

Update Multiple Children at Once

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You can use the Bulk Update Child function to update child information for multiple children at the same time. This function allows you to update enrollment dates, enrollment expiration dates, tiering dates, and school-type information.

1. Click the **Administration** menu and select **Bulk Child Update**. The Provider Filter window opens.
2. Set filters for the providers to include in the change. Check the **Choose Providers From List** box to select specific providers from a list.
3. Click Continue. If you did not check the Choose Providers From List box, the Bulk Provider Update window opens. Go to **Step 5**.
4. If you choose to select providers in **Step 2**, the Choose Providers dialog box opens. Check the box next to each provider and click **Continue**. The Child Filter Dialog window opens.
5. Check the box next to each filter criteria to use, and then select the filter. For example, you can check the **Enrollment Expiration Date** box and then set a specific date to include.
6. Click **Continue**. The Bulk Child Update box opens and displays those children that meet the limits you set.

Bulk Child Update

UPDATE OPTIONS

Enrollment Date

Enrollment Expiration Date

Tier

School Type:

Tier 1
 Tier 2
 No Tier

Tier Start Date: [] [] []

Tier End Date: [] [] []

Provider Filter: Active & Hold
Children Filter: EnrollExp Before = 03/25/2019, Status = A

Select	Done	#	Provider Name	#	Child Name	DOB	REL	SCH	DOE	EnrollExp	PTier	CTier	TierStart	TierEnd
<input checked="" type="checkbox"/>	View	001239	Cordova, Anna	2	child, mim one	01/01/18	N	N	02/28/18		2			
<input type="checkbox"/>	View	001239	Cordova, Anna	4	enroll, test	01/01/17	N		01/01/18	01/01/19	2			
<input type="checkbox"/>	View	998885	Dough, John	1	Test, John	01/01/10	N	T	11/01/18		1	1	11/01/18	10/01/19
<input type="checkbox"/>	View	998885	Dough, John	5	Test, Lenora	01/01/10	N		12/01/17	12/31/18	1			
<input type="checkbox"/>	View	000052	Email Test, Jennifer	3	child, release	01/01/18	O		01/01/19		2			
<input type="checkbox"/>	View	001236	Garcia, Ramon	2	Mills, Robert	06/23/13	O		11/08/16	11/30/17	1		01/01/17	12/31/17
<input type="checkbox"/>	View	001236	Garcia, Ramon	4	Robot, Ninja test	06/06/12	N		07/10/17	07/31/18	1			
<input type="checkbox"/>	View	001236	Garcia, Ramon	1	Vasquez, Jose	12/02/17	N		10/13/16	09/30/17	1			
<input type="checkbox"/>	View	001238	Goodstein, Jeffrey	2	Brady, Greg	02/02/17	N		03/01/17	02/28/18	1			
<input type="checkbox"/>	View	001238	Goodstein, Jeffrey	1	Brady, Marcia	01/01/15	N	N	06/22/17	09/30/17	1			
<input type="checkbox"/>	View	001238	Goodstein, Jeffrey	4	Moody, Alexandra	06/05/18	N		08/01/18		1			
<input type="checkbox"/>	View	112233	HX app Evi, Release	1	Enroll Child Evi, HX ap	08/01/17	N	D	10/26/18		2			
<input type="checkbox"/>	View	995601	Jones, Robert D	3	Thomas, Alfred	01/01/09	N		01/01/18	01/31/19	2			
<input type="checkbox"/>	View	995601	Jones, Robert D	4	Vietha, NguyenV	01/01/09	N		01/03/19		2			
<input type="checkbox"/>	View	001235	Marshfield, Elizabeth	1-4	Garfield, Marcia	03/03/16	N		11/02/16	11/30/17	1			

Child Count: 73 Children Selected: 1 Children Updated: 0

 Selected
 ALL

7. In the **Update Options** section, select the information to update. You can update the following:
 - Enrollment Date
 - Enrollment Expiration Date
 - Tier
 - School Type
8. Set new dates, as needed.
9. Check the box next to each child to which to apply these changes. You can also click **Select All** to select all displayed children.
10. Before saving your changes, click **Print** to print a report that lists the children you are updating and their current information. Review this report carefully and confirm that you have selected the correct children.

You cannot reverse this process once its completed.

11. Click **Save**.