

Observe Sites

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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)		(415) 447-0722	1234 Sunnybrook Lane, Livermore	06/08/20 01:05 PM		02/11/2019
Contrary, Mary (7767)		(123) 123-4123	Nice Street, AnyTown			04/04/2022
Davidson, Ginger (008895)						
Flores, Bella (008894)						
Flores, Jamaica (7897)		(777) 888-9999	112 Main, Dublin			06/29/2019
Hargrave, Melinda (008889)						
Hollbrook, Deborah (6001)		(415) 443-9090	123 Main Street, Livermore			07/29/2020

Provider FP Lori Johnson (991100)

You are in observer mode. Now observing Berky, Jordan (991000991) Exit observer mode

Filters

My Children Record and view information about your children.

[+ Add child](#)

[Collapse](#)

Active

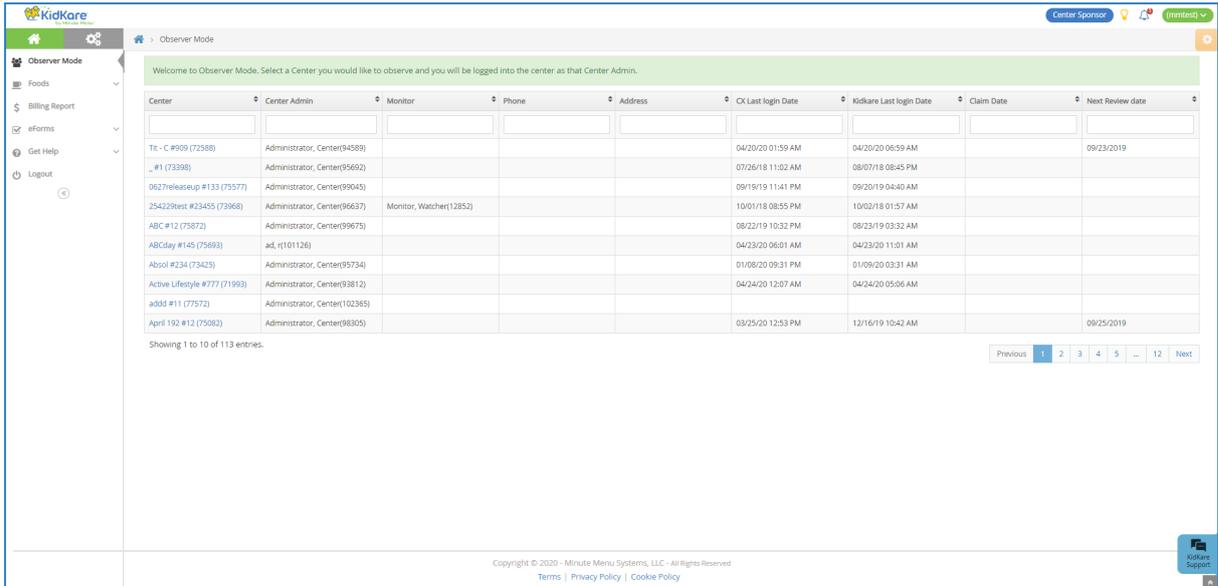


Pending Collapse

How to use Observer Mode

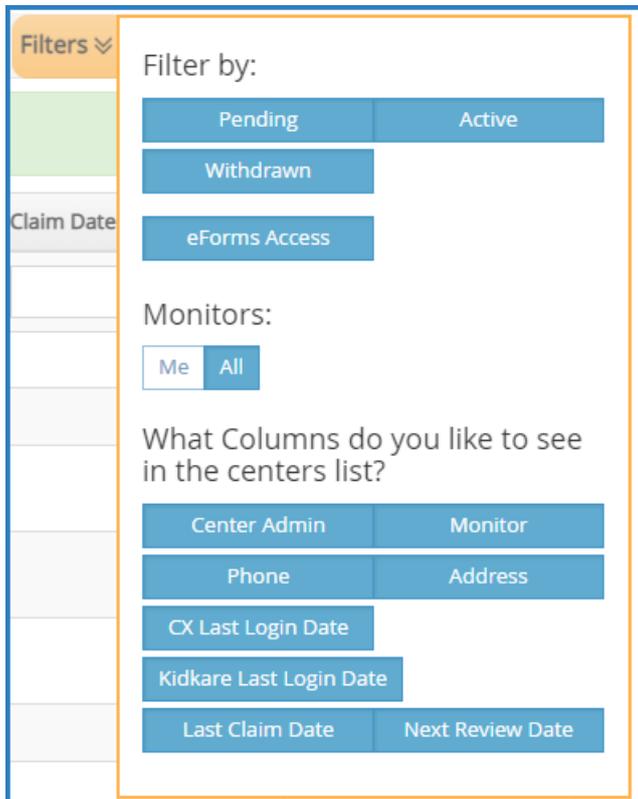
When you log in to **KidKare** you will see **Observer Mode** as an option on your main menu. In order to access this feature, follow the steps below.

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



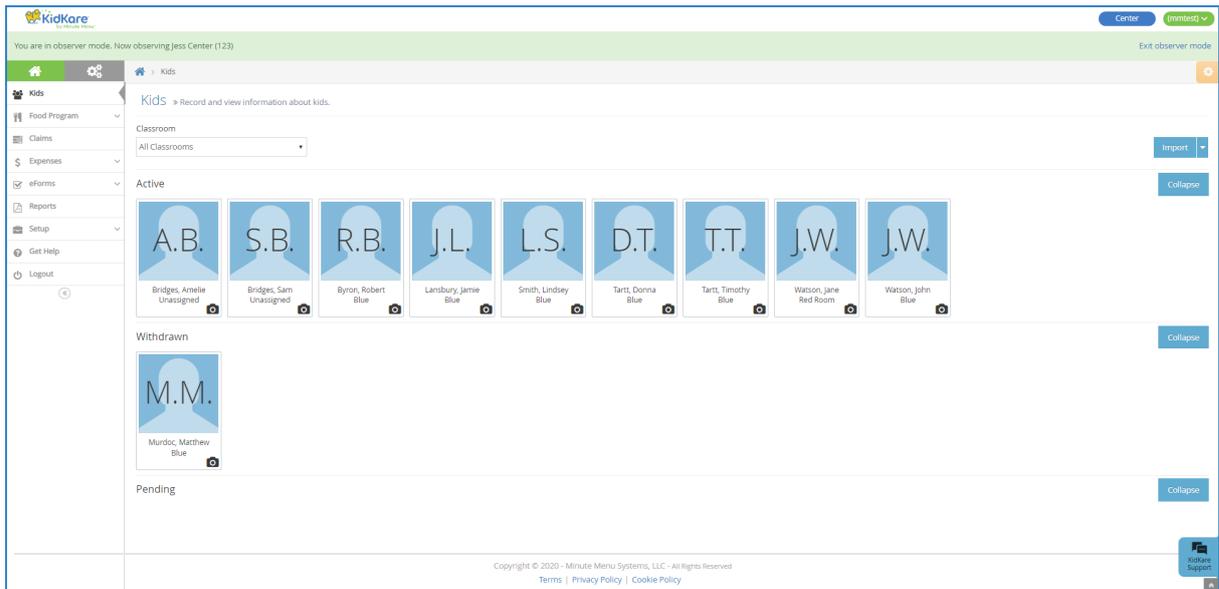
2. Click **Filters** in the top-right corner to set filters and customize the page display. You can change the following settings:

- **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.



6. When finished, click **Exit Observer Mode** to return to your sponsor account.