Observe Sites

Last Modified on 05/02/2024 10:24 am CDT

Observer Mode gives sponsors the ability to login to **KidKare** and observe each provider in a "view only" mode. This feature can be used to help with the following:

- Train site staff
- Troubleshoot with your providers
- See the last time providers logged in
- See last claim date
- See last review date
- Check in on provider usage as needed.

For sponsors who are currently using MinuteMenuHX, you can login to KidKare using your HX credentials.

Observer Mode Filters 🗧								
Welcome to Observer Mode. Select a provider you would like to observe and you will be logged in to the site as that provider.								
Add Provider								
Provider	\$	Monitor +	Phone	Address	Last Login Date	Claim Date 🗘	Next Review Date	\$
Bond, Janet (8879)			(916) 555-4893	123 Main Street, Fresno		01/01/2024	11/30/2020	
Cable, Valerie (7896)	Ø		(415) 447-0722	1234 Sunnybrook Lane, Livermore	06/08/20 01:05 PM		02/11/2019	
Contrary, Mary (7767)	Ø		(123) 123-4123	Nice Street, AnyTown			04/04/2022	
Davidson, Ginger (008895)								
Flores, Bella (008894)								
Flores, Jamaica (7897)	ß		(777) 888-9999	112 Main, Dublin			06/29/2019	
Hargrave, Melinda (008889)								
Hollbrook, Deborah (6001)	Ø		(415) 443-9090	123 Main Street, Livermore			07/29/2020	

		Provider FP Lori Johnson (991100) V
You are in observer mode. No	w observing Berky, Jordan (991000991)	Exit observer mode
~ 0 \$	*	Filters ≽
🖀 My Children	My Children » Record and view information about your children.	
My Site		
✓ eForms		+ Add child 🔫
Meals ~	Active	Collapse
Food Program V		
Calendar Calendar		
Check In/Out		
🔎 Reports		
🕜 Get Help	Deaton, Madison George, Georgey Little, Matt Rodriguez, Hubert Smith, Steve Spelling, Tori	
😃 Logout		
	Pending	Collapse

How to use Observer Mode

When you log in to **KidKare** you will see **Observer Mode** as an option on your main menu. In order to access this feature, follow the steps below.

1. From the menu to the left, click **Observer Mode**.

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rt Center Center 1 E- C - C - # 10. (-	Welcome to Observer Mode	. Select a Center you would like t	o observe and you will be logg	ed into the center as that Center	Admin.				
 ↓ ↓ IT C + 0. ↓ IT C + 0. ↓ IT C + 0. ↓ IT 0.<th>Center ¢</th><th>Center Admin</th><th>Monitor</th><th>Phone</th><th>Address</th><th>CX Last login Date</th><th>Kidkare Last login Date</th><th>Claim Date</th><th>Next Review date</th>	Center ¢	Center Admin	Monitor	Phone	Address	CX Last login Date	Kidkare Last login Date	Claim Date	Next Review date
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_ #1 (7) DC27re 2542(2) ABC #1 ABCd# ABCd# ABCd# ACtive addd # April 11 Shown	Tit - C #909 (72588)	Administrator, Center(94589)				04/20/20 01:59 AM	04/20/20 06:59 AM		09/23/2019
0027re 155222 ABC 57 ABC 57 AB	_#1 (73398)	Administrator, Center(95692)				07/26/18 11:02 AM	08/07/18 08:45 PM		
254225 ABC et al AROCCA Abrol A Abrol Abrol Abrol A Abrol Abrol A Abrol Abrol Abrol Abrol Abrol A Abrol Abrol Abro	0627releaseup #133 (75577)	Administrator, Center(99045)				09/19/19 11:41 PM	09/20/19 04:40 AM		
ABC #1 ABCdda Abcol # Actol #	254229test #23455 (73968)	Administrator, Center(96637)	Monitor, Watcher(12852)			10/01/18 08:55 PM	10/02/18 01:57 AM		
ABCda Aboxi Active add # April 11 Shown	ABC #12 (75872)	Administrator, Center(99675)				08/22/19 10:32 PM	08/23/19 03:32 AM		
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Showi	April 192 #12 (75082)	Administrator, Center(98305)				03/25/20 12:53 PM	12/16/19 10:42 AM		09/25/2019
	Showing 1 to 10 of 113 entrie	5.						Previous 1	2 3 4 5 12

- 2. Click **Filters** in the top-right corner to set filters and customize the page display. You can change the following settings:
 - Filter By: Filter the listed centers by status: Pending, Active, Withdrawn, or eForms Access.
 - Monitors: View centers assigned to all monitors or just to you.
 - Columns: Select the columns to include in the center list.



- 3. Use the blank boxes at the top of each column to search for a specific center. For example, click the Center box and begin typing a center's name. The list filters automatically.
- 4. Click the Center, Center Admin, Monitor, Phone, Address, CX Last Login Date, KidKare Last Login Date, and Claim Date columns to sort information in ascending or descending order.

5. Click a **center's name** to view that center's KidKare account as a center administrator. The account opens.

A banner listing the center's name displays at the top of the page.

		Center (mmtest) 🗸							
You are in observer mode. No	ow observing Jess Center (123)	Exit observer mode							
* 0 \$									
😁 Kids 📢	Kids > Record and view information about kids.								
Food Program V	Classoom								
Claims	Al Classrooms •	Import 💌							
S Expenses V	Arthe	Collapse							
Reports		Conapse							
💼 Setup 🗸									
Get Help	A.B. S.B. R.B. J.L. L.S. D.I. I.I. J.VV. J.VV.								
() Logout									
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	Withdrawn	Collapse							
	Mudda; Matthew Bile								
	Pending	Collapse							
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6. When finished, click Exit Observer Mode to return to your sponsor account.