

# Scanner Settings for Import Tool

Last Modified on 08/23/2023 11:46 am  
CDT

You can use any image-based scanner to scan the Weekly Attendance + Meal Count report into KidKare. For example, you can use network copiers as a scanner. Multi-function scanner/printer/faxers also work.

The system reads the X's marked on the Weekly Attendance + Meal Count report and saves that information in KidKare in Attendance & Meal Counts.

You must use specific settings when scanning the Weekly Attendance + Meal Count reports. If you do not use the settings below, the forms will still appear to scan, but the accuracy is compromised. Some scanners allow users to set up a Scanning Profile, so you do not have to remember each of these settings every time you scan. If this option is not available, ensure you are selecting each specific setting every time you scan. Make sure the scanner you plan to use meets requirements below

1. Save the image as a .TIF.
2. Scan in black and white (not grayscale).
3. Use 400dpi or higher.
4. Use 8.5 x11 document size.

## Center Training

Advise centers to print the Weekly Attendance + Meal Count report with high-quality ink. Do not print these forms in ink-saver or economy mode. Also teach center staff to **fill out forms correctly**. Forms that are not filled out correctly must be fixed before scanning or entered by hand.