Procare Import

Introduction

Minute Menu CX can import child and parent data from the Procare software. This import is ongoing, which means that you only have to enter children into one system (Procare). Once you set up the import, you transmit data to CX as needed.

If you are new to Minute Menu CX, we advise that you poll your centers to find out if any of them currently use Procare 10. If you wish to use the import, do not enroll children in Minute Menu CX for any sites using Procare 10.

Note: Imports from Procare 9 are no longer supported.
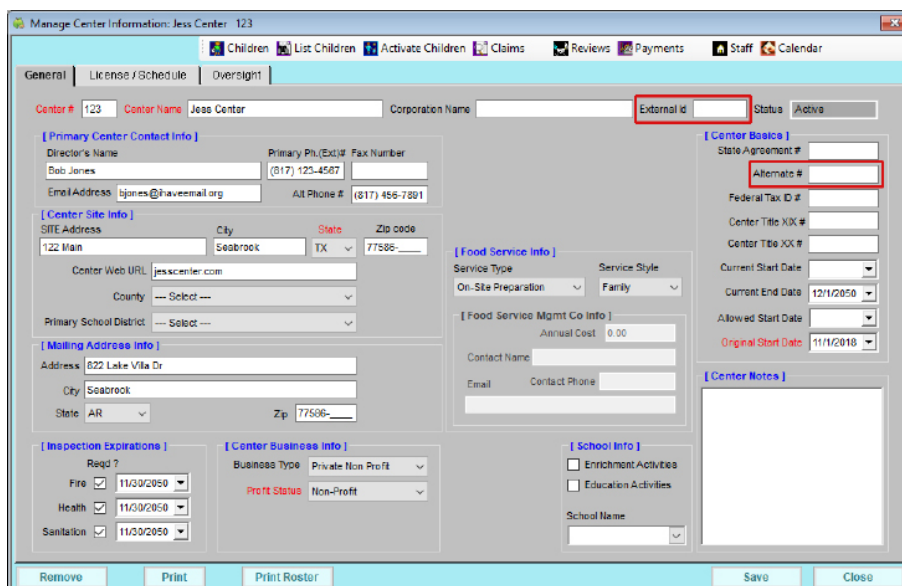
Get Started

First, email Support at **cxhelp@minutemenu.com** and request set up for a Procare import. You must include your CX ID number for verification purposes. Once Support receives your email, they will provide you with the credentials needed to configure Procare.

Note: Sponsors must complete this step.

Enroll Centers into CX

Enroll each of your center sites into Minute Menu CX, if you have not done so already. To do so, click **Enroll Center** from the toolbar, and complete the information in each tab. Required fields are red.

To establish a connection between a center in CX and a school in Procare, enter the **School ID** from Procare in the **Alternate #** and **External ID** boxes in CX. Both of these boxes are located in the **Manage Center Information General** tab.

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Configure Procare

Whomever has access to Procare may complete the remaining steps, whether it is you or your center sites. If your centers are completing these steps, you must provide them with the credentials you received from Support. You should also provide them with these instructions.

Install Minute Menu Extra for Procare

1. Close all other programs on your computer.

2. Ensure you are logged in as an administrative user.

3. **Click here** to download Minute Menu Extra. You must scroll down until you see the Minute Menu CX logo. Follow all on-screen prompts to complete the download.

4. Once the download is complete, close and re-open Procare.

Configure Centers & Children

Once you've installed Minute Menu Extra for Procare, you must configure your center(s) and children. For more information about doing so, see Procare's help article **Minute Menu: Step by Step**.

Transmit Data/Reconcile Families

Once you have configured centers and children, you are ready to transmit data from Procare to CX. Enroll children in Procare and then transmit data from Procare to Minute Menu CX so you can claim them on the food program. You must have Minute Menu CX open on your computer when you click Transmit in Procare. Allow at least five (5) minutes for the data to reach Minute Menu CX. For more information about this process, refer back to Procare's help article **Minute Menu: Step by Step**.

Frequently Asked Questions

The following are frequently asked questions regarding the import.

Is this a recurring import, or just a one-time import?

This is a recurring import. You can import data from Procare as often as you like: After changing child information, each day, each week, or as directed by your food program sponsor.

Is any other data imported?

Not at this time. Only child and parent data is imported to Minute Menu CX.

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When a child is withdrawn in Procare, is the child automatically withdrawn in CX?

Yes. As long as you export children who are both active and withdrawn status in Procare, Minute Menu CX will receive the change to the child's status. If you limit the export to include only active children, Minute Menu CX will not be able to update the withdrawn children.