

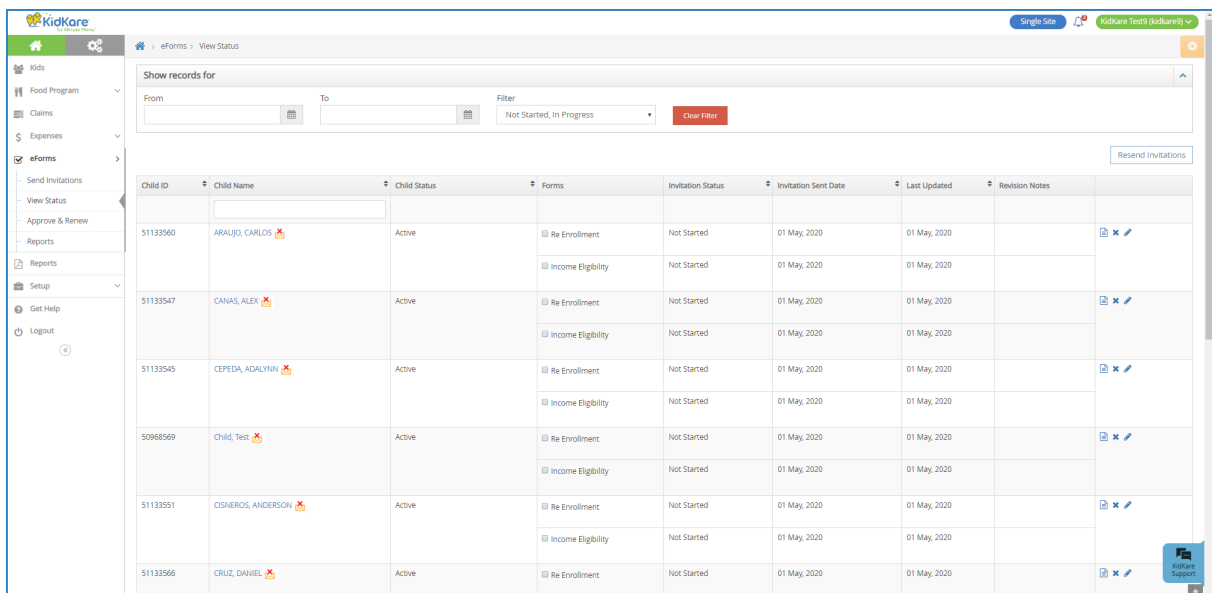
[VIDEO] View Enrollment Status

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The View Status page provides a central place for you to view enrollment status for all participants at your center. You can quickly see who has started their forms, completed their forms, what forms are ready for approval, and so on. You can also take action on invitations, such as re-sending them, opening forms for onsite completion, cancelling invitations, and marking invitations as manually completed. For more information about these functions, see [Work with eForms for Sponsored Centers](#) (sponsored centers only), [Resend Invitations](#), [Cancel Invitations](#), [Complete eForms Onsite](#), and [Mark Forms as Manually Completed](#).

Required Permissions: You must have the **eForms** permission enabled on your account to use the eForms feature.

1. From the menu to the left, click **eForms**.
2. Click **View Status**. The View Status page opens.



The screenshot shows the 'View Status' page in the KidKare system. The page has a sidebar menu on the left with options like 'Kids', 'Food Program', 'Claims', 'Expenses', 'eForms', 'Send Invitations', 'View Status', 'Approve & Renew', 'Reports', 'Setup', 'Get Help', and 'Logout'. The main content area is titled 'eForms > View Status' and includes a search filter section with 'From' and 'To' date boxes, a 'Filter' dropdown menu (set to 'Not Started, In Progress'), and a 'Clear Filter' button. Below this is a table with columns: Child ID, Child Name, Child Status, Forms, Invitation Status, Invitation Sent Date, Last Updated, and Revision Notes. The table lists several children with their respective enrollment statuses and dates.

Child ID	Child Name	Child Status	Forms	Invitation Status	Invitation Sent Date	Last Updated	Revision Notes
51133560	ABAUJO, CARLOS	Active	Re Enrollment	Not Started	01 May, 2020	01 May, 2020	
			Income Eligibility	Not Started	01 May, 2020	01 May, 2020	
51133547	CANAS, ALEX	Active	Re Enrollment	Not Started	01 May, 2020	01 May, 2020	
			Income Eligibility	Not Started	01 May, 2020	01 May, 2020	
51133545	CEPEDA, ADALYNN	Active	Re Enrollment	Not Started	01 May, 2020	01 May, 2020	
			Income Eligibility	Not Started	01 May, 2020	01 May, 2020	
50968569	Child, Test	Active	Re Enrollment	Not Started	01 May, 2020	01 May, 2020	
			Income Eligibility	Not Started	01 May, 2020	01 May, 2020	
51133551	CISNEROS, ANDERSON	Active	Re Enrollment	Not Started	01 May, 2020	01 May, 2020	
			Income Eligibility	Not Started	01 May, 2020	01 May, 2020	
51133566	CRUZ, DANIEL	Active	Re Enrollment	Not Started	01 May, 2020	01 May, 2020	

3. Use the **From** and **To** boxes to select a date range to view.
 - o To view forms from a specific date to the current date, select a date in the **From** box and leave the **To** box blank.
 - o To view forms up to a specific date, leave the **From** box blank and select a date in the **To** box.
 - o To view forms for a single day, select the same date in the **From** and **To** boxes.
4. Click the **Filter** drop-down menu and select the form status to view. You can select multiple statuses, if needed.
5. To filter to a specific participant, click the **Participant Name** box, and begin typing the participant's name.
6. You can sort information in ascending or descending order by the following columns:
 - o Participant ID
 - o Participant Name
 - o Participant Status

- Invitation Status
- Invitation Sent Date
- Last Updated

Note: Some of the columns listed above may not display. To customize which columns display, click **Filters** in the top-right corner, and click each column to select it. You can also change the default sort options.

Invitation Statuses

Status	Definition
Not Started	The guardian has not started filling out the form yet.
In Progress	The guardian has started filling out the form, but has not yet finished.
Submitted (Parent)	The guardian has completed and submitted the form. It is now ready for approval.
Manually Completed	The guardian completed a paper form, and you flagged the record accordingly (pencil icon).
Sponsor Approved	You have approved the form.
Renewed	You have updated the system with the new enrollment date.
Canceled	The invitation was canceled.