

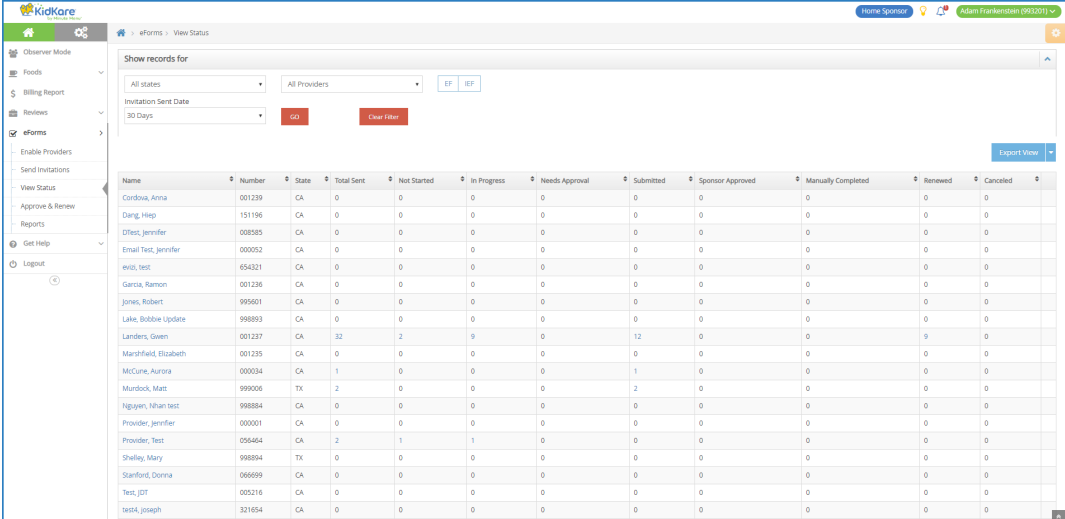
# View Invitation Status

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The View Status page provides an overview of your providers' invitation statuses.


You can see how many invitations have been sent, how many are complete, and so on.

1. Log in to [app.kidkare.com](http://app.kidkare.com) using the same ID and password you use to access Minute Menu HX.
2. From the menu to the left, click eForms.
3. Click **View Status**.



The screenshot shows the 'View Status' page in the KidKare application. The page has a sidebar menu on the left with options like 'Observer Mode', 'Foods', 'Billing Report', 'Reviews', 'eForms', 'Enable Providers', 'Send Invitations', 'View Status', 'Approve & Renew', 'Reports', 'Get Help', and 'Logout'. The main content area is titled 'eForms > View Status' and includes a 'Show records for' section with filters for 'All states', 'All Providers', 'EF', 'IEF', 'Invitation Sent Date', and '30 Days'. Below the filters is a table with columns for Name, Number, State, Total Sent, Not Started, In Progress, Needs Approval, Submitted, Sponsor Approved, Manually Completed, Renewed, and Canceled. The table lists various providers and their invitation counts.

Name	Number	State	Total Sent	Not Started	In Progress	Needs Approval	Submitted	Sponsor Approved	Manually Completed	Renewed	Cancelled
Cordova, Arina	001139	CA	0	0	0	0	0	0	0	0	0
Dang, Hiep	151196	CA	0	0	0	0	0	0	0	0	0
Dflec, Jennifer	002885	CA	0	0	0	0	0	0	0	0	0
Email Test, Jennifer	000052	CA	0	0	0	0	0	0	0	0	0
evli, test	654321	CA	0	0	0	0	0	0	0	0	0
Garcia, Ramon	001236	CA	0	0	0	0	0	0	0	0	0
Jones, Robert	995001	CA	0	0	0	0	0	0	0	0	0
Lake, Bobbie Update	998893	CA	0	0	0	0	0	0	0	0	0
Landers, Gwen	001237	CA	32	2	9	0	12	0	0	9	0
Marshfield, Elizabeth	001235	CA	0	0	0	0	0	0	0	0	0
McCune, Aurora	000034	CA	1	0	0	0	1	0	0	0	0
Murdock, Matt	999006	TX	2	0	0	0	2	0	0	0	0
Nguyen, Nhan test	998884	CA	0	0	0	0	0	0	0	0	0
Provider, Jennifer	000001	CA	0	0	0	0	0	0	0	0	0
Provider, Test	006064	CA	2	1	1	0	0	0	0	0	0
Shelley, Mary	998894	TX	0	0	0	0	0	0	0	0	0
Stanford, Donna	066699	CA	0	0	0	0	0	0	0	0	0
Test, JCF	005216	CA	0	0	0	0	0	0	0	0	0
test4, joseph	321654	CA	0	0	0	0	0	0	0	0	0

4. Set filters for the information to view.
  - a. Click the **State** drop-down menu and select the state(s) to view. This option is only available if you are set up for multiple states.
  - b. Click the **Providers** drop-down menu and select the specific provider(s) to view.
  - c. Select EF, IEF, or both.
  - d. Click the **Invitation Sent Date** drop-down menu and select 30 Days, 60 Days, 90 Days, or Custom Date. If you select Custom Date, set a date range in the **From/To** boxes.
  - e. Click **Go**.
5. Click each column to sort information in ascending or descending order.
6. Click a provider name to view that provider in Observer Mode.
7. Click  next to **Export**, and select **View** or **All** to export eForms status information.
  - o **Export View**: This exports the information displayed on the View Status page.
  - o **Export All**: This exports complete invitation status details.

## Customizing the View Status Page

Click **Filters** in the top-right corner to choose which columns to display. You can also filter by access to the eForms feature. Possible columns include:

- Name
- Number
- State
- Total Sent

- Not Started
- In Progress
- Needs Approval
- Submitted
- Sponsor Approved
- Manually Completed
- Renewed
- Canceled

## Invitation Statuses

Status	Definition
Not Started	The parents have not started filling out the form yet.
In Progress	The parents have started filling out the form, but have not yet finished.
Needs Approval	The form needs to be approved (by you or the provider).
Submitted	The parent or provider has submitted the form to you.
Sponsor Approved	You have approved the forms.
Manually Completed	The parent completed a <b>paper</b> form.
Renewed	You have updated the system with the new date.
Canceled	The invitation was canceled.