

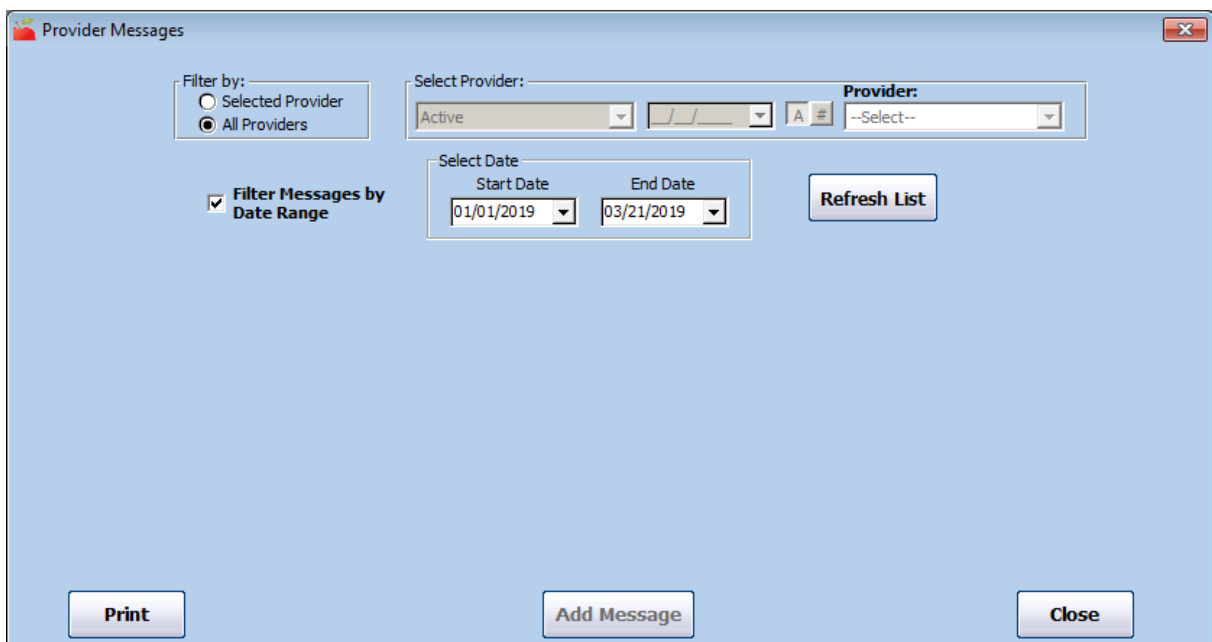
Manage Provider Messages

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You can view all messages previously recorded for a provider in the Manage Provider Messages window.

Note: You can also send messages to your providers in KidKare! You can also receive messages from providers, retain an archive of communications, and view message reports. See [KidKare Messaging](#) for more information!

1. Access the Provider Messages window. You can do this two ways:
 - Click the **Tools** menu, select **Messages**, and click **Provider Messages**. The Provider Messages window opens.
 - Click **Providers** and select **Provider Information**. Then, click the **Provider** drop-down menu and select Provider. Click **Messages** (from the right). The Provider Messages window opens and displays messages for the provider you were viewing in the Provider Information window.
2. In the Filter By section, select **All Providers** or **Selected Provider**. If you plan to add a message, you must select **Selected Providers** and then select a provider from the **Provider** drop-down menu.
3. Check the **Filter Messages by Date Range** box to filter messages by a certain set of dates. Then, enter dates in the **Start Date** and **End Date** boxes.



The screenshot shows the 'Provider Messages' window with the following elements:

- Filter by:** Radio buttons for 'Selected Provider' and 'All Providers'.
- Filter Messages by Date Range:** A checked checkbox.
- Select Provider:** A dropdown menu with 'Active' selected, followed by a separator, a dropdown with 'A #', and a 'Provider:' dropdown with '--Select--'.
- Select Date:** Two date pickers for 'Start Date' (01/01/2019) and 'End Date' (03/21/2019).
- Buttons:** 'Refresh List', 'Print', 'Add Message', and 'Close'.

4. Click **Refresh List**. Messages that meet the limits you set display.

Provider Messages

Filter by: Selected Provider All Providers

Select Provider: Active [//] A # Provider: --Select--

Select Date: Start Date 01/01/2019 End Date 03/21/2019 Refresh List

#	Provider Name	Message Date	Category	Outgoing	KIDS Visible	Subject	Recorded By		
998885	Dough, John	01/26/2019 08:		Y:Unread	Y	Your 01/26 Review Repoi	993007	Add	View
000052	Email Test, Jennifer	01/27/2019 08:		Y:Unread	Y	Your 01/28 Review Repoi	993001	Add	View
998891	Ha, Nguyen	01/27/2019 08:		Y:Unread	Y	Your 01/28 Review Repoi	993001	Add	View
998894	Shelly, Mary	03/20/2019 03:	Paperwork Rem	Y:Unread	Y	Paperwork Due	993999	Add	View

Print Add Message Close

5. Click the column headers to sort information in ascending or descending order.
6. Click **Add** to add a new message for a listed provider. For more information, see [Add Messages](#).
7. To edit an existing message:
 - a. Click **View** next to the message to change. The Edit Message dialog box opens.

Edit Message

Shelly, Mary 998894

Message Date/Time: 03/20/2019 03:21 pm

Subject: Paperwork Due

Body: This is a reminder that your CACFP renewal paperwork is due by March 30, 2019.

Add Broadcast Message Signature to Body.

CACFP is an equal opportunity employer.

Category: Paperwork Reminder

This is an outgoing message: Send to Provider in KIDS (Internet)

Allow Provider to read this message?

Delete Save Close

- b. Change the date/time, subject, body, and category, as needed.
 - c. When finished, click **Save**.
 - d. Click **Close** to return to the Provider Messages window.
8. To delete an existing message:

- a. Click **View** next to the message to delete. The Edit Message dialog box opens.
 - b. Click **Delete**.
 - c. Click **Yes** at the Are You Sure prompt.
9. Click **Print** to print the message list.