Entering Reviews Using hx2go

1. Devices
   a. iPad 2 or newer (including iPad Mini) – the 3G model has a GPS chip
   b. Google Nexus 7
   c. Kindle Fire and Fire HD
   d. Laptop computer running Chrome 12+ or Safari 5+ browsers
      Note: Other Android devices may work, but none are officially supported.
2. Download the app (free to download)
   a. Tablets
      i. iPad – App Store
      ii. Google Nexus – Google Play
      iii. Kindle – Amazon Market
   b. Laptops
      i. Use Chrome or Safari browsers
      ii. Go to hx2go.mobi
      iii. Save to favorites/bookmark
3. Overview of the hx2go Process
   a. Select & download providers (internet required)
   b. Record reviews in the app (internet NOT required)
   c. Upload completed review data (internet required)
4. Download Provider Data
   a. Select Providers
   b. Plan visits onscreen
   c. Use filters
      i. Monitor
      ii. Review due date
      iii. Meals
      iv. Location
   d. Remove Provider
5. Enter a Review
   a. Select a provider
   b. Record data on each tab
      i. Main
      ii. Meal (includes Foods/Attendance)
      iii. Compliance (includes Disallowances)
      iv. Paperwork
      v. Other
      vi. Notes

     c. Types of Questions
        i. Check box
        ii. Single Choice
        iii. Date/Time
        iv. Yes/No/NA
        v. Multiple Choice
        vi. Text
        vii. Etc.
     d. Save
        i. Red alerts
        ii. Signatures

6. Locked Reviews
     a. A lock symbol will be displayed
     b. Only unlock if Provider is still present
     c. Another set of signatures will be required
     d. Click "Enter a Review," select provider, click **Unlock**

7. Upload review data
     a. Connect to the internet
     b. Click **Upload Completed Reviews** button

8. Providers Copy of Review Report
     a. A link to the Review Report is sent as a message to the Providers KIDS (online claiming) account
     b. The Review Report may need to be emailed/mailed to providers do not claim online – access the report from the Admin Site.

9. Admin Site Reports
     a. hx2go.minutemenu.com
     b. Reports Tab

10. To view hx2go data in Minute Menu HX
     a. Run a full data transfer
     b. Go to **Tools>>Validate hx2go Reviews**

11. Conclusion

The hx2go App Word Find

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N  M  R  T  F  S  P  T  N  S  N  D  U  S  G
D  E  O  M  E  L  R  R  W  A  O  X  P  I  N
U  A  R  L  O  F  Y  E  O  W  V  N  L  G  I
G  O  E  D  H  B  I  T  N  V  A  H  O  N  N
G  C  H  E  L  V  I  L  L  E  I  R  A  A  I
T  Y  Q  F  E  I  O  L  D  C  S  D  D  T  A
A  W  A  R  Z  A  H  T  E  S  T  A  E  U  R
H  O  M  E  D  L  D  C  P  S  P  I  V  R  T
M  O  N  I  T  O  R  E  T  L  I  F  S  E  S
S  W  V  U  R  J  H  U  V  A  T  W  D  I  Z
U  Q  D  S  F  T  E  U  P  E  X  A  V  W  V
T  E  N  R  E  T  N  I  V  M  P  G  X  I  K
S  B  M  L  R  N  R  M  V  I  F  B  Z  R  I
J  O  P  R  Y  A  X  X  C  G  N  L  R  L  J
U  N  A  N  N  O  U  N  C  E  D  V  Y  R  T
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CHILDREN	DOWNLOAD	FILTER
HOME	INTERNET	IPAD
MEALS	MOBILE	MONITOR
PROVIDERS	REVIEWS	SAVE
SELECT	SIGNATURE	TRAINING
UNANNOUNCED	UPLOAD	VISIT