[VIDEO] Fix Import Errors

Once you import forms into KidKare, the program notifies you of any errors. Review all import errors and correct them.

To correct import errors:

1. Select the option to see errors after forms are imported. If you need to do this later, click **Import** from the menu to the left, and **Fix Scanned Errors**. The Fixed Scanned Errors window opens.
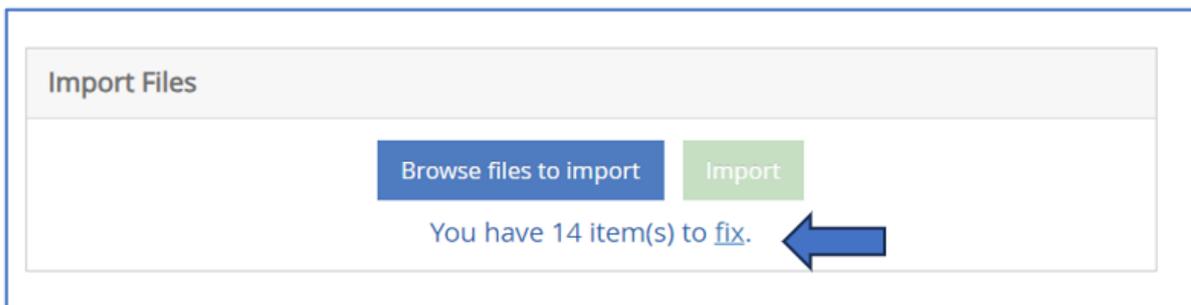
2. Select a specific center to view errors for or use the drop down to view multiple centers at once.
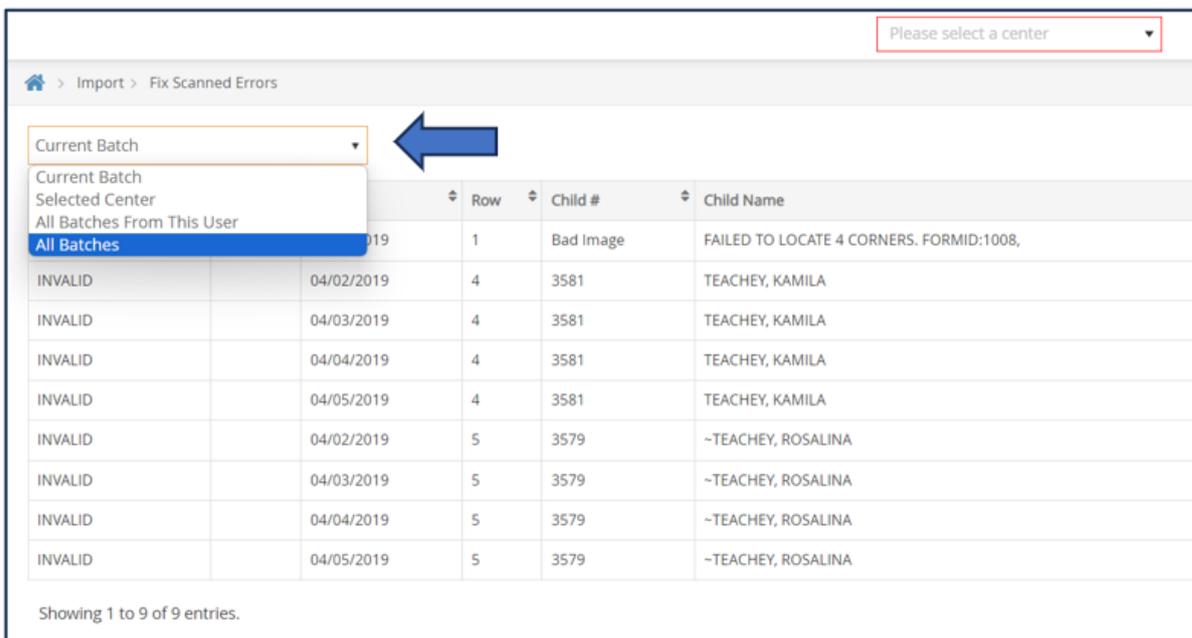
3. Click anywhere on the row with the error you want to fix. The row highlights in blue. Click **Fix** in the top right corner and the error details appear. Look for fields that are empty that might need to be filled in. For example, a child's name may have been written on the wrong row. In this case, you would need to match the child's name with the attendance.

Center Name	Class	Date	Row	Child #	Child Name	Date Imported
		08/28/2019	1	Bad Image	FAILED TO LOCATE 4 CORNERS. FORMID:1008,	08/28/19 02:42 PM
INVALID		04/02/2019	4	3581	TEACHEY, KAMILA	08/28/19 02:42 PM
INVALID		04/03/2019	4	3581	TEACHEY, KAMILA	08/28/19 02:42 PM
INVALID		04/04/2019	4	3581	TEACHEY, KAMILA	08/28/19 02:42 PM
INVALID		04/05/2019	4	3581	TEACHEY, KAMILA	08/28/19 02:42 PM
INVALID		04/02/2019	5	3579	~TEACHEY, ROSALINA	08/28/19 02:42 PM

4. When finished, click **Save.** Once the error is resolved, it is automatically removed from the list.

Note: When an error shows **Bad Image** or **Bad Form ID**, this means the import did not work. You will need to re-scan the particular page and ensure all edges are visible, **scanner settings** are correct, and there are no random marks on the document you are scanning.

Important: When you select a row to **Ignore** the error for erros codes such as **Bad Image** or **Bad Form ID**, KidKare will ignore *all errors* with the same error code. We suggest that you document or screenshot these errors before you mark them as ignored.