



## INSTRUCTIONS FOR EXPORTING FACILITY AND PARTICIPANT DATA FROM MINUTE MENU CX

Sponsors that transition from Minute Menu OR transition centers from previous sponsors that use Minute Menu/Kid Kare can easily download both facility and participant information from Minute Menu and request CenterPilot Admin to upload it for them.

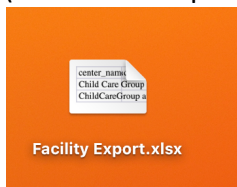
### Exporting Facility Information from MMCX:

1. Open Minute Menu CX;
2. From the menu at the top, select *Reports/Centers/Center List Export*;
3. On the *Center Filter* screen, check in the box at the bottom to *Manually select centers from a list...* (nothing else needs to be changed on this screen), then click *Next*;

4. On the *Select Centers* screen, check in the box(es) on the left next to the center(s) to be exported, then click *Next*;

5. On the *Select Output for Export File* screen, click on *Select All* at bottom left, then click *Next*;

6. An Excel file will generate. Save the Excel file to your desktop using an appropriate name (like Center Exports). Be SURE to save it in Excel workbook format (.xlsx);



7. Email this file to [ayoung@centerpilot.com](mailto:ayoung@centerpilot.com)

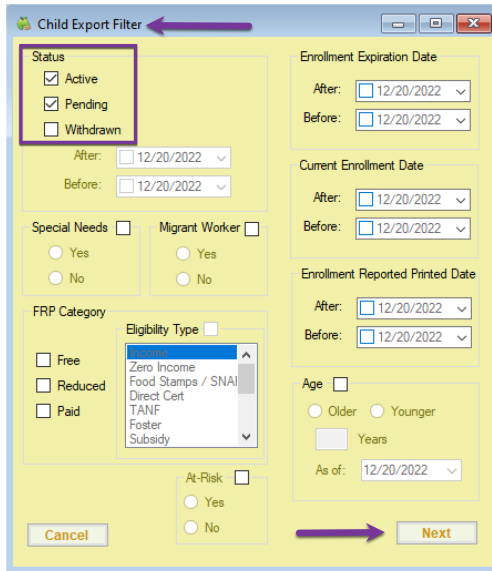
## Exporting Participants from MMCX:

1. Open Minute Menu CX;
2. From the menu at the top, select *Reports/Children/Child List Export*;
3. On the *Center Filter* screen, check in the box at the bottom to *Manually select centers from a list...* (nothing else needs to be changed on this screen), then click *Next*;

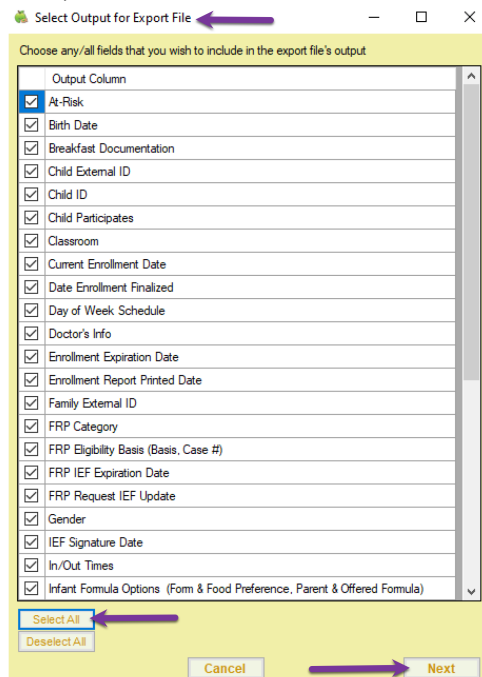
4. On the *Select Centers* screen, click in the boxes next to the appropriate centers, then click *Next*;

#	Name
<input type="checkbox"/> 1004	Center #1
<input checked="" type="checkbox"/> 1120	Center #2
<input type="checkbox"/> 1121	Center #3
<input checked="" type="checkbox"/> 1119	Center #4
<input type="checkbox"/> 1021	Center #5
<input type="checkbox"/> 1122	Center #6
<input type="checkbox"/> 1118	Center #7
<input type="checkbox"/> 1065	Center #8
<input type="checkbox"/> 1072	Center #9
<input type="checkbox"/> 0	Test

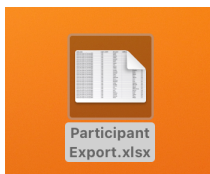
5. On the *Child Export Filter* screen, be sure *Status Active and Pending* are checked (nothing else needs to be changed on this screen), and click *Next*;



6. On the *Select Output for Export File* screen, choose *Select All* at bottom left, then click *Next*;



7. An Excel file will generate. Save the file to your desktop with an appropriate name (like the name of the center or Center Participant Exports);



8. Email this file to [ayoung@centerpilot.com](mailto:ayoung@centerpilot.com)