

# Print Provider Calendar Entries

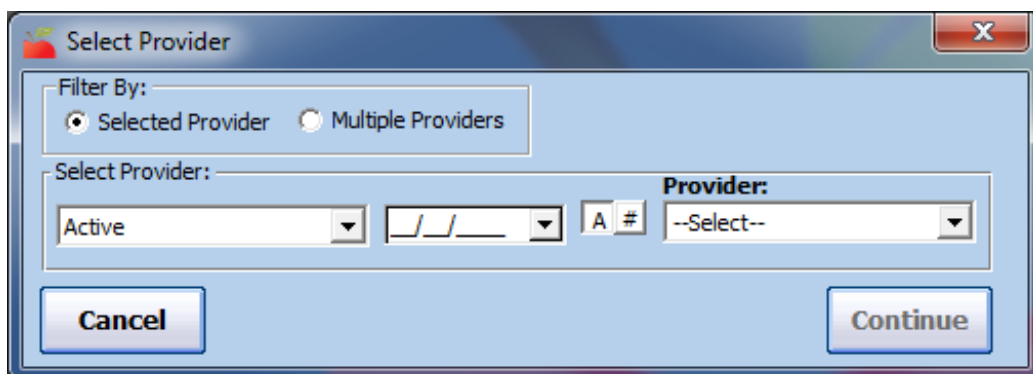
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All calendar entries that affect claims processing automatically print at the end of the Office Error Report (OER) so you know exactly what was in Minute Menu HX that might affect the claim. However, you can also print calendar entries independently, if needed.

**Note:** This report does not print child-level calendar information, sponsor-wide holidays, or school out days. It is designed to just provide information relevant to providers (excluding child information).

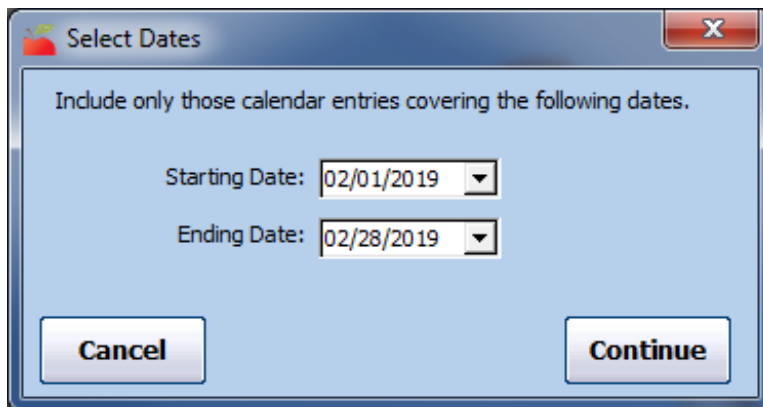
You can print this report through the Reports menu, or by clicking **Print** in the Provider Calendar window. This article provides instructions for printing the report through Reports.

1. Click the Reports menu, select Providers, and click Provider Calendar Report. The Select Provider dialog box opens.

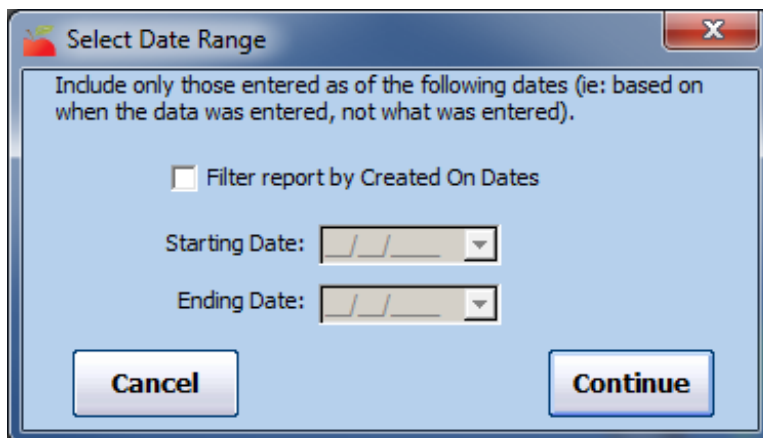


2. In the **Filter By** section, click **Selected Provider** or **Multiple Providers**. If you selected Multiple Providers, go to **Step 4**.
3. If you chose the **Selected Provider** option, click the **Provider** drop-down menu and select the provider.
4. Click **Continue**. If you selected one provider, go to **Step 6**. If you selected the **Multiple Providers** option, the Provider filter window opens.

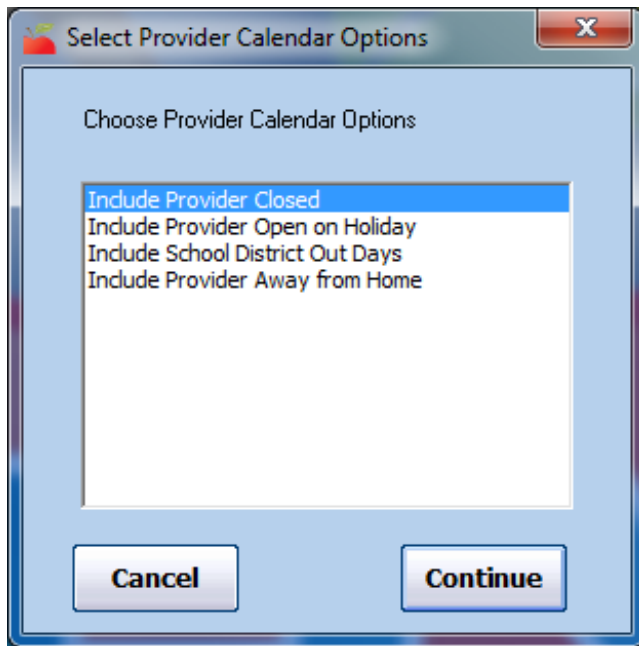
5. Set filters for the providers to include in the report:
  - o Check the box next to each filter to use, then select the appropriate value. For example, check the County box and then select the county to include.
  - o Check the **Choose Providers From List** box and click to select providers from a list. Then, in the Choose Provider List, check the box next to each provider to include.
6. Click **Continue**. The Select Date dialog box opens.



7. Click the **Starting Date** and **Ending Date** boxes and enter a date range for this report.
8. Click **Continue**. The Select Date Range box opens.



9. Check the **Filter Report by Created On Dates** box to filter this report by the dates on which calendar entries were created. Then, enter starting and ending dates.
10. Click **Continue**. The Select Provider Calendar Options dialog box opens.



11. Select each provider calendar type to include: Closed, Open on Holiday, School District Out Days, and/or Away From Home. You can select as many as needed. Click **Continue**. The Provider Nested Sort Order dialog box opens.
  12. Click the **First Sort By** drop-down menu and select the first value on which to sort. The default is Name. Then, click the **And Then By** drop-down menu and select an additional sort, if needed.
  13. Click **Continue**. The PDF report is generated.
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