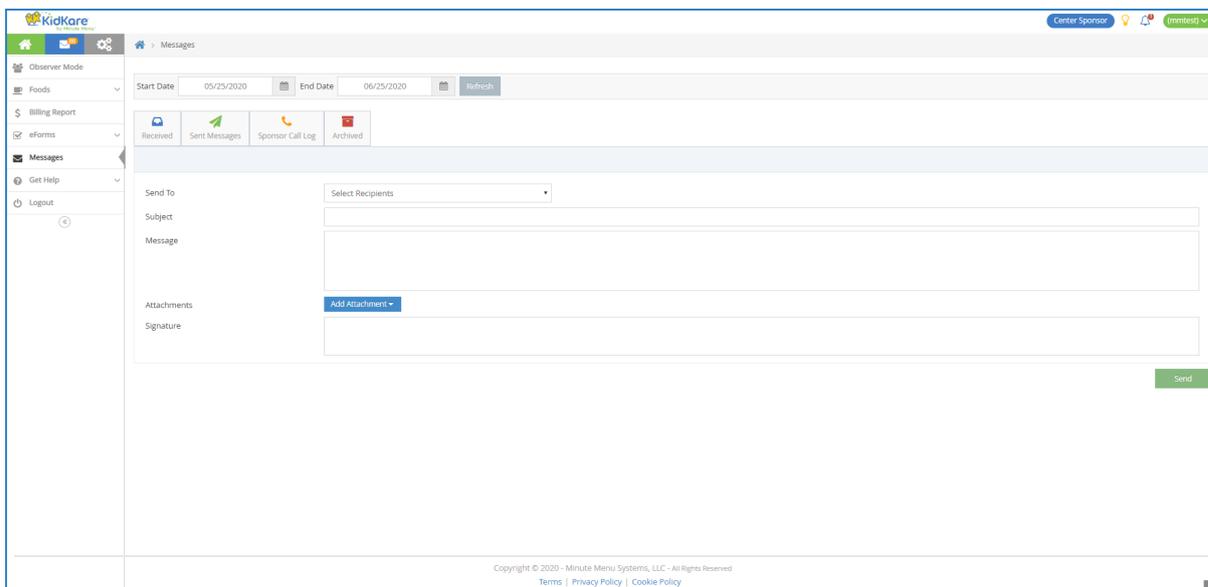


Message Centers in KidKare

Last Modified on 07/13/2023 1:29 pm
CDT

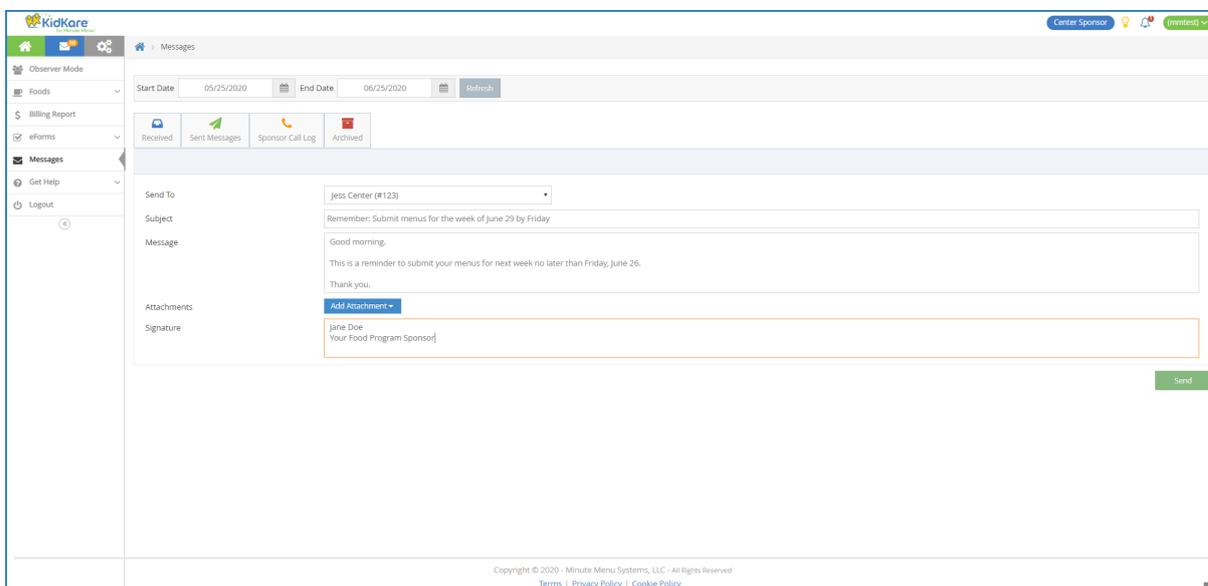
KidKare's messaging feature allows you to send messages directly to your centers in KidKare. Your sites can then review and respond to these messages, allowing both of you to keep a record of communications online.

1. Click . The Messages page opens to the Received tab by default.
2. Click **Send Message**. The Message Editor opens.



The screenshot shows the KidKare Messages page. The left sidebar contains navigation options: Observer Mode, Foods, Billing Report, eForms, Messages (selected), Get Help, and Logout. The main content area is titled 'Messages' and includes a date range filter (Start Date: 05/25/2020, End Date: 06/25/2020) and a Refresh button. Below this are tabs for Received, Sent Messages, Sponsor Call Log, and Archived. The 'Send Message' form is displayed with the following fields: Send To (a dropdown menu labeled 'Select Recipients'), Subject (a text input field), Message (a large text area), Attachments (a button labeled 'Add Attachment'), and Signature (a text input field). A green 'Send' button is located at the bottom right of the form. At the bottom of the page, there is a copyright notice: 'Copyright © 2020 - Minute Menu Systems, LLC - All Rights Reserved' and links for Terms, Privacy Policy, and Cookie Policy.

3. Click the **Send To** drop-down menu and select the center(s) to message. You can use the **Search** box in this menu to search for specific centers. To message all centers, select **All Centers**.
4. Click the **Subject** box and enter a subject for this message.
5. Click the **Message** box and enter the contents of your message.
6. To add an attachment to your message:
 - a. Click **Add Attachment** and select **File**.
 - b. Browse to the location on your computer where the attachment is stored.
7. Click the **Signature** box and enter your email signature.



The screenshot shows the KidKare Messages page with the Message Editor form filled out. The 'Send To' dropdown is set to 'Jess Center (#123)'. The 'Subject' field contains 'Remember: Submit menus for the week of June 29 by Friday'. The 'Message' field contains the text: 'Good morning. This is a reminder to submit your menus for next week no later than Friday, June 26. Thank you.' The 'Attachments' field is empty. The 'Signature' field contains 'Jane Doe' and 'Your Food Program Sponsor'. A green 'Send' button is located at the bottom right of the form. At the bottom of the page, there is a copyright notice: 'Copyright © 2020 - Minute Menu Systems, LLC - All Rights Reserved' and links for Terms, Privacy Policy, and Cookie Policy.

8. When finished, click **Send**.