KinderTrack – Copy Rates

Copy Rates

Administration
- Tables
- Configuration Keys
- Family Fees
- Calendar
- Attribute Editor
- Reassign Case Worker
- WPI Settings
- RMR
- Special Needs RMR
- Quality Rates
- Eligibility Levels
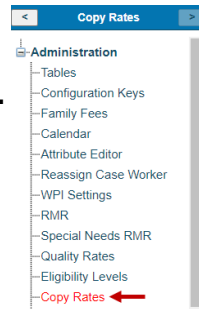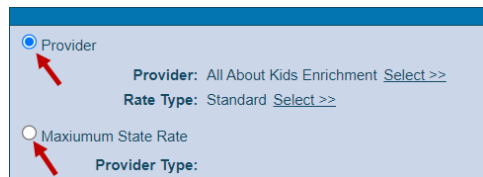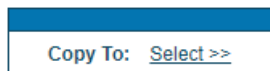- Copy Rates ←

A Press **Copy Rate** under **Administration**.

B Select the radio button for **Provider** or **Maximum State Rate** to define which Rate category you want to copy.

○ Provider
    Provider: All About Kids Enrichment _Select >>_
    Rate Type: Standard _Select >>_
○ Maxiumum State Rate
    Provider Type:

C If copying the Provider rate, Press **Select >>** next to Provider. Enter the appropriate parameters to search for the desired Provider.

D Press **Select >>** next to Rate Type and click to choose the desired type.

E If copying the Maximum State Rate, press the drop-down arrow and select the **Provider Type**.

F Press **Select >>** next to Copy To and enter the appropriate parameters to search for the Provider you want to copy the Rates to.

Copy To: _Select >>_

G Click on the check box next to the **Business Name** to select the Provider(s) you want to copy to.

The system returns to the initial Copy Rates page. The name of the selected Provider you are copying appears next to **Copy To**. If you select more than one provider to copy the rates to, you can view the list of recipients by positioning the cursor on top of the provider name listed.

H Press **Copy**.

Note: If, after your selection, the Copy button is not enabled, verify that the Provider you are copying from has rates in the selected rate type.