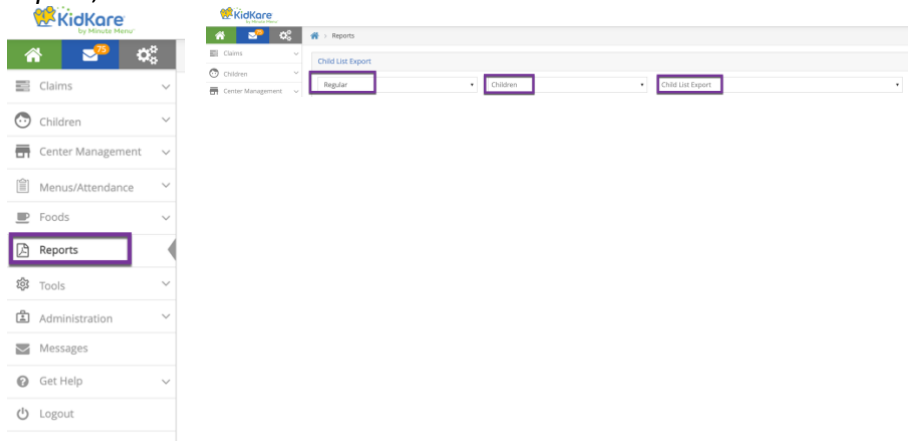




INSTRUCTIONS FOR EXPORTING PARTICIPANT DATA FROM KIDKARE

1. Login to KidKare;
2. From the menu on the left, select *Reports* and then select: *Regular/Children/Child List Export*;



3. In the *Filter for Centers* grid that appears, be sure the Status drop down menu defaults to *Active*...(nothing else needs to be changed in this grid); Click *Search*

4. In the *Select Centers* grid that appears, *click in the box next to the appropriate center* to download

Select Center(s)		
	Center #	Center Name
<input type="checkbox"/>		
<input type="checkbox"/>	100	CENTER #1
<input checked="" type="checkbox"/>	200	CENTER #2
<input type="checkbox"/>	300	CENTER #3
<input type="checkbox"/>	400	CENTER #4
<input type="checkbox"/>	500	CENTER #5
<input type="checkbox"/>	600	CENTER #6
<input type="checkbox"/>	700	CENTER #7

5. In the *Child Export Filter* grid that appears, be sure *Status Active and Pending* are checked...(nothing else needs to be changed in this grid); Click *Next*

Child Export Filter

Status *
Active, Pending

Status Withdraw Date: Before, Select a day, After, Select a day

Enrollment Expiration Date: Before, Select a day, After, Select a day

Current Enrollment Date: Before, Select a day, After, Select a day

Enrollment Reported Printed Date: Before, Select a day, After, Select a day

FRP Category: Please select

Eligibility Type: Please select

Migrant Worker: Please select

Special Needs: Please select

At-Risk: Please select

Age Details: Order, Please select; Years; Age as of, Select a day

6. In the *Select Fields to Export* grid, all fields are selected by default. No changes should be made to this grid. Click *Export* at bottom right.

Select Field(s) to Export

Field
<input checked="" type="checkbox"/> At-Risk
<input checked="" type="checkbox"/> Birth Date
<input checked="" type="checkbox"/> Breakfast Documentation
<input checked="" type="checkbox"/> Child External ID
<input checked="" type="checkbox"/> Child ID
<input checked="" type="checkbox"/> Child Participates
<input checked="" type="checkbox"/> Classroom

Export

7. An Excel file will generate and show in the top right of your browser. Click on the file to open and save 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