



## Check Print: Participant or Family

### Participant Check Print

1. Once the participants' checks have been assigned, WISPr will display the Food Package: Issuance History Page.
2. Click on the Participant Check Print button

Participant Check Print

3. Participant Print Check view (if Error displays in the Message column see page 3)

#### Participant Print Check

Date:\* 4/15/2015

You are about to print checks for these Participants:

Fam ID	Part ID	Participant	Months	Message
219378	2060366		3	

PRINT CHECKS

CANCEL

4. Print Checks/Cancel buttons:
  - Click on Print Checks to print the participants check(s)
  - Click on Cancel to cancel the transaction

PRINT CHECKS

CANCEL

5. Printer modal displays
  - Click on the Yes button to print the participants check(s)
  - Click on the No button to cancel printing

You are about to print checks to HG800803 - State Office

Are you sure you want to continue?

YES

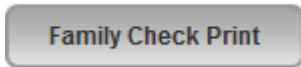
NO

6. A success message will display if printing the checks was successful

Checks were successfully printed.

## Family Check Print

1. Click on the Family Check Print button



2. Family Print Check view (if Error displays in the Message column see page 3)

### Family Print Check

Date:\* 8/9/2012

You are about to print checks for these Participants:

Fam ID	Part ID	Participant	Months	Message
204025	2010185		3	
		<b>Date</b>	<b>Food Package Ineligible Reason</b>	
		8/9/2012 - 8/31/2012	5110	
		9/1/2012 - 9/30/2012	5110	
		10/1/2012 - 10/31/2012	5110	
204025	2010186		2	
		<b>Date</b>	<b>Food Package Ineligible Reason</b>	
		8/9/2012 - 8/31/2012	4W110	
		9/1/2012 - 9/30/2012	4W110	

3. Print Checks/Cancel buttons:
  - Click on Print Checks to print the participants check(s)
  - Click on Cancel to cancel the transaction



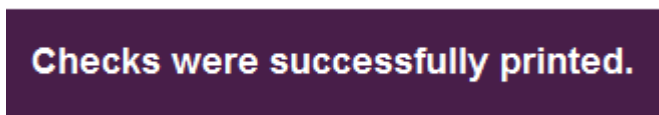
4. Printer modal displays
  - Click on the Yes button to print the participants check(s)
  - Click on the No button to cancel printing

You are about to print checks to HG800803 - State Office

Are you sure you want to continue?



5. A success message will display if printing the checks was successful



# Printing Error Message

1. Participant Check view Error:

- If an Error displays in the Message column click on the + sign on the left in the family ID column

**Family Print Check**

Date:\* 4/15/2015

You are about to print checks for these Participants:

Fam ID	Part ID	Participant	Months	Message
+ 219378	2060366	[REDACTED]	3	ERROR

**PRINT CHECKS**   **CANCEL**

2. Looking at the Error message will allow staff to fix the error and issue the participants checks

**Family Print Check**

Date:\* 4/15/2015

You are about to print checks for these Participants:

Fam ID	Part ID	Participant	Months	Message
- 219378	2060366	[REDACTED]	3	ERROR

Date	Food Package Ineligible Reason
5/1/2015 - 5/31/2015	2F165 Package not valid for participant BF percent
6/1/2015 - 6/30/2015	2F165 Package not valid for participant BF percent
7/1/2015 - 7/31/2015	2F165 Package not valid for participant BF percent

**PRINT CHECKS**   **CANCEL**

