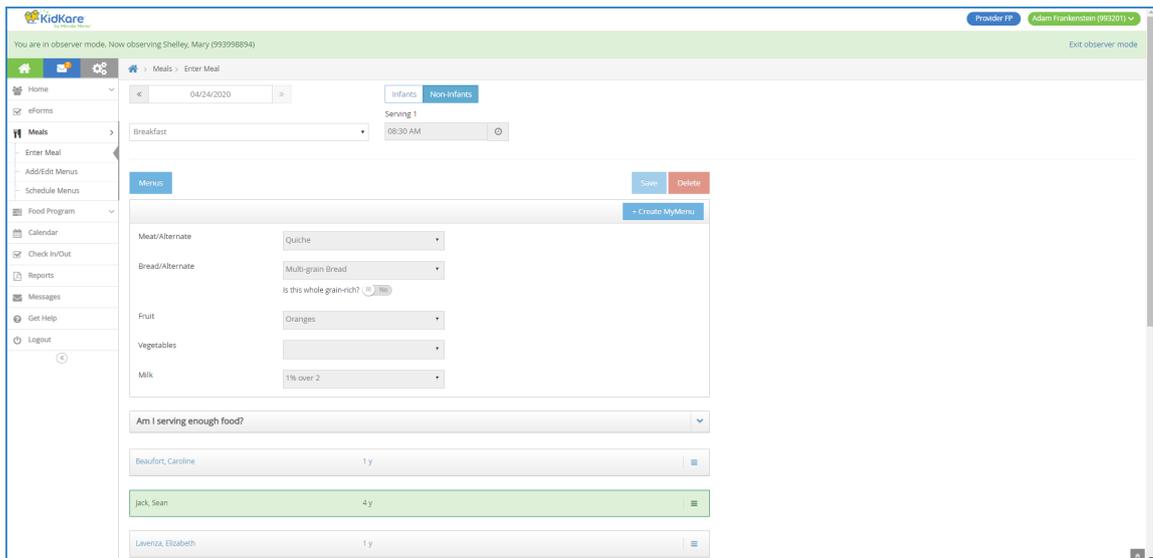
Last Modified on 06/10/2020 10:37 am CDT

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](http://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.

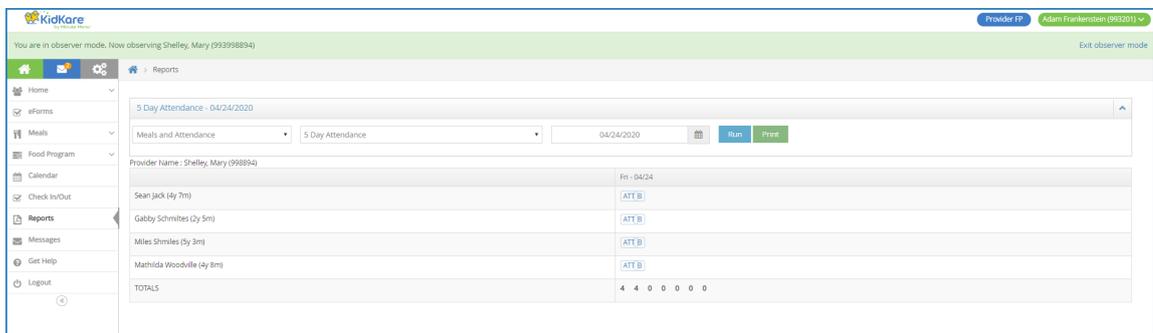


- b. Click the **Meals** tab. Any day with a meal abbreviation has menus, meal counts, and attendance.
  - **B:** Breakfast
  - **A:** AM Snack
  - **L:** Lunch
  - **P:** PM Snack
  - **D:** Dinner
  - **E:** Evening Snack
- c. Click the meal abbreviation to view meal details.



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.



- 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.

KidKare  
You are in observer mode. Now observing Shelley, Mary (993998894) Provider ID: Adam Frankenstein (993201) [Exit observer mode](#)

Home | eForms | Meals | Food Program | Calendar | Check In/Out | **Reports** | Messages | Get Help | Logout

Reports > Food Served - April 2020

Meals and Attendance | Food Served | April 2020 | [Run](#) | [Print](#)

Provider Name: Shelley, Mary (998894)

Date	Breakfast	AM Snack	Lunch	PM Snack	Dinner	Evening Snack
04/23			Fresh Tomatoes Green Salad Chicken Breasts Wheat Bread (WGC) 1% or Skim over 2.2% or Whole Milk under 2	Cantaloupe Cottage Cheese Wheat Crackers 1% over 2		
04/24	Oranges Quiche Multi-grain Bread 1% over 2					

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.